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, Nullagine,
10:00AM, FRIDAY, 25 JUNE 2021.

Steven Harding
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: _____
Steven Harding
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 Anthony Middleton	Shire President
Cr Geraldine Parsons	Deputy Shire President
Cr Holly Pleming	Councillor
Cr Langtree Coppin OAM	Councillor
Cr Stacey Smith	Councillor
Cr Adrienne Mortimer	Councillor
Cr Wendy McWhirter-Brooks	Councillor

Officers

Mr Steven Harding	Chief Executive Officer
Mr Ben Lewis	Executive Manager Commercial Services
Ms Lisa Clack	Executive Manager Customer & Community Services
Mr Raees Rasool	Executive Manager Infrastructure Services
Mr Steve Leeson	Executive Manager Corporate Services
Mrs Kylie Bergmann	Acting Manager Governance

Public Gallery

2.2 APOLOGIES

Councillor Apologies

Cr Karen Lockyer	Councillor

Officer Apologies

2.3 LEAVE OF ABSENCE

Cr Anita Grace	Councillor

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

3.1 CR WENDY MCWHIRTER-BROOKS

Given in April information that the Recreation budget runs at a loss, what is the revenue/cost breakdown for the operation of the gyms in Newman? Could the gyms be leased to commercial operators?

a) Please see the attached financial figures for Recreation Services which includes the gyms, rural fitness centres and other recreation programming (such as basketball) which is run from the Newman Recreation Centre).

   This figure also includes the internal service allocations for human resources, corporate support, management across the organisation, plus building costs such as air-conditioning and facility maintenance cost.

   The budgeted net cost (or loss) is $1,453,900 across Newman, Nullagine and Marble Bar, however the projected net cost based on current figures for 20/21 financial year is $1,353,000.

b) It is not possible to lease the Newman Recreation Centre to commercial operators at the current site as the facilities are not owned by the Shire.

   The facilities are owned by the Department of Education and the terms of the lease exclude the Shire sub-letting. In addition, the Recreation Centre incorporates other activities such as sports programming (basketball and others) and court hire in addition to the gymnasium services.
   Revenue from gym membership has been increasing this year with the installation of new gym equipment, and with re-openings post-COVID, with revenue expected to be around $309,000.

Account	Description	2020/2021 Budget	2020/2021 Amend Budget	Total Year To Date
	Recreation Operating Expenditure			
	15.3 - Recreation and Fitness Centres - Newman			
	Operating Expenditure	1,655,200.00	1,623,200.00	1,152,090.15
	Other Recreation Program Operating Expenditure	31,500.00	45,000.00	35,591.63
	15.3 Recreation and Fitness Centre - Rural			
	Total Rural Activities Expenses	21,900.00	29,100.00	24,142.82
	Total Recreation Expenditure	1,708,600.00	1,697,300.00	1,211,824.60
	Recreation Operating Income			
112451	Marble Bar Gym	1,000.00	1,000.00	799.46
112453	Nullagine Gym	500.00	800.00	694.91
112627	Junior Programs	10,000.00	12,000.00	11,982.27
112676	Adult Programs	11,000.00	11,000.00	8,466.85
112701	Room Hire	30,000.00	30,000.00	33,311.26
112719	Creche - Casual Entry	12,000.00	18,000.00	16,025.52
112720	Youth Group Accommodation	2,500.00	1,000.00	-
112725	Membership Fees	160,000.00	240,000.00	268,454.95
112731	Hire Of Equipment	15,000.00	15,000.00	11,189.53
112749	Pro Shop Sales	1,200.00	4,000.00	

				3,322.44
112752	Sundry Income	1,500.00	1,500.00	618.76
112753	Drink & Health Bar Sales	10,000.00	10,000.00	9,507.95
	Total Other Operating Income	254,700.00	344,300.00	364,373.90
	Difference (Loss)	**1,453,900.00**	**1,353,000.00**	**847,450.70**

4 PUBLIC QUESTION TIME

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

6 APPLICATIONS FOR LEAVE OF ABSENCE

7 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

7.1 CONFIRMATION OF MINUTES

Minutes May 28 2021 Council.DOCX

OFFICER'S RECOMMENDATION

THAT the minutes of the Ordinary Meeting of Council held on 28 May 2021, be confirmed as a true and correct record of proceedings.

8 MEMBERS REPORT

8.1 ITEMS FOR RECOMMENDATION

8.2 ITEMS FOR INFORMATION

Cr Anthony Middleton

Cr Geraldine Parsons

- Reconciliation Ball
- NCCI meeting
- Business Before Hours NCCI
- Brand launch at Martumilli
- BHP Filming for Newman Hospital

Cr Holly Pleming

- Reconciliation Ball
- Meeting with Sonia Heinrich and Chris Mcmanara
- Meeting with Ben Lewis re rate payer concerns
- Meeting with rate payer
- Shire of East Pilbara Brand Launch Meeting at Visitor Centre
- NCCI committee meeting
- Capricorn Building Break in's meeting
- Meeting with IGA re business awards

Cr Karen Lockyer

Cr Anita Grace

Cr Langtree Coppin OAM

Cr Adrienne Mortimer

Cr Stacey Smith

Cr Wendy McWhirter-Brooks

- Phone call with Town of Cambridge
- Phone call with Committee Member of Marble Bar Tourist Association
- Phone call with Committee Member of Marble Bar Race Club
- Phone call with Pilbara Tourism Association
- Phone call with City of Fremantle
- Meeting with Head of Boarding, Scotch College
- Text message from Calidus Resources
- Phone call with Cr Coppin OAM
- Phone call with Principal of PHSOTA
- Phone call with Committee Member of Newman Neighbourhood Centre
- Webinar – WALGA South West Native Title Settlement

9 OFFICER'S REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 STATUS OF COUNCIL DECISIONS MAY 2021

Attachments:	**Appendix 1 – Council Resolutions Register – May 2021**
Responsible Officer:	**Mr Steven Harding Chief Executive Officer**
Author:	**Mrs Kylie Bergmann Acting Manager Governance**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

To inform Council of the progress towards actions 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.

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

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That the "Status of Council Decisions" report for the month of May 2021 be received.

Appendix 1
Council Resolutions Register – May 2021

SHIRE OF EAST PILBARA - COUNCIL RESOLUTIONS REGISTER
28/05/2021 - Ordinary Council Meeting

Item No	Responsible Officer	Report Title	Accepted Recommendation	Risk Consideration	Council Resolution No.	Actioning Officer	Comments / Action Taken	Residual Risk	Completion Date
CHIEF EXECUTIVE OFFICER									
7.1	Steven Harding	Application for Leave of Absence	THAT Councillor Anita Grace is approved a leave of absence from 25 June 2021 to 27 August 2021.	Nil	202021/194	Kylie Bergmann	Noted.	Nil.	4/06/2021
8.1	Steven Harding	Confirmation of Minutes of Previous Council Meeting	THAT the minutes of the Ordinary Meeting of Council held on 30 April 2021, be confirmed as a true and correct record of proceedings.	Nil	202021/195	Kylie Bergmann	Noted.	Nil.	4/06/2021
10.1.1	Steven Harding	Council Committees - Appointment of Members	That Council: 1. Appoint the following Councillors to the Audit Committee, for a term ending at the 2021 ordinary local government elections. Members Deputy Members 1. Geraldine Parsons 1. Wendy McWhirter-Brooks 2. Anthony Middleton 2. Holly Pleming 3. Karen Lockyer 3. Anita Grace 2. Appoint the following Councillors to the Plant Committee, for a term ending at the 2021 ordinary local government elections. Members Deputy Members 1. Lang Coppin 1. Wendy McWhirter-Brooks 2. Holly Pleming 2. Adrienne Mortimer 3. Karen Lockyer 3. Stacey Smith 4. Anthony Middleton 4. Geraldine Parsons 3. Appoint the following Councillors to the Airport Advisory Committee, for a term ending at the 2021 ordinary local government elections. Members Deputy Members 1. Lang Coppin 1. Geraldine Parsons 2. Anthony Middleton 2. Stacey Smith 3. Wendy McWhirter-Brooks 3. Karen Lockyer 4. Holly Pleming 4. Anita Grace	To maintain ethical, accountable and transparent decision-making	202021/196	Kylie Bergmann	Emails sent to All Councillors advising them of the appointments. Those Councillors appointed to the CEO Performance Review Committee will need to undertake training in accordance with the Terms of Reference. The Governance team will look into possible dates and report back to Council.	Nil.	4/06/2021
			4. Appoint the following Councillors to the CEO Performance Review Committee, for a term ending at the 2021 ordinary local government elections. Members Deputy Members 1. Shire President Anthony Middleton 1. Deputy Shire President Geraldine Parsons 2. Lang Coppin 2. Anita Grace 3. Holly Pleming 3. Stacey Smith 4. Karen Lockyer 4. Adrienne Mortimer * The CEO Performance Review Committee shall consist of the Shire President and 3 other Elected Members (refer to Terms of Reference)						
10.1.2	Steven Harding	External Bodies - Appointment of Council Representatives	That Council: 1. Appoint the following Councillors to the Joint Kimberley/Pilbara Development Assessment Panel, for a term ending at the 2021 ordinary local government elections. Members Deputy Members 1. Cr Karen Lockyer 1. Cr Wendy McWhirter-Brooks 2. Cr Holly Pleming 2. Cr Geraldine Parsons 2. Appoint the following Councillors to the Pilbara Regional Council, for a term ending at the 2021 ordinary local government elections. Members Deputy Members 1. Cr Anthony Middleton 1. Cr Holly Pleming 2. Cr Anita Grace 2. Cr Geraldine Parsons 3. Appoint the following Councillors to the Pilbara Country Zone, for a term ending at the 2021 ordinary local government elections. Members Deputy Members 1. Cr Wendy McWhirter-Brooks 1. Cr Geraldine Parsons 2. Cr Anthony Middleton 2. Cr Anita Grace	To maintain ethical, accountable and transparent decision-making.	202021/197	Kylie Bergmann	Email sent to Dept of Planning re. the nominations for JDAP, and requesting details of the next training sessions. Email sent to PRC Acting CEO (Steve Harding) advising of the appointments. Email sent to WALGA advising of the new appointments to the Pilbara Country Zone.	Nil.	4/06/2021

10.1.3	Steven Harding	Status of Council Decisions - April 2021	That the "Status of Council Decisions" report for the month of April 2021 be received, with the following amendment: • That item 12.1 – Advocacy Project – Marble Bar Geo Heritage include the words 'and Nyamal Education & Cultural Centre.'	In order to remain transparent and to facilitate timely and appropriate decision making, it is requested that action items be reviewed at each Council meeting.	202021/198	Kylie Bergmann	April Council Minutes updated internally and on the Shire website.	Nil.	7/06/2021
10.1.4	Steven Harding	Status of Capital Projects as at 30 April 2021	That Council receive the Capital Works Program Status update for the period 1 July 2020 to 30 April 2021.	Reputational – Low.	202021/199	Kylie Bergmann	No further action.	Nil.	4/06/2021
10.1.5	Steven Harding	Affixing Common Seal under Delegated Authority	That Council have been advised that the Common Seal has been affixed under delegated authority to the following document: Document Details Parties Price Gst Inc. Scheme Amendment Local Planning Scheme Amendment No. 26 – Pardoo Beef Corporation Shire of East Pilbara N/A	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 Council's Execution of Documents Policy which clearly states that Use of the common seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the deal was applied.	202021/200	Kylie Bergmann	No further action.	Nil.	4/06/2021
10.1.6	Steven Harding	Extraordinary Vacancy - South Ward	That Council approves the CEO to write to the Western Australian Electoral Commissioner seeking approval for the South Ward vacancy to remain vacant, and to fix the ordinary election day of 16 October 2021, as the day for the extraordinary election to fill the vacancy.	Need to comply with relevant legislation.	202021/201	Kylie Bergmann	Letter sent to WAEC on 16/06/2021.	Nil.	16/06/2021
10.1.7	Steven Harding	New Policy - Appointment of Acting CEO	That Council adopt a new policy on the Appointment of an Acting Chief Executive Officer, as presented in Appendix 1.	Non-compliance should Council not adopt an appropriate policy in accordance with s5.39C of the Act.	202021/202	Kylie Bergmann	Complete. Policy Manual updated.	Nil.	7/06/2021
10.1.8	Steven Harding	Proposed New Lease of Office Space at Newman House - Newman Women's Shelter	That Council 1. Approves entering into a lease agreement with Newman Women's Shelter for office accommodation at Newman House, being offices 23. 24 and waiting room 3 (East Wing), for a term of 13 months, commencing 1st June 2021 with an Option Term of 3 x 1 year options. 2. Advises the Newman Women's Shelter that a further discount of 40% on the not-for-profit rental rate is not approved. 3. Approves affixing the Shire of East Pilbara common seal to the lease agreement between the Shire of East Pilbara and Newman Women's Shelter.	Compliance - Low	202021/203	Caitlin Lewis	Email sent to NWS advising them of Council's decision, and confirming they want to proceed with the lease agreement. NWS have since replied agreeing to proceed.	Nil.	4/06/2021
14.1.1	Steven Harding	COVID-19 Delegations to CEO	That Council receive the report on delegated decisions made by the Chief Executive Officer, in relation to the COVID-19 Economic Relief Package, for the period 7th November 2020 – 30 April 2021.		202021/219	Kylie Bergmann	No further action.	Nil.	4/06/2021
EM CORPORATE SERVICES									
10.2.1	Steve Leeson	Monthly Financial Statements and Investment Report for period ending March 2021 and Unbudgeted Expenditure	1. Accept the monthly financial statements for the period 1 July 2020 to 31 March 2021 of the 2020/2021 financial year as presented be received. 2. Pursuant to Section 6.8 of the Local Government Act 1995 approves an amendment to the Shire's 2020-2021 Annual Budget as per the following tables: Account Description Current Budget Amendment Revised Budget 99020 Staff Housing – ALL $539,700 $135,000 $674,700 99019 Staff Housing Capital – M/Bar & Nullagine $361,000 $(15,500) $345,500 PJ0008 PJ – Other Project Planning $50,000 $(18,500) $31,500 96501 Staff Housing Maint – Marble Bar $180,000 $(12,000) $168,000 129722 Minor Equipment - Newman $10,000 $(10,000) $0 PJ0010 PJ – Cape K Potable Water $50,000 $(10,000) $40,000 OG0010 Recruitment & Relocation $268,000 $(69,000) $199,000 TOTAL Net Affect $0	Legislative - Medium	202021/204	Lisa Davis	Complete. Budget amendments made.	Nil.	7/06/2021

			Account Description Current Budget Amendment Revised Budget 119704 Minor Equipment – P&G Newman $33,500 $35,000 68,500 111569 Playground Maintenance $71,200 $(35,000) $36,200 TOTAL Net Affect $0 Account Description Current Budget Amendment Revised Budget NEW Plant & Equipment – Light Vehicle $0 $60,000 $60,000 148070 Insurance Recoup Income $0 $(60,000) $(60,000) TOTAL Net Affect $0						
10.2.2	Steve Leeson	Creditors for Payment	That Council endorse the following payments: FUND VOUCHER AMOUNT EFT Payments Mastercard EFT57827 – EFT58235 See attachment $3,556,067.04 $20,307.08 Total $3,576,374.12 Cheque Payments Superannuation Fleet Control 25136 - 25143 337 - 372 DD14911.1– DD14926.25 11501511 $840.65 $2,985.00 $114,196.47 $1,025.39 Total $119,047.51 GRAND TOTAL $3,695,421.63	Legislative - Medium	202021/205	Sian Appleton	No further action.	Nil.	3/06/2021
10.2.3	Steve Leeson	Proposed Rating Strategy 2021-2026	That Council: 1. Adopts the Rating Strategy 2021 to 2026 included as Appendix 1; 2. Provides local public notice of the Rating Strategy, seeking feedback as part of the 2021-2022 annual budget process.	Legislative – High Council must consider its ability to fund expected outcomes in the Community Strategic Plan.	202021/206	Steve Leeson	Complete. On web. Advertised 2/6/2021.	Low.	2/06/2021
10.2.4	Steve Leeson	Notice of Intention to Levy Differential Rating 2021-2022	That Council 1. Endorse the advertising of the Council's intention to levy the following differential rates in 2021/22 Rate Category Rate in the Dollar charge Minimum rate charge GRV Residential 0.076785 $715 GRV Non-Residential 0.052570 $813 GRV Transient Workforce Accommodation 0.105140 UV Pastoral 0.141450 $357 UV Mining 0.282900 $715 2. Endorse the Objects and Reasons for the proposed differential rates as presented at Appendix 1; 3. Consider all submissions received in preparation towards drafting the Shire's 2021/2022 annual budget.	Legislative – High Council must consider its ability to fund expected outcomes in the Community Strategic Plan.	202021/207	Steve Leeson	Complete. Advertised 2/06/2021.	Low.	2/06/2021

10.2.5	Steve Leeson	Review of Council Policies - Corporate Services	That Council 1. Rescind policies: 3.3 Budget Preparations 3.6 Management Accounts 3.8 Rates Incentive Policy 4.1 Advertising Statutory and General 4.6 Insurance – Professional Indemnity use of Disclaimers 4.15 Internal Controls Policy 2. Adopts revised policies 3.1 Accounting for Non-current Assets 3.15 Financial Hardship Policy	Legislative - Medium	202021/208	Kylie Bergmann	Complete. Policy Manual updated.	Nil.	7/06/2021
10.2.6	Steve Leeson	Review of Meeting Attendance and Member Allowances	As per option 5, Council: 1. Endorse the following annual allowances and meeting attendance fees for inclusion in the 2021/22 budget to be paid quarterly in arrears: (a) Councillor's Meeting Fees $185,830 (An Annual Fee of $18,583 per Councillor) (b) President's Meeting Fees $24,930 2. A Telecommunications Allowance per annum to be paid quarterly in arrears of $1,833 to all councillors and $2,500 to the Shire President. 3. A Presidential Allowance of $50,451 per annum be paid quarterly in arrears 4. A Deputy Presidential Allowance of $12,612 per annum be paid quarterly in arrears	Financial – Low. Adequate resources need to be allowed for in the development of the budget for the 2021/22 financial year.	202021/209	Lisa Davis	Complete. Incorporated within draft 2021-2022 annual budget.	Nil.	7/06/2021
14.2.1	Steve Leeson	Award of Tender RFT 14-2020/21 IT Managed Services	That Council 1. Award Tender RFT 14-2020/21 for IT Managed Services to ES2 Pty Ltd for an initial contract period of three (3) years commencing on the 1st July 2021 and expiring on the 30th June 2024 for the lump sum fixed pricing $342,000.00 and to accept the tendered hourly rates (in commercial confidence) for adhoc and out of hours requests, and 2. Approve the Chief Executive Officer to extend the contract with the same conditions for a further period of one (1) year on expiry of the initial contract period, to commence 1st July 2024 and to expire on the 30th June 2025, and 3. Approve the Chief Executive Officer to extend the contract with the same conditions for a final further period of one (1) year on expiry of the first further period, to commence 1st July 2025 and to expire on the 30th June 2026, and 4. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between ES2 Pty Ltd and the Shire of East Pilbara with respect to this Tender.		202021/220	Steve Leeson	Complete. Vendors advised. Transition underway.	Medium	7/06/2021
EM CUSTOMER & COMMUNITY SERVICES									
10.3.1	Lisa Clack	Caravan Park Naming in Newman	That Council endorse the name for the caravan park as 'Yurlu Caravan Park Newman'.	Nil	202021/210	Chloe Townsend	Noted.		
10.3.2	Lisa Clack	Community Assistance Grants - Annual Grants 21/22	That Council endorse: 1. An amount of $55,000 being included within the drafting of the 2021/22 annual Budget for its Community Assistance Grants; 2. Council approve the following organisations listed in the table below for funding for the Annual Grant as part of (1) above, at a total amount of $26,710. Newman Women's Shelter $10,000.00 Tigers Football Club $5,710.00 Newman Scouts $5,000.00	Nil	202021/211	Samantha Hawkins	All applicants to receive a letter of successful or an unsuccessful letter		

10.3.3	Lisa Clack	Annual Sponsorship Applications	That Council endorse the following organisations and financial contribution being included within the drafting of the 2021/22 Annual Budget for its Community Sponsorship. Applicant Organisation Event Amount Newman Chamber of Commerce and Industry (NCCI) Business Excellence Awards $5,000.00 RSL Newman ANZAC Day & Gunfire Breakfast $3,000.00 Policy Legacy Bloody Slow Cup $12,000.00 East Pilbara Race Club Newman Races $6,000.00 Newman VET's Football Club Celebrity Match $6,000.00 Newman Lions Club Fortescue Festival $3,000.00	Nil	202021/212	Samantha Hawkins	All applicants to be informed and receive a letter for the sponsorship		
10.3.4	Lisa Clack	East Pilbara Race Club Sponsorship Application	That Council endorse $10,000 funding for the East Pilbara Race Club's 2021 Newman Races, in return for the sponsorship benefits detailed within their application.	Nil	202021/213	Samantha Hawkins	East Pilbara Race Club to be informed of their success		
10.3.5	Lisa Clack	Marble Bar Races 2021 - Support Requests and Memorandum of Understanding	That Council 1. Approve the in-kind support to the Marble Bar Race Club, for the 2021 Marble Bar Races event. 2. Endorse the CEO or their delegate to enter into a Memorandum of Understanding with the Marble Bar Race Club for the delivery of Marble Bar Races events for the period 1 July 2021 to 30 June 2023.	There is a high risk that the Marble Bar Race Club will not be able to facilitate the event without the Shire of East Pilbara in-kind support.	202021/214	Paul Miller	MOU to be signed by Marble Bar Race Club & CEO SOEP		
10.3.6	Lisa Clack	Memorandum of Understanding - Inclusion Solutions	That Council endorses the CEO to sign the Memorandum of Understanding between Inclusion Solutions Ltd. and the Shire of East Pilbara for the provision of access and inclusion training for a financial contribution of $3,200 (+GST) for a 12 month period.	Nil	202021/215	Samantha Hawkins	MOU send to CEO for signing		
10.3.7	Lisa Clack	Mental Health Working Group	That Council 1. Support the Shire having a representative on the Newman Community Wellbeing Working Group. 2. Notes any program changes which may have resource or budget requirements would come back to Council for consideration.	Nil	202021/216	Chloe Townsend	Noted.		
EM COMMERCIAL SERVICES									
10.4.1	Ben Lewis	Development Application P036/20 - Oasis @ Newman, Lot 44 Great Northern Highway, Newman	[illegible] Clause 68(2)(b) of the Deemed Provisions for Local Planning Schemes subject to the following conditions: Administrative Conditions 1. Development shall be in accordance with the approved plan(s) and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the Shire of East Pilbara. 2. At the request of the applicant, the 'manager's residence' as marked on the approved plan is excluded from this application and does not form part of this approval. Bushfire 3. Prior to occupation, the Bushfire Emergency Evacuation Plan is to be implemented in accordance with the recommendations of the Bushfire Management Plan (Envision, January 2021). 4. Prior to occupation, internal site vehicle access is to be designed, constructed and maintained in accordance with Element 3, Table 6 column 3 in the Guidelines for Planning in Bushfire Prone Areas V1.3. 5. Prior to occupation, a minimum 3m wide traversable firebreak shall be installed around the internal perimeter of the site and maintained thereafter to the satisfaction of the Shire of East Pilbara.	Council will be making a lawful discretionary decision in accordance with its powers under the Planning and Development Act 2005. There is no additional organisational risk caused by Council carrying out its powers in this manner	202021/217	Ben Lewis	Permit issued	Nil.	8/06/2021

			6. Prior to occupation, an adequate water supply of sufficient capacity and pressure for fire fighting purposes shall be provided, with external hoses shielded from radiant heat, and capable of applying water safely onto all external surfaces of each building and for 10m around each building for a period of no less than 30 minutes at each building, to the satisfaction of the Shire of East Pilbara. Services 7. Prior to occupation of the development, an adequate potable water supply shall be made available and thereafter maintained to the satisfaction of the Shire of East Pilbara and the Department of Health. 8. Prior to occupation, the development hereby permitted shall be connected to an approved wastewater management system, and the approved system thereafter maintained to the satisfaction of the Shire of East Pilbara and the Department of Health. Visual Appearance 9. All new buildings are to be clad and finished such that they integrate and blend in with the existing buildings on site. ADVICE NOTES 1. All building, health and waste management works are to comply with applicable legislative requirements. 2. In relation to condition 2, a separate development application is to be submitted for the manager's residence. This application						
			6.7.2 of SPP 3.7. We recommend that the applicant consult with DFES as part of the preparation of this application. 3. The applicant being advised that the Shire of East Pilbara reserves the right to take further legal action should the caretaker's residence not be formalised within a reasonable timeframe.						
10.4.2	Ben Lewis	Newman Airport Masterplan	That Council: 1. Endorse the Newman Airport Master Plan as per appendix 1 2. Endorse the staged roll out plan as per appendix 2 3. Notes that the implementation plan will be submitted to Council for consideration as part of each budget process for the financial years 2021/22 – 2025/26 inclusive.	The risk associated with not implementing the master plan would include: • Not completing the required asset renewal and replacement • Not addressing the current restrictions hampering daily operations • Not accounting for the future increase of passenger numbers based on the increased economic growth with in the region.	202021/218	Ben Lewis			
EM INFRASTRUCTURE SERVICES									
14.3.1	Raees Rasool	Approval to Authorise Variations to Emergency Recovery Works in Nullagine	That Council: 1. Accept Variations 3A & 3B in Nullagine to a total of $88,289.00 ex GST. # Description Cost (ex GST) 3A Gallop Hall Flooring $29,900.00 3B Nullagine Gym Flooring $58,389.00 2. Pursuant to s6.8 of the Local Government Act 1995, approve an amendment to the Shire's 2020-2021 Annual Budget as per the following table: Account Description Current Budget Amendment Revised Budget 148080 Storm Damage $1,474,885.50 +$88,289.00 $1,563,174.50 888333 Insurance Reserve Transfer -$29,625.54 -$88,289.00 -$117,914.54	Gallop hall flooring had innapropriate drainage. Gym flooring was structurally unsafe for heavy gym equipment	202021/221	Lindon Mellor	Noted	Nil.	14/06/2021

14.3.2	Raees Rasool	Award of Tender RFT 11-2020/21 Provision of Liquid Waste Services	THAT Council 1. Award Tender RFT 11-2020/21 for the Provision of Liquid Waste Services (Collection & Disposal) to Cleanaway Management Services for an initial Contract period of three (3) years commencing on the 1st June, 2021 and expiring on the 31st May, 2024 for $588,363.00 gst ex for the fixed scheduled works and adhoc service requests, and 2. Approve the Chief Executive Officer to extend the Contract with the same conditions for a further period of one (1) year on expiry of the initial Contract period, to commence 1st June, 2024 and to expire on the 31st May, 2025; and 3. Approve the Chief Executive Officer to extend the Contract with the same conditions for a second and final further period of one (1) year on expiry of the first further option period, to commence 1st June 2025 and to expire on the 31st May, 2026; and 4. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between Cleanaway Waste Management and the Shire of East Pilbara with respect to this Tender.	The Shire has not ever tendered liquid waste removal. This has now been completed and reduces the audit risk	202021/222	Hosein Fadaei	Noted	Nil.	14/06/2021
14.3.3	Raees Rasool	Award of Tender RFT 12-2020/21 Provision of Cleaning Services	THAT Council 1. Award Tender RFT 12-2020/21 for the Provision of Cleaning Services to Newman Cleaning Services for an initial Contract period of three (3) years commencing on the 1st July, 2021 and expiring on the 30th June, 2024 for $2,471,343.00 gst ex for the fixed scheduled works and to accept the adhoc/reactive hourly rates tendered; and 2. Approve the Chief Executive Officer to extend the Contract with the same conditions for a further period of two (2) years on expiry of the initial Contract period, to commence 1st July, 2024 and to expire on the 30th June, 2026 for a further $1,647,562.00 for the fixed scheduled works plus the adhoc/reactive hourly rates tendered; and 3. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between Newman Cleaning Resources and the Shire of East Pilbara with respect to this Tender.	Cleaning is an important function for the operation of public buildings and reduces the reptuational and health risks to the community	202021/223	Lindon Mellor	Noted	Nil.	14/06/2021

9.1.2 STATUS OF CAPITAL PROJECTS AS AT 28 MAY 2021

Attachments:	**Appendix 1 – Capital Works Status Update – May 2021**
Responsible Officer:	**Mr Steven Harding Chief Executive Officer**
Author:	**Mrs Kylie Bergmann Acting Manager Governance**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

To provide Council with the year to date position of the capital works program as set out in the 2020/21 budget, for the period ending 31 May 2021.

BACKGROUND

The attached report details the status of all capital works projects as set out in the 2020/21 budget, accepted by Council at the 24 July 2020 Ordinary Council Meeting, for the period 1 July 2020 to 31 May 2021 (***Appendix 1 refers***).

COMMENTS/OPTIONS/DISCUSSIONS

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

Reportable variations in accordance with accounting requirements are as follows:

1. 75% of projects are on target.
2. 10% of projects are currently behind target levels and are being monitored.
3. 5% of projects are currently at risk of falling behind and are being monitored.
4. 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 $22,583,900. Of this amount actual expenditure to 31 May 2021 is $10,355,923.94, with funds committed being approximately $1,815,671. Total spent/committed funds to 30 April 2021 is approximately $12,171,595.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Financial Management) Regulations 1996
Reg 34 Financial activity statement required each month

POLICY IMPLICATIONS

3.3 Budget preparations

3.5 Budget Management – Capital Acquisitions

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

RISK MANAGEMENT CONSIDERATIONS

Reputational – Low.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

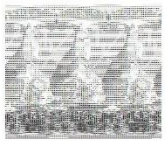
That Council receive the Capital Works Program Status update for the period 1 July 2020 to 31 May 2021.

Appendix 1
Capital Works Updates – May 2021

SYCLE
Organisation Empowerment System

Action and Task Progress Report

Shire of East Pilbara

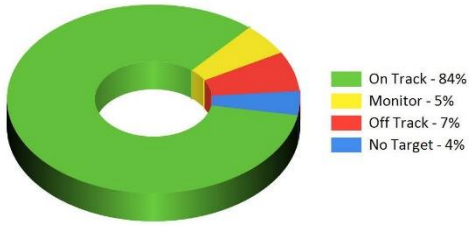


Print Date: 16-Jun-2021

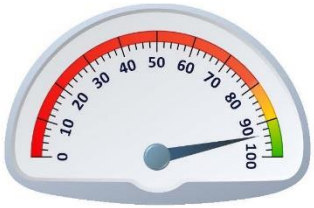
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OVERVIEW

Action Status



Action Progress Against Targets



73 actions reported on
61 At least 90% of action target achieved
4 Between 70% and 90% of action target achieved
5 Less than 70% of action target achieved
3 actions with no target set

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 %
1.2.2.3 CP49033 - 20/21 Marble Bar Public Art	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Deferred	01-Jul-2020	30-Jun-2021	1.00%	0.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
6.1 Airport Asset Management	Capital	50,000.00		0.00	0.00	0.00	GREEN

ACTION PROGRESS COMMENTS:
12/08/20 - The proposed location will be the entry statement into the Marble Bar airport and will be located on the new entry road which will be constructed in the 2021/22 year. Installation of the art will form part of the entry road and carpark works
1/9/20 - Works deferred until next financial year when the airport upgrade is in progress
1/10/20 - Works deferred
4/11/20 - Works deferred

27/11/20 - Works deferred
18/01/21 - Works deferred
10/02/21 - Works deferred
20/4/2021 - Works deferred until September 2021 when the carpark works are completed.
13/5/2021 - Works deferred until September 2021 when the carpark works are completed.
8/6/2021 - Works deferred until September 2021 when the carpark works are completed.

Last Updated: 08-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.119 CP129562 - 20/21 Local Road & Infrastructure Federal Grant - Entry, Carpark and Toilet Block for Marble Bar Airport.	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	In Progress	26-Jul-2020	30-Jun-2021	10.00%	0.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
6.1 Airport Asset Management	Capital	1,196,500.00		1,196,500.00	0.00	1,196,500.00	GREEN

ACTION PROGRESS COMMENTS:
13/05/21 - Carpark design being undertaken. Works will coincide with runway works scheduled to commence in June 21
8/06/21 - Carpark design being undertaken. Works will coincide with runway works scheduled to commence in June 21

Last Updated: 08-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.128 CP129401 - 20/21 Services - Access Roads, Car Parks	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Not Started	26-Jul-2020	30-Jun-2021	0.00%	0.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
6.1 Airport Asset Management	Capital	200,000.00		200,000.00	0.00	200,000.00	GREEN

ACTION PROGRESS COMMENTS:
12/08/20 - Works will be undertaken in conjunction with road works in Newman
01/09/20 - Works will be identified once the airport master plan is endorsed by council

4/11/20 - Apron works are commencing this week and expected to be completed by the end of November
27/11/20 - Apron works have been moved to January / February to coincide with other works
18/01/21 - Waiting for the contractors to return to town
10/02/21 - Waiting for the contractors to return to town
18/03/21 - Waiting for the contractors to return to town
20/4/21 - Contractors due to return to commence works in May 21
13/5/21 - PO being raised and final negotiations with the contractor to confirm start date
8/06/21 - Waiting for the contractor to confirm start date

Last Updated: 08-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.129 CP129402 - 20/21 Services - Water Including RO	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	In Progress	26-Jul-2020	30-Jun-2021	30.00%	0.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
6.1 Airport Asset Management	Capital	250,000.00		250,000.00	32,939.00	217,062.00	GREEN

ACTION PROGRESS COMMENTS:
12/08/20 - The draft scope of works for the design phase has commenced.
01/09/20 - Scope of works still in progress
04/11/20 - Consultants are currently onsite assessing water production system
27/11/20 - Draft report completed with recommendations
18/01/21 - Developing scope based on recommendations
10/02/21 - Servicing report being completed by consultants
18/03/21 - Servicing report by consultants is in draft form and being reviewed
20/4/21 - Servicing report forms part of the land use plan and once agreed by Council, the works will be scheduled
13/5/21 - On hold pending Council approval of the GIA land use plan
8/06/21 - On hold pending Council approval of the GIA land use plan

Last Updated: 08-Jun-2021

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

3.1.3.130 CP129404 - 20/21 Services - Waste	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Deferred	26-Jul-2020	30-Jun-2021	5.00%	75.00%	RED
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
6.1 Airport Asset Management	Capital	0.00		0.00	0.00	0.00	GREEN

ACTION PROGRESS COMMENTS:
12/08/20 - The draft scope of works for the design phase has commenced.
01/09/20 - scope of works still in progress
04/11/20 - scope of works still in progress
27/11/20 - scope of works still in progress
18/01/21 - scope of works still in progress
18/3/21 - capital works removed as part of budget review due to GIA area being priority
13/5/21 - capital works removed as part of budget review due to GIA area being priority
8/06/21 - capital works removed as part of budget review due to GIA area being priority
Last Updated: 08-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.131 CP129419 - 20/21 Safety & Security - Lighting	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Deferred	26-Jul-2020	30-Jun-2021	30.00%	0.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
6.1 Airport Asset Management	Capital	2,000,000.00		2,000,000.00	0.00	2,000,000.00	GREEN

ACTION PROGRESS COMMENTS:
12/08/20 - Planning and scoping has commenced for draft RFT
01/09/20 - scope or works still in progress
04/11/20 - scope of works still in progress
27/11/20 - scope of works still in progress
18/01/21 - scope of works still in progress
10/02/21 - Servicing report being completed by consultants

18/03/21 - Draft report received from consultants currently being reviewed
20/04/21 - CCTV consultants report is being reviewed. The RFT for apron lighting is in final stages of review before being released for tender.
13/05/21 - CCTV consultants report is being reviewed. The RFT for apron lighting is ready to released for tender. Works will be undertaken in the next financial year
8/06/21 - CCTV consultants report is being reviewed. The RFT for apron lighting is ready to released for tender. Works will be undertaken in the next financial year

Last Updated: 08-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.132 CP129426 - 20/21 ASCE Plant and Equipment (Scanner)	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
6.1 Airport Asset Management	Capital	350,000.00		336,000.00	296,692.00	39,308.00	GREEN

ACTION PROGRESS COMMENTS:
12/08/20 - Body scanner is onsite and waiting for installation. Checked baggage screening is on back order delayed due to Covid
01/09/20 - Body scanner scheduled for installation in late October. Checked baggage scheduled for November 2020
04/11/20 - Body scanner installation delayed, checked baggage is now scheduled for delivery in December 2020
27/11/20 - Works still on track for December delivery and installation
18/01/21 - Works complete

Last Updated: 20-Jan-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.133 CP129427 - 20/21 Plant & Equipment - Machinery	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
6.1 Airport Asset Management	Capital	60,000.00		57,600.00	44,517.00	13,083.00	GREEN

ACTION PROGRESS COMMENTS:
12/08/20 - Equipment is on order and has been delayed due to Covid anticipated delivery October / November

01/09/20 - Still anticipating delivery October / November
04/11/20 - All equipment has been delivered

Last Updated: 05-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.134 CP129431 - 20/21 Public Structures	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Not Started	26-Jul-2020	30-Jun-2021	0.00%	75.00%	RED

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	400,000.00	0.00	0.00	0.00	GREEN

ACTION PROGRESS COMMENTS:
01/09/20 - Capital upgrade of air-conditioning plant for the terminal will be undertaken in consultation with the terminal expansion as part of the master plan
04/11/20 - Scope of works commenced for architectural design for the terminal expansion which will include HVAC system
27/11/20 - Scope of works in draft
18/01/21 - Scope of works in draft
10/02/21 - Scope of works on hold pending master plan approval
20/04/21 - Scope of works on hold pending master plan staged rollout
13/05/21 - Scope of works on hold pending master plan staged rollout
8/06/21 - Scope of works on hold pending master plan staged rollout

Last Updated: 08-Jun-2021

Corporate Services

Information Systems

23.1 Information Communication and Technology

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.165 CP49001 - 20/21 Computer Equipment	Lisa Davis - Manager Corporate Services	In Progress	24-Jul-2020	30-Jun-2021	85.00%	100.00%	AMBER

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
23.1 Information Communication and Technology	Capital	80,000.00	80,000.00	28,688.00	51,312.00	GREEN

ACTION PROGRESS COMMENTS:
31/07/2020 - Quotes for new server received and purchase order issued.
30/09/2020 - New server installed. Server job complete. Other capital purchases will occur as per IT program.
18/03/2021 - Further works on the Shire's network and racks ordered and scheduled with remote support services contractor for April. Review of planned photocopier replacements supports leasing option preferred.
15/06/2021 - Network racks project complete. Replacement photocopiers ordered and leasing agreement signed.

Last Updated: 15-Jun-2021

Customer and Community Services

Community Safety

12.3 Surveillance and Security

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.21 CP59022 - 20/21 CCTV and Lighting Upgrades	Brent Stein - MANAGER COMMUNITY SAFETY	In Progress	26-Jul-2020	30-Jun-2021	70.00%	100.00%	AMBER

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
12.3 Surveillance and Security	Capital	463,200.00	463,200.00	0.00	463,200.00	GREEN

ACTION PROGRESS COMMENTS:
Initial data collected and project planning underway - 21/08/2020
Scope of works created for consultant to be hired and utilised to assist with formal Infrastructure/IT Scope and RFQ - 06/10/2020
21/12/2020 - Quotation request to WALGA preferred suppliers to complete consultation scope of works has been sent. Quotes will be reviewed by Brent Stein, Paul Howrie and Lisa Clacl - successful consultant will be scheduled before 29th January 2021, to attend and complete before 26th February 2021.
10/02/2021 - Successful consultant has been engaged to attend the Shire of East Pilbara before the end of February 2021 and complete report and scope of works for release of capital works tender by April 2021. COVID-19 lockdown in Perth resulted in minor delay.
19/03/2021 - Draft report completed by consulted and distributed to internal stakeholders for review.
18 May 2021 - Project to be carried forward and transferred for implementation by ICT Manager.

Last Updated: 21-May-2021

Recreation and Events

15.4 Aquatic Centres

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.8 CP119067 - 20/21 Newman Aquatic Centre - P&E	Melissa Warren - COORDINATOR AQUATIC SERVICES	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
15.4 Aquatic Centres	Capital	50,000.00		50,000.00	19,939.00	30,061.00	GREEN

ACTION PROGRESS COMMENTS:
Two new 50m re-circulation pumps have been installed - 07/09/2020

Last Updated: 19-Mar-2021

Executive Services

Procurement and Contracts

9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.19 CP59010 - 20/21 Ranger Vehicle - 2WD (51112)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	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	75,117.00	-10,117.00	GREEN

ACTION PROGRESS COMMENTS:

05/08/2020 - Specification under development
02/09/2020 - Purchase Order Issued
08/10/2020 - Build in progress and waiting on delivery into AU
02/11/2020 - No change
27/11/2020 - Build complete, awaiting transport to Newman
11/01/2021 - Delivered - Completed

Last Updated: 11-Jan-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.22 CP119029 - 20/21 CRS Vehicle - 2WD (111675)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
9.1 Procurement	Capital	56,600.00		56,600.00	56,361.00	239.00	GREEN

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

Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.15 CP129079 - 20/21 P&G Vehicle - 4WD (2812)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
9.1 Procurement	Capital	55,000.00		55,000.00	57,560.00	-2,560.00	GREEN

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

Last Updated: 27-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.17 CP129096 - 20/21 P&G Vehicle Newman - 2WD (2807)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
9.1 Procurement	Capital	29,500.00		29,500.00	29,520.00	-20.00	GREEN

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

Last Updated: 02-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.18 CP129097 - 20/21 P&G Vehicle Newman - 2WD (2810)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
9.1 Procurement	Capital	29,600.00		29,600.00	29,554.00	46.00	GREEN

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

Last Updated: 02-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.123 CP129098 - 20/21 Canter Tipper with Kevrek (2704)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
9.1 Procurement	Capital	65,200.00		65,200.00	65,571.00	-371.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Specification development in progress
02/09/2020 - Procurement Process Commenced - RFQ issued and awaiting response from suppliers
07/10/2020 - RFQ submissions under assessment
02/11/2020 - Purchase order issued, waiting for truck to be delivered into WA for build
27/11/2020 - No change
11/01/2021 - No change
10/02/2021 - Built delays experienced in Japan due to parts supply issues as a result of the pandemic. Trucks should be at sea on route to Australia at the moment.
08/03/2021 - Built complete and waiting for transport to Nullagine
06/04/2021 - Completed

Last Updated: 06-Apr-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.125 CP129723 - 20/21 Canter Tipper with Kevrek (2727)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	79,200.00	79,200.00	80,067.00	-867.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Specification development in progress
02/09/2020 - Procurement Process Commenced - RFQ issued and awaiting response from suppliers
07/10/2020 - RFQ submissions under assessment
02/11/2020 - Purchase order issued, waiting for truck to be delivered into WA for build
27/11/2020 - No change
11/01/2021 - No change
10/02/2021 - Built delays experienced in Japan due to parts supply issues as a result of the pandemic. Trucks should be at sea on route to Australia at the moment.
08/03/2021 - Built underway - requires bodybuilder works to manufacture tipper body and toolbox behind cab - estimate 2 months before delivery to Marble Bar
06/04/2021 - No change
19/05/2021 - Completed

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.126 CP129732 - 20/21 Sideshift Backhoe (2751)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	195,400.00	195,400.00	195,420.00	-20.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Specification development in progress
02/09/2020 - Procurement Process Commenced - RFQ issued and awaiting response from suppliers
07/10/2020 - Purchase Order Issued to Westrac for a Caterpillar 444 Backhoe - delivery 3-4 weeks
02/11/2020 - Delivered and completed

Last Updated: 02-Nov-2020

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.127 CP129745 - 20/21 Fuso Canter 815 Tipper (2825)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
9.1 Procurement	Capital	98,000.00		63,250.00	53,651.00	9,599.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Specification development in progress
02/09/2020 - Procurement Process Commenced - RFQ issued and awaiting response from suppliers
07/10/2020 - RFQ submissions under assessment
02/11/2020 - Purchase order issued, waiting for truck to be delivered into WA for build
27/11/2020 - No change
11/01/2021 - No change
10/02/2021 - Built delays experienced in Japan due to parts supply issues as a result of the pandemic. Trucks should be at sea on route to Australia at the moment.
08/03/2021 - Built complete and waiting for transport to Newman
06/04/2021 - Completed

Last Updated: 06-Apr-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.8 CP109040 - 20/21 GEWS Vehicle - 2WD (101401)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
9.1 Procurement	Capital	54,500.00		54,500.00	54,129.00	371.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Specification development in progress

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

Last Updated: 18-Feb-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.169 CP49030 - 20/21 CBS Vehicle - 4WD (41229)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
9.1 Procurement	Capital	55,000.00		55,000.00	54,108.00	892.00	GREEN

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

Last Updated: 27-Nov-2020

Infrastructure Services

Infrastructure Services

19.1 Open Space - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.13 CP119704 - 20/21 Minor Equipment - Parks and Gardens Newman	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.1 Open Space - Newman	Capital	0.00	33,500.00	34,240.00	-740.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Purchases as required - ongoing
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - No change
11/01/2021 - No change
10/02/2021 - No change
08/03/2021 - No change
06/04/2021 - No change
19/05/2021 - No change
08/06/2021 - No change

Last Updated: 15-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.121 CP129619 - 20/21 Streetscape Projects / Landscaping - Parnawarri Carpark Verge	Conrad Short - WORKS SUPERVISOR - PARKS & GARDENS - NEWMAN	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.1 Open Space - Newman	Capital	100,000.00	100,000.00	22,229.00	77,771.00	GREEN

ACTION PROGRESS COMMENTS:
10/08/2020 - Scoping projects to commence during August.
01/09/2020 - Worked out waterflow rate and designing Irrigation plan for Installation this month.
07/10/2020 - No further update. Project Manager currently on leave.
02/11/2020 - Reticulation parts ordered and starting to level the site and Dial before you dig plans ready.
24/11/2020 - Reticulation parts have arrived and the lawn is being sourced.
12/01/2021 - Site has been sprayed for weeds, getting the levels set and starting the reticulation this month.
10/02/2021 - Dirt has been sourced and levels are getting established.

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15/03/2021 - The installation of reticulation has begun.
14/04/2021 - Reticulation will be completed during April. Grass/turf installation to occur thereafter depending on supply/delivery.
27/04/2021 - Lawn has been laid on the large section
09/06/2021 - The project to be completed by mid June. Stump has been removed and lawn is getting delivered on Friday to complete the small section.

Last Updated: 09-Jun-2021

19.2 Transport - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.124 CP129722 - 20/21 Minor Equipment Newman	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.2 Transport - Newman	Capital	30,000.00		10,000.00	0.00	10,000.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - As required and coordinated by Works Supervisors Newman
02/09/2020 - No change
07/10/2020 - No change
27/11/2020 - No change
11/01/2021 - No change
10/02/2021 - No change
08/03/2021 - No change
06/04/2021 - No change
19/05/2021 - No change
08/06/2021 - No change

Last Updated: 15-Jun-2021

19.3 Open Space - Rural

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

3.1.2.16 CP129084 - 20/21 Minor Equipment - Rural	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.3 Open Space - Rural	Capital	20,000.00		20,000.00	0.00	20,000.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Purchases as required - ongoing
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - No change
11/01/2021 - No change
10/02/2021 - No change
08/03/2021 - No change
06/04/2021 - No change
19/05/2021 - No change
08/06/2021 - No change

Last Updated: 15-Jun-2021

19.4 Transport - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.103 CP129545 - 20/21 Marble Bar / Woodstock	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	281,600.00		281,600.00	282,566.00	-966.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Due to commence Aug/Sep - Council Crew
02/09/2020 - No change

08/10/2020 - Minor sheeting works and floodway repairs due to commence 3rd week of October
02/11/2020 - Minor works to Shaw River crossing completed further works pending
27/11/2020 - Culverts have been purchased
11/01/2021 - Culverts delivered - Works to commence late January
10/02/2021 - Works in progress
08/03/2021 - Works in progress
06/04/2021 - Completed

Last Updated: 12-Apr-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.104 CP129546 - 20/21 Jigalong Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	165,000.00		158,400.00	164,522.00	-6,122.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Sign Maintenance component completed - East Pilbara Earthmoving. Minor road formation and gravel sheeting works commencement not yet determined as this would depend on progress with other projects and weather events over the wet season
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - No change
11/01/2021 - Commenced by East Pilbara Earthmoving
10/02/2021 - Completed

Last Updated: 15-Jun-2021

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

3.1.3.105 CP129547 - 20/21 Warragine Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	600,000.00		600,000.00	601,513.00	-1,513.00	

ACTION PROGRESS COMMENTS:
05/08/2020 - Due to commence towards the end of 2020 once ore carting has been completed and remaining stockpiles have been removed from the Spinifex Ridge Site.
02/09/2020 - No change
08/10/2020 - Carting by Mining Company to remove existing stockpiles from Spinifex Ridge has been completed. Road Works due to commence late November at this stage when Youngs Earthmoving have completed the desert road works.
02/11/2020 - No change
27/11/2020 - No change
11/01/2021 - Scheduled to commence end of January early February by Youngs Earthmoving
10/02/2021 - Machines have been mobilized to site. Works due to commence this week
08/03/2021 - Works in progress by Youngs Earthmoving - Minor realignmnets to delete blind crests/curves and gravel sheeting
06/04/2021 - Completed

Last Updated: 06-Apr-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.106 CP129548 - 20/21 Muccan Shay Gap Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	300,000.00		300,000.00	332,191.00	-32,191.00	

ACTION PROGRESS COMMENTS:
05/08/2020 - Due to commence towards the end of 2020 in conjunction with the Warrawagine Rd project .
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change

27/11/2020 - No change
11/01/2021 - Scheduled to commence late February by Youngs Earthmoving
10/02/2021 - No change
08/03/2021 - Due to commence on completion of Warrawagine Rd works - approximately 2 weeks away
06/04/2021 - Works in progress
19/05/2021 - Completed

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.107 CP129549 - 20/21 Goldsworthy Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	440,000.00		440,000.00	423,543.00	16,457.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Due to commence early 2021 following completion of the Warrawagine Rd and Muccan Shay Gap Rd projects.
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - No change
11/01/2021 - Scheduled to commence late Feb early March by Youngs Earthmoving
10/02/2021 - Commenced in conjunction with the Warrawagine Rd project
08/03/2021 - Works in progress
06/04/2021 - Works in progress
19/05/2021 - Works in progress
08/06/2021 - Completed

Last Updated: 08-Jun-2021

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

3.1.3.108 CP129551 - 20/21 Woodie Woodie Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	300,000.00		300,000.00	102,667.00	197,333.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Due to commence following Desert Road Works completion estimated October/November 2020
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - Works scope changed following inspection to reseal works - to be scheduled following the wet season.
11/01/2021 - Reseals to be scheduled for April/May
10/02/2021 - No change
08/03/2021 - No change
06/04/2021 - No change
19/05/2021 - Works in progress
08/06/2021 - Completed, remaining funds to be CF to FY 21/22

Last Updated: 08-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.109 CP129555 - 20/21 Hillside-Marble Bar Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	659,700.00		659,700.00	466,427.00	193,273.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Currently waiting on confirmation from Atlas as to them sealing the section between Marble Bar and the new bypass road. Commencement and location of works will depend on Atlas's agreed works scope. Commencement most likely in March/April 2021.
02/09/2020 - No change

08/10/2020 - No change
02/11/2020 - Works to construct detour commenced. Still waiting on confirmation from Atlas as to their ability to complete the works utilising their contractors and sealing crew and at their cost. Commencement will depend on Atlas's decision and extent of what they are able to do and the availability of contractors should Council have to complete the works.
27/11/2020 - Culverts purchased - Atlas have confirmed they will be completing the earthworks using their contractors - Staff are monitoring developments and once works have commenced funding will be utilised to improve other sections along this road.
11/01/2021 - Timing yet to be determined depending on Atlas's intentions and the wet season.
10/02/2021 - No change - Atlas advised that they are still intending to construct and seal the section leading up to their haul road.
08/03/2021 - No change
06/04/2021 - Works commenced by Atlas Iron Contractors
19/05/2021 - Works in progress
08/06/2021 - Works completed

Last Updated: 08-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.110 CP129557 - 20/21 Skull Springs Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	500,000.00		500,000.00	500,043.00	-43.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - At this stage due to commence May/June 2021 but will be determined by the progress of other projects and the wet season
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - Commenced - Reconstruction and cement stabilisation of 5 Mile Crossing. Reconstruction and widening of causeway between the 1 mile and 5 mile crossings.
27/11/2020 - Works have commenced
11/01/2021 - In progress by East Pilbara Earthmoving
10/02/2021 - In progress but impeded by severe weather conditions
08/03/2021 - In progress by contractor - East Pilbara Earthmoving
06/04/2021 - Works in progress in conjunction with the Nullagine Airport Runway reconstruction
19/05/2021 - Works completed

Last Updated: 19-May-2021

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.111 CP129559 - 20/21 Goldsworthy Shay Gap Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Deferred	26-Jul-2020	30-Jun-2021	1.00%	-	
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	0.00		0.00	0.00	0.00	GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Not funded in 20/21 Last Updated: 12-Apr-2021							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.112 CP129537 - 20/21 Kiwikurra Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	690,600.00		613,900.00	613,861.00	39.00	GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Completed Last Updated: 05-Aug-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.113 CP129538 - 20/21 Punmu Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	616,800.00	616,800.00	616,775.00	25.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Due to commence September/October
02/09/2020 - No change
08/10/2020 - Due to commence within the last week of October
02/11/2020 - Commenced reconstruction and gravel sheeting of various sections
27/11/2020 - Works have commenced
11/01/2021 - Completed

Last Updated: 11-Jan-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.114 CP129539 - 20/21 Talawana Track	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	180,000.00	180,000.00	179,588.00	413.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Minor road formation and gravel sheeting works commencement not yet determined as this would depend on progress with other projects and weather events over the wet season as well as tying in with the Jigalong Rd project
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - No change
11/01/2021 - In progress
10/02/2021 - In progress
08/03/2021 - In progress
06/04/2021 - Completed

Last Updated: 15-Jun-2021

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Shire of East Pilbara — Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.115 CP129540 - 20/21 Jupiter Well Access Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	0.00		0.00	0.00	0.00	GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Completed Last Updated: 05-Aug-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.116 CP129542 - 20/21 Kunnawarritji Access Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	746,800.00		746,800.00	746,792.00	8.00	GREEN
ACTION PROGRESS COMMENTS: 02/09/2020 - Due to commence mid September 2020 following completion of the Desert Road project 08/10/2020 - Due for completion within the next 2 weeks 02/11/2020 - Completed Last Updated: 02-Nov-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.117 CP129543 - 20/21 Desert Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

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Shire of East Pilbara — Action and Task Progress Report

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	530,800.00	530,800.00	530,740.00	60.00	GREEN

ACTION PROGRESS COMMENTS:
02/09/2020 - Project on target and close to completion within the next couple of weeks
08/10/2020 - Completed

Last Updated: 08-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.120 CP129601 - 20/21 Nullagine Entry Statements	Helen Likiliki - COORDINATOR INFRASTRUCTURE SERVICES	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	30,000.00	30,000.00	30,305.00	-305.00	GREEN

ACTION PROGRESS COMMENTS:
07/08/2020 – Signs have been delivered and are stored in Newman. The RFQ for installation has been awarded. MRWA have approved and we are awaiting secondary approval from the DPLH. Installation to commence thereafter.
01/09/2020 – No further updates to report. Weekly contact is being made to the DPLH as approval has not been received. Continuing to follow up.
06/10/2020 - The Manager Land Use and Strategy is currently looking into the process and assisting with obtaining approval. Building applications are in progress and once approval has been received installation will occur.
05/11/2020 - Alternative location of signs have been reviewed due to delay with native title claimants approval. Main Roads will be updated with new location for approval. Once approved the signs will be installed.
25/11/2020 - Main Roads have approved our alternate location for the sign. There is an existing sign currently at the location, which we will have replaced with the new sign. A contractor has been engaged and PO issued, timeframe for works will be confirmed this week.
11/01/2020 - There was a slight delay of installation on the 4th January, due to weather and roads flooding in Nullagine. The signs are schedule to be installed this week, our contractor will be travelling to Nullagine today 11.01.2021.
02/02/2021 - Signs have been completed, and installed. A Facebook post is being compiled this week.

Last Updated: 02-Feb-2021

Project and Asset Management

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11.1 Project Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.5 CP119729 - 20/21 Coaches Benches and Boxes	Michael Zion - COORDINATOR ASSET MANAGEMENT	Completed	26-Jul-2020	30-Apr-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
11.1 Project Management	Capital	50,000.00		50,000.00	37,932.00	12,068.00	GREEN

ACTION PROGRESS COMMENTS:
01/08/20 - Quotes received for supply of shelters and options being reviewed. it is anticipated that shelters will be ordered mid October and installed by 18 December.
01/09/20 - no change to project status, awaiting feedback from stakeholders.
15/09/20 - no change to project status, advised that feedback from stakeholders will be provided in next week or so.
06/10/20 - Feedback has been received from stakeholders.
4/11/20 - quote requests sent out to three shelter suppliers.
25/11/20 - Quote requests closed for supply of player shelters and expect to award by the end of November. Quote requests for install of the player shelters will close on Friday 11th December. Shelters fabrication underway and due to arrive in Newman 12 February 2021.
18/12/20 - Quote requests for install of the player shelters closed on Friday 11 December, Contract to install player shelters was awarded to CADD,
12/01/21 - no change to project status, will schedule install of shelters once shelters arrive in town in February.
02/02/21 - no change to project status, will schedule install of shelters once shelters arrive in town this month
15/02/21 - Shelters have arrived in Town today and have schedule startup meeting with Contractor on17/02/21
08/03/21 - Contractor installed the new shelters and seats last week, practical completion has been reached with only a few minor defects to complete this project.
19/05/21 - Project Completed

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.9 CP119063 - 20/21 Playground Equipment - Rural	Michael Zion - COORDINATOR ASSET MANAGEMENT	Completed	26-Jul-2020	28-May-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
11.1 Project Management	Capital	250,000.00		250,000.00	247,910.00	2,090.00	GREEN

ACTION PROGRESS COMMENTS:
01/08/20 - RFQ's being prepared for supply of Playground and Shelter
01/09/20 - RAC funding applied for, RFQ documents being drafted
14/09/20 - Lotterywest funding applied for, RFQ documents completed and will be advertised soon.
06/10/20 - RFQ's have been advertised for quotes.
30/10/20 - RFQ has closed for playground equipment and submissions assessed. recommendation report forwarded to CEO for award.
06/11/20 - Tender for playground shelter closed and will be reviewed next week. Lotterywest Grant Funding application underway.
25/11/20 - Recommendation reports completed and forwarded to CEO for approval to award contract to supply and install playground equipment and shade shelter. Contracts currently being prepared. Works still awaiting Funding confirmation from Lotterywest.
12/01/21 - Contracts have been executed and updated Gantt chart received from shelter contractor showing completion by the end of march2021. The playground install has been scheduled for completion before June 2021.
02/02/21 - Shelter design has been delayed due to Perth Covid-19 lockdown. Waiting on revised construction schedule.
08/03/21 - The Shire has received final design plans and fabrication of the shelter has commenced. There is a slight delay in the paint and galvanised coating shop. The revised construction schedule has been submitted with expected completion of the shelter anticipated to be the 1st of April.
01/04/21 - Shade shelter structure completed. The playground install is scheduled for completion by the 25/05/21.
05/05/21 - No further action until the 17th May when the playground install commences. Practical completion scheduled for 25/05/21.
20/05/21 - Playground completed ahead of schedule, now awaiting as-built drawings and certification details. Project closeout and financial report to be completed mid-June.
08/06/21 - Asbuilt drawings and owners manual received and contracts fully invoiced. Final grant acquittal to be completed 18 June next week.

Last Updated: 09-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.10 CP119740 - 20/21 Gallop Park Dump Point	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
11.1 Project Management	Capital	15,000.00		15,000.00	0.00	15,000.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/20 - Site visit completed. Awaiting quotes from contractors.
04/11/20 - The requirements have changed based on stakeholder feedback. Scope of works development underway.
19/11/20 - Request for quotes to be completed by end of November
13/01/21 - Market testing suggests works will fall under RFQ threshold. Quotes to be sourced.

05/02/21 - Contract has been awarded. Waiting on confirmation of when works will commence.
09/03/21 - Dump Point installed works completed

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.11 CP119742 - 20/21 Nrth Newman Reserve - Water Supply Connection	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
11.1 Project Management	Capital	75,000.00		75,000.00	74,440.00	560.00	GREEN

ACTION PROGRESS COMMENTS:
04/08/2020 - Contacted contractor to assist in scoping. Site visit to be conducted.
01/09/2020 - Site visit has been conducted and quotes have been received. Alternative routes/connections are being investigated before installation commences.
07/10/2020 - Market testing completed, final scope of works has been confirmed. RFQ prepared and ready to be advertised.
02/11/2020 - RFQ advertisement closed; submission evaluation underway.
23/11/2020 - Works have been awarded to successful Contractor. Site works to commence January 2021.
11/01/2021 - Site works underway.
03/02/2021 - Site works and handover have been completed. Awaiting commissioning documentation to finalise Practical Completion.
09/03/2021 - Commissioning documentation accepted. Project Completion reached.

Last Updated: 09-Mar-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.12 CP119746 - 20/21 Water Tank Scheme Connection	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**

11.1 Project Management	Capital	40,000.00	40,000.00	36,403.00	3,597.00	GREEN

ACTION PROGRESS COMMENTS:
04/08/2020 - Received quote to upgrade water meter and flow rates. Contacted contractor to assist in scoping the additional connections to storage tanks.
01/09/2020 - Scoping of additional connections to East Newman and Capricorn Oval storage tanks has been completed. Water Corporation to upgrade water meter at East Newman. Contractor to install connection from water meters to storage tanks.
05/10/2020 - East Newman redundancy connection has been commissioned. Installation and commissioning of the redundancy connection to Capricorn Oval storage tank to be completed by 9th October.
02/11/2020 - Capricorn Oval connection has been delayed; connection to be completed by 6th November.
23/11/2020 - Redundancy connections have been installed at both Capricorn Oval and East Newman. Quotes sourced for final works to be completed before Project Completion.
11/01/2021 - Portion of final works has been awarded to a Contractor to be completed in January 2021. Quotes are being sourced for the other outstanding works.
03/02/2021 - Quotes sourced for outstanding works. Works due to be completed this month.
09/03/2021 - Final works delayed, to be completed this month.
06/04/2021 - Final works delayed, due to contractor availability. To be completed this month.
07/05/2021 - Project Complete.

Last Updated: 07-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.13 CP139203 - 20/21 Cape K Potable Water	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	In Progress	26-Jul-2020	30-Jun-2021	60.00%	100.00%	RED
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
11.1 Project Management	Capital	380,000.00		380,000.00	70,208.00	309,792.00	GREEN

ACTION PROGRESS COMMENTS:
04/08/2020 - RFQ to be advertised this week. Sourcing quotes for required site preparation works.
01/09/2020 - RFQ closed and submissions are being evaluated.
05/10/2020 - All submissions for the previous RFQ exceeded the RFQ limit. Scope of works re-advertised via RFT. RFT closed and submissions are currently being evaluated.
02/11/2020 - RFT has been awarded to the successful contractor and kickoff meeting has been completed. Waiting on contractor to supply updated delivery schedule.
23/11/2020 - Updated delivery schedule has been provided by Contractor; detailed design documentation still to be provided. Quotes being sourced for required site works.
11/01/2021 - Site works have been awarded to successful Contractor. Still awaiting detailed design documentation from water treatment Contractor.
03/02/2021 - Draft design documentation has been received, reviewed, and feedback provided to the Contractor. Awaiting finalised design documentation.
09/03/2021 - Some design documentation still outstanding; to be received before acceptance is given. Fabrication due to commence this month.
06/04/2021 - Design documentation being finalised. Factory testing to be completed this month.

07/05/2021 - Factory testing delayed, due to be completed this month. Project due to be completed end of June.
08/06/2021 - Factory testing delayed again, due to be completed this month. Project to be completed by the end of July.

Last Updated: 08-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.14 CP139220 - 20/21 Newman Caravan Park	Philip Charley - Senior Projects Manager	In Progress	26-Jul-2020	30-Jun-2021	95.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
11.1 Project Management	Capital	1,300,000.00		1,300,000.00	492,330.00	807,670.00	GREEN

ACTION PROGRESS COMMENTS:
15/08/20 - Feature Survey Completed. Stage 1 Design Drawing Completed. Stage 1 drawings submitted to council for review.
02/09/20 - Development Application Submission for Stage 1 underway. Scope of works for Stage 1 works underway.
01/10/20 - BHP have completed a statutory declaration handing back the site to Department of Lands and Heritage (DPL&H). DPL&H has advised the Shire will be granted a management order over the site in 4 weeks, which will then allow the Development Application for Stage to be lodged.
04/11/20 - Request for Tender Document (RFT) for Engagement of Design Consultant 80% complete. Due to be advertised mid November. Development Application for Stage 1 will be lodged when land management order is granted.
23/11/20 - Change in caravan park scope of works and design following Council inspection on 19/11/20 - Stage 1 Design amended. New Stage 1 Construction Request for Tender document started.
13/01/21 - New Kurra Caravan Park Stage 1 (Camping Facility) Request for Tender document completed, advertised and submissions received on 11/01/21. Submission review underway and award of contract expected in the next 2 weeks.
09/02/21 - Camping Facility Construction Contract negotiations underway. Award expected in 1 week. Construction may be delayed if Management Order from DLPH for land acquisition is not issued within 2 weeks.
02/03/21 - Kurra Caravan Park Stage 1 - (Camping Facility) Construction Contract awarded and executed on 24/02/20. Start Up Meeting held with Contractor on 26/02/20. Contractor to begin Construction on 02/03/21.
07/04/21 - Stage 1 Construction on site is 35% Complete. BHP power have advised they could not provide sufficient power to operate Stage 1 when construction finishes. SoEP is investigating alternative power supply option in the form of a Generator.
10/05/21 - Stage 1 Construction on site is 80% complete. New Generator has been purchased to assist in powering the site. Commissioning of Stage 1 programmed for end of June 2021.
09/06/21 - Stage 1 Construction 95% Complete. Final painting and signage installation underway. Facility will be tested and commissioned ready for opening on 1st July 2021

Last Updated: 10-Jun-2021

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

3.1.2.14 CP119722 - 20/21 Newman Chlorination, Recirculation & Tank	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
11.1 Project Management	Capital	270,000.00		270,000.00	238,298.00	31,702.00	GREEN

ACTION PROGRESS COMMENTS:
04/08/2020 - RFT has been awarded and contract signed. Working with contractor to finalise design ready for manufacture.
01/09/2020 - Draft design drawings have been reviewed and feedback provided to Contractor. Awaiting final design drawings.
05/10/2020 - Updated draft design drawings have been submitted, reviewed and returned to the Contractor to update further, as not adequate.
02/11/2020 - Resolution reached with contractor; awaiting updated design drawings.
23/11/2020 - Updated design drawings have been received; Contractor has proceeded to procurement and manufacture.
11/01/2021 - Manufacturing underway.
03/02/2021 - Manufacture complete, Factory Testing delayed due to COVID-19 lockdown in Perth. Due to be completed next week.
09/03/2021 - Factory Testing completed, defects noted for rectification. Second Factory Testing to be completed following the rectification of defects.
06/04/2021 - Second Factory Testing now completed and acceptance provided to allow mobilisation by the contractor.
07/05/2021 - Practical Completion has been reached by Contractor. Awaiting as-constructed documentation before the project is closed out.
08/06/2021 - Works completed.

Last Updated: 09-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.10 CP109002 - 20/21 Sewerage Plant Capital Improvements	Philip Charley - Senior Projects Manager	In Progress	26-Jul-2020	30-Jun-2021	38.00%	100.00%	RED
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
11.1 Project Management	Capital	7,259,400.00		7,259,400.00	146,344.00	7,113,056.00	GREEN

ACTION PROGRESS COMMENTS:
22/07/20 - A Request For Tender (RFT) for Consultancy and preliminary design has been completed and advertised on 22/07/20.
19/08/20 - Tender submissions received. Tender evaluation underway.
02/09/20 - Contract awarded and issued to contractor. Contract negotiations underway.
01/10/20 - Contract negotiation completed and contract signed. Kick off meeting held on 24/09/20. Contractor Investigation works underway.
04/11/20 - Design Consultant developing upgrade options for inclusion in recommendations report.

23/11/20 - Design Consultant finalising the recommendations report which is due at the end of November 2020.
13/01/21 - Recommendations Report received and reviewed. Report failed to meet Council's expectations and Contract requirements. Consultant to complete further investigation and submit a revised Report in late January 2012.
09/02/21 - Revised Recommendations Report (RR) received and reviewed. Consultant to update cost estimates and issue amended final RR. Findings of the amended final RR to be adopted and Preliminary Design expected to commence this month .
02/03/21 - The Consultants Revised Recommendations Report included changes to scope of work which required additional Client review and comment. New revised RR expected this month. Consultant has begun Preliminary design on agreed scope.
07/04/21 - Updated Recommendations Report received from consultant. Final Review underway. SoEP is expected to grant Consultant approval to begin preparing Preliminary Design this month.
10/05/21 - Recommended upgrade options do not all meet the requirements of the contract. SoEP requires Consultant to amend the report to provide design solutions that meet our operational requirements and the approving authorities requirements.
09/06/21 - Water Corporation (WC) have been requested to review Consultants Recommendations Reports upgrade options and provide advice on adequacy before we proceed to Provisional Design. WC review is due mid June.

Last Updated: 10-Jun-2021

11.2 Asset Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.118 CP129530 - 20/21 Newman Town Streets - Reseals	Michael Zion - COORDINATOR ASSET MANAGEMENT	Completed	26-Jul-2020	30-Apr-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
11.2 Asset Management	Capital	587,000.00		587,000.00	586,638.00	362.00	GREEN

ACTION PROGRESS COMMENTS:
03/07/20 - Tender award letter sent to contractor, works program being confirmed from site inspections.
01/08/20 - Contract document being prepared, updated Gantt chart requested based on confirmed program.
27/08/20 - Project startup meeting, Contractor signed Contract Documents.
01/09/20 - Contractor scheduled to commence work on site 19 October.
15/09/20 - no change to project status, awaiting TMP, OSH, insurance information from contractor.
06/10/20 - Works due to commence on the 19th of October. TMP, OSH, insurance information from contractor now provided.
04/11/20 - Works currently underway and on schedule with completion planned for Monday 9 November.
9/11/20 – Contractor has completed the 2020 Asphalt program and now requested to undertake crack patching on Newman streets. Contractor has advised that they will not be able to complete the crack patching in 2020 and has asked their sub-contractor to quote for the works.
25/11/20 - Crack sealing contractor inspecting town streets and will provide quote to complete crack patching. Line marking roads where covered with asphalt advised that it will be

completed by mid December.
12/01/21 - Awaiting advice from Contractor for cost and timing of crack patching works and line marking.
02/02/21 - Contractor has provided quotation for crack patching and has advised that works can commence on week of later this month, weather permitting. These works did not happen due to seasonal weather.
08/03/21 - Contractor has been asked to quote on additional crack patching and update their previous quotation, now awaiting advice from Contractor for cost and timing of crack patching works and line marking.
12/04/21 - A quotation has been received from the contractor to undertake crack patching in Newman and additional work at the airport. funding is available within the existing budget and a purchase order will be issued to undertake the work this financial year.
05/05/21 - No further action for this project
31/05/21 - No further action for this project
08/06/21 - No further action for this project this financial year

Last Updated: 15-Jun-2021

24.1 Built Infrastructure - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.4 CP119021 - 20/21 EPAC Building Works	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	01-Jul-2019	30-Sep-2022	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	15,000.00		15,000.00	0.00	15,000.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway
06/10/20 - Issues have been investigated. Exploring options.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.
13/01/21 - Contract awarded, awaiting start date notification from contractor.
05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month.
09/03/21 - Works have commenced.
06/04/21 - Works underway, due to be completed by the end of the month.
11/05/21 - Completion has been delayed due to shortage of materials and labour.
09/06/21 - Works completed.

Last Updated: 10-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.23 CP119611 - 20/21 Newman Recreation Centre	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	01-Jul-2019	30-Sep-2022	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	77,000.00		77,000.00	23,697.00	53,303.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway
06/10/20 - Exploring options & liaising with relevant stakeholders to develop mode of delivery.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.
13/01/21 - Contract awarded, awaiting start date notification from contractor.
05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month.
09/03/21 - Site works halted as there has been a change in management at Education Department. Awaiting further approval to proceed with works from new management.
06/04/21 - Works due to proceed at the end of this month.
11/05/21 - Materials on order but subject to delays.
09/06/21 - Works completed.

Last Updated: 09-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.6 CP139130 - 20/21 Newman Visitors Centre	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**

24.1 Built Infrastructure - Newman	Capital	40,000.00	40,000.00	35,889.00	4,111.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway
06/10/20 - Further site investigations required. Tender writing started.
04/11/20 - Scope of Works defined. Further quotations to be sourced, due to cost.
19/11/20 - Request for quotes due to be completed by end of November.
13/01/21 - Market testing suggests works will fall under RFQ threshold. Quotes to be sourced.
05/02/21 - Quotes received. Evaluation currently underway.
09/03/21 - Contract awarded, materials on order.
06/04/21 - Works are booked in and due to commence at the end of April.
11/05/21 - Works completed. Minor defects outstanding.
09/06/21 - Works finalised and completed.

Last Updated: 09-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.9 CP119310 - 20/21 Newman Community Library - L&B	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	15,000.00		15,000.00	7,437.00	7,563.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/20 - Site investigation completed. Stakeholders feedback received. Writing of scope of works underway.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.
13/01/21 - Contract awarded, awaiting start date notification from contractor.
05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month.
09/03/21 - Works are planned to be completed over the Easter break while library is shut to avoid any disruption to daily operation.
06/04/21 - Painting has been completed internally apart from feature wall which is currently being finalised. External painting underway.
11/05/21 - All painting works completed. Awaiting TV to be mounted.

09/06/21 - Works completed

Last Updated: 09-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.1.6 CP89026 - 20/21 Newman Youth Centre	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	17,000.00		17,000.00	6,686.00	10,314.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/20 - Further site investigations required. Tender writing started.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.
13/01/21 - Contract awarded, awaiting start date notification from contractor.
05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month.
09/03/21 - Contractor has commenced works.
06/04/21 - Contractor is awaiting further materials before works proceed.
11/05/21 - Works completed. Minor defects outstanding.
09/06/21 - Works completed.

Last Updated: 09-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.7 CP119041 - 20/21 Newman Aquatic Centre Infrastructure	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	In Progress	26-Jul-2020	30-Jun-2021	90.00%	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
24.1 Built Infrastructure - Newman	Capital	15,000.00	15,000.00	0.00	15,000.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/2020 - Preliminary investigation completed. Further site investigation required.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.
13/01/21 - Contract awarded, awaiting start date notification from contractor.
05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month.
09/03/21 - Works have commenced, materials on order.
06/04/21 - Still waiting on materials to arrive.
11/05/21 - All materials received. Works put on hold until after pool closes in early June so as to not impacted operations.
09/06/21 - Works underway, due to be completed early next week.

Last Updated: 15-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.102 CP119732 - 20/21 Newman Junior Sports Doors & Security	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	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:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
07/10/20 - Works fully completed

Last Updated: 19-May-2021

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.122 CP129595 - 20/21 Newman Depot Building Works	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	76,000.00		76,000.00	74,293.00	1,707.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
19/11/20 - RFT advertised on Tenderlinkand other Media ,closes Mid December
13/01/21 - Contract awarded, awaiting start date notification from contractor.
05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month.
09/03/21 - Contractor has commenced works. Materials onsite.
06/04/21 - Majority of works completed. Works due to be completed this month
11/05/21 - Works completed apart from new handrail to ramp which is expected to be completed by the end of month.
09/06/21 - Works Completed.

Last Updated: 09-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.11 CP109051 - 20/21 Header Tank Roof	Philip Charley - Senior Projects Manager	Deferred	26-Jul-2020	30-Jun-2021	10.00%	-	
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:
06/07/20 - Review of minor investigative reports completed.
03/08/20 - Review and options report prepared.
02/09/20 - Preparation of Consultant design brief underway, which will allow Contractor to be engaged to draft new tank roof drawings. Drawings will limit scope, simplify quote

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comparison and reduce cost and project duration by allowing off site fabrication of the roof and access components.
01/10/20 - Negotiations underway with contractor to provide quote for roof design and drawings of structure showing needed repairs.
04/11/20 - Due to high prices received on quotes, additional quotes are now required. Additional Quotes from specialist design Consultants are currently being sourced.
23/11/20 - Consultants have advised the cost of design and construction works to repair the header tank may exceed the cost of a new tank. Project is on hold until further analysis of re-use system is undertaken.
13/01/21 - Project is on hold. Infrastructure team to discuss possibility of including the construction of a new header tank as part of the Newman WWTP Upgrade project.
09/02/21 - Project is on hold. Project is likely to be incorporated into the Newman WWTP Upgrade Design and Construction Contract.
02/03/21 - Infrastructures Services Team agreed the most cost effective outcome is to incorporate the replacement of the Header Tank into the Capital Works Project CP109002 Newman Waste Water Treatment Plant Upgrade project as a variation.
07/04/21 - Project Deferred. It will now be included as part of the Capital Works Project CP109002 Newman Waste Water Treatment Plant Upgrade.

Last Updated: 15-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.166 CP49003 - 20/21 Furniture & Equipment	Marisa Wolfenden - Coordinator Property Services	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	15,000.00		15,000.00	0.00	15,000.00	GREEN

ACTION PROGRESS COMMENTS:
07/08/20 - Orders as required
02/09/20 - Orders as required
06/10/20 - Orders as required
04/11/20 - Orders as required
01/12/20 - Orders as required
04/12/20 - Orders as required
08/01/21 - Orders as required
10/06/21 - Orders as required

Last Updated: 15-Jun-2021

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

5.1.1.167 CP49016 - 20/21 Newman Admin Building	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	In Progress	24-Jul-2020	30-Jun-2021	74.00%	100.00%	AMBER
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	55,000.00		55,000.00	0.00	55,000.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway
06/10/20 - Developing scope of works.
04/11/20 - Scope of Works Defined. Quotes currently being sourced.
19/11/20 - Request for quotes due to be completed by end of November
13/01/21 - Market testing suggests works will fall under RFQ threshold. Quotes to be sourced.
05/02/21 - Plans sourced, preliminary contactor site visits completed. Quotes received, currently negotiating with contractors.
09/03/21 - Contract awarded, materials on order.
06/04/21 - Contractor has advised there is a delay on manufacture lead time. Waiting on contractor to confirm date works will proceed.
11/05/21 - Contactor has experienced a shortage of material supplies but expects to start by end of May.
09/06/21 - Further delays by contractor. Have been told by contractor works will be completed this month.

Last Updated: 09-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.8 CP99020 - 20/21 Staff Housing	Marisa Wolfenden - Coordinator Property Services	In Progress	26-Jul-2020	30-Jun-2021	85.00%	100.00%	AMBER
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	1,190,700.00		630,091.00	646,533.00	-16,441.00	GREEN

ACTION PROGRESS COMMENTS:
07/08/20 - Commencing the Scope of Works for tender
02/09/20 - Tender writing underway
06/10/20 - Tender writing underway

04/11/20 - Rural capital works to be completed in Marble Bar mid December, Newman capital works tender to be advertised in November.
01/12/20 - Rural capital work on track to be completed mid December. Newman Housing Tender currently advertised, due back mid December.
04/12/20 - Rural capital works to be completed December, Newman Housing Solar Works completed, Newman Capital Tender to be evaluated and awarded in December.
08/01/21 - Newman Capital Works has been issued to contractor, Rural Works are 90% completed
10/02/21 - Newman Housing Capital works has commenced and in on track, Rural Works remains at 95% completed, needs final inspection
08/03/21 - Newman Housing Works approximately 40% complete with and on schedule, Rural works remains at 95A% with some defect works to be completed
17/03/21 - Newman Housing works approx., 60% completed, Rural works, awaiting for final defect works to be completed.
09/04/21 - Newman housing work approximately 80% completed. Due to be completed this month.
10/05/21 - Newman housing works approximately 85%, some supply delays, completion due 30th June 2021
10/06/21 - Newman housing works - completion date due 30th June 2021

Last Updated: 10-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.9 CP99028 - 20/21 Staff Housing - Airport	Marisa Wolfenden - Coordinator Property Services	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	100,000.00		100,000.00	13,007.00	86,993.00	GREEN

ACTION PROGRESS COMMENTS:
07/08/20 - Commencing the Scope of Works for tender
02/09/20 - Tender currently being scoped
06/10/20 - Tender currently being scoped
04/11/20 - Tender to be advertised in November
01/12/20 - Tender currently advertised, due back mid December
04/12/20 - Delays to tender, to be advised in mid January 2021
08/01/21 - RFQ to be advertised
10/02/21 - RFQ currently advertised for Airport Housing Capital Works
08/03/21 - RQF closed Monday, 8th March evaluation currently taking place
17/03/21 RFQ withdrawn, only one submission which exceed the project budget.
09/04/21 - Works deferred due to insufficient budget.
10/05/21 - Works completed for this financial year.

Last Updated: 15-Jun-2021

24.2 Built Infrastructure - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.20 CP59012 - 20/21 BFB Shed Upgrade	Michael Zion - COORDINATOR ASSET MANAGEMENT	Completed	26-Jul-2020	18-Dec-2020	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.2 Built Infrastructure - Rural	Capital	54,300.00		54,300.00	53,000.00	1,300.00	GREEN

ACTION PROGRESS COMMENTS:
01/08/20 - RFQ awarded. Gantt chart received from Contractor which shows completion by early October.
01/09/20 - Contractor arrived on site today and has commenced work with scheduled completion on 30 September.
18/09/20 - Contractor has completed internal structure, fixtures, tiling with plumbing and electrical work to be completed by 28/09/20
06/10/20 - Construction works completed. Some defects still outstanding before practical completion is issued.
4/11/20 - Contractor has ordered materials to repair defects, now awaiting advice on when they will return to site to finalise repairs.
20/11/20 - Contractor commenced the repair of defects on 17 November and completed today. A final PC inspection was conducted, with some minor defects sighted. Practical completion will be issued once Contractor has completed the defects and site cleanup.
25/11/20 - waiting for contractors advice of completion and invoice for payment.
22/12/20 - Practical Completion issued as all outstanding items have been completed and contractors invoices have been authorised to be paid in full.
12/01/21 - Due to recent flooding in Nullagine, the newly installed ablutions will need to be repaired. This will be funded by insurance claim which will be managed by CBS.
02/02/21 - No further action for project, repair works will be undertaken through insurance claim process.

Last Updated: 02-Feb-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.4 CP89023 - 20/21 CRC Marble Bar	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.2 Built Infrastructure - Rural	Capital	10,000.00		10,000.00	11,779.00	-1,779.00	GREEN

ACTION PROGRESS COMMENTS:

06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
10/06/20 - Feedback has been received from relevant stakeholders and site investigations completed. Writing of scope of works underway.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.
13/01/21 - Contract awarded, awaiting start date notification from contractor.
05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month.
09/03/21 - Due to ongoing rain events works delayed, but materials ordered.
06/04/21 - Contractor due to commence works later this month. Due for completion by the end of May.
11/05/21 - Practical completion reached.

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.168 CP49026 - 20/21 M/Bar Admin Building	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.2 Built Infrastructure - Rural	Capital	110,000.00		110,000.00	105,510.00	4,490.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/20 - External painting works completed. Awaiting quotes from contractors for internal works.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.
13/01/21 - Contract awarded, awaiting start date notification from contractor.
05/01/21 - Heavy rains have delayed start date but expect revised date to be supplied by next week .
09/03/21 - Rains continue to delay works but materials ordered.
06/04/21 - Works due to commence this month.
11/05/21 - All works complete apart from some minor painting, expect this to be completed by end of month.
09/06/21 - Works Completed

Last Updated: 09-Jun-2021

Waste Management

21.1 Landfill Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.6 CP109037 - 20/21 Newman Landfill Fencing	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Not Started	26-Jul-2020	30-Jun-2021	0.00%	-	

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
21.1 Landfill Management	Capital	650,000.00	650,000.00	0.00	650,000.00	GREEN

ACTION PROGRESS COMMENTS:
12/08/2020 - Investigated and tender scope commencing on the 19th of August.
31/08/2020 - Tender scoping and review.
07/10/2020 - The project has been handed over to the new project manager. Tender being developed and reviewed.
02/11/2020 - Investigation is underway to determine if scope of works requires any further revision.
23/11/2020 - Scope of works has been defined. RFT is being developed; some further site investigation to be carried out.
11/01/2021 - Newman Landfill fencing was deemed suitable and meets the Shire's licensing obligations. The perimeter fence at the Nullagine Landfill site is to be replaced. A Contractor has been engaged to complete survey works. The outcome of these works shall inform the RFT.
03/02/2020 – Project to be deferred with funding allocated to cover funding shortfalls across other infrastructure projects through the budget review process.

Last Updated: 10-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.7 CP109038 - 20/21 Newman Landfill Signage	Mohamad Hosein Fadaei - GRADUATE ENGINEER - WASTE SERVICES	In Progress	26-Jul-2020	30-Jun-2021	90.00%	100.00%	GREEN

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
21.1 Landfill Management	Capital	20,000.00	20,000.00	0.00	20,000.00	GREEN

ACTION PROGRESS COMMENTS:

12/08/2020 - Investigated and project hand over completed.
31/08/2020 - Quotation scoping, review. Obtained one quote, obtaining another two quotes (as per Council's purchasing policy)week ending Friday 12th Sept 2020.
07/10/2020 - A Contractor has been engaged to complete a review of the landfill site for traffic signage, quotes will then be obtained for the required signage based from Contractor's findings.
04/11/2020 - Review is ongoing with recommendation report in progress.
25/11/2020 - Review is ongoing with recommendation report in progress.
11/01/2021 - Awaiting feedback from Contractor engaged to complete review of the Landfill Traffic Management Plan.
03/02/2021 - Updated sketch of Landfill Traffic Management Plan received. Sketch to be reviewed and feedback provided to Contractor. The window tinting for the Newman Landfill Weighbridge has been completed.
09/03/2021 - Sketch review and provided to Contractor. Contractor to proceed with development of Landfill Traffic Management Plan.
06/04/2021 - Contractor has submitted Landfill Traffic Management Plan for review. Feedback to be provided before the document is finalised.
07/05/2021 - The project has been handed over to a new Project Manager. Traffic Management Plan has been finalised. Signage contract has been awarded.
09/06/2021 - All signage has been designed, approved and printed. THe Shire is waiting delivery to Newman. This is expected in the coming weeks (before the end of June).

Last Updated: 09-Jun-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.12 CP109039 - 20/21 Newman Landfill Bore	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	In Progress	26-Jul-2020	30-Jun-2021	55.00%	100.00%	RED

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
21.1 Landfill Management	Capital	200,000.00	200,000.00	41,253.00	158,748.00	GREEN

ACTION PROGRESS COMMENTS:

12/08/2020 - Project handover complete but scoping work yet to commence. all required licenses (Bore construction and groundwater extraction) have been approved and received as well as a location for the bore identified by DWER.
31/08/2020 - Quotation scoping and review in progress. Planned to advertise for the week ending Friday 12th Sept 2020.
07/10/2020 - The project has been handed over to the new project manager. Tender being developed and reviewed. Is is expected that the Request for Quotation will be advertised by the end of the month.

02/11/2020 - RFQ has been advertised.
23/11/2020 - RFQ has closed; no submissions were received. Negotiations with suitable Contractors has commenced.
11/01/2021 - Construction of the bore has been awarded to successful Contractor. Site works to commence January 2021. Negotiations with Contractors to complete associated works to follow.
03/02/2021 - Bore completed. Negotiations with Contractors for associated works underway.
09/03/2021 - Negotiations with contractors for associated works still underway. Quotes being sourced.
06/04/2021 - Quotes have been sourced for the majority of project components. Awaiting final quote from civil Contractor.
07/05/2021 - Due to procurement requirements, works will need to be advertised as an RFQ.
08/06/2021 - Project has be deferred to next financial year.

Last Updated: 08-Jun-2021

21.2 Waste Collection and Recycling

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.9 CP109042 - 20/21 CDS Admin Office and Toilets	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
21.2 Waste Collection and Recycling	Capital	122,000.00		122,000.00	81,428.00	40,572.00	GREEN

ACTION PROGRESS COMMENTS:
12/08/2020 - RFQ advertised, closing on the 2nd of September.
31/08/2020 - Award of work by Friday 4th September. With the works set to commence on the 7th of September.
07/10/2020 - Project has been handed over to the new project manager. No responses to the formal RFQ, negotiations have started with contractors that have shown interest. The Scope of Works is being reviewed to assure value for money.
02/11/2020 - Scope of works are being revised and negotiations with contractors are being finalised before award.
23/11/2020 - Works have been awarded to the successful Contractor. Site works to commence in December 2020.
11/01/2021 - Site works underway.
03/02/2021 - Handover schedule for 02/02/2021. Minor defects identified to be rectified before Practical Completion is reached.
09/03/2021 - Admin Office and Toilets have been completed. Final site works to be completed this month.
06/04/2021 - Project completed. Defects liability period has commenced.

Last Updated: 06-Apr-2021

9.1.3 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY

Responsible Officer:	**Mr Steven Harding Chief Executive Officer**
Author:	**Mrs Kylie Bergmann Acting Manager Governance**
Proposed Meeting Date:	**25 June 2021**
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 common seal affixed under delegated authority since the last Council meeting on the 28th May 2021.

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	Price Gst Inc.
Deed of Settlement	Confidential	Shire of East Pilbara	Confidential

STATUTORY IMPLICATIONS/REQUIREMENTS

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

POLICY IMPLICATIONS

4.5 Execution of Documents

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

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 Council's Execution of Documents Policy which clearly states that *Use of the common seal is to be recorded*

in the common seal register and must have the Council resolution number included and the date that the deal was applied.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That Council have been advised that the Common Seal has been affixed under delegated authority to the following document:

Document	Details	Parties	Price Gst Inc.
Deed of Settlement	Confidential	Shire of East Pilbara	Confidential

9.1.4 AUDIT COMMITTEE MINUTES – 28 MAY 2021

Attachments:	**Appendix 1 – Audit Committee Minutes – 28 May 2021**
Responsible Officer:	**Mr Steven Harding Chief Executive Officer**
Author:	**Mrs Kylie Bergmann Acting Manager Governance**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

For Council to consider the recommendations from the Audit Committee and note the Minutes from the Audit Committee Meeting held on 28th May 2021.

BACKGROUND

An Audit Committee Meeting was held on the 28th May 2021 and the Minutes of that meeting are attached (***Appendix 1 refers***).

Role of the Audit Committee:
As a requirement of the *Local Government Act 1995,* the Audit Committee was formed to provide independent oversight of the financial systems of the local government on behalf of the Council. As such, the Committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the local government's financial reporting and audit responsibilities.

COMMENTS/OPTIONS/DISCUSSIONS

There were eight agenda items on the Audit Committee Agenda.

The Audit Committee recommendations from that meeting are listed below:

That Council consider and adopt the following recommendations as presented by the Audit Committee:

1. That Council

a. Adopt the reviewed terms of reference for the Audit Committee, and;

b. Rename the Audit Committee's title as Audit, Risk and Governance Committee

2. That the Audit Committee endorses as part of an Internal Audit Program, the inclusion of the Office of Auditor General better practice guidance notes, included as Appendix 1.

3. That Council endorse the three-year Internal Audit Program 2021/22-2023/24 included as Appendix 1.

4. That Council review and receive the CAMMS Financial Management Review Improvement Plan status report as presented at Appendix 1.

5. That Council review and receive the CAMMS Regulation 17 Improvement Plan status report as presented at Appendix 1.

6. That Council review and receive the CAMMS Risk Status Report and Risk Control Overview Report as presented in Appendix 1 and 2.

7. That Council review and receive the Fraud and Corruption Control Plan update as presented at Appendix 1.

8. That the Audit Committee recommends to Council that:

a. Outstanding property rates fees and charges less than three (3) years, proceed with routine recovery actions under section 6.56 and 6.60 of the Local Government Act 1995, as per confidential Attachment 1;

b. Delegate to the CEO the negotiation of terms of proposed formal agreements under section 6.49 of the Local Government Act 1995 which would provide for the transfer of land to the Shire as payment of outstanding rates fees and charges greater than three (3) or more years; as per confidential Attachment 2;

c. Proceed to ready for the sale of properties under sections 6.64 and 6.68 of the Local Government Act 1995 for the outstanding property rates fees and charges greater than three (3) or more years as per confidential Attachment 1, and;

d. Report further to Council regarding 1, 2 and 3 above.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995
Part 7 Audit
Division 1A Audit Committee
s.7.1A – Audit Committee

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Legislative – Medium.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute.

AUDIT COMMITTEE'S RECOMMENDATION

That Council consider and adopt the following recommendations as presented by the Audit Committee:

1. **That Council**
    a. **Adopt the reviewed terms of reference for the Audit Committee, and;**
    b. **Rename the Audit Committee's title as Audit, Risk and Governance Committee**
2. **That the Audit Committee endorses as part of an Internal Audit Program, the inclusion of the Office of Auditor General better practice guidance notes, included as Appendix 1.**
3. **That Council endorse the three-year Internal Audit Program 2021/22-2023/24 included as Appendix 1.**
4. **That Council review and receive the CAMMS Financial Management Review Improvement Plan status report as presented at Appendix 1.**
5. **That Council review and receive the CAMMS Regulation 17 Improvement Plan status report as presented at Appendix 1.**
6. **That Council review and receive the CAMMS Risk Status Report and Risk Control Overview Report as presented in Appendix 1 and 2.**
7. **That Council review and receive the Fraud and Corruption Control Plan update as presented at Appendix 1.**
8. **That the Audit Committee recommends to Council that:**
    a. **Outstanding property rates fees and charges less than three (3) years, proceed with routine recovery actions under section 6.56 and 6.60 of the Local Government Act 1995, as per confidential Attachment 1;**
    b. **Delegate to the CEO the negotiation of terms of proposed formal agreements under section 6.49 of the Local Government Act 1995 which would provide for the transfer of land to the Shire as payment of outstanding rates fees and charges greater than three (3) or more years; as per confidential Attachment 2;**
    c. **Proceed to ready for the sale of properties under sections 6.64 and 6.68 of the Local Government Act 1995 for the outstanding property rates fees and charges greater than three (3) or more years as per confidential Attachment 1, and;**

d. Report further to Council regarding 1, 2 and 3 above.

Appendix 1
Audit Committee Minutes – 28 May 2021

SHIRE OF EAST PILBARA

MINUTES

ORDINARY COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that an Ordinary Meeting of the **AUDIT COMMITTEE** was held, in Council Chambers, Marble Bar, 8:00am, Friday, 28 May, 2021.

Ben Lewis
ACTING 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: _____
Ben Lewis
Acting Chief Executive Officer

AUDIT COMMITTEE

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SHIRE OF EAST PILBARA
AUDIT COMMITTEE **28 MAY, 2021**

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr Anthony Middleton, declared the meeting open at 8:07am.

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

2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

Councillors

Cr Anthony Middleton	Councillor
Cr Geraldine Parsons	Councillor
Cr Karen Lockyer	Councillor

Officers

Mr Ben Lewis	Acting Chief Executive Officer
Mr Steve Leeson	Executive Manager Corporate Services
Mrs Kylie Bergmann	Acting Manager Governance

Other

Cr Karen Lockyer
Cr Holly Pleming
Cr Lang Coppin
Cr Wendy McWhirter-Brooks
Cr Adrienne Mortimer

2.1 ATTENDANCES

Councillors

Officers

Public Gallery

2.2 APOLOGIES

Councillor Apologies

Officer Apologies

3 LEAVE OF ABSENCE PUBLIC QUESTION TIME

4 PETITIONS/DEPUTATIONS/PRESENTATIONS

5 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

5.1 26 FEBRUARY 2021

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Geraldine Parsons, SECONDED: Cr Karen Lockyer

THAT the Minutes of the Audit Committee Meeting held at Newman on 26 February 2021, be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Acting Manager Governance

6 OFFICER'S REPORTS

6.1 REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE

Attachments:	**Appendix 1 – Current Audit Committee ToR** **Appendix 2 – Proposed Audit, Risk & Governance Committee ToR**
Responsible Officer:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Author:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

For the Audit Committee to recommend that Council adopt a revised terms of reference for its Audit Committee and expand the Committee's scope and title to be Audit, Risk and Governance.

BACKGROUND

On 24 August 2017 amendments to the Local Government Act 1995 (the Act) were passed by State Parliament that enabled the Office of Auditor General (OAG) to audit Council finances and performance.

The changes to the Act were further supported by amendments to the Local Government (Financial Management) Regulations 1996 (FM Regulations) and Local Government (Audit) Regulations 1996 (Audit Regulations). These amendments commenced on 27 June 2018.

A review of the Audit Committee's Terms of Reference is required to reflect all legislative changes and the Auditor General's oversight of the Shire. The Audit Committee last reviewed its Terms of Reference at is meeting held on 25 October 2019, a copy of which is attached at ***Appendix 1***.

COMMENTS/OPTIONS/DISCUSSIONS

The amendments to the Local Government Act in relation to Audit are summarised as follows:

- Financial and supplementary audits
  The OAG will take over responsibility for financial audits. The OAG will begin Shire of East Pilbara financial audits in 2020/2021.

- Performance audits

Performance audits have been introduced. The OAG publishes its audit programs on its website. Previous local government audits conducted are Records Management, Building Approvals and Fraud Prevention. The findings of performance audits will be applicable to all local governments, not just those audited.

- Publication of financial reports
  The annual report, including audit reports are to be published on the Shire's website within 14 days.

- Duties with respect to audits
  Local governments must:
  - Examine an audit report it receives.
  - Determine if any matters raised require action and ensure action is taken.
  - Where significant matters are identified, prepare a report stating what action the local government has taken or intends to take. The report must be provided to the Minister within three months of receiving the audit report. A copy of the report must be published on the website within 14 days after the report is given to the Minister.

The amendments to the Local Government (Audit Regulations) 1996 are summarised as follows:

Reg.	Description of Change	Implication
9A	A new regulation has been inserted to define "audit document" and the requirement that the CEO must provide these to the OAG within 14 days of a request. An audit document includes the Strategic Community Plan, Corporate Business Plan and any other plan, informing strategy or document the Audit General specifies.	Nil. Documents would normally be provided as part of an audit.
16	This regulation sets out the function of an Audit Committee. The functions have been expanded.	Previously the functions referred to guiding and assisting the local government in regard to its functions under Part 7 Audit, this now also includes Part 6 Financial Management. Previously referred to reviewing a report provided to it by the CEO into a review of risk management, internal control and legislative compliance. This now also includes guiding and assisting the CEO in regard to that review and also now extends to the review of financial management systems

		and procedures required to be undertaken by the CEO (under the FM Regulations). The functions now also include a provision that the committee support the auditor to conduct the audit and oversee the implementation of any actions required.
17(2)	The review by the CEO of risk management, internal control and legislative compliance amended from at least once every two calendar years to not less than once in every three financial years.	Nil. Will now align with a similar change to the review of financial management systems and procedures required to be undertaken by the CEO (under the FM Regulations)

The amendments to the Local Government (Financial Management Regulations) 1996 are summarised as follows:

Reg.	Description of Change	Implication
5(2)(c)	The requirement for the CEO to undertake a review of the financial management systems and procedures at least once every four financial years changed to at least once every three financial years.	An increase in regularity of compliance review within financial systems and procedures by the CEO may result in additional audit matters and demands on resources. The timing will align with a similar change to the review of risk management, internal control and legislative compliance required to be undertaken by the CEO (under the Audit Regulations).
17A	Regulation relates to assets, valuation of for financial reports. A new definition of carrying amount has been inserted. The requirement to revalue classes of assets according to the specified schedule every three years has been amended to allow local governments to revalue any asset whenever fair value may be materially different from carrying value. The new regulation also permits revaluation of an asset to occur up to five years after its last valuation. There is also a new provision that explicitly excludes from consideration as an asset, any asset with a value less than $5,000 on the date of acquisition.	In line with the amendment, the Shire will consider change of revaluation period to 5 years subject to materiality. This could result in considerable saving attached to asset surveying and revaluation cost as well as resources.
17B	A new regulation inserted that requires	The Shire does not have a formal

	the CEO to take all reasonable steps to safeguard assets that are below the $5,000 threshold (referred to in regulation 17A) or are otherwise portable or attractive.	register for its portable and attractive assets, this will require implementation within Tech One. The set up will require resources and ongoing register maintenance.

Review of Audit Committee Terms of Reference
The current terms of reference for the Audit Committee were set prior to the legislative changes. These are included as ***Appendix 1***.

The terms of reference have been reviewed and elements that no longer apply have been removed and replaced with new requirements. The revised terms of reference proposed are included as ***Appendix 2***. The amendments are summarised as follows:

- Expanded scope:
  In addition to Audit, both Risk and Governance are recognised as key areas of oversight, emphasized through a change in committee name.

- Reporting:
  A requirement for the Audit Committee to report to the Council on its activities once per year has been added. This is in line with good practices guidelines from key organisations e.g. Auditing and Assurances Standards Board and Australian Institute of Company Directors.

- Appointment of Auditor:
  This responsibility no longer rests with the Shire's Audit Committee, rather with the AG.

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 7 - Audit (Division 4 - General) 7.12A. Duties of local government with respect to audits (pg 273)

POLICY IMPLICATIONS

1.19 FRAUD AND CORRUPTION CONTROL POLICY

1.22 RELATED PARTY DISCLOSURES

2.5 OCCUPATIONAL HEALTH AND SAFETY POLICY

2.6 CONFLICTS OF INTEREST

3.1 ACCOUNTING POLICIES

3.2 ASSET MANAGEMENT

3.14 PROCUREMENT AND TENDER PROCEDURES POLICY

4.11 LEGISLATIVE COMPLIANCE

4.12 RISK MANAGEMENT

4.15 INTERNAL CONTROLS POLICY

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.*

° *G1.2 Strengthen customer service.*

° *G1.3 Provide a great place to work*

° A greater focus on Shire Governance is intended, following OAG guidelines.

RISK MANAGEMENT CONSIDERATIONS

A greater focus on Shire risk management is intended, following OAG guidelines.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

Local governments will continue to be responsible for meeting the costs of financial audits. Although local governments that have since transferred under the responsibility of the OAG have generally found audit fees to be higher than previously incurred. This is primarily because OAG financial audits tend to be broader in scope than was previously undertaken and include recovery of OAG staff time and expenses incurred. The Auditor General will determine fees for a financial audit.

Any performance audit undertaken will be paid for by the State.

VOTING REQUIREMENTS

Simple.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Geraldine Parsons, SECONDED: Cr Karen Lockyer

That Council

1. **Adopt the reviewed terms of reference for the Audit Committee, and;**
2. **Rename the Audit Committee's title as Audit, Risk and Governance Committee.**

CARRIED UNANIMOUSLY

To be actioned by Mr Steve Leeson, Executive Manager Corporate Services

8:10am Cr Adrienne Mortimer entered the Council Chambers

Appendix 1
Current Audit Committee Terms of Reference

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

AUDIT COMMITTEE
TERMS OF REFERENCE 2019

Name	Audit Committee
Appointing Legislation	The Audit Committee is established under section 7.1A of the *Local Government Act 1995*.
Delegated Authority	The Audit Committee has no delegated power and has no authority to implement its recommendations without approval from Council.
Objectives	The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government managing its financial affairs. Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finance and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation. The Audit Committee is to facilitate: ▪ The enhancement of the credibility and objectivity of external financial reporting; ▪ Compliance with laws and regulations as well as use of the best practice guidelines relative to auditing; ▪ The provision of an effective means of communication between the external auditor, the CEO and the Council.
Powers	The Audit Committee is a formally appointed committee of Council and is responsible to that body. The Audit Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures. The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

Membership	The Audit Committee will consist of three elected members. All members shall have full voting rights. The CEO and employees are not to be members of the Audit Committee [s.7.1A (3) & (4)]. The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the Audit Committee. A nominated deputy member may attend in place of an endorsed representative member. The local government shall provide secretarial and administrative support to the committee.
Meetings	a) The Audit Committee shall meet at least quarterly as determined by the Audit Committee. b) Additional meetings shall be convened at the discretion of the presiding member. c) A Notice of Meeting, including an agenda, will be circulated to the Committee Members (including alternate members) at least 72 hours prior to each meeting where possible. d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall provide the Committee members (including alternate members) with a copy of such minutes. e) All Audit Committee meetings shall be conducted in accordance with the Shire of East Pilbara Standing Orders Local Law 2010.
Quorum	The quorum for an Audit Committee meeting shall be at least three (3) of endorsed members.
Reporting	Reports and recommendations of each Audit Committee meeting shall be presented to the next ordinary meeting of the Council.
Duties & Responsibilities	The duties and responsibilities of the committee will be – a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits. b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor. c) Develop and recommend to Council – ▪ A list of those matters to be audited; and ▪ The scope of the audit to be undertaken. d) Recommend to Council the person or persons to be appointed as auditor. e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include – ▪ The objective of the audit; ▪ The scope of the audit; ▪ A plan of the audit; ▪ Details of the remuneration and expenses to be paid to the auditor; and ▪ The method to be used by the local government to

	communicate with, and supply information to, the auditor. f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions. g) Liaise with the CEO to ensure that the local government does everything in its power to – ▪ Assist the auditor to conduct the audit and carry out his or her duties under the *Local Government Act 1995*; and ▪ Ensure that audits are conducted successfully and expeditiously. h) Examine the reports of the auditor after receiving a report from the CEO on the matters and – ▪ Determine if any matters raise require action to be taken by the local government; and ▪ Ensure that appropriate action is taken in respect of those matters. i) Review the report prepared by the CEO on any actions taken in respect of any matters raise in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time. j) Review the scope of the audit plan and program and its effectiveness. k) Review the local government's draft and annual financial report, focusing on: ▪ Accounting policies and practices; ▪ Changes to accounting policies and practices; ▪ The process used in making significant accounting estimates; ▪ Significant adjustments to the financial report (if any) arising from the audit process; ▪ Compliance with accounting standards and other reporting requirements; ▪ Significant variances from prior years. l) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed. m) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference. n) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.

Appendix 2
Proposed Audit, Risk & Governance Committee Terms of Reference

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

AUDIT, RISK & GOVERNANCE COMMITTEE
TERMS OF REFERENCE 2021

Name	Audit, Risk & Governance Committee
Appointing Legislation	The Audit Committee is established under section 7.1A of the *Local Government Act 1995*.
Delegated Authority	The Audit Committee has no delegated power and has no authority to implement its recommendations without approval from Council.
Purpose	The purpose of the terms of reference is to; 1.1 facilitate the operation of the Audit, Risk and Governance Committee; 1.2 support the Council in fulfilling its responsibilities in relation to:- a. risk management systems b. internal control structure c. financial reporting d. compliance with laws and regulations e. internal and external audit functions
Introduction	The Audit, Risk and Governance (ARG) committee has been established in accordance with part 7 of the Local Government Act 1995. The Audit, Risk and Governance committee is an advisory committee formally appointed by the Council and is responsible to the Council. The ARG committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. The ARG committee does not have any management functions and is therefore independent of management.
Objectives	The ARG committee's primary objective is to support the Shire of East Pilbara's Council in discharging its legislative responsibility associated with governing the Shire's affairs and overseeing the allocation of the Shire's finances and resources. The ARG committee will promote transparency and accountability in the Shire's financial reporting and promote effective and responsible management of risks to protect the Shire's assets. The ARG committee will report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities. More specifically, the objectives of the ARG committee are to oversee:

	3.1 The integrity of external financial reporting, including accounting policies. 3.2 The scope of work, objectivity, performance and independence of the external auditor. 3.3 The establishment, effectiveness and maintenance of controls and systems to safeguard the Shire's financial and physical assets. 3.4 The framework and systems that are designed to ensure the Shire complies with relevant statutory and regulatory requirements. 3.5 The framework for recognising risks arising from the Shire's operations and strategies, and consider the adequacy of measures taken to manage those risks. 3.6 The framework and systems which protect the Council against fraud and irregularities. The ARG committee must also add to the credibility of Council by promoting ethical standards through its work.
Powers	The ARG committee has the authority of Council to: 4.1 Review the external auditor's annual audit plans along with the outcomes / results of all audits undertaken; 4.2 Formally meet with the Shire's appointed external auditor as necessary; 4.3 Ensure that any matters raised by external audit that require action are actioned; 4.4 Advise Council on any or all of the above as deemed necessary; and 4.5 Review internal audit plans along with the outcomes / results of all audits undertaken;
Membership	5.1 The ARG committee will comprise of three (3) elected members. All members shall have full voting rights. 5.2 The CEO and employees are not members of the committee. 5.3 The CEO or their nominee is to attend all meetings to provide advice and guidance to the committee. 5.4 The Shire shall provide secretarial and administrative support to the committee. 5.5 The Council will appoint all members of the ARG committee. 5.6 Members shall be appointed for a period of up to two (2) years terminating on the day of the Local Government Ordinary Council Elections, unless Council resolves otherwise. 5.7 The Presiding Member and Deputy Presiding Member will be appointed by the ARG committee, biennially by election by all committee members after the Local Government Ordinary Council Elections. 5.8 The quorum for a meeting shall be a minimum of 2 committee members. 5.9 ARG committee members are required to abide by the Local Government Act and Code of Conduct in observing the requirements of declaring any proximity, financial or impartiality interests that relate to any matter to be considered at each meeting.
Meetings	6.1 The ARG committee shall meet every three (3) months or more regularly as required at the discretion of the Presiding Member of the ARG committee, the Shire President or the CEO. 6.2 All ARG committee members are expected to attend each meeting in person.

	6.3 Elected Members, who are not part of the ARG committee are invited to observe ARG committee meetings, however they are not entitled to participate in the meeting. 6.4 The members of the ARG committee are to elect a Presiding Member from amongst themselves at the first meeting of the committee following an Ordinary Local Government Election. 6.5 The Presiding Member will preside at all meetings. 6.6 Each member of the Committee at a meeting will have one vote. The Presiding Member will have a casting vote and simple majority will prevail. 6.7 A committee recommendation does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting. 6.8 The CEO, or their delegate and the Executive Manager Corporate Services, is to attend all meetings to provide advice and guidance to the committee, however the CEO and employees are not members of the committee. 6.9 The CEO will invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary. 6.10 The ARG committee meetings are generally open to the public unless the Presiding Member or CEO deem it necessary to proceed behind closed doors pursuant to section 5.23 of the Local Government Act 1995. 6.11 Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials. 6.12 Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation. 6.13 Reports and recommendations of each committee meeting shall be presented to the next ordinary council meeting.
Quorum	
Reporting	
Duties & Responsibilities	The ARG committee will carry out the following responsibilities: 7.1 Risk management 7.1.1 Review whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification and management of the Shire's business and financial risks, including fraud. 7.1.2 Asses whether a sound and effective approach has been followed in managing the Shire's major risks including those associated with individual projects, program implementation, and activities. 7.1.3 Assess the impact of the Shire's enterprise risk management framework on its control environment and insurance arrangements. 7.1.4 Review the process of developing and implementing the Shire's fraud control arrangements and satisfy itself the Shire has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information. 7.2 Business continuity 7.2.1 Assess whether a sound and effective approach has been followed in establishing the Shire's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

	7.3 Internal Control 7.3.1 Review whether management's approach to maintaining an effective internal control framework is sound and effective. 7.3.2 Review whether management has in place relevant policies and procedures and that they are periodically reviewed and updated. 7.3.3 Assess whether the appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with. 7.3.4 Review whether appropriate policies and supporting procedures are in place for the management and exercise of delegations. 7.3.5 Consider how management identifies any required changes to the design or implementation of key internal controls. 7.4 Financial Report 7.4.1 Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report. 7.4.2 Review with management and the external auditors the results of the audit, including any difficulties encountered. 7.4.3 Review the annual financial report and performance report of the Shire of East Pilbara and consider whether it is complete, consistent with information known to ARG committee members, and reflects appropriate accounting principles. 7.4.4 Review with management and the external auditors all matters required to be communicated to the ARG committee under the Australian Auditing Standards. 7.4.5 Review the draft Annual Financial Statements and recommend the adoption of the Annual Financial Statements to Council, in accordance with the timeframes as prescribed. 7.4.6 Review the mid year budget review and recommend the adoption of the budget review to Council. 7.5 Compliance 7.5.1 Review the systems and processes to monitor effectiveness of the system for monitoring compliance with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance. 7.5.2 Keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to those findings. 7.5.3 Obtain regular updates from management about compliance matters. 7.5.4 Review the annual Compliance Audit Return and report to the Council the results of the review. 7.6 Internal Audit 7.6.1 Review with management the terms of reference, activities and resourcing of the internal audit function. 7.6.2 Review and recommend the annual internal audit plan for approval by the Council and all major changes to the plan. 7.6.3 Monitor processes and practices to ensure that the independence of the audit function is maintained. 7.6.4 Annually review the performance of the internal audit including the level of satisfaction with internal audit function having consideration of the Institute of Internal Auditors' International Standards for the Professional Practice of

	Internal Auditing. 7.6.5 Review all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice. 7.6.6 Monitor management's implementation of internal audit recommendations. 7.6.7 Regularly review a report given to it by the CEO under regulation 17 (3) of the Local Government (Administration) Regulations 1996. 7.7 External Audit 7.7.1 Note the external auditor's proposed audit scope and approach for financial performance audits. 7.7.2 Consider the findings and recommendations of relevant Management Letters undertaken by the external auditor and ensure the Shire implements relevant recommendations. 7.7.3 Provide an opportunity for the ARG committee to meet with the external auditors to discuss any matters that the ARG committee or the external auditors believe should be discussed privately. 7.7.4 Annually review the performance of external audit including the level of satisfaction with external audit function. 7.7.5 Monitor management's implementation of external audit recommendations. 7.8 Reporting Responsibilities 7.8.1 Report regularly to the Council about ARG committee activities, issues, and related recommendations through circulation of minutes. 7.8.2 Monitor that open communication between the external auditor and the Shire's management occurs. 7.9 Other Responsibilities 7.9.1 Perform other activities related to this terms of reference as requested by the Council. 7.9.2 Annually review and assess the adequacy of the ARG committee terms of reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation

6.2 OFFICE OF AUDITOR GENERAL

Attachments:	**Appendix 1 – OAG Better Practice Guidelines**
Responsible Officer:	**Mr Steve Leeson Executive Manager Corporate Services**
Author:	**Mr Steve Leeson Executive Manager Corporate Services**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

To inform Council's Audit Committee towards the Western Australian Auditor General's better practice guides and establish a plan towards addressing and meeting State expectations upon local government.

BACKGROUND

On 28 October 2017, the Local Government Amendment (Auditing) Act 2017 was proclaimed, giving the Office of Auditor General (OAG) the mandate to audit Western Australia's 139 local governments and 9 regional councils.

The Act also allowed the OAG to conduct performance audits of local government entities from 28 October 2017. The responsibility has gradually been transferred and undertaken as existing local government audit contracts expired. By the financial year 2020-21, all local government entities will be audited by the OAG. The Shire of East Pilbara is amongst the final grouping of local governments whose audit responsibilities have since transferred. RSM will be the Shire's Auditor for the financial years 2020-2021 to 2022-2023.

In addition to financial audits, which tend to be broader in scope than was previously undertaken, the OAG also reviews the performance of other local government functions.

COMMENTS/OPTIONS/DISCUSSIONS

The OAG has developed better practice guidance to help the Western Australian public sector perform efficiently and effectively. This includes:

- practical guidance in the application of standards
- case studies
- checklists to assess existing frameworks and processes
- information to help entities to better understand how to comply with legislation and standards

There are several guidance notes published which are relevant to the Shire's internal governance practices and procedures. It would be prudent for the Shire in reference

to these OAG publications, to undertake a review of focus areas and assessment towards meeting expectations. The areas to be addressed include:

Attach	TOPIC	OAG EXPECTATIONS
1	Grants administration	Policy, assessment, monitoring and review.
2	Managing technical vulnerabilities	Identify, understand, test, mitigate and verify.
3	Contract management – extensions and variations	Policy and records.
4	Controls for the management of specific purpose monies	Policy, procedures, establishment, expenditure and reporting.
5	Security considerations for remote working arrangements	Prioritise, engage, access technology, network security, physical security, multi-factor authentication, bring your own device (BYOD), system patches and vigilance.
6	Purchasing cards	Policy, use and monitoring.
7	Fraud prevention	Planning, prevention, detection and response.
8	Regulating building approvals	Receive, assess, issue, compliance and reporting.
9	Verify employee identity and credentials	Policy, recruitment and appointment, monitoring.
10	Engage consultants for strategic advice	Policy, engagement and reporting.
11	Cloud application (software as a service agreement)	Decision to adopt, contract management.
12	Records management	6 principles
13	Management of supplier master files	Policy, creation/amendments, management.
14	Procurement	Policy, training, sourcing.
15	Online services	Web presence, interaction, transaction, customer, integration.

It is proposed that during the 2021 – 2022 financial year, as part of the Internal Audit Program that all 15 OAG guidance notes are internally reviewed, with recommendations towards any improvements and progress updates to follow.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Audit) Regulations 1996 – Regulation 17 Local Government (Financial Management) Regulations 1996 – Regulation 5 (2) (c)

POLICY IMPLICATIONS

Various policies associated with service area audit and review

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.*

° *G1.2 Strengthen customer service.*

° *G1.3 Provide a great place to work*

RISK MANAGEMENT CONSIDERATIONS

A greater focus on Shire risk management is intended, following OAG guidelines.

FINANCIAL IMPLICATIONS

Some internal audit may be undertaken by Shire staff. Some internal audit may fall under the External Auditors mid-year review scope.

There are no current resources allocated for use of external services to undertake internal audit projects and will need to be considered as part of next budgetary process.

VOTING REQUIREMENTS

Simple.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Geraldine Parsons, SECONDED: Cr Karen Lockyer

That the Audit Committee endorses as part of an Internal Audit Program, the inclusion of the Office of Auditor General better practice guidance notes, included as Appendix 1.

CARRIED UNANIMOUSLY

To be actioned by Mr Steve Leeson, Executive Manager Corporate Services

Appendix 1
OAG Better Practice Guidelines

Grants administration

From report 12: 2020/21 – Grants Administration

OAG Office of the Auditor General Serving the Public Interest

The following better practice principles on grant administration are based on the *Commonwealth Grant Rules and Guidelines 2017*[1] and largely formed the basis of our audit. They are not intended to be an exhaustive list.

Grant administration	Focus area	What we expected to see
Policy	Policies and procedures	• Policies and procedures established, including for election commitments, to promote the effective and efficient use of resources and proper standards of financial management and accountability. • Policies and procedures include comprehensive guidance for employees to effectively manage the grant administration from the application, assessment, monitoring, acquittal to review phases. Comprehensive guidance should include: o who performs the assessment, monitoring or review o documentation requirements on assessment, monitoring or review activity o criteria or guidelines for assessment o time frames for assessment o conflict of interest management o incentive and sanction mechanism o independent review of assessor's decision. • Policies and procedures are regularly reviewed and updated.
Assessment of grant applications	Notice to public on availability of grant	• Entities advertised or made grant information publicly available. • Entities should develop clear, consistent and well-documented grant opportunity guidelines and other related documentation. They should include (as relevant): o grant objectives and purpose o available funding: ▪ program guidelines should be updated if additional program funding becomes available

[1] And 'Part 4 – Election Commitments' from the Commonwealth Department of Finance's *Resource Management Guide No. 412 Australian Government Grants – Briefing, Reporting, Evaluating and Election Commitments*, June 2018. This document includes guidance to assist entities implementing the *Commonwealth Grants Rules and Guidelines 2017*.

Grant administration	Focus area	What we expected to see
		▪ extent (if any) to which grant payments could be made on signing the grant agreement o partner funding (if applicable) o clear eligibility criteria and examples of eligible/ineligible entities and projects o application and decision-making process (as relevant) including the: ▪ opening and closing date for applications ▪ likely decision date ▪ project completion date ▪ outline of selection process ▪ final recommendations ▪ decision-maker o clear assessment criteria o weighting of assessment criteria o expected terms and conditions of the grant agreement o indicative reporting and acquittal requirements o a description of complaint handling, review and/or FOI mechanisms o providing a link to a standard grant agreement for the program.
	Conflict of interest	• Employees, advisers and decision-makers declare any actual, potential or perceived conflict of interest, and the declarations are retained. • Declaration of conflicts of interest should not be limited to employees involved in the evaluation phase of a grant project but should extend to all employees and senior officials involved in the design, oversight and evaluation phases of a grant project. • Declarations are assessed and conflicts of interest are appropriately addressed. This should include: o details of how the conflict was resolved o where no conflicts are present this should be documented. • Employees with conflict of interest abstain from the assessment or approval process of the applications.



Office of the Auditor General WA

Grant administration	Focus area	What we expected to see
	Adequate assessment procedures	• The identification and selection of recipients should be clear, transparent and capable of withstanding public scrutiny, with potential recipients selected on merit against established criteria. • When designing competitive, applications-based grant programs, identify strategies to manage the expected level of demand for the amount of funding that is being made available. • Entities use a structured and comprehensive process to assess the applications. including: o clearly identifying who will be deciding which applicants will receive a grant and ensuring that this person has the necessary legal authority to make those decisions o the reasons for decisions to award or not award grant funding should be recorded in a manner that promotes transparency and accountability. • Entities perform timely assessments.
	Recordkeeping	• Documentation is retained for all assessments, recommendations and decisions. • Concisely recording the reasons for the assessment scores that are awarded (in addition to recording the scores). • If, in exceptional/urgent circumstances, there is departure from policies, these should be appropriately approved by senior management and explanations retained.
	Independent review	• Implement independent review on application assessment procedures. • Performed by persons independent of the assessment.
	Approval	• Clear separation of duties between the assessment of applications and approval of offers. • Approver has appropriate delegation. • Timely advice provided to grant applicants on the decisions to award the grant.
Monitoring of grant funding	Procedures and reporting	• Entities have clear and comprehensive documented procedures to monitor individual grants. • Monitoring officers have access to all relevant information and expertise.



Grant administration	Focus area	What we expected to see
		• Timely review and follow-up of grant recipient's compliance with reporting requirements of the grant. • Acquittal of grant funding is timely, complete and meets the grant objectives. • Payments should be approved by an appropriately delegated officer. • Seek advice from appropriate stakeholders on complex grant agreement variations.
Review of grant funding	Grant program evaluation	• Entities undertake periodic review of overall effectiveness of grant programs as a means of achieving entities' objectives. • Review is performed by persons independent of the immediate line management of the grant program.



Managing technical vulnerabilities

From report 27: 2019/20 – Information Systems Audit Report 2020 – Local Government Entities

Office of the Auditor General
Serving the Public Interest

Vulnerabilities are flaws in operating systems, devices and applications that attackers could exploit to gain unauthorised access to systems and information. Local government entities should have continuous monitoring processes to understand security weaknesses and gaps in their systems, devices and applications. Vendors generally provide patches to address flaws in applications and systems. Entities should implement appropriate processes and assign responsibilities to identify and treat these flaws.

The following table outlines some guiding principles entities should consider to address vulnerabilities. This is not intended to be an exhaustive list. Further guidance can be obtained from the Australian Cyber Security Centre.[1]

Principle	Our expectation
Stocktake of assets	Entities should have visibility of all their ICT assets on the network including servers, workstations, printers, software applications, IoT and other network devices (switches, routers, firewalls).
Identify vulnerabilities	Regular vulnerability scans must be performed to identify security weaknesses. Where it is not possible to scan all assets at once, entities should prioritise and group assets to scan them in stages. Scans should be regular (e.g. continuous or monthly) as extended time gaps between scans leave the systems exposed for longer periods.
Understand the exposure	Each vulnerability poses a threat but some are more severe than others. Vulnerabilities generally have a severity rating based on impact and how easily they can be exploited. Entities should perform risk assessments to understand the exposure and take appropriate action.
Test and patch vulnerabilities	Entities should test patches before deploying them to live production systems. Ideally vulnerabilities should be patched as soon as possible, in line with their severity and impact levels. Entities should define appropriate timeframes to patch vulnerabilities based on their severity.
Apply mitigating controls if patching is not possible	In some instances, vulnerabilities cannot be addressed as they could affect the operations of a system (usually legacy systems), or a patch may not yet be available. Based on a risk assessment, mitigating controls should be applied with considerations to: • virtual patches • segregating or isolating unpatched systems • upgrading systems that no longer receive security updates.
Don't forget the network devices – and printers	Network devices such as firewalls, routers and switches - and printers - are equally important. Vulnerability management processes must include them as well. Entities should regularly update the firmware and software for these devices.

[1] https://www.cyber.gov.au/publications/assessing-security-vulnerabilities-and-applying-patches



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Principle	Our expectation
Verify the patches	Entities should establish a process to verify that patches have successfully fixed the vulnerabilities. Some patches may fail to install or could require further configuration to fully address the weakness. Running another scan after applying patches can identify and report such instances.

Source: OAG

Figure 1: Better practice guidance to manage technical vulnerabilities



Contract management – extensions and variations

Office of the Auditor General
Serving the Public Interest

From report 20: 2019/20 – Local Government Contract Extensions and Variations

The following table shows control principles on which our audit focused. They are not intended to be an exhaustive list.

Management of contract extensions and variations	Focus area	What we expected to see
Policy	Policies and procedures	• Contract management policies and procedures are regularly reviewed to ensure compliance with current legislation and relevance to current operations. • Policies or procedures include a requirement to maintain a comprehensive register or database of all contracts, including: o the dollar value above which contracts are to be included in the register, and o the custodian of the register with responsibility for regular review and update of the contract register or database. • Policies include clear guidance on what constitutes a contract variation and when a separate procurement process is required. • The policies or procedures provide guidance on the key processes for contract extensions, including timely and documented assessments of contractor performance prior to exercising an extension option.
	Delegations	• There are appropriate delegations and authorisations in place for procurement as well as for contract extensions and variations.
Records	Comprehensive register of contracts	• A comprehensive register of all contracts is maintained, with all key contract information.
Contract extensions	Contract terms	• Contracts are extended only if the original contract includes extension options.
	Approval	• Contract extensions are approved by an appropriate officer, in accordance with delegated authorisation limits. • Extensions are approved before the expiration date of the original contract or previously extended term, for continuity in the provision of services.



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Management of contract extensions and variations	Focus area	What we expected to see
	Contractor performance review	• There is documented evidence that contractor performance has been assessed before a contract extension is approved.
	Recordkeeping	• There is documented evidence that the terms of the contract extension have been mutually agreed by the entity and the contractor. • Documents for approval of contract extensions are retained in accordance with recordkeeping plans, to promote accountability and transparency in decision making.
Contract variations	Approval	• Contract variations are approved by an appropriate officer, in accordance with delegated authorisation limits. • Consideration is given to the cumulative impact of variations, to ensure that the scope of the original contract is not significantly altered, and that a separate procurement process is not required.
	Proposal for variation	• Contract variations are supported by proposals with detailed description of the nature of the variation, with associated cost, time and scope implications.
	Recordkeeping	• The variation proposals and approval documents are retained in accordance with recordkeeping plans, to promote accountability and transparency in decision making.

Source: OAG



Office of the Auditor General WA

Controls for the management of specific purpose monies

From report 19: 2019/20 – Control of Monies Held for Specific Purposes

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The following table shows the control principles on which our audit focused. They cover a number of sound practices and controls related to the management of specific purpose monies and are not intended as an exhaustive list.

Specific purpose monies	Focus area	What we expected to see
Policy and procedures	Identification and classification of funds	• An outline of how specific purpose monies and assets are identified, classified and accounted for in the financial system. • Requirements for establishing and closing accounts. • Documentation supporting the establishment, nature and categorisation of each account.
	Expenditure controls	• Controls established to ensure monies are appropriately spent and monitored. • Purpose of accounts are clearly defined to avoid potential misuse of monies.
	Recordkeeping	• Recordkeeping requirements are specified to ensure that adequate evidence is maintained to demonstrate that monies are spent in accordance with the intended purpose.
	Monitoring of fund balances	• Requirements for account receipts, payments and closing balances to be regularly reconciled and independently reviewed. • Regular reporting of account balances and reconciliations to those charged with governance. • An outline of how unspent and overspent accounts are to be dealt with.
	Roles and responsibilities	• Clearly defined roles and responsibilities for key processes.
	Compliance with policies and procedures	• Mechanisms in place to ensure policies and procedures are regularly and effectively communicated to staff. • Processes in place for non-compliance with policies and procedures.
	Relevant legislation	• References to appropriate sections in the *Financial Management Act 2006* and Treasurer's Instructions be included within entity policies and procedures.
	Review of policies and procedures	• Regular review of policies and procedures for adequacy and appropriateness.

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Specific purpose monies	Focus area	What we expected to see
Establishment of specific purpose monies	Authorisation	• Appropriate underlying records and authorisations have been obtained in line with the nature and categorisation of specific purpose monies. • The purpose of the monies is clearly articulated including the purposes for which expenditure may be used from these monies.
	Recordkeeping	• Adequate controls and processes are established to ensure that monies are received as appropriate and are accounted for correctly. • Debts requiring write off should follow the same processes and authorisations as applicable to all entity debt. • Adequate records should be maintained to evidence that terms and conditions applying to specific purpose monies has been complied with. • Clear guidelines on how monies are to be dealt with on closure of a specific purpose account.
Expenditure of specific purpose monies	Authorisation	• Expenses and cost allocation journals are independently, appropriately, and timely reviewed to ensure transactions are compliant with intended purposes.
	Recordkeeping	• Sufficient and appropriate evidence to support that the expense was compliant with the intended purpose. • Appropriate documentation or frameworks are in place to support cost allocations.
	Reconciliation	• Special purpose accounts should be regularly reconciled with reconciling items investigated and resolved in a timely manner.
	Reporting	• Special purpose accounts should be regularly reported to those charged with governance for their review and scrutiny. This should extend beyond an annual review that is performed at financial year end as part of financial statement reporting processes.
Financial Reporting	Disclosure	• Financial report disclosures are reviewed annually against the requirements of the *Financial Management Act 2006* and Treasurer's Instructions to ensure specific purpose monies are accurately and completely reported.

Source: OAG, based on the *Financial Management Act 2006* (Divisions 3 and 4) and Treasurer's Instructions (801, 802, 805, 806, 950, 1103)



Office of the Auditor General WA

Security considerations for remote working arrangements

From report 18: 2019/20 – Information Systems Audit Report 2020 – State Government Entities

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In response to the spread of the Coronavirus (COVID-19), entities in all sectors across Australia are encouraging staff to work remotely from home. Rapid transition to these arrangements can introduce risks and challenges for entities who may not have previously implemented large-scale remote working arrangements. It is important that entities manage and address these risks, as well as staff security behaviour, to prevent people from exploiting the current situation to compromise systems and information.

The following table outlines some guiding principles entities should consider when rolling out remote working technology and procedures. This is not intended to be an exhaustive list. Entities can obtain further guidance from the Australian Cyber Security Centre[1] and the Office of Digital Government has recently issued some considerations for remote work.

Principle	Our expectation
Prioritise and simplify	Each entity needs to assess their unique risks associated with remote working arrangements and address critical risks as a priority. These risks will be different for each entity depending on the functions staff perform remotely and the types of information being accessed. Entities should ensure that procedures and technology for remote working are simple and easy to follow. Complex processes can introduce vulnerabilities that could result in undesired outcomes.
Engage with staff	Increase staff awareness by clearly communicating expectations including policies and any occupational health and safety requirements. The business continuity plan may come into effect and it is also important that staff understand how the plan impacts their day to day working procedures. Staff should have easy access to a forum or group where they can seek answers to their queries related to working from home and security.
Remote access technology	The technology used for remote access needs to be secure. The security controls that entities select will depend on the method of remote access, such as: • virtual private network (VPN) • web applications • remote desktop access Remote access servers should enforce technical controls in line with security policies.
Security of network	The majority of the remote workers will use internet to access entity resources. Entities should implement appropriate policies to secure remote access originating from untrusted networks. VPN is one of the better methods of securing remote access because it uses encryption to protect the confidentiality and integrity of communication over the network.

[1] https://www.cyber.gov.au/news/cyber-security-essential-when-preparing-covid-19

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Principle	Our expectation
Physical security	Remote working locations may not be as secure as office environments. Entities need to understand the risks associated with this and define and implement appropriate controls to protect information. For example, implementing encryption on portable devices is a simple method to improve security. Entities also need to ensure the security of sensitive hard copy documents is maintained.
Multi-factor authentication	Remote access into entity systems and networks must be secured by strong authentication controls. Entities should implement multi-factor authentication for all remote access.
Bring your own device (BYOD) policies	A risk based policy should define the requirements for personal devices if they are allowed to access entity resources. Personal devices are generally not as secure as those provided by entities and attackers could exploit this weakness as more people work from home. Considerations should be given to: • encryption • access levels • segregated network zone for personal devices • security patch levels • malware controls.
Patch systems	All systems should be patched with latest updates. This applies to all the internet facing infrastructure and client applications.
Stay vigilant	Stay alert and educate staff on the risks especially phishing emails and text messages themed around COVID-19.

Source: OAG based on Australian Cyber Security Centre guidance



Purchasing cards

From report 17: 2019/20 – Controls over Purchasing Cards

Office of the Auditor General
Serving the Public Interest

The following table shows control principles on which our audit focused. They are not intended to be an exhaustive list.

Controls over purchasing cards	Focus area	What we expected to see
Policy	Policies and procedures	• Entities should have a purchasing card policy that is up to date and accessible to all staff. The policy should include items such as: ○ processes and controls for the issue, management and cancellation of a credit card, including credit card limits, validation and acquittal of expenditure ○ purposes for which a card may, or may not, be used ○ cardholder's obligations (including during leave periods) ○ processes for discharging any debt for personal expenditure on a credit card ○ process for online purchases, including Paypal.
	Delegations	• There are appropriate delegations in place for monetary limits on cards, monitoring the use of purchasing cards and approval of expenditure. • Where appropriate, delegations should also be set for certain types of expenditure.
Use of purchasing cards	Managing and monitoring the use of cards	• All purchasing card transactions should be valid, properly incurred, certified and accounted for in accordance with the entity's purchasing card policies. • New cards should be properly authorised before use. • Cancelled cards should be cancelled on a timely basis to ensure unauthorised transactions do not occur. • When employees go on leave, purchasing cards should be returned to the Card Administrator or another approved officer, and not shared with other employees. • All transactions should be within the delegated transaction limits and transactions should not be split to circumvent these limits.



Office of the Auditor General WA

Controls over purchasing cards	Focus area	What we expected to see
Monitoring of purchasing cards	Appointment of a reviewer	• The entity should have an appointed reviewer as required by TI 321. • A review of purchasing cards should be carried out on a regular basis and evidence of the review should be retained. • Management should periodically review credit card activity to identify inactive or under-used cards that may warrant cancellation.

Source: OAG



Fraud prevention

From report 5: 2019/20 – Fraud Prevention in Local Government

Office of the Auditor General
Serving the Public Interest

The table below shows key principles on which our audit focused. These principles are not exhaustive. Entities seeking to implement better practice approaches should also consult the Standard, and the guidelines prepared by the Department of Local Government, Sport and Cultural Industries.

Objective	Principle	What we would expect
Planning Develop a coordinated approach to manage fraud risks	Risks are understood	• Fraud risks across organisation are assessed, documented and controls are in place.
	Approach is documented	• Fraud and Corruption Control Plan (Plan) is in place and reviewed at least once every 2 years.
	Internal audit considers fraud risks	• Audit committee engages with internal audit plan to ensure fraud risks are considered.
Prevention Create a fraud resistant organisation	Policy framework is in place	• Integrity policies (such as Codes of Conduct and conflicts of interest) are appropriate, clearly written and available. • Staff regularly engage with integrity policies. For example, signing yearly an understanding of the Code of Conduct. • Fraud prevention and awareness training, newsletters and presentations are used to communicate entities ethical standards to staff.
	Internal controls are in place	• Business processes, especially those assessed as higher risk, have controls that are well documented, updated and understood by all staff. • Entities verify identity and credentials of all new employees and employees transferring to areas of higher risk, including: o verify necessary qualifications o review of past work history and referee checks o criminal background checks o confirm professional memberships are valid. • Supplier credentials are checked, particularly for high-risk or high value purchases, including: o confirm ABN o confirm directors are not bankrupt or disqualified.



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Objective	Principle	What we would expect
Detection Entities are ready to detect fraud	Detection systems are in place	• Entities should implement detection systems, as appropriate to their business needs, to identify potential fraud as soon as possible. • Multiple avenues are in place for staff, the public and suppliers to report concerns. • Reporting processes are well advertised, and include anonymous options.
Response Entities are ready to respond to potential fraud	All information is considered	• Entities should implement processes to record, analyse and escalate all incidents. • Processes are in place to review internal controls after incidents.

Source: OAG



Office of the Auditor General WA

Regulating building approvals

From report 28: 2018/9 – Local Government Building Approvals

OAG Office of the Auditor General Serving the Public Interest

The following table shows key principles on which our audit focused. Our listed expectations are not exhaustive and do not cover all of the *Building Act 2011* (Act) and other compliance requirements.

Stage	Principle	Our expectation (what we expected to see)
Receive application	Lodgement and payment systems	• LG entity website provides adequate guidance to permit applicants. • Online system to lodge and pay for permit applicants. • Ability to track all applications online.
Assess application	Staff guidance	• Policies and procedures which: ○ align with current legislation and building codes ○ explain the LG entity's interpretation of key terms of the Act ○ include guidance for staff to effectively manage permit assessments.
	Conflicts of interest	• Assess actual, potential or perceived conflicts of interest for each application. • Record whether a conflict of interest exists or not. • Record decisions and actions taken to manage any conflict of interest.
	Further information requests	• Where appropriate, use informal requests (phone or email) to resolve minor administrative errors more quickly.
	Quality review	• Review of assessment by a senior staff member, preferably a building surveyor.
	Record timeframes	• Staff start, pause and stop the clock as required by the Act. Particularly: ○ pause clock for formal requests only ○ ensure clock is paused only once ○ ensure further information provided by the applicant is correct before re-starting the clock ○ stop the clock when the permit is issued.
Issue permit	Staff delegations	• Delegate relevant staff with the authority to approve and issue permits. • Only delegated staff to have access to the permit system's approval and issue tasks.



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Stage	Principle	Our expectation (what we expected to see)
Permit compliance	Monitoring	• Policies and procedures explain LG entity's regulatory approach and guidance on how to monitor and inspect building works, for example the nature and extent of possible monitoring and compliance enforcement actions including desktop review and on-site inspections. • Risk-based program for monitoring and inspections. Consider: o compliance risks during permit assessments (e.g. owner builders may lack building experience) o compliance history of the applicant, builder or surveyor o results of previous inspections and complaints o local risks such as site conditions and types of dwelling o other resources like B&E's website to identify builders and surveyors warned, fined or prosecuted for non-compliance.
	Complaints management	• Staff guidance on how to assess risks, assign a rating and prioritise complaints. • Timely referral of compliance matters to relevant staff. • Provide feedback to the complainant.
	Enforcement	• Policies and procedures on enforcement. • Consider appropriate enforcement method on a case by case basis: o informal (education, warning letters) o formal (building order, prosecution). • Follow up to ensure action is taken to remedy the non-compliance. • Escalate matters to senior staff if previous enforcement action did not achieve compliance.
Reporting	Performance information	• Report permit approvals, monitoring and enforcement data to B&E. • Provide key performance information to relevant stakeholders and the community. This could include information on: o number and value of permit applications received o time taken to issue permits o monitoring and inspection activities o building related complaints o number of non-compliance issues identified and resolved o number of building orders and prosecutions.

Source: OAG



Office of the Auditor General WA

Regulating building approvals

From report 28: 2018/9 – Local Government Building Approvals

OAG
Office of the Auditor General
Serving the Public Interest



Office of the Auditor General WA

Verifying employee identity and credentials

From report 24: 2018/9 – Verifying Employee Identity and Credentials

Office of the Auditor General
Serving the Public Interest

The following table shows control principles on which our audit focused. They cover a number of practices and controls related to verifying employee identity and credentials which are also recommended in Australian Standard 4811-2006 'Employment Screening'. They are not intended to be an exhaustive list.

Verifying employee identity and credentials	Focus Area	What we expected to see
Policy	Policies and procedures	• Policy is in place which covers the verification process for all potential employees and the monitoring process for existing employees.
	Risk Assessment	• Entities have assessed the risk associated with each position and determined whether a criminal background or working with children check is required. • Position description forms clearly document the requirements of each position including any essential qualifications, licences and memberships and whether any criminal background or working with children checks are required.
Recruitment and Appointment	Qualifications	• Entities verify essential qualifications, licences and memberships during the recruitment process.
	Past Work History	• Referee/reference reports are obtained and reviewed as part of the selection process.
	Identity and Right to Work	• Entities check the identity of successful applicants using a 100-point identification check. • Entities confirm successful applicants' right to work in Australia by reviewing passports, visas and/or birth certificates.
	Criminal Background checking	• Criminal background or working with children checks are obtained (where required) and reviewed by the entity.
	Recordkeeping	• Entities retain documentation to demonstrate that they verified the potential employee's qualifications, past work history, identity, right to work in Australia and criminal background prior to the start date.

Verifying employee identity and credentials	Focus Area	What we expected to see
Monitoring of Existing Employees	Declarations	• Employees provide an annual declaration to advise whether there has been a significant change in their circumstance which could impact their employment.
	Review	• Entities monitor the expiry date of essential qualifications/licences and follow up with employees close to the expiry date. • Where criminal background checks are required for the position, they are re-performed on a periodic basis.

Source: OAG based on Australian Standard AS 4811-2016 'Employment Screening'



Engaging consultants for strategic advice

From report 21: 2018/9 – Engaging Consultants to Provide Strategic Advice

Office of the Auditor General
Serving the Public Interest

The following table shows control principles on which our audit focused. They cover a number of practices entities should have in place to ensure the necessary process for engaging consultants for strategic advice is followed and to ensure money is not spent unnecessarily. This is not intended to be an exhaustive list.

Engagement of strategic consultants	Focus area	What we expected to see:
Policy	Policies and procedures	• entities' policies and procedures include comprehensive guidance for the engagement of consultants for strategic advice • Policy to include the $50,000 monetary threshold that requires engagement of DPC • policies and procedures are periodically reviewed • policy includes a clear definition, guidance and examples of strategic advice for the purposes of Premier's Circular 2016/02
Engaging consultants for strategic advice	Identify the need to engage a consultant	• entity identifies the need to engage a consultant for strategic advice • entity to determine the estimated cost of engaging a consultant
	In-house assessment	• entity to consider and document whether any current employees possess the necessary skills and experience to undertake the work • entity considers whether the consultancy relates to strategic advice
	Engage with DPC	• consult with DPC to determine if the work to be undertaken by the consultant meets the definition of 'strategic advice' for the purposes of the PC 2016/02
	Complete necessary Approval Request	• if the work is deemed in scope of PC 2016/02 submit to DPC a request for approval at least 1 week before the procurement process
Reporting	Reporting of consultants engaged	• entity to submit details of consultants engaged for strategic advice every 6 months to their relevant Minister's Office within five weeks of the end of each six month period.

Source: OAG



Office of the Auditor General WA

Cloud application (software as a service agreement)

From report 20: 2018/9 – Information Systems Audit Report 2019

Office of the Auditor General
Serving the Public Interest

In a software as a service (SaaS) arrangement, responsibility for cyber security is shared between the vendor and customer. Public sector entities remain responsible for security including governance and access to information. Entities should assess the risks associated with handing over data to vendors and ensure sufficient controls are in place to meet each entity's security needs, including that contracts include measures to mitigate risks and protect information held in the cloud. Ongoing contract management is also essential and should include the entity verifying that the vendor adheres to agreed terms. This may occur through third party assurance reports and entity reviews.

The following table shows some better practice principles entities should consider when choosing a SaaS provider and considerations for ongoing contract management. This is not intended as an exhaustive list. Further guidance can be obtained from the Australian Cyber Security Centre[1].

Stage	Principle	Our expectation
Decision to adopt SaaS	Understand risks	Perform a risk assessment to understand security risks associated with handing over information to a cloud vendor. The sensitivity, use and value of data should inform an understating of the risks to be closely managed when weighing value for money considerations
	Vendor	Knowing who the vendor is and what they do. Vendor reputation and its compliance with recognised security standards should be assessed. The Australian Cyber Security Centre maintains a list[2] (CCSL) of Australian government certified cloud vendors
SaaS contract and management	Security	Appropriate controls should be defined to protect the application and existing ICT systems that interact with the application from cyber attacks
	Data sovereignty	Data is subject to the laws of the country where it is stored. Entities should prefer an arrangement where data is stored in Australia. If this is not possible, the nature of data going overseas and laws of those countries should be carefully considered
	Data ownership	Contracts should clearly state who has legal ownership of any data during and after the contract
	Data retention and deletion	Contracts should clearly define the data retention method and period
	Access to data and monitoring	Controls to restrict and monitor access to data should be in place
	Vendor lock-in	Controls to enable efficient migration of data to other cloud or on premise systems, should be defined. An exit strategy should be agreed with the vendor to support the move

[1] https://www.cyber.gov.au/publications/cloud-computing-security-considerations

[2] https://acsc.gov.au/infosec/irap/certified_clouds.htm



Office of the Auditor General WA

Stage	Principle	Our expectation
	Encryption of data	Appropriate levels of encryption should be defined for data in transit and at rest. This should also include management of the data encryption key
	Data segregation	Many SaaS applications provide access to multiple customers on a shared platform. Controls should be in place to segregate data from other tenants
	Security breaches	Contracts should clearly define how the vendor must report security breaches and include penalties and indemnities. Entities should have access to relevant evidence (e.g. logs) for forensic investigations
	Availability of application and data	Data backup requirements should be defined and vendor disaster and business continuity plans should meet the entity's business needs. Contracts should define acceptable down times and penalties. An appropriate escrow agreement should be considered if the SaaS application is built or highly customised for the entity
	Strong authentication controls	Access to cloud applications and data should have strong controls and include multifactor authentication
	Assurance reports	Vendors should provide independent audit assurance reports (e.g. SOC 2) to confirm vendor controls meet expectations and operate effectively
	Right to audit	Contracts should define the entity's right to conduct a security audit of vendor controls to protect the confidentiality, integrity and availability of applications and information
	Background checks	Vendors should perform background and criminal history checks for their staff. Security clearances should be considered for highly sensitive data
	Ongoing contract management	Vendor compliance with agreed terms should be regularly checked.



Records management

From report 17: 2018/9 – Records Management in Local Government

Office of the Auditor General
Serving the Public Interest

The following table provides a high level summary of the State Records Commission (SRC) Standard 2 for Recordkeeping Plans. The 6 principles represent good practice expectations of the SRC. They were also the basis for our assessment of recordkeeping practice at the LGs we reviewed. Our listed expectations are not exhaustive and do not cover all of the SRC minimum compliance requirements in Standard 2.

Principles	SRC expectation	Our expectation
Principle 1 Proper and Adequate Records	• records are created and kept which properly and adequately record the performance of the organisation's functions • records are consistent with any written law to which the organisation is subject when performing its functions	• recordkeeping plan approved • records of important business decisions or activities can be easily found
Principle 2 Policies and Procedures	• recordkeeping programs are supported by policy and procedures	• policy and procedures are up-to-date • policy and procedures are in place for each business area
Principle 3 Language Control	• appropriate controls are in place to identify and name government records	• an appropriate tool is used to systematically and consistently identify and name records
Principle 4 Preservation	• records are protected and preserved	• Records disaster recovery plans are developed and tested • storage facilities are assessed in line with SRC Recordkeeping Maturity Model
Principle 5 Retention and Disposal	• records are retained and disposed of in accordance with an approved disposal authority	• an approved disposal authority is adopted and regularly used
Principle 6 Compliance	• employees comply with the recordkeeping plan	• staff receive regular records refresher training • staff receive business area specific records training • staff record keeping practice is monitored

The SRC Policies and Standards are available on the SRO website: Recordkeeping Policies and Standards.

Office of the Auditor General WA

Management of supplier master files

From report 16: 2018/9 – Management of Supplier Master Files

Office of the Auditor General
Serving the Public Interest

The following table shows control principles on which our audit focused. They cover a number of key supplier master file practices and controls, and are not intended as an exhaustive list.

Supplier master files framework	Focus area	What we expected to see
Policy	Policies and procedures	• Policies and procedures include comprehensive guidance for employees to effectively manage supplier master files. • Policies and procedures are regularly reviewed and updated.
Creation / amendments of master files	Access to master files	• Entities regularly review employees' access to create or amend supplier master files to reduce the risk of unauthorised changes.
	Creation	• Staff consistently apply naming conventions for supplier records, to avoid suppliers being registered under multiple names. • All key information is input at the time of creating a new supplier record.
	Amendments	• Documentary evidence is maintained to support the changes in master files. • Employee validates changes to supplier details with the supplier (i.e. via phone or formally by writing).
	Segregation of duties	• Additions or amendments to supplier master files are independently reviewed. • Appropriate segregation of duties is established between employees amending the master files and employees approving payments to suppliers.
	Recordkeeping	• Documentation is retained for all additions and amendments to supplier master files including reasons for amending the supplier details.
	Conflict of interest	• Employees declare any actual, potential or perceived conflict of interest. • Declarations are retained, assessed and conflicts of interest are appropriately addressed. • Employees with conflicts of interest abstain from the procurement process or managing records of the suppliers they are related to.



Office of the Auditor General WA

Supplier master files framework	Focus area	What we expected to see
Management of master files	Review	• Management undertakes formal and periodic review of master files to identify incomplete, incorrect, duplicate or redundant supplier records. • Weaknesses identified are communicated to the relevant stakeholders and remediating actions are promptly undertaken. • The outcome of the review is presented to the audit committee.

Procurement

From report 5: 2018/9 – Local Government Procurement

Office of the Auditor General
Serving the Public Interest

The following table shows our audit focus areas. They cover a number of sound procurement practices and controls, and are not intended as an exhaustive list.

Procurement Framework	Focus Area	What we expected to see:
Policy	Policy	• LGs regularly review policy to assess if value thresholds and quote requirements reflect current needs • policies are clear about when and how to apply exemptions
Training	Training	• LGs provide all staff involved in the procurement process with training in relevant policy and processes • training emphasises personal accountability and how probity and transparency relate to procurement • LGs provide staff with refresher training
Sourcing	Seeking quotes	• that business requirements were determined prior to engaging suppliers • LG staff used the right purchasing method, as required by their own policies and the Regulations • that the use of exemptions was justified and documented
	Tendering	• that tenders were advertised, opened, assessed and recorded in line with the Regulations • documentation was retained to support open, fair and transparent decisions, and show that processes have been followed • that a Tenders Register was maintained in line with Regulations
	Conflict of interest	• that tender evaluation panel members provide positive assurance declarations • that declarations were retained and there was a record of how they were assessed and how any conflicts were addressed
	Purchase orders and approvals	• that purchase orders were raised for the full expected amount of the procurement • purchase orders were approved by staff with appropriate authority • internal approvals were obtained before goods and services were purchased

Office of the Auditor General WA

Procurement Framework	Focus Area	What we expected to see:
	Segregation of duties	• appropriate segregation of duties across the procurement process
	Reviewing invoices and payments	• any differences between invoice charges and quoted or contracted rates had been reviewed and appropriately justified • goods and services were received and approved by staff with appropriate authority • that there were strong controls around payment of suppliers and access to bank accounts • documentation was retained to support open, fair and transparent decisions, and show that processes have been followed

Online services

From report 8: 2016 – Delivering Services Online

OAG Office of the Auditor General Serving the Public Interest

Our maturity model combines features of a number of online maturity models, including models used by the UK's National Audit Office and the United Nations for its e-government surveys.

Level	Definition	Criteria
1. Web presence	Website only. Website provides information only. No customer contact with agency via website	i. Website offers information about agency and its services ii. Website offers information about industry or area of interest iii. Currency is maintained and agencies retire websites no longer needed
2. Basic interaction	Website provides basic interaction such as downloads of documents, reports, forms. May include occasional use of online surveys. May include customer comments / feedback capability	i. Website offers downloadable documents, reports etc ii. Website offers downloadable forms iii. Website offers basic customer feedback/comment capability iv. Website offers occasional online surveys
3. Transaction	Includes ability to fill in and lodge forms online, make payments, receive payment reminders and receipts, change personal details	i. Website offers online forms e.g. fill in and lodge applications online ii. Website offers e-commerce capability i.e. payments, purchases, reminders, records, receipts iii. Website offers ability to update personal details iv. Digital replacement of physical forms e.g. certificates v. Agency has conducted web application security testing vi. Agency uses secure transaction service (e.g. Bpoint) or is itself PCI compliant if offering online payment vii. Agency has policies and procedures for protecting the security of personal information provided by the public

Office of the Auditor General WA

Level	Definition	Criteria
4. Citizen-centric	Designed around customer needs, prioritises ease of access, volume transactions and inquires, may offer parallel channel, e.g. live chat, membership, community-building	i. Website design puts customer needs/interests front and centre e.g. links on landing page ii. Website offers up-to-date design aesthetics e.g. good use of colour, animation, text, relevant non-stock images iii. Website positions high volume inquiries and transactions e.g. payments, within 3 clicks of landing page iv. Website supports disability access v. Agency offers parallel channels i.e. social media, mobile web, mobile app vi. Website offers real time assistance e.g. live chat vii. Website hosts community engagement activities e.g. membership services, promoting community activities viii. Agency actively seeks customer input into and participation in its services, i.e. partnership approach
5. Horizontally integrated	Services interface and integrate easily/ seamlessly with other services across government or commercially that are likely to be of interest to or used by customers	i. Agency shares information with other agencies directly i.e. feeds into other agencies' online services ii. Agency includes/uses information from other agencies on its own sites iii. Agency provides links to related services in areas of customer interest iv. Agency integrates/hosts related services on its website



6.3 INTERNAL AUDIT PROGRAM

Attachments:	**Appendix 1 – Internal Audit Program 2021/22 – 2023/24**
Responsible Officer:	**Mr Steve Leeson Executive Manager Corporate Services**
Author:	**Ms Sian Appleton Senior Finance Officer**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

For the Audit Committee to recommend that Council adopt a three-year Internal Audit Program.

BACKGROUND

Regulation 17 of the Local Government (Audit) Regulations requires a triennial review of the appropriateness and effectiveness of a Local Government's systems and procedures in relation to risk management, legislative compliance and internal control. Internal audit is an essential function in meeting the requirements of this regulation.

Internal audit is a facilitator of continuous improvement, innovation and positive change. The review and advice assists management in improving the Shire's service delivery and achievement of outcomes.

The role of internal audit is different from the external auditor whose primary role is to decide whether the annual financial statements of a local government are free of material misstatement, however some functions of internal audit will complement the external auditor's role. Internal audit provides an independent and objective review and advisory service to provide assurance that the City's financial and operational controls designed to manage the organisation's risk and achieve the Shire's objectives are operating an efficient, effective and ethical manner. Internal audit reports functionally to the Audit Committee and administratively to the CEO. In accordance with section 5.41 of the Local Government Act, the CEO is responsible for the day to day management of council activities which implicitly includes the internal audit function, responsibility for which the CEO may choose to delegate and / or engage external assistance towards.

The proposed amendments to the Audit Committee's Terms of Reference detail the committee's responsibilities in relation to the internal audit function being:

- 7.6.1 Review with management the terms of reference, activities and resourcing of the internal audit function.

- 7.6.2 Review and recommend the annual internal audit plan for approval by the Council and all major changes to the plan.
- 7.6.3 Monitor processes and practices to ensure that the independence of the audit function is maintained.
- 7.6.4 Annually review the performance of the internal audit including the level of satisfaction with internal audit function having consideration of the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.
- 7.6.5 Review all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.
- 7.6.6 Monitor management's implementation of internal audit recommendations.
- 7.6.7 Regularly review a report given to it by the CEO under regulation 17 (3) of the Local Government (Administration) Regulations 1996.

COMMENTS/OPTIONS/DISCUSSIONS

A proposed three-year Internal Audit Program has been designed to ensure that the activities of Internal Audit are focused on the risks that matter to the Shire, and has been prepared with input from the Shire's Executive. The program can adapt to the changing environment the Shire operates in and be flexible and responsive to the Shire and Council's needs. Where matters of higher priority arise over the course of the three year plan, they will be considered and the plan program may be revised to accommodate the new risk, with the changes communicated where necessary.

Included as ***Appendix 1***, the three-year Internal Audit Plan provides for up to 14 areas of internal audit and review per year. Also included is a review of the annual Compliance Audit Return (CAR) and the Financial Management Systems once every three years. Each audit and review is required to consider misconduct and fraud, risk mitigation and is an essential control strategy in this area. It is also to gauge the effectiveness of controls and service delivery.

More detailed plans will be specifically developed by internal audit in consultation with the CEO and Executive Management subject to an internal audit and review.

OPTIONS
1. The Committee endorses the three-year Internal Audit Program
2 The Committee endorses the three-year Internal Audit Plan and proposes additional or fewer areas of focus or timelines.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Audit) Regulations 1996 – Regulation 17 Local Government (Financial Management) Regulations 1996 – Regulation 5 (2) (c)

POLICY IMPLICATIONS

Various policies associated with service area audit and review

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.*

° *G1.2 Strengthen customer service.*

° *G1.3 Provide a great place to work*

RISK MANAGEMENT CONSIDERATIONS

Legislative - Medium

FINANCIAL IMPLICATIONS

Some internal audit may be undertaken by Shire staff. Some internal audit may fall under the External Auditors mid-year review scope.

There are no current resources allocated for use of external services to undertake internal audit projects and will need to be considered as part of next budgetary process.

VOTING REQUIREMENTS

Simple.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Geraldine Parsons, SECONDED: Cr Karen Lockyer

That Council endorse the three-year Internal Audit Program 2021/22-2023/24 included as Appendix 1.

CARRIED UNANIMOUSLY

To be actioned by Ms Sian Appleton, Senior Finance Officer

Appendix 1
Internal Audit Program 2021/22 – 2023/24

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

Internal Audit Program 2021/22 – 2023/24

Version 1.1



Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

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Distribution and Revision History

Rev No.	Date	Description	Prepared by		Checked by		Approved by	
			Intl	Sign	Intl	Sign	Intl	Sign
1.0	05.11.2020	Internal Audit Framework	SA					
2.0	20.05.2021	Include OAG guidelines and approach	SL					

Distribution			Hard Copy	PDF Copy
	Name	Organisation		
1.1	Document Centre	SoEP		✓

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

Introduction

1. Purpose

This document describes the Internal Audit Framework (the Framework) of the Shire of East Pilbara (the Shire). The Shire is committed to ensuring an adequate level of assurance whilst taking account the resource limitations

In line with the Shire's Risk Management Framework –

"The internal auditor will develop a risk-based internal audit programme (based on the information gathered in risk registers) and will provide assurance on the efficiency and effectiveness of risk management processes."

This three year plan outlines what the priorities of the service will be going forward and what actions will be taken to address these.

This document outlines -

- the strategic direction of the internal audit team
- strategic objectives
- priorities and targets
- three year work plan

2. Mission Statement

The Internal Audit team is to provide an independent assurance and advisory service, which will help the shire achieve its objectives and improve the effectiveness of its risk management, internal control and governance processes.

3. Strategic Direction

- To provide an assurance to the risk committee on the contribution and effectiveness of the Shire's risk management, internal control and governance processes.
- To work alongside the Executive Management Team to develop and improve their risk management, internal control and governance processes.

4. Strategic Objectives

- To provide an independent assurance to the Audit Committee
- To contribute to the effectiveness of the Shire's corporate governance and risk management arrangements
- To provide a service which is valued and trusted by management and relevant to the Shire's objectives
- To improve the Shire's control environment

5. Focus of activity for the three year plan

Over the coming indicative three year plan the internal audit activity will address –

- The Office of Auditor General's better practice guidelines applicable to local government
- Internal audits and service reviews performed across each division of the Council
- Include both financial and operational or strategic audits
- Seek feedback from the Shire's Audit Committee

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

6. Plan 2021/22 – 2023/24

Office of the Auditor General Focus					
Ref #	Audit Title	Previous Audit	FY22	FY23	FY24
Financial audit focus					
1	OAG Better Practice Guidelines		✓		
2	Fraud Prevention			✓	
3	Building Approvals				✓
4	Records Management		✓		
5	Information Systems			✓	
General Internal Audits					
Airport Services					
1	CASA Compliance		✓		
2	TBA			✓	
3	TBA				✓
4	TBA		✓		
Corporate Services					
5	Cash Collection (Each Site)		✓		
6	Credit card security and usage				✓
7	Account Payable			✓	
8	Management of employee leave		✓		
9	Non Rates Revenue (Fees & Charges)				✓
10	Payroll Processing		✓		
11	Human Resources			✓	
12	Occ Health and Safety				✓
13	10 Year Planning		✓		
Contracts and Procurement					
14	Tenders and Tender award				✓
Contract Management					
15	Capital Works Project - Sewerage Plant Upgrade		✓		
16	Capital Works Project - R2R Road Funding			✓	
Community Wellbeing					
17	Community Grants		✓		
18	Library Services			✓	
19	Youth Services				✓
20	Rural Services				✓

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

Ref #	Audit Title	Previous Audit	FY22	FY23	FY24
Customer and Visitor Services					
21	Cemeteries			✓	
22	Facility Bookings				✓
Development Services					
23	Building		✓		
24	Planning			✓	
25	Health				✓
Information Services					
26	IT Security		✓		
27	Records Capture			✓	
28	Business continuity and IT disaster recovery planning				✓
Infrastructure Services					
29	Fleet Management		✓		
30	Asset Management			✓	
31	Project Management				✓
32	Built Infrastructure				
Risk Management					
33	Risk Management (see OAG)				
34	Fraud Management			✓	
Recreation and Events					
35	Event Management		✓		
36	Aquatic Centres			✓	
37	Fitness Centres				✓
Waste Services					
38	Environmental Compliance			✓	
39	Contaminated Sites				✓
	TOTAL		**14**	**14**	**14**

7. Approach and Outcomes

An agreed scope with management will be determined prior to commencement of an audit.

Outcomes of the review shall be:

1. initially reported to and reviewed with the service area manager;
2. Consensus towards findings and recommendations agreed to;
3. Reported to CEO and Executive Management;
4. Reported to Audit Committee; and
5. Progress towards implementing recommendations reported to CEO and Audit Committee.

8:15am Cr Wendy McWhirter-Brooks left the Council Chambers.
8:16am Cr Wendy McWhirter-Brooker returned to the Council Chambers.

6.4 OUTSTANDING RATES

MOVED TO CONFIDENTIAL ITEMS

6.5 FINANCIAL MANAGEMENT REVIEW 2019 - IMPROVEMENT PLAN STATUS TO 30 APRIL 2021

Attachments:	**Appendix 1 – Financial Management Review – Improvement Plan Status**
Responsible Officer:	**Mr Steve Leeson Executive Manager Corporate Services**
Author:	**Mr Steve Leeson Executive Manager Corporate Services**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

8:23am Cr Holly Pleming left the Council Chambers

REPORT PURPOSE

To report the status of the Financial Management Review Improvement Plan.

BACKGROUND

Pursuant to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended), the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years). In June 2019, Moore Stephens undertook this review for the CEO and the report was presented to the Audit Committee on the 23rd August 2019, and subsequently at the Ordinary Council Meeting on 22nd November 2019. From this report a Financial Management Review (FMR) Improvement Plan was created and entered into Council's CAMMS Strategic Planning software for monitoring.

COMMENTS/OPTIONS/DISCUSSIONS

Attached is a copy of the CAMMS reporting document (Appendix 1 refers). The previous financial year saw 12 of the 15 actions closed out. Currently 3 actions are outstanding or ongoing and are reported on. Of these, one is on target, one is being monitored, and one is ongoing.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Financial Management) Regulations 1996 Regulation 5(2)(c)

POLICY IMPLICATIONS

Various Shire Policies: 3 – Finance

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

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Geraldine Parsons, SECONDED: Cr Karen Lockyer

That Council review and receive the CAMMS Financial Management Review Improvement Plan status report as presented at Appendix 1.

CARRIED UNANIMOUSLY

To be actioned by Mr Steve Leeson, Executive Manager Corporate Services

Appendix 1
Financial Management Review – Improvement Plan Status

SYCLE
Organisation Empowerment System

Action and Task Progress Report

Shire of East Pilbara

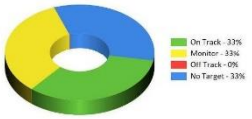


Print Date: 13-May-2021

www.cammsgroup.com

OVERVIEW

Action Status



Action Progress Against Targets



3 actions reported on
1 At least 90% of action target achieved
1 Between 70% and 90% of action target achieved
0 Less than 70% of action target achieved
1 actions with no target set

Shire of East Pilbara — Action and Task Progress Report

ACTION PLANS

GREEN — At least 90% of action target achieved
AMBER — Between 70% and 90% of action target achieved
RED — Less than 70% of action target achieved
No target set

* Dates have been revised from the Original dates

Corporate Services

Corporate Services

20.1 Financial Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.125 FMR - Money held in investments must comply with the Shire's Investment Policy stating that the maximum held with one institution does not exceed 35%. INVESTMENTS LOW RISK	Lisa Davis - Manager Corporate Services	In Progress	13-Oct-2019	30-Sep-2020	80.00%	100.00%	AMBER

ACTION PROGRESS COMMENTS:
13/10/2019 - 30% of money transferred from BankWest to Bendigo Bank. A further 35% needs to be moved to another institution.
08/11/2019 - Commonwealth Bank forms received to open new investment account.
31/01/2020 - Forms etc submitted. Just waiting for account to transfer.
07/05/2020 - Last transfer to be processed
31/07/2020 - No further update
31/01/2021 - On maturity of existing term deposits, so as to not break investments and incur costs, diversified reinvestment of funds will be achieved.

Last Updated: 25-Feb-2021

Information Systems

23.1 Information Communication and Technology

13-May-2021 CAMMS Page 3 of 5

Shire of East Pilbara — Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.25 Reg17 and FMR - Review and update the Disaster Recovery Plan, identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. HIGH RISK	Stephen Leeson - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	65.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
31/07/2019 - Resources allocated to project. Scope currently being created. Working with our IT consultants regarding the IT portion of the plan.
08/11/2019 - Coordinator IT since resigned. EMCS working with IT consultant to finalise this project.
30/04/2020 - Draft documented completed. In final review stage.
31/07/2020 - Final communications cut overs completed. This will enable documentation to be finalised.
14/01/2021 - Program to continue review of Disaster Recovery Plan initiated.
10/02/2021 - Draft disaster plan received. Business impact assessment underway.
12/05/2021 - Business impact assessment completed and provided to Remote IT Support Service supplier.

Last Updated: 12-May-2021

Executive Services

Procurement and Contracts

9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.127 FMR - Ensure all purchases with a consideration worth more than $150,000 incur a public tender process. TENDER PROCESS HIGH RISK	Dawn Ronchi - Coordinator Procurement	Ongoing	13-Oct-2019	31-Dec-2020	-	-	

ACTION PROGRESS COMMENTS:
7/1/20 - Internal audits of POs are taking place to ensure this is taking place. Staff are also made aware of both the Shire's Procurement Policy and the Act/Regs when undergoing their WALGA Procurement Training. Have highlighted some ongoing service / laboring works will need to be awarded via a Tender process.
11/2/20 - Internal audits still taking place.
6/5/20 - As above - note that the Tender threshold amount has been increased to $250k. The target of 100% for May 20 has been delayed due to Tenders still being arranged for 19/20

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Shire of East Pilbara	Action and Task Progress Report

(normally has ceased by this time of the fin year).
5/8/20 - Internal audits still taking place - ongoing for each financial year.
1/9/20 - As above
2/11/20 - As above
15/2/21 - As above - ongoing action with regular internal audits.
Last Updated: 15-Feb-2021

6.6 REGULATION 17 REVIEW - IMPROVEMENT PLAN UPDATE AS AT 30 APRIL 2021

Attachments:	**Appendix 1 – Reg 17 Improvement Plan Update**
Responsible Officer:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Author:	**Mrs Kylie Bergmann** **Acting Manager Governance**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

To report on the status of the Regulation 17 Review Improvement Plan.

BACKGROUND

Pursuant to the *Local Government (Audit) Regulations 1996* (the regulations), Regulation 17 requires that the Chief Executive Officer undertakes a review of the appropriateness and effectiveness of its systems and procedures in regard to Risk Management, Legislative Compliance and Internal Control Frameworks.

Previously reviews of Council's audit systems needed to be carried out every two years. The regulations were revised and gazetted on Tuesday 26 June 2018 to conduct the review no less than every three years.

In February 2019, Moore Stephens undertook this review for the CEO and the report was presented to the Audit Committee on the 22nd February 2019 and subsequently at the Ordinary Council Meeting on 22nd February 2019.

From this report a Regulation 17 Improvement Plan was created and entered into Council's CAMMS Strategic Planning software for monitoring and presentation to the Audit Committee quarterly.

COMMENTS/OPTIONS/DISCUSSIONS

Attached is a copy of the CAMMS reporting documents (***Appendix 1 refers***).

Currently there are 42 actions reported on. Of these 95% of the actions are on target, and 5% are off track and are being reviewed.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995
Part 7 Audits
Division 4 General
7.13 Regulations as to audits

Local Government (Audit) Regulations 1996
Reg 17

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

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Geraldine Parsons, SECONDED: Cr Karen Lockyer

That Council review and receive the CAMMS Regulation 17 Improvement Plan status report as presented at *Appendix 1.*

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Acting Manager Governance

Appendix 1
Reg 17 Improvement Plan Update

SYCLE
Organisation Empowerment System

Action and Task Progress Report

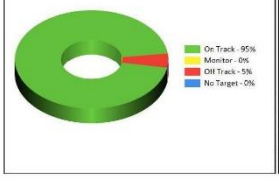
Shire of East Pilbara

Print Date: 13-May-2021

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OVERVIEW

Action Status



Action Progress Against Targets



42 actions reported on
40 At least 90% of action target achieved
0 Between 70% and 90% of action target achieved
2 Less than 70% of action target achieved
0 actions with no target set

Shire of East Pilbara — Action and Task Progress Report

ACTION PLANS

GREEN — At least 90% of action target achieved
AMBER — Between 70% and 90% of action target achieved
RED — Less than 70% of action target achieved
No target set

* Dates have been revised from the Original dates

Commercial Services

Airport Services

6.2 Airport Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.37 Reg17 - Risk management practices at the airport should be undertaken in accordance the Shires Risk Management Policy and procedures. These procedures provide the framework for the rating of identified risk and reporting of risks when identified along with the routine reporting on the status of treated risks. HIGH RISK	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: 8/3/19 - Implementation of shire wide incident and hazard reporting has been rolled out at the airport for all staff and subcontractors. HSE contractor inductions have been undertaken with the majority of the major contractors. This process is utilising the shire wide reporting process. 8/8/19 - The airport is now aligned and using the same processes as the rest of the organisation with the exception of the airport air side operations which are required to be operated under CASA legislation and requirements. There will be some ongoing adjustment and monitoring to be undertaken 5/5/20 - Reporting of hazards and risks for airside operations are to be considered in the Amis database system designed for aerodromes 12/08/20 - A risk audit by an external auditor was undertaken and completed with actions and recommendations which are in the process of being addressed. 27/11/20 - Corrective actions identified by the risk auditor have been completed. The Amis system is being used on a daily basis to log all identified risks and incidents. 10/02/21 - Centralisation of risk management completed. Ongoing review to continue Last Updated: 10-Feb-2021							

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Shire of East Pilbara — Action and Task Progress Report

Corporate Services

Corporate Services

20.1 Financial Services

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.2217D - Rescind the Policy or alternatively review and amend the policies requiring Financial Statements to be prepared in accordance with Statutory requirements. MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	50.00%	GREEN
ACTION PROGRESS COMMENTS: 31/07/2019 - Policy updated and presented to Council at the August OCM. Last Updated: 14-Aug-2019							
ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.1.1.33 Reg17 - Given the high value of fees and charges in relation to the airport operations routine documented verification of the accuracy of fees and charges raised should be undertaken. MEDIUM RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: 31/07/2019 - Processes being reviewed to determine how fee accuracy can be verified. 08/11/2019 - No further update. 31/01/2020 - No further update. 06/05/2020 - No further update. 15/02/2021 - Process implemented Last Updated: 15-Feb-2021							
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

5.1.1.35 Reg17 - Creation and maintenance of standard checklists may assist in evidencing key points of control and serve as a reminder. Checklists are of assistance in ensuring compliance with repetitive legislative compliance tasks. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: 31/07/2019 - Detailed assessment being first undertaken to determine key areas where checklists are needed. 08/11/2019 - Checklist currently being created. 31/01/2020 - No further update. 07/05/2020 - Work continuing 15/02/2021 - Checklists for current finance routines in place Last Updated: 15-Feb-2021							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.39 17D - In line with departmental guidelines, all officers issued with credit cards should sign a credit card agreement prior to the issuing of the credit card. Credit cards should physically be maintained by the person in whose name they are issued and credit card details should not be shared with other staff. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: 31/07/2019 - Credit Card Agreements are now implemented and signed. Whole process still being improved. 08/11/2019 - Procedure and Checklist underway. 31/01/2020 - No further update. Last Updated: 07-May-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

5.1.1.41 17D - The list of payments made by the CEO under delegated authority should be presented to Council with only the minimum information required by legislation. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: New process for presentation of creditors to Council complete to ensure compliance with legislative requirements. Last Updated: 22-May-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.42 17D - Prepare the Monthly Statements in accordance with legislative requirements. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: New template introduced for the reporting on the monthly statements to meet legislative compliance. Last Updated: 22-May-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.49 17D - Outstanding items identified within the Financial Management Review be addressed. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: 31/07/2019 - Being dealt with through the update Financial Management Review Last Updated: 14-Aug-2019							

Human Resources

10.1 Human Resource Management

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Shire of East Pilbara — Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.36 17D - In conjunction with, or as an alternative to, the development of documented procedures and checklists, update and development of workflow process diagrams may assist in clearly identifying controls and processes to be followed. MEDIUM RISK	Robin Austen - MANAGER HUMAN RESOURCES	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
Task assigned to both HROs to work on documenting procedures and developing relevant workflow diagrams.

Currently Work Instructions exist for the following procedures;
- Visio - Create Organisational Chart
- Performance appraisals
- Letters of Offer
- Inductions
- Exit Interviews
- EEO Plan and Survey
- New Starters Chcklist
- Annual Leave

These all need review and workflows created.
05/05/2020 - completed

Last Updated: 05-May-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.3 Reg17 - Continuing with the development of a staff training matrix to identify staff training needs relevant to their role is important to ensuring it is co-ordinated across the organisation.	Robin Austen - MANAGER HUMAN RESOURCES	In Progress	17-Feb-2019	31-Dec-2021	90.00%	60.00%	GREEN

ACTION PROGRESS COMMENTS:

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Shire of East Pilbara — Action and Task Progress Report

31/07/2019 - Currently adding/populating information on all positions for training/certification needs and concurrently linking these to the occupants of the position. This is a VERY slow process.

To date HR has completed the following;
- developed staff register to audit and update training/certification needs
- all new employees have their training/certification needs completed based on their position
- Existing employees - on receipt of their Performance Appraisals the process is completed
- existing employees are being worked through however, this will take some time.

Currently the TNA is 80% completed with a summary of data and its upload to PES outstanding. This is a time consuming process that is scheduled to be completed 28/02/2020

15/07/2020 - the update and upload of the TNA is tied to the performance appraisal process. HRO1 will need to do this on an individual employee basis.
04/08/2020 - HRO1 tasked with updating TNA with employee required inductions notifications and receipts to all existing and new employees - aim 100% by end September 2020 (including updates in Synergy)
02/09/2020 - data awaiting upload into system - this is a very time consuming process that has been delayed with other organisational demands on HROs
18/03/2021 - this is an evolving process with data being updated as Performance appraisals are undertaken and positions reviewed and updated.
11/05/2021 - the Shire is in the process of completing all its Performance Appraisals with a new completion date of 21/05/2021 now scheduled. It is anticipated that the Training Matrix will be updated at this point and closed out at that point.

Last Updated: 11-May-2021

10.2 Occupational Health and Safety

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.53 Reg17 - OH&S induction is currently undertaken by the supervisors however; evidence of the induction being undertaken is not available for all employees as a signed 'Induction Completion Form' is not filed on each employee's personnel file. MEDIUM RISK	Robin Austen - MANAGER HUMAN RESOURCES	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
Manager Human Resources position vacant for six months. Position now filled and processes will be reviewed.
The current OHS Induction Completion Form includes acknowledgement of risk assessment and risk matrix information provided in the Induction Presentation.

The Shire has recruited for a Coordinator OHS who will be commencing in Feb 2020 and the task of ensuring all staff complete the OHS Induction and have this recorded on their

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Shire of East Pilbara — Action and Task Progress Report

Personnel File will be assigned to the Coordinator to complete.

All inductions completed are signed by the new employee and saved on their personnel file.

07/04/2020 - appointment to OHS/HR Coordinator role put on hold due to COVID-19

05/05/2020 - appointment to OHS/HR Coordinator role re-established and offer being made.
15/07/2020 - Coordinator OHS/HR appointed and tasked with implementing the Shire's Safety Management plan, including updating the Induction process.
04/08/2020 - HRO1 tasked with updating TNA with employee required inductions notifications and receipts to all existing and new employees - aim 100% by end September 2020 (including updates in Synergy)
02/09/2020 - no further progress with HROs and Coordinator OHS affected by organisational demands
18/03/2021 - this is now completed with all staff having their inductions recorded in the personnel files and on Vault.

Last Updated: 18-Mar-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.56 Reg17 - A risk register be maintained consistent with the entity risk matrix, enabling reporting and review of OH&S risks identified. See also Action: 5.1.1.53 Reg17 - Employee Inductions documented (inclusive of the need for risk management info) see also Action: 5.1.1.60 Reg17 - The topic of risk management be included within the staff inductions.	Robin Austen - MANAGER HUMAN RESOURCES	In Progress	17-Feb-2019	31-Dec-2021	61.00%	100.00%	RED

ACTION PROGRESS COMMENTS:
31/07/2019 - Manager Human Resources position vacant for six months. Position now filled and processes will be reviewed.

The Shire has recruited for a Coordinator OHS who will be commencing in Feb 2020 and the task of ensuring all staff complete the OHS Induction and have this recorded on their Personnel File will be assigned to the Coordinator to complete.

15/07/2020 Inclusive of the following Actions;
17D - A risk register be maintained consistent with the entity risk matrix, enabling reporting and review of OH&S risks identified.

See also Action: 5.1.1.53 17D - Employee Inductions documented (inclusive of the need for risk management info)
see also Action: 5.1.1.60 17D - The topic of risk management be included within the staff inductions.

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Shire of East Pilbara — Action and Task Progress Report

15/07/2020 Coordinator OHS/HR - tasked with sourcing an appropriate system for the management of Safety, including Incident management and Injury Management.
04/08/2020 - OHS/HR Coordinator currently reviewing systems - report due 31/08/2020
02/09/2020 - Registers in development and purchase of OHS System Management software progressed to quote and review.
18/03/2021 - the risk matrix is updated regularly however the transition from paper based report is still to be completed in the Vault system.
18/03/2021 - all incident, hazard and near miss reports are recorded in the Vault system.
11/05/2021 - Vault system in process of transition from Excel spreadsheet based recording. No current ability to easily construct reports but will be able tonce Vault fully on line. Envisage this to be 30/09/2021

Last Updated: 11-May-2021

Information Systems

23.1 Information Communication and Technology

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.25 Reg17 and FMR - Review and update the Disaster Recovery Plan, identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. HIGH RISK	Stephen Leeson - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	65.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
31/07/2019 - Resources allocated to project. Scope currently being created. Working with our IT consultants regarding the IT portion of the plan.
08/11/2019 - Coordinator IT since resigned. EMCS working with IT consultant to finalise this project.
30/04/2020 - Draft documented completed. In final review stage.
31/07/2020 - Final communications cut overs completed. This will enable documentation to be finalised.
14/01/2021 - Program to continue review of Disaster Recovery Plan initiated.
10/02/2021 - Draft disaster plan received. Business impact assessment underway.
12/05/2021 - Business impact assessment completed and provided to Remote IT Support Service supplier.

Last Updated: 12-May-2021

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

5.1.1.32 17D - We noted limited controls in relation to the access to IT systems both physical access to hardware and network access to software and data. MEDIUM RISK	Stephen Leeson - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
31/07/2019 - Physical access is limited by key entry. This will be replaced by swipe entry over the next few months. EMCS is currently working with consultants to diagramise access map to all network and application information.
13/10/2019 - Physical access now limited to swipe card entry. New form created regarding any new users needed access to network and directories and software.
Last Updated: 14-Oct-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.52 Reg17 - Routine testing of the effectiveness of the Plan through annual system recovery testing be undertaken. HIGH RISK	Stephen Leeson - Executive Manager - Corporate Services	In Progress	17-Feb-2019	31-Dec-2021	50.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
30/07/2019 - EMCS working with IT consultant to establish a routine testing regime of data recovery.
08/11/2019 - Waiting on documentation finalisation. EMCS has met with IT consultant to determine timing around testing.
30/04/2020 - Now document in final review stage - data recovery testing will take place over next few months.
31/07/2020 - Testing to commence shortly.
14/01/2021 - Testing not undertaken. IT Disaster Recovery Plan pending finalisation with IT Consultant.
10/02/2021 - Testing not undertaken. IT Disaster Recovery Plan pending finalisation with IT Consultant. Onsite visit scheduled February 2021.
12/05/2021 - On 7/05/2021 the following were tested:
- Internet lost to Watchguard firewall
- Air fibre to admin building lost
- Loss of 1 of the clustered Watchguard firewalls
- Loss of core internet uplink switch
- Loss of MPLS link/router
- Core Switch Stack Failure
Further testing scheduled late May 2021
Last Updated: 12-May-2021

23.2 Records Management

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.34 17D - Review controls in relation to records to ensure records are maintained in accordance with statutory requirements and the Record Keeping Plan. HIGH RISK	Lisa Davis - Manager Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
09/08/2019 - Senior System Support/ Records Officer appointed in May 2019, position its within the Records Room and monitors records and the logging out process.
Scanning system and barrier installed to Records Room limiting access.
Vital records are now held within the Records Room in locked cabinet.
Last Updated: 09-Aug-2019

Executive Services

Governance

16.1 Corporate Governance

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.23 17D - Following review of Policies by Council, update the latest Review/Amendment Date on the Policy to provide an accurate record of when the Policy was reviewed. MEDIUM RISK	Kylie Bergmann - Coordinator Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
New process implemented to provide accurate record of policy review.
Last Updated: 22-May-2019

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

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5.1.1.28 Reg17 - Establish process for the development, review, amendment and authorisation of procedures, checklists and other internal control documentation, to assist with managing changes to procedures. HIGH RISK	Kylie Bergmann - Coordinator Governance	In Progress	17-Feb-2019	31-Dec-2021	15.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: Processes currently being reviewed. 10/11/2019 - Process is still to be reviewed. 09/02/2021 - Additional resourcing required to undertake this action. Last Updated: 09-Feb-2021							
ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.1.1.43 17D - Residual risks following a Council decision should be evaluated and recorded as required by the risk management framework. MEDIUM RISK	Kylie Bergmann - Coordinator Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: 31/07/2019 - Processes currently being reviewed. 10/11/2019 - Process is still to be reviewed. 06/05/2020 - Risk consideration and Residual Risk has been included within the Council Resolutions Register to be assessed by Officers and reported back to Council. Last Updated: 06-May-2020							
ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.1.1.46 17D - Maintain a gift register on the Shire's website in accordance with legislative requirements. HIGH RISK	Kylie Bergmann - Coordinator Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: The gift register is maintained through the ATTAIN online compliance system. We now have a process in place to ensure that the register is downloaded once a month and uploaded to the website. Last Updated: 05-Aug-2019							

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Shire of East Pilbara — Action and Task Progress Report

ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.1.1.48 Reg17 - To confirm adherence to documented policies and procedures and assist in the identification of internal control weaknesses an internal audit function is required to be established. MEDIUM RISK	Kylie Bergmann - Coordinator Governance	In Progress	17-Feb-2019	31-Dec-2021	5.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: Process to establish internal auditing function currently being investigated. 10/11/2019 - Internal Audit function requires additional resourcing and is currently being investigated. 12/11/2020 - Internal Audit Plan has been developed however, requires additional resourcing to undertake the audits. Last Updated: 12-Nov-2020							

Procurement and Contracts

9.1 Procurement

ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.1.1.21 17D - Amend the Policy to provide the following: Purchasing requirements for the renewal or variation of contracts which did not arise from a public tender. HIGH RISK	Dawn Ronchi - Coordinator Procurement	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: Policy Updated Last Updated: 22-May-2019							
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**

5.1.1.29 17D - All procurement of goods or services should be undertaken in accordance with the Procurement Policy and legislative requirements, regardless of the type of service or goods. HIGH RISK	Dawn Ronchi - Coordinator Procurement	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: Processes currently under review to ensure all procurement is undertaken in accordance with legislation. 6/8/19 - Internal Auditing Process set up and being undertaken regularly. Last Updated: 06-Aug-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.30 17D -To help ensure probity and faimess when assessing tenders, procedures for the declaration of interests prior to assessing tender should be documented. Purchases over $150,000 should be subject to the same assessment procedures as those applied to tenders. MEDIUM RISK	Dawn Ronchi - Coordinator Procurement	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: Prrocess updted. Last Updated: 22-May-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.31 Reg17 - To help support probity and fairness when assessing responses to requests for quotation, the process undertaken should be documented. The process to be followed should require a higher level of probity and due diligence, the higher the value or risk associated with the purchase. MEDIUM RISK	Dawn Ronchi - Coordinator Procurement	Completed	17-Feb-2019	31-Dec-2021	100.00%	75.00%	GREEN
ACTION PROGRESS COMMENTS:							

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Shire of East Pilbara **Action and Task Progress Report**

Processes currently under review.
6/8/19, 7/1/20 and 6/5/20 -It is already an internal process that as per the Tender process - the formal RFQ's are evaluated by set criteria and by 3 Panel members, and this has been the case. The process/procedure shall be written more clearly.
5/8/20 - Internal process/procedure for evaluating both RFTs and RFQs has been drafted.
1/9/20 - As above
1/11/20 - As above
15/2/21 - Procedures in place. Internal Auditing continues. Closing out this action but the internal audits and reviews will continue.
Last Updated: 15-Feb-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.47 17D - To maintain the confidentiality of submissions received values of submissions received be removed from the tender register. MEDIUM RISK	Dawn Ronchi - Coordinator Procurement	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: Process updated. Last Updated: 22-May-2019							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.59 Reg17 - "Values were entered onto Manual Purchase orders after the goods were received. Purchase orders were issued after receipt of the goods or services"	Dawn Ronchi - Coordinator Procurement	Completed	17-Feb-2019	31-Dec-2021	100.00%	75.00%	GREEN
ACTION PROGRESS COMMENTS: Review of processes and refresher training currently being considered. Finance working with Technical services to abolish manual purchase order books. 6/8/19 & 7/1/20 - Use of manual PO books were ceased mid July 19 with manual PO books returned to Finance. The use of Manual Requisition Books for a small number of remote staff are now in place - this will alleviate Purchase Orders being created without values and/or gl's. Finance and CPO have started to sit with Tech Services staff in a small training session environment. The use of the Req Books is currently being monitored - so have set the Completion level to 50%. 11/2/20 - Manual PO books are now only being used for a small % of purchases. 6/5/20 - as above. 5/8/20 - as above. 1/9/20 - As above							

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Shire of East Pilbara — Action and Task Progress Report

2/11/20 - As above
15/2/21 - Manual PO books will continue to be used for a very small amount of transactions. Closing out this action.
Last Updated: 15-Feb-2021

9.2 Management of Contracts, Leases and MOU's

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.40 17D - To help ensure all contractors have the relevant licences and have adequate insurance cover for the works they undertake for the Shire, procedures should be developed, and records maintained to ensure copies of contractor's insurances are held on file. HIGH RISK	Dawn Ronchi - Coordinator Procurement	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: Process updated. Last Updated: 22-May-2019							

Strategic and Business Planning

2.1 Strategic Planning, Reporting and Monitoring

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.20 CC & 17D - Review and update the Corporate Business Plan - FEBRUARY ANNUALLY MEDIUM RISK Adoption by *Absolute Majority by 30 June each year	Stephen Leeson - Executive Manager - Corporate Services	In Progress	17-Feb-2019	30-Jun-2021	50.00%	100.00%	RED
ACTION PROGRESS COMMENTS: 31/05/2019 - The Corporate Business Plan (CBP) has been updated and accepted by Council at their OCM 26062019. The process of updating the Corporate Business Plan annually has been entered into the budget process steps. The CBP will be updated by February every year. 14/01/2021 - Program to review CBP initiated: • Workforce Plan • Asset Management Plans • Organisational Chart • 10 year capital works program							

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Shire of East Pilbara — Action and Task Progress Report

• Service Profiles
• Long Term Financial Plan
10/02/2021 - Program to review CBP underway, intention to complete as part of 2021/2022 budget adoption:
• Workforce Plan - SWOT and comparative plan research underway.
• Asset Management Plans - Program completion expected December 2021.
• Organisational Chart - New CEO commences March 2021.
• 10 year capital works program - Update completed.
• Service Profiles - Review commenced with consultant scheduled February 2021.
• Long Term Financial Plan - Comparatives and rating analysis underway.
12/05/2021 Interim update scheduled for June 2021 OCM, to include Service Plans and Council Advocacy Priorities since established in April. Update of projects program scheduled over next 4 years to implement SCP objectives is next planned task.
Last Updated: 12-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.24 17D - Given recent staffing changes, update and review the Business Continuity Plan, identify and document key business continuity risks along with the treatments to reduce the risk to an acceptable level. HIGH RISK	Stephen Leeson - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN
ACTION PROGRESS COMMENTS: 31/07/2019 - Resources allocated to project. 08/11/2019 - LGIS contacted and will assist in the review of this plan. 30/06/2020 - Business Continuity Plan updated and reviewed. Last Updated: 05-May-2020							
ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.1.1.27 17D - Risk management procedures and process require review and updating in accordance with the latest risk management standard (ISO 31000:2018). HIGH RISK	Stephen Leeson - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: 31/07/2019 - Risk Management procedures and process reviewed internally and sent to LGIS for comment. Final updated documentation due for completion shortly. 08/11/19 - Risk Management Framework, policy and procedures reviewed and updated.							

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Shire of East Pilbara — Action and Task Progress Report

Last Updated: 08-Nov-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.44 17D - Prepare the Statutory Budget in accordance with legislative requirements. HIGH RISK	Stephen Leeson - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: New process and template established to ensure compliance. Last Updated: 22-May-2019							
ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.1.1.45 17D - Maintaining risk registers for all identified risks is important to help ensure significant or high risks are adequately treated. HIGH RISK	Stephen Leeson - Executive Manager - Corporate Services	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: 31/05/2019 - Risk workshops with LGIS organised for June which will result in an updated Risk Register. 31/07/2019 - Risk controls workshops held with LGIS consultant and managers/ exec. Final updating of controls underway and once completed will be entered into CAMMS risk module for actions and monitoring. 31/10/2019 - All new risks entered into software for monitoring. Review of old risks still to take place to gauge their ongoing relevancy. 31/01/2020 - Risk register up to date. Ongoign training for staff is being provided. Last Updated: 13-Feb-2020							
ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.1.1.50 Reg17 - Risk management procedures implemented uniformly across the organisation. HIGH RISK	Vacant - Manager Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: 31/05/2019 - Risk Management processes currently being review and will then be rolled out to whole organisation.							

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Shire of East Pilbara — Action and Task Progress Report

31/07/209 - Particular focus on bringing the airport risk process in line with organisational processes.
08/11/19 - Update of risk process and documentation completed. Roll out to entire organisation is currently in planning.
31/07/2020 - No update.
30/09/2020 - All risks entered into CAMMs risk module for updating by entire organisation. Particular site risks are controlled through Occ Health and Safety service profile.
Last Updated: 05-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.51 17D - A central risk register routinely maintained as required by the Policy. HIGH RISK	Vacant - Manager Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: 31/05/2019 - A central register is maintained and is currently being updated. Last Updated: 14-Aug-2019							
ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.1.1.54 17D - A single entity-wide Risk Register of identified risks be maintained, with key organisational risks identified and residual risk levels assessed and recorded. MEDIUM RISK	Vacant - Manager Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN
ACTION PROGRESS COMMENTS: 31/07/19 - All Risk Management processes currently under review. 08/11/19 - Risk management documentation review completed. Controls have been reviewed this year and will be entered into CAMMS Risk Module for reporting. Last Updated: 08-Nov-2019							
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

5.1.1.57 17D - Management continue to monitor the risk register and discuss any identified risk matters in their meetings.	Vacant - Manager Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
31/07/2019 - On Executive Team meeting agenda. Ongoing action.
Last Updated: 14-Aug-2019

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.58 17D - The improvements detailed within this report be adopted as an Improvement Plan to progress risk management at the Shire. MEDIUM RISK	Vacant - Manager Governance	Completed	17-Feb-2019	31-Dec-2021	100.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
Risk Improvement plan now entered into CAMMS software and reported to the Audit Committee and Council quarterly.
Last Updated: 22-May-2019

Infrastructure Services

Project and Asset Management

11.2 Asset Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.26 CC & CBP & Reg17 - Update and finalise BUILDING asset management plan and present to Council for adoption - ANNUALLY MARCH MEDIUM RISK	Michael Zion - COORDINATOR ASSET MANAGEMENT	In Progress	01-Jul-2020	31-Dec-2021	80.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
15/09/20 - Building AMP complete and updated to June 2019. Budget and expenditure updates for 2019/20 to be completed.

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Shire of East Pilbara — Action and Task Progress Report

02/02/21 - no change to AMP status
15/02/21 - project end date now extended to December 2021
08/03/21 - commenced update of AMP
Last Updated: 08-Mar-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.55 17D - Treatment Plans identified within asset management plans be monitored to ensure risks are reduced to an acceptable level. MEDIUM RISK	Rees Rasool - EXECUTIVE MANAGER INFRASTRUCTURE SERVICES	Completed	17-Feb-2019	31-Dec-2021	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
Risk Assessments undertaken in accordance with ISO31000:2009 are included within the Asset Management Plans. Whilst the assessments appear appropriate the basis for the various ratings are not apparent. No subsequent reporting on effectiveness of the treatment Plans in reducing risk has been undertaken.

08/08/2019 - Risk treatment will form part of the asset management plans and so further reporting is not required
Last Updated: 08-Aug-2019

Waste Management

21.1 Landfill Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.2.1.2 Reg17 - Undertake risk assessments in relation to each of the potentially contaminated sites and identify appropriate treatment plans. HIGH RISK	Sophie Cowden - Environmental Health Officer	In Progress	17-Feb-2019	31-Dec-2021	10.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
31/05/2019 Several contaminated sites exist within Shire properties. The extent of contamination and risks associated with these sites is to be determined.
Initial steps taken to scope detail of risk assessments.
Last Updated: 05-Aug-2019

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Shire of East Pilbara — Action and Task Progress Report

21.2 Waste Collection and Recycling

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.38 Reg17 - Undertake a detailed review of all controls in relation to the waste facility. In particular, if possible, remove or significantly reduce the potential amount of cash received at the waste facility, through use of pre-purchased vouchers etc. Should cash continue to be accepted, appropriate procedures and controls are required. MEDIUM RISK	Rees Rasool - EXECUTIVE MANAGER INFRASTRUCTURE SERVICES	Deferred	17-Feb-2019	31-Dec-2021	2.00%	0.00%	GREEN

ACTION PROGRESS COMMENTS:
Project will be deferred until a new manager of waste services and a graduate engineer can be engaged

16/05/2019 - Project is still deferred, however staff have commenced work on a waste management plan which will highlight how we can improve the facility. In combination with the new manager of waste services and a graduate engineer this will provide the necessary resources to scope and review the facility with the view of increasing operational revenue from liquid waste. Waste Manager position has been advertised and the EMIS is liaising with universities to sell the graduate opportunity. Advertising for the graduate engineering role is planned to occur around June/July of 2019
10/06/2019 - Graduate role applications close on the 1st July 2019. Interviews for Manager of Waste completed with a view to commence in July
08/08/2019 - Manager of Waste Services commenced on the 29th of July 2019 and is finalizing a waste management plan for council to review as part of the september meeting. Graduate role interviews were undertaken. 153 applicants applied and the successful candidate has accepted their offer. Graduate is due to commence in September 2019.

10/09/2019 - Graduate Engineer Waste Services commenced on the 2nd of September and is working alongside the Manager of Waste (MoW) regarding management of the landfill site. This is largely in a project and operational space with respect to RFQ's for fencing and a flow meter being advertised, improvements to the liquid waste facility, submitting for the CDS scheme, investigating recycling and reviewing waste streams like mulch. With limited resources improving cash handling at the site is not a priority.

20/07/2019 - Due to competing priorities, this project has not been given priority as work is being as above.

05/11/2019 - No further update

05/11/2019 - No further update.

10/02/2020 - There will be no further updates for the 19/20 financial year

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Shire of East Pilbara — Action and Task Progress Report

Last Updated: 10-Feb-2020

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6.7 STATUS OF RISK REGISTER, RISK CONTROLS AND ACTIONS

Attachments:	**Appendix 1 – Risk Action Summary Report** **Appendix 2 – Risk Controls Overview Report**
Responsible Officer:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Author:	**Mrs Kylie Bergmann** **Acting Manager Governance**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

To present the status of the Council's risk register, risk controls and risk actions.

BACKGROUND

Pursuant to Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is to review the Shire's systems and procedures in relation to risk management, internal control and legislative compliance, at least every 3 financial years. In 2019, the Shire engaged Moore Stephens to undertake this review.

On the of the improvements suggested by Moore Stephens is that the Audit Committee receive quarterly reports of identified high and extreme strategic and operational risks.

On 22nd November 2019, the Audit Committee was presented with the updated Risk Control Report. From this report additional actions have been identified to further mitigate the 16 identified corporate risks and these are also reported on.

COMMENTS/OPTIONS/DISCUSSIONS

The presented reports show the following:

1. Risk status report showing –
    a. Inherent, current and future risk on each of the 16 risk profiles.
    b. Further risk actions and the status and progress comments of each action.

2. Risk Control Overview Report showing –
    a. All current controls against risk profiles.

Staff availability and competing priorities do impact upon the completion of planned action to mitigate reported risks. As a result, intended timelines often require review, more so for lower level rated risks.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Audit) Regulations 1996
Reg 17

POLICY IMPLICATIONS

4.12 Risk Management Policy

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

- G1 Provide efficient, accountable and ethical governance.

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

RISK MANAGEMENT CONSIDERATIONS

Reputational - Medium

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Geraldine Parsons, SECONDED: Cr Karen Lockyer

That Council review and receive the CAMMS Risk Status Report and Risk Control Overview Report as presented in *Appendix 1 and 2.*

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Acting Manager Governance

Appendix 1
Risk Action Summary Report

SYCLE
Organisation Empowerment System

Risk Action Summary Report- Standard

Shire of East Pilbara



Print Date: 21-May-2021

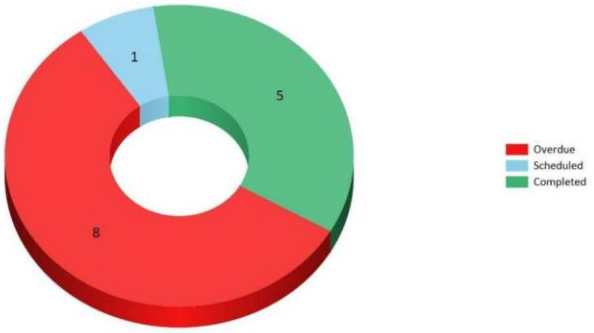
www.cammsgroup.com

REPORT FILTERS

Risk Type : ALL
Directorate : ALL
Department : ALL
Risk Rating Inherent : ALL
Risk Rating Revised : ALL
Risk Rating Target : ALL
Risk Category : ALL
Risk Responsible Officer : ALL
Date Select : 01/07/2020 to 30/04/2021
Risk Status : ALL
Risk Action Status : ALL
Show Risk Action Overview : True
Show Risk Action Summary Chart : False
Show Risk Action Summary : True
Show Comment : True

Shire of East Pilbara Risk Action Summary Report

Risk Action Overview



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Risk Action Summary

Directorate: Executive Services

Department: Procurement and Contracts

Risk ID/Name: OR-107 - Contracts and Procurement - Collusion by Tenderers

Completed Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Completed Date**
Improve benchmarking and market testing processes	Dawn Ronchi	Completed	100	30 Jun, 2020	31 Dec, 2020	31 Dec, 2020	19-02-2021

Risk ID/Name: SR-120 - Supplier / Contract Management

Overdue Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Days Overdue**
Conduct evaluation training to relevant officers	Dawn Ronchi	In Progress	50	04 Oct, 2020	01 Feb, 2021	01 Feb, 2021	109
Comment	1/11/20 - Working on Presentation for Evaluations. For staff new to Tendering and Evaluations am available to sit with them and show them how to use the Evaluation spreadsheet and how to Evaluate. 31/1/21 - Presentation to be finalised and available for release to staff.						
Conduct refresher procurement training to relevant officer	Dawn Ronchi	In Progress	1	04 Oct, 2020	01 Feb, 2021	01 Feb, 2021	109
Comment	31/1/21 - the WALGA online Procurement Training is currently suspended, once this becomes available again, refresher training can be commenced.						

Directorate: Corporate Services

Department: Human Resources

Risk ID/Name: SR-110 - Employment Practices

Overdue Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Days Overdue**
Review Strategic Workforce Plan	Robin Austen	In Progress	10	04 Oct, 2020	04 Jan, 2021	04 Jan, 2021	137
Comment	21/05/2021 - Lack of available resourcing required to undertake and major review of Shire's IPR framework rescheduled until late in 2021, in line with SCP community engagement.						

Risk ID/Name: SR-112 - Business and Community Disruption

Overdue Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Days Overdue**
Continue Skills Training (Staff)	Robin Austen	In Progress	99	04 Oct, 2020	01 Feb, 2021	01 Feb, 2021	109
Comment	The Skills Matrix has been developed and loaded in the Vault OH&S Management System. The Skills Matrix notifies supervisors and managers within 3 months of the expiry date of registered certifications and licenses and the OHS Officer is notified within 1 month of expiry.						

Risk ID/Name: SR-116 - Asset Sustainability Practices

Completed Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Completed Date**
Ensure vehicle management processes are covered in induction process (new/existing staff)	Robin Austen	Completed	100	04 Oct, 2020	01 Mar, 2021	01 Mar, 2021	19-02-2021

Directorate: Customer and Community Services

Department: Community Safety

Risk ID/Name: SR-108 - External Theft and Fraud

Overdue Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Days Overdue**
Finalise community Safety Plan and have endorsed by Council	Brent Stein	Deferred	10	01 Jul, 2019	01 Feb, 2021	01 Feb, 2021	109
Comment	Awaiting completion of BHP Crime Prevention Project to enable the Shire to assess its current infrastructure and services.						
Review of CCTV Coverage	Brent Stein	In Progress	50	01 Jul, 2019	01 Feb, 2021	01 Feb, 2021	109
Comment	Planning currently underway in conjunction with BHP crime prevention project. CCTV currently set up in the below cash exchange locations: Newman Administration Newman Recreation Centre						

Shire of East Pilbara — Risk Action Summary Report

Risk ID/Name: SR-112 - Business and Community Disruption

Completed Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Completed Date**
Review current LEMC Plans	Brent Stein	Completed	100	04 Oct, 2020	01 Feb, 2021	01 Feb, 2021	21-05-2021
Continue Skills Training (Volunteers)	Brent Stein	Completed	100	04 Oct, 2020	01 Feb, 2021	01 Feb, 2021	04-10-2020

Department: Recreation and Events

Risk ID/Name: SR-119 - Management of Facilities / Venues / Events

Completed Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Completed Date**
Formalise annual audits of venue, facilities and equipment	Paul Miller	Completed	100	04 Oct, 2020	01 Feb, 2021	01 Feb, 2021	

Directorate: Infrastructure Services

Department: Project and Asset Management

Risk ID/Name: SR-116 - Asset Sustainability Practices

Overdue Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Days Overdue**
Review Asset Management Plans to ensure consistency and alignment with LTFP	Lindon Mellor	Ongoing	0	04 Oct, 2020	01 Feb, 2021	01 Feb, 2021	109
Comment	19/02/21 - Concise asset management plans to be developed for various infrastructure classes during the 2021 calendar year. Review of existing asset management plans currently underway 21/05/21 - No change from previous update						

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Shire of East Pilbara — Risk Action Summary Report

Directorate: Not Linked

Department: Customer and Visitor Services

Risk ID/Name: SR-117 - Inadequate Community Engagement Practices

Scheduled Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Due Days**
Develop Community Engagement Strategy	Lisa Clack	In Progress	75	04 Oct, 2020	01 Feb, 2021	30 Jun, 2021	40
Comment	19/02/2021 - Project delayed due to other priorities. Council have agreed new due date to be 30 June 2021. 18 May 2021 - Draft submitted to CEO for consideration.						

Department: Infrastructure Services

Risk ID/Name: SR-107 - Errors, Omissions and Delays

Overdue Solutions							
Solutions	**Responsible Officer**	**Status**	**% Complete**	**Start Date**	**Original End Date**	**End Date**	**Days Overdue**
Identify and develop document procedures where relevant for Technical Services	Raees Rasool	Ongoing	0	05 Aug, 2019	01 Feb, 2021	01 Feb, 2021	109
Comment	This is an ongoing action that occurs as part of day to day business						

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Appendix 2
Risk Controls Overview Report





Risk Controls Overview Report

Shire of East Pilbara

cammsrisk

Print Date: 13-May-2021

cammsrisk.com

Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
OR-103	Creditor Payments	Audit Trail Checking	VACANT - Coordinator Financial Services	Effective	01 May, 2020	30 Apr, 2021
OR-103	Creditor Payments	Authorisation Procedures	VACANT - Coordinator Financial Services	Effective	01 May, 2020	30 Apr, 2021
OR-103	Creditor Payments	Creditor Statement Reconciliation process	VACANT - Coordinator Financial Services	Effective	01 May, 2020	30 Apr, 2021
OR-103	Creditor Payments	Internal Audit	Stephen Leeson - Executive Manager - Corporate Services	Non Effective	01 Sep, 2020	01 Feb, 2021
OR-103	Creditor Payments	Segregation of Duties	VACANT - Coordinator Financial Services	Effective	01 May, 2020	30 Apr, 2021
OR-104	Contracts and Procurement - Award of Tenders	Tender and Purchasing Policy	Dawn Ronchi - Coordinator Procurement	Effective	01 May, 2020	01 Feb, 2021
OR-104	Contracts and Procurement - Award of Tenders	Tender and Purchasing Procedures	Dawn Ronchi - Coordinator Procurement	Effective	01 May, 2020	01 Feb, 2021
OR-104	Contracts and Procurement - Award of Tenders	Use of E-Quotes	Dawn Ronchi - Coordinator Procurement	Effective	01 May, 2020	01 Feb, 2021
OR-104	Contracts and Procurement - Award of Tenders	Use of Tenderlink	Dawn Ronchi - Coordinator Procurement	Effective	01 May, 2020	01 Feb, 2021
OR-105	Contracts and Procurement - Contracts not delivered properly or within budget	Contract Monitoring Processes	Lindon Mellor - MANAGER PROJECTS & ASSETS	Non Effective	01 May, 2020	30 Apr, 2021
OR-105	Contracts and Procurement - Contracts not delivered properly or within budget	Project Risk Assessments	Lindon Mellor - MANAGER PROJECTS & ASSETS	Non Effective	01 May, 2020	30 Apr, 2021
OR-105	Contracts and Procurement - Contracts not delivered properly or within budget	Tender and Purchasing Policy	Dawn Ronchi - Coordinator Procurement	Effective	01 May, 2020	30 Apr, 2021

Shire of East Pilbara — Risk Controls Overview Report

Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
OR-106	Contracts and Procurement - Collusion with staff and contractors	Confidential Reporting - Tender Award	Dawn Ronchi - Coordinator Procurement	Effective	01 May, 2020	30 Apr, 2021
OR-106	Contracts and Procurement - Collusion with staff and contractors	Gift Register	Kylie Bergmann - Coordinator Governance	Effective	01 May, 2020	30 Apr, 2021
OR-106	Contracts and Procurement - Collusion with staff and contractors	Legislation - LG Act	Kylie Bergmann - Coordinator Governance	Effective	01 May, 2020	30 Apr, 2021
OR-106	Contracts and Procurement - Collusion with staff and contractors	Register of Interests	Kylie Bergmann - Coordinator Governance	Effective	01 May, 2020	30 Apr, 2021
OR-106	Contracts and Procurement - Collusion with staff and contractors	Tender and Purchasing Policy	Dawn Ronchi - Coordinator Procurement	Effective	01 May, 2020	30 Apr, 2021
OR-107	Contracts and Procurement - Collusion by Tenderers	Benchmarking and market testing processes	Dawn Ronchi - Coordinator Procurement	Non Effective	01 May, 2020	30 Apr, 2021
OR-107	Contracts and Procurement - Collusion by Tenderers	Tender and Purchasing Policy	Dawn Ronchi - Coordinator Procurement	Effective	01 May, 2020	30 Apr, 2021
OR-107	Contracts and Procurement - Collusion by Tenderers	Tender and Purchasing Procedures	Dawn Ronchi - Coordinator Procurement	Effective	01 May, 2020	30 Apr, 2021
OR-108	Payroll - Over claiming of hours worked	Internal Audits	Stephen Leeson - Executive Manager - Corporate Services	Non Effective	03 Aug, 2020	30 Apr, 2021
OR-108	Payroll - Over claiming of hours worked	Overtime request forms and processes	Jeanette Bessell - Payroll Officer	Adequate	01 May, 2020	30 Apr, 2021
OR-108	Payroll - Over claiming of hours worked	Supervisor Oversight	Jeanette Bessell - Payroll Officer	Adequate	01 May, 2020	30 Apr, 2021
OR-108	Payroll - Over claiming of hours worked	Time sheets and records	Jeanette Bessell - Payroll Officer	Adequate	01 May, 2020	30 Apr, 2021
OR-109	Assets - Theft of current assets	Book inventory annual count and reconciliation	VACANT - Coordinator Financial Services	Not Rated		01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
OR-109	Assets - Theft of current assets	Inventory Database and Annual Review	NA - AMO	Not Rated		01 Feb, 2021
OR-109	Assets - Theft of current assets	Inventory purchases, movement and disposal processes	NA - AMO	Adequate	01 May, 2020	01 Feb, 2021
OR-109	Assets - Theft of current assets	Inventory Tagging	NA - AMO	Adequate	01 May, 2020	01 Feb, 2021
OR-109	Assets - Theft of current assets	Monthly fuel dipping and reconciliation	VACANT - Coordinator Financial Services	Not Rated		01 Feb, 2021
OR-109	Assets - Theft of current assets	Restricted Access Review (Incite)	Allan Giles - BUILDING SERVICES COORDINATOR	Not Rated		01 Feb, 2021
OR-109	Assets - Theft of current assets	Stock Control Processes - Martumili Gallery	Amy Mukherjee - Manager Martumili	Not Rated		01 Feb, 2021
OR-110	Cash Theft - All Facilities	Cash Handling Policy	Vacant - Manager Governance	Not Rated	02 Oct, 2020	01 Feb, 2021
OR-110	Cash Theft - All Facilities	Internal audit	Vacant - Manager Governance	Not Rated	02 Oct, 2020	01 Feb, 2021
OR-110	Cash Theft - All Facilities	Segregation of Duties	Vacant - Manager Governance	Not Rated	02 Oct, 2020	01 Feb, 2021
OR-111	Credit Income	Authorisation Level procedures including reviews	Lisa Davis - Manager Corporate Services	Not Rated	02 Oct, 2020	01 Feb, 2021
OR-111	Credit Income	Debt Collection Procedures	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-111	Credit Income	Internal Audits	Vacant - Manager Governance	Not Rated		01 Feb, 2021
OR-111	Credit Income	Monthly Reconciliation Processes	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-111	Credit Income	Review of Audit Trail Procedures	Lisa Davis - Manager Corporate Services	Not Rated	02 Oct, 2020	01 Feb, 2021
OR-111	Credit Income	Write-off Procedures	Lisa Davis - Manager Corporate Services	Not Rated	02 Oct, 2020	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
OR-112	Election Fraud	Processes for eligibility for owner occupier roll	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-113	Payroll - Payment to non existent employees	Audit Trail Checking Process	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-113	Payroll - Payment to non existent employees	Authorisation Process	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-113	Payroll - Payment to non existent employees	Segregation of Duties	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-114	Assets - Theft of fixed assets	Asset Tagging	NA - AMO	Not Rated		01 Feb, 2021
OR-114	Assets - Theft of fixed assets	Inventory database and annual review	NA - AMO	Not Rated		01 Feb, 2021
OR-114	Assets - Theft of fixed assets	Regular inventory checking (Depots)	Helen Likiliki - COORDINATOR INFRASTRUCTURE SERVICES	Not Rated	02 Oct, 2020	01 Feb, 2021
OR-115	Theft of Council information/intellectual property	Access Controls	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated		01 Feb, 2021
OR-115	Theft of Council information/intellectual property	Password Policy	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated		01 Feb, 2021
OR-115	Theft of Council information/intellectual property	Restricted Access to Buildings / Areas	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated		01 Feb, 2021
OR-115	Theft of Council information/intellectual property	Security Policy	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated		01 Feb, 2021
OR-115	Theft of Council information/intellectual property	Staff Awareness	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated		01 Feb, 2021
OR-116	Improper us of Council Assets	Code of Conduct	Kylie Bergmann - Coordinator Governance	Not Rated		01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
OR-116	Improper us of Council Assets	Induction Process	Robin Austen - MANAGER HUMAN RESOURCES	Not Rated		01 Feb, 2021
OR-116	Improper us of Council Assets	Register of Interests	Kylie Bergmann - Coordinator Governance	Not Rated	02 Oct, 2020	01 Feb, 2021
OR-116	Improper us of Council Assets	Review of telecommunication accounts	VACANT - Coordinator Financial Services	Not Rated		01 Feb, 2021
OR-117	Expense Claims	Authorisation Procedures	Kylie Bergmann - Coordinator Governance	Not Rated		01 Feb, 2021
OR-117	Expense Claims	Internal Audits	Vacant - Manager Governance	Not Rated		01 Feb, 2021
OR-117	Expense Claims	Travel Policies	Kylie Bergmann - Coordinator Governance	Not Rated		01 Feb, 2021
OR-118	Corruption - Gifts	Code of Conduct	Kylie Bergmann - Coordinator Governance	Not Rated		01 Feb, 2021
OR-118	Corruption - Gifts	Contract of Employment	Robin Austen - MANAGER HUMAN RESOURCES	Not Rated		01 Feb, 2021
OR-118	Corruption - Gifts	Gift Register	Kylie Bergmann - Coordinator Governance	Not Rated		01 Feb, 2021
OR-118	Corruption - Gifts	Legislation	Kylie Bergmann - Coordinator Governance	Not Rated		01 Feb, 2021
OR-118	Corruption - Gifts	Secondary Employment request form	Robin Austen - MANAGER HUMAN RESOURCES	Not Rated		01 Feb, 2021
OR-119	Planning consent and licenses	Delegated Powers	PAUL HUDSON - SENIOR ENVIRONMENTAL HEALTH OFFICER	Not Rated		01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
OR-119	Planning consent and licenses	Planning Approval Process	PAUL HUDSON - SENIOR ENVIRONMENTAL HEALTH OFFICER	Not Rated		01 Feb, 2021
OR-119	Planning consent and licenses	Segregation of duties	PAUL HUDSON - SENIOR ENVIRONMENTAL HEALTH OFFICER	Not Rated		01 Feb, 2021
OR-120	ICT Fraud and Abuse	Access Controls	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated		01 Feb, 2021
OR-120	ICT Fraud and Abuse	Internet Usage Policy	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated		01 Feb, 2021
OR-120	ICT Fraud and Abuse	Management Reports on Internet Usage	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Non Effective		01 Feb, 2021
OR-120	ICT Fraud and Abuse	Staff Awareness Training	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated		01 Feb, 2021
OR-121	Insurance Claims - Workers Compensation	Incident Reports	Robin Austen - MANAGER HUMAN RESOURCES	Not Rated		01 Feb, 2021
OR-122	Loans and Investments	Authorisation Process	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-122	Loans and Investments	Internal Audit	Vacant - Manager Governance	Not Rated		01 Feb, 2021
OR-122	Loans and Investments	Monthly Reconciliations	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-122	Loans and Investments	Processes and procedures	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-124	Financial Statements	External Audit	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
OR-124	Financial Statements	Financial Templates and guidelines	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
OR-124	Financial Statements	Internal Audit	Vacant - Manager Governance	Not Rated	02 Oct, 2020	01 Feb, 2021
SR-104	Misconduct	Accounts Payable Process	Lisa Davis - Manager Corporate Services	Adequate	01 Jul, 2019	01 Feb, 2021
SR-104	Misconduct	Annual Review Authorisation and Delegations Manual	Kylie Bergmann - Coordinator Governance	Not Rated		01 Feb, 2021
SR-104	Misconduct	Batch Authority Report	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
SR-104	Misconduct	Change of Bank Account Detail Forms	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
SR-104	Misconduct	Credit Card Authority Form / Policy / Agreements	Lisa Davis - Manager Corporate Services	Not Rated		01 Feb, 2021
SR-104	Misconduct	Elected Member Code of Conduct	Kylie Bergmann - Coordinator Governance	Adequate	01 Nov, 2019	01 Feb, 2021
SR-104	Misconduct	Governance Software - Attain	Kylie Bergmann - Coordinator Governance	Effective	22 Jun, 2018	01 Feb, 2021
SR-104	Misconduct	Internal Financial Control	Lisa Davis - Manager Corporate Services	Adequate	01 Nov, 2019	01 Feb, 2021
SR-104	Misconduct	IT Policy and Guidelines	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated	22 Jun, 2018	01 Feb, 2021
SR-104	Misconduct	New Creditor Form	Dawn Ronchi - Coordinator Procurement	Not Rated		01 Feb, 2021
SR-104	Misconduct	Procurement and Requisition Process	Dawn Ronchi - Coordinator Procurement	Adequate	02 Oct, 2020	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
SR-104	Misconduct	Retrospective PO forms	Dawn Ronchi - Coordinator Procurement	Adequate	02 Oct, 2020	01 Feb, 2021
SR-104	Misconduct	Review of Code of Conduct Annually	Kylie Bergmann - Coordinator Governance	Effective		01 Feb, 2021
SR-104	Misconduct	Review Procurement Process Annually	Dawn Ronchi - Coordinator Procurement	Adequate	02 Oct, 2020	01 Feb, 2021
SR-104	Misconduct	Tender and Procurement Policy	Dawn Ronchi - Coordinator Procurement	Adequate	14 May, 2018	01 Feb, 2021
SR-104	Misconduct	Work Instructions	Dawn Ronchi - Coordinator Procurement	Adequate		01 Feb, 2021
SR-104	Misconduct	Work Instructions	Lisa Davis - Manager Corporate Services	Adequate		01 Feb, 2021
SR-105	Providing Inaccurate Advice / Information	Community Feedback Process (Synergysoft CSR)	Vacant - Coordinator Customer Services - Coordinator Customer Services	Effective	01 Aug, 2019	01 Feb, 2021
SR-105	Providing Inaccurate Advice / Information	Industry Qualification / Network Groups	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2019	01 Feb, 2021
SR-105	Providing Inaccurate Advice / Information	Information / Application Forms	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated	01 Jul, 2019	01 Feb, 2021
SR-105	Providing Inaccurate Advice / Information	Qualified / Trained Staff	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2019	01 Feb, 2021
SR-105	Providing Inaccurate Advice / Information	Website Content Management	Lisa Clack - EXECUTIVE MANAGER CUSTOMER & COMMUNITY SERVICES	Not Rated	01 Nov, 2019	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
SR-106	Environmental Management	Disease Control Program	PAUL HUDSON - SENIOR ENVIRONMENTAL HEALTH OFFICER	Effective	01 Nov, 2019	01 Feb, 2021
SR-106	Environmental Management	Food Safety Program	PAUL HUDSON - SENIOR ENVIRONMENTAL HEALTH OFFICER	Effective	01 Nov, 2019	01 Feb, 2021
SR-106	Environmental Management	Landfill / Waste Management Plans and Processes	Tom Wheeler - Manager Waste Services	Adequate	01 Nov, 2019	01 Feb, 2021
SR-106	Environmental Management	Monitoring Bores at Landfill Sites	Tom Wheeler - Manager Waste Services	Effective	01 Jul, 2019	01 Feb, 2021
SR-106	Environmental Management	Planning Application Process	PAUL HUDSON - SENIOR ENVIRONMENTAL HEALTH OFFICER	Effective	01 Jul, 2019	01 Feb, 2021
SR-106	Environmental Management	Supervision at Landfill Sites (Newman)	Tom Wheeler - Manager Waste Services	Adequate	01 Jul, 2019	01 Feb, 2021
SR-106	Environmental Management	Tip Site Seepage Ponds Monitoring Process	Tom Wheeler - Manager Waste Services	Adequate	01 Jul, 2019	01 Feb, 2021
SR-106	Environmental Management	Waste Water Treatment Process	Tom Wheeler - Manager Waste Services	Adequate	01 Jul, 2019	01 Feb, 2021
SR-106	Environmental Management	Water Quality Management	PAUL HUDSON - SENIOR ENVIRONMENTAL HEALTH OFFICER	Effective	01 Nov, 2019	01 Feb, 2021
SR-107	Errors, Omissions and Delays	Building Assessment Process	PAUL HUDSON - SENIOR ENVIRONMENTAL HEALTH OFFICER	Adequate	01 Aug, 2019	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
SR-107	Errors, Omissions and Delays	Customer Action Request Process	Vacant - Coordinator Customer Services - Coordinator Customer Services	Adequate	01 Nov, 2019	01 Feb, 2021
SR-107	Errors, Omissions and Delays	Documented Procedures and Checklists	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated	01 Jul, 2019	01 Feb, 2021
SR-107	Errors, Omissions and Delays	Feedback / Work Request Process	Vacant - Coordinator Customer Services - Coordinator Customer Services	Not Rated	01 Oct, 2019	01 Feb, 2021
SR-107	Errors, Omissions and Delays	Planning / Building Statutory Processes	PAUL HUDSON - SENIOR ENVIRONMENTAL HEALTH OFFICER	Effective	01 Jul, 2019	01 Feb, 2021
SR-107	Errors, Omissions and Delays	Rates Modelling and Billing	VACANT - Coordinator Financial Services	Adequate	01 Nov, 2019	01 Feb, 2021
SR-107	Errors, Omissions and Delays	Supervisor Oversight	Vacant - Coordinator Customer Services - Coordinator Customer Services	Not Rated	05 Aug, 2019	01 Feb, 2021
SR-108	External Theft and Fraud	CCTV	Brent Stein - MANAGER COMMUNITY SAFETY	Adequate	03 Feb, 2020	30 Jun, 2021
SR-108	External Theft and Fraud	Floodlighting Shire Assets	Lindon Mellor - MANAGER PROJECTS & ASSETS	Adequate	01 Aug, 2019	01 Feb, 2021
SR-108	External Theft and Fraud	IT Firewall Systems and Awareness	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Adequate	01 Jul, 2019	01 Feb, 2021
SR-108	External Theft and Fraud	Security Access (major sites)	Lindon Mellor - MANAGER PROJECTS & ASSETS	Effective	01 Jul, 2019	01 Feb, 2021
SR-108	External Theft and Fraud	Security Access (Information Services)	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Adequate	01 Jul, 2019	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
SR-108	External Theft and Fraud	Tree Guards	Conrad Short - WORKS SUPERVISOR - PARKS & GARDENS - NEWMAN	Adequate	01 Jul, 2019	01 Feb, 2021
SR-108	External Theft and Fraud	Working Relationship with Police	Brent Stein - MANAGER COMMUNITY SAFETY	Effective	01 Jul, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Airport Operational Management Processes	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Effective	01 Jul, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Compliance Calendar	Vacant - Manager Governance	Effective	01 Aug, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Financial Reporting Process	Lisa Davis - Manager Corporate Services	Adequate	01 Nov, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Induction Process - Contractors	Dawn Ronchi - Coordinator Procurement	Adequate	01 Jul, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Induction Process - Councillors	Kylie Bergmann - Coordinator Governance	Adequate	01 Jul, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Induction Process - Staff	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Operational Management Process (Aquatic Centre)	Paul Miller - MANAGER RECREATION & EVENTS	Adequate	01 Jul, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Public Building Management	Vic Etherington - Manager Development Services - Building	Adequate	01 Jul, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Staff Network Channels (MBA, HIA, OoE)	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Subscriptions (SAI Global, BCA, State Publisher, WALGA, State Gazette	Kylie Bergmann - Coordinator Governance	Adequate	01 Jul, 2019	01 Feb, 2021
SR-109	Fulfilling Statutory, Regulatory or Compliance Requirements	Tender and Purchasing Policy	Dawn Ronchi - Coordinator Procurement	Effective	01 Jul, 2019	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
SR-110	Employment Practices	Human Resources Staff Procedures Manual	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2019	01 Feb, 2021
SR-110	Employment Practices	Induction Process - Staff	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2019	01 Feb, 2021
SR-110	Employment Practices	Performance Management Framework	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2019	01 Feb, 2021
SR-110	Employment Practices	Performance Review Process	Robin Austen - MANAGER HUMAN RESOURCES	Non Effective	01 Jul, 2019	01 Feb, 2021
SR-110	Employment Practices	Recruitment and Selection Guidelines	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Nov, 2019	01 Feb, 2021
SR-110	Employment Practices	Staff Exit Process	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Nov, 2019	01 Feb, 2021
SR-110	Employment Practices	Staff Training and Development	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2019	01 Feb, 2021
SR-110	Employment Practices	Strategic Workforce Plan	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2019	01 Feb, 2021
SR-110	Employment Practices	Succession Planning / Multi Skilling Practices	Robin Austen - MANAGER HUMAN RESOURCES	Non Effective	01 Jul, 2019	01 Feb, 2021
SR-111	Safety and Security Practices	Asbestos Management Program (Register and Plan)	Lindon Mellor - MANAGER PROJECTS & ASSETS	Adequate	04 Nov, 2019	01 Feb, 2021
SR-111	Safety and Security Practices	Conduct Audit 4801	Jarod Mellor - COORDINATOR OH&S / HUMAN RESOURCES	Non Effective	04 Nov, 2019	01 Feb, 2021
SR-111	Safety and Security Practices	Hazard Management and Safe Work Practices	Jarod Mellor - COORDINATOR OH&S / HUMAN RESOURCES	Non Effective	01 Jul, 2019	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
SR-111	Safety and Security Practices	Identify and train wardens	Jarod Mellor - COORDINATOR OH&S / HUMAN RESOURCES	Adequate	05 Oct, 2020	01 Feb, 2021
SR-111	Safety and Security Practices	Incident and Investigation Process	Jarod Mellor - COORDINATOR OH&S / HUMAN RESOURCES	Not Rated	01 Jul, 2020	01 Feb, 2021
SR-111	Safety and Security Practices	Induction Process - Contractors	Jarod Mellor - COORDINATOR OH&S / HUMAN RESOURCES	Adequate	05 Oct, 2020	01 Feb, 2021
SR-111	Safety and Security Practices	Induction Process - Staff	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Jul, 2020	01 Feb, 2021
SR-111	Safety and Security Practices	OH&S Workplace Consultation	Jarod Mellor - COORDINATOR OH&S / HUMAN RESOURCES	Non Effective	01 Nov, 2019	01 Feb, 2021
SR-111	Safety and Security Practices	OHS Management Framework	Jarod Mellor - COORDINATOR OH&S / HUMAN RESOURCES	Non Effective	06 Jul, 2020	01 Feb, 2021
SR-111	Safety and Security Practices	Organisational Emergency Management	Brent Stein - MANAGER COMMUNITY SAFETY	Adequate	06 Jul, 2020	01 Feb, 2021
SR-111	Safety and Security Practices	Sentinel Chicken Program	Vacant - Manager Development - Health - Development Services - Health	Effective	06 Jul, 2020	01 Feb, 2021
SR-111	Safety and Security Practices	Staff Individual Training Plans	Robin Austen - MANAGER HUMAN RESOURCES	Non Effective	06 Jul, 2020	01 Feb, 2021
SR-111	Safety and Security Practices	Training and Supervision	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	01 Nov, 2019	01 Feb, 2021
SR-112	Business and Community Disruption	Business Continuity Framework (Policy and Procedures)	Vacant - Manager Governance	Effective	06 Jul, 2020	01 Feb, 2021
SR-112	Business and Community Disruption	Business Continuity Plan and Annual Exercises	Vacant - Manager Governance	Effective	06 Jul, 2020	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
SR-112	Business and Community Disruption	LEMAC and Recovery Plans and Exercises	Brent Stein - MANAGER COMMUNITY SAFETY	Adequate	06 Jul, 2020	01 Oct, 2021
SR-112	Business and Community Disruption	Qualified / Trained Staff	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	06 Jul, 2020	01 Feb, 2021
SR-112	Business and Community Disruption	Volunteer Management and Training	Brent Stein - MANAGER COMMUNITY SAFETY	Adequate	06 Jul, 2020	01 Feb, 2021
SR-113	IT &/or Communication Systems and Infrastructure	Disaster Recovery Plan (ICT)	Stephen Leeson - Executive Manager - Corporate Services	Non Effective	06 Jul, 2020	01 Feb, 2021
SR-113	IT &/or Communication Systems and Infrastructure	ICT Asset Management Program	Stephen Leeson - Executive Manager - Corporate Services	Adequate	06 Jul, 2020	01 Feb, 2021
SR-113	IT &/or Communication Systems and Infrastructure	Information Security Framework	Stephen Leeson - Executive Manager - Corporate Services	Adequate	06 Jul, 2020	01 Feb, 2021
SR-113	IT &/or Communication Systems and Infrastructure	IT Infrastructure Replacement / Refresh Program	Stephen Leeson - Executive Manager - Corporate Services	Non Effective	06 Jul, 2020	01 Feb, 2021
SR-113	IT &/or Communication Systems and Infrastructure	IT Infrastrucutre Security	Stephen Leeson - Executive Manager - Corporate Services	Adequate	06 Jul, 2020	01 Feb, 2021
SR-114	Document Management Processes	Induction Process - Staff	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Adequate	06 Jul, 2020	01 Feb, 2021
SR-114	Document Management Processes	Records Management System	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Adequate	06 Jul, 2020	01 Feb, 2021
SR-114	Document Management Processes	Staff Training and Development	Robin Austen - MANAGER HUMAN RESOURCES	Adequate	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Asset Management Plan - Airports	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Not Rated	06 Jul, 2020	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
SR-116	Asset Sustainability Practices	Asset Management Plan - Buildings	Lindon Mellor - MANAGER PROJECTS & ASSETS	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Asset Management Plan - Fleet Management	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Asset Management Plan - Information and Communication Technology	Emma Van Der Wiele - COORDINATOR BUSINESS SYSTEMS	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Asset Management Plan - Parks and Gardens	Conrad Short - WORKS SUPERVISOR - PARKS & GARDENS - NEWMAN	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Asset Management Plan - Roads and Footpaths	Lindon Mellor - MANAGER PROJECTS & ASSETS	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Asset Management Plan - Sewerage Plant	Tom Wheeler - Manager Waste Services	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Asset Management Plan - Stormwater Drains	Michael Zion - COORDINATOR ASSET MANAGEMENT	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Asset Management Plan - Waste Water Treatment Plant	Tom Wheeler - Manager Waste Services	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Building Maintenance Program	Lindon Mellor - MANAGER PROJECTS & ASSETS	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Parks, Open Spaces & Playgrounds Maintenance Program	Raees Rasool - EXECUTIVE MANAGER INFRASTRUCTURE SERVICES	Adequate	06 Jul, 2020	01 Feb, 2021
SR-116	Asset Sustainability Practices	Plant & Vehicle Maintenance Program	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Adequate	06 Jul, 2020	01 Feb, 2021

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Risk Code	Risk Title	Control Name	Control Owner	Owner Rating	Last Review Date	Next Review Date
SR-116	Asset Sustainability Practices	Roads, Drainage & Footpath Maintenance Program	Raees Rasool - EXECUTIVE MANAGER INFRASTRUCTURE SERVICES	Adequate	06 Jul, 2020	01 Feb, 2021
SR-117	Inadequate Community Engagement Practices	Community Engagement Guidelines	Lisa Clack - EXECUTIVE MANAGER CUSTOMER & COMMUNITY SERVICES	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-118	Project / Change Management	Project Approval, Allocation and Management			06 Jul, 2020	01 Feb, 2021
SR-118	Project / Change Management	Project Status Reporting	Lindon Mellor - MANAGER PROJECTS & ASSETS	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-119	Management of Facilities / Venues / Events	External Events Process	Vacant - Coordinator Club & Events	Adequate	06 Jul, 2020	01 Feb, 2021
SR-119	Management of Facilities / Venues / Events	Facility Booking System	Kerry Kalleske - FACILITIES BOOKING OFFICER	Not Rated	06 Jul, 2020	01 Feb, 2021
SR-119	Management of Facilities / Venues / Events	Internal Events Process	Vacant - Coordinator Club & Events	Adequate	06 Jul, 2020	01 Feb, 2021
SR-119	Management of Facilities / Venues / Events	Recreation Centre Booking System	Hanna Roets - Coordinator Recreation Services	Effective	06 Jul, 2020	01 Feb, 2021
SR-120	Supplier / Contract Management	Contract Management Process	Emma Allinson - Coordinator Events	Adequate	06 Jul, 2020	01 Feb, 2021
SR-120	Supplier / Contract Management	Procurement Management Process	Dawn Ronchi - Coordinator Procurement	Adequate	06 Jul, 2020	01 Feb, 2021

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Shire of East Pilbara — Risk Controls Overview Report

CAMMS Intelligent performance | cammsrisk

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6.8 STATUS UPDATE OF FRAUD & CORRUPTION CONTROL PLAN

Attachments:	**Appendix 1 – Fraud & Corruption Control Plan Status Update**
Responsible Officer:	**Mr Steve Leeson Executive Manager Corporate Services**
Author:	**Mrs Kylie Bergmann Acting Manager Governance**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

To report on the status of the Fraud and Corruption Control Plan.

BACKGROUND

As per previous report to the Audit Committee, an action plan has been developed following the performance report on Fraud and Corruption Control conducted by the Office of the Auditor General.

From this action plan, a Fraud and Corruption Control Improvement Plan was developed and entered into Council's CAMMS Strategic Planning software for monitoring.

COMMENTS/OPTIONS/DISCUSSIONS

A copy of the CAMMS reporting document is attached at ***Appendix 1.***

Currently there are 11 actions reported on. Of these 82% are on target with 18% off target. One action is ongoing. It is expected that all actions will be completed by 30 June 2021.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

POLICY IMPLICATIONS

1.19 Fraud and Corruption Control Policy

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 – Low

Financial - Medium

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Geraldine Parsons, SECONDED: Cr Karen Lockyer

That Council review and receive the Fraud and Corruption Control Plan update as presented at *Appendix 1.*

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Acting Manager Governance

Appendix 1
Fraud & Corruption Control Plan Status Update

SYCLE
Organisation Empowerment System

Action and Task Progress Report

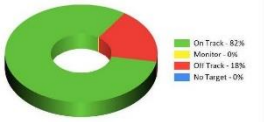
Shire of East Pilbara

Print Date: 13-May-2021

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OVERVIEW

Action Status



Action Progress Against Targets



11 actions reported on
9 At least 90% of action target achieved
0 Between 70% and 90% of action target achieved
2 Less than 70% of action target achieved
0 actions with no target set

Shire of East Pilbara — Action and Task Progress Report

ACTION PLANS

GREEN — At least 90% of action target achieved
AMBER — Between 70% and 90% of action target achieved
RED — Less than 70% of action target achieved
No target set

* Dates have been revised from the Original dates

Corporate Services

Human Resources

10.1 Human Resource Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.5 FR - Develop a policy / procedure to verify the identity and integrity of employees	Robin Austen - MANAGER HUMAN RESOURCES	Completed	01-Jul-2019	30-Jun-2021	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
Only item now requiring attention is;
Consider any gaps in employment history and reasons for those gaps addressed at interview or prior to appointment. This will be included in Recruitment and Selection Guidelines.

The Recruitment and Selection Guidelines have now been updated to include all identity and integrity requirements.

Last Updated: 13-Feb-2020

Executive Services

Governance

16.1 Corporate Governance

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

5.1.1.95 FR - Ensure that all new employees receive Code of Conduct training in their induction, and annually thereafter. Ensure employees sign off annually their understanding of the code of conduct.	Kylie Bergmann - Coordinator Governance	Completed	01-Jul-2019	31-Dec-2020	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
10/11/2019 - All new employees do currently receive Code of Conduct training. Program to be developed by March 2020 for re-induction of all current employees and Councillors.
11/02/2020 - Coordinator Governance has been in discussion with LG Professionals and Steven Tweedie re. conducting Integrity & Code of Conduct Training. To be discussed with HR for a collaborative/whole of organisation approach.
05/05/2020 - Integrity & Code of Conduct Training has been put on hold due to COVID-19 restrictions. However, the Coordinator Governance will be reviewing the Code of Conduct for approval by Council in June 2020.
17/09/2020 - Governance, Integrity & Ethics Training has been scheduled for 12-16 October. All permanent staff have been invited to attend the training sessions. Attendance is compulsory (unless the employee is on leave).
04/11/2020 - Governance training with Steve Tweedie complete.

Last Updated: 04-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.97 FR - Establish a regular training program to raise and maintain staff awareness on fraud risks. Maintain records of staff participation in those training programs. Include in training package - Code of Conduct, Records, Fraud and Procurement	Kylie Bergmann - Coordinator Governance	In Progress	01-Oct-2018	31-Dec-2020	30.00%	100.00%	RED

ACTION PROGRESS COMMENTS:
The Shire has access to the training tools provided by the Public Sector Commission for Accountable and Ethical Decision Making. Additionally, WALGA has training modules for managing Conflicts of Interest that have been delivered to Councillors and is available to staff.

Assigned to HRO to liaise with WALGA to provide training in the region. This will be scheduled bi-annually.

28/02/2020 - HR/OHS Officer has commenced the process of engaging WALGA to undertake this training with staff.

07/04/2020 - All training on hold due to COVID-19
05/05/2020 - Face to face training on hold. Looking at basic online training.
15/07/2020 - the HRO has been tasked with this outcome and is in the process of scheduling this training for all staff. In addition, we will be offering this to new employees online to

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Shire of East Pilbara — Action and Task Progress Report

ensure all employees are compliant.
04/08/2020 - HRO1 liaising with Coordinator Governance to establish on site training schedule with Steve Tweedie. Have asked for an update on when training will be offered.
02/09/2020 - now sitting with Governance who are working though a program on on site and online training and induction.

Last Updated: 13-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.103 FR - Develop a policy outlining the various avenues on reporting any potential fraud, including anonymous reporting.	Kylie Bergmann - Coordinator Governance	Completed	01-Jul-2019	31-Jul-2020	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
10/11/2019 - Draft Policy to be presented to Corporate Discussion in February 2020 and for adoption by Council at the March 2020 Council Meeting.
11/02/2020 - Policy requires some further research before it can be presented to Corporate Discussion. Will likely be presented to Corporate Discussion in March 2020 and Council in April 2020.
05/05/2020 - Completion date extended to 31 July 2020 due to staff responsibilities being diverted due to the COVID-19 response.
14/05/2020 - Amendments have been made to the Fraud & Corruption Control Policy to include various avenues on reporting any potential fraud, including anonymous reporting. This will be presented to Council in June as part of the Policy Manual Annual Review.

Last Updated: 14-May-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.105 FR - Develop a conflict of interest register (for staff and Councillors) to record all conflict of interest.	Kylie Bergmann - Coordinator Governance	Completed	13-Oct-2019	31-Jul-2020	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
10/11/2019 - To be completed by March 2020.
05/05/2020 - In progress.
30/07/2020 - Complete. The Conflicts of Interest Policy will also be discussed at upcoming Governance Inductions.

Last Updated: 30-Jul-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.109 FR - Communicate the internal processes and avenues for reporting any potential fraud including anonymous reporting.	Kylie Bergmann - Coordinator Governance	Completed	13-Oct-2019	31-Jul-2020	100.00%	100.00%	GREEN

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ACTION PROGRESS COMMENTS:
10/11/2019 - Process to be documented by March 2020.
05/05/2020 - Process to be communicated once the Policy has been finalised.
11/06/2020 - Fraud and Corruption Policy has been updated to include the avenues for reporting. This will be presented to the June Council Meeting. Following the meeting staff will be notified.
06/07/2020 - All staff have been notified via email of the update/change to the Fraud and Corruption Control Policy/Plan.

Last Updated: 06-Jul-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.110 FR - Develop and implement a Fraud Risk Register to capture, collate and analyse information about potential fraud.	Vacant - Manager Governance	Completed	13-Oct-2019	30-Aug-2020	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
10/11/2019 - To be completed by March 2020.
05/05/2020 - Completion date extended.
31/07/2020 - Register to be completed by 31 August 2020.
30/09/2020 - Completed

Last Updated: 05-Oct-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.171 FR - Implement a policy for the active protection of whistleblowers	Kylie Bergmann - Coordinator Governance	Completed	27-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
30/07/2020 - Paragraph on whistleblower protection included within the Fraud & Corruption Control Policy - to be presented at the November Audit Committee Meeting.
12/11/2020 - November Audit Committee Meeting rescheduled to 11/12/2020.
11/12/2020 - Presented to Audit Committee and amended policy adopted by Council on same date.

Last Updated: 03-Jan-2021

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

5.1.1.172 FR - Ensure there is a policy/procedure for how allegations of fraud and corrupt conduct whould be reported to the police, other appropriate law enforcement agency or other government body.	Kylie Bergmann - Coordinator Governance	Completed	27-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
30/07/2020 - Paragraph on external reporting included within the Fraud & Corruption Control Policy - to be presented at the November Audit Committee Meeting. Also researching other local governments for management procedures on reporting misconduct.
12/11/2020 - November Audit Committee Meeting rescheduled to 11/12/2020. 2x internal procedures also developed - "Minor and Serious Misconduct Management Procedure" and "Receiving and Conducting Investigations into Allegations of Misconduct under the Corruption and Crime Misconduct Act 2003."
11/12/2020 - Presented to Audit Committee and amended policy adopted by Council on same date.
Last Updated: 03-Jan-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.173 FR - Develop a policy requiring that recovery action be undertaken where there is clear evidence of fraud or corruption and where the likely benefits of such recovery will exceed the funds and resources invested in the recovery actions.	Kylie Bergmann - Coordinator Governance	Completed	27-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

ACTION PROGRESS COMMENTS:
30/07/2020 - Paragraph on recovery action added within the Fraud & Corruption Control Policy - to be presented to Council at the November Audit Committee meeting.
12/11/2020 - November Audit Committee meeting rescheduled to 11/12/2020.
11/12/2020 - Presented to Audit Committee and amended policy adopted by Council on same date.
Last Updated: 03-Jan-2021

Procurement and Contracts

9.1 Procurement

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.170 FR - Undertake "vendor audits" for high risk providers	Dawn Ronchi - Coordinator Procurement	In Progress	27-Jul-2020	30-Jun-2021	25.00%	100.00%	RED

ACTION PROGRESS COMMENTS:
5/8/20 - New Suppliers are 'audited' prior to adding into Creditors system. Insurances & licences are checked, as are the ABN, Bank Accounts (to ensure these all match & are a

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legitimate entity). Process to be implemented to ensure existing high risk suppliers are audited throughout the year as well.
1/9/20 - As above (run through CCL not CP now).
2/11/20 - As above (This is CCL not CP)
15/2/21 - As above (noting that currently the CCL position is vacant).
Last Updated: 15-Feb-2021

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7 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

7.1 OUTSTANDING RATES

Attachments:	**Appendix 1 – Rates Debts Analysis**
	Appendix 2 – Rates Debts Analysis s6.49
	Appendix 3 – Outstanding Rates Pro Con Flow Chart
	Appendix 4 – McLeods Legal Advice
Responsible Officer:	**Mr Steve Leeson Executive Manager Corporate Services**
Author:	**Mr Steve Leeson Executive Manager Corporate Services**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Steve Leeson has declared an interest being a closely associated person.**

REASONS FOR CONFIDENTIALITY

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

(b) The personal affairs of any person.

OFFICER & COMMITTEE RECOMMENDATION

MOVED: Cr Geraldine Parsons, SECONDED: Cr Karen Lockyer

That the Audit Committee recommends to Council that:

1. **Outstanding property rates fees and charges less than three (3) years, proceed with routine recovery actions under section 6.56 and 6.60 of the Local Government Act 1995, as per confidential Attachment 1;**
2. **Delegate to the CEO the negotiation of terms of proposed formal agreements under section 6.49 of the Local Government Act 1995 which would provide for the transfer of land to the Shire as payment of outstanding rates fees and charges greater than three (3) or more years; as per confidential Attachment 2;**
3. **Proceed to ready for the sale of properties under sections 6.64 and 6.68 of the Local Government Act 1995 for the outstanding property rates fees and charges greater than three (3) or more years as per confidential Attachment 1, and;**
4. **Report further to Council regarding 1, 2 and 3 above.**

CARRIED UNANIMOUSLY

To be actioned by Mr Steve Leeson, Executive Manager Corporate Services

8 GENERAL BUSINESS

9 DATE OF NEXT MEETING

27 August 2021.

10 CLOSURE

8:28am.

9.1.5 AUTHORISATIONS AND DELEGATIONS MANUAL ANNUAL REVIEW 2021

Attachments:	**Appendix 1 – Draft Authorisations and Delegations Manual 2021-22**
Responsible Officer:	**Mr Steven Harding Chief Executive Officer**
Author:	**Mrs Kylie Bergmann Acting Manager Governance**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

For Council to adopt the 2021-2022 Authorisations and Delegations Manual.

BACKGROUND

Pursuant to section 5.46(2) of the *Local Government Act 1995,* the delegations register shall be reviewed at least once every financial year. Council last reviewed the Authorisations and Delegations Manual on 24 July 2020.

COMMENTS/OPTIONS/DISCUSSIONS

The current Authorisations and Delegations Manual has been reviewed as against the WALGA delegations register template. There have been minor amendments as listed below:

No.	Delegation	Proposed Amendment
4.6	Issue of notices, cautions and infringements	Added in the following functions (in line with the WALGA template): Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a

		withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20]. Added in the following condition (in line with the WALGA template): A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.
4.7	Legal Matters	Under conditions, remove the following officers entitled to represent the local government in legal proceedings (because these positions no longer exist in the Organisational Structure): Manager Development Services – Health Manager Development Services – Planning
4.8	Expressions of Interest for Goods & Services	Under function, add in the following paragraph (in line with the WALGA template): Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
5.1	Authority to waive fees	Revert back to the delegation/condition that was in place prior to COVID. That being: The authority to waive a fee or grant a concession is limited to the amount of $5,000
5.2	Authority to write off monies	Revert back to the delegation/condition that was in place prior to COVID. That

		being: The debt must not exceed $1000 for an individual; All necessary measures have been taken to recover the money; The debt has remained outstanding for not less than 90 days. Add all Executive Managers as subdelegates.
5.3	Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices	Revert back to the delegation/condition that was in place prior to COVID. That being: Authority to waive or reduce penalties is limited to $5,000.
5.6	Power to invest	Add in the following conditions (in line with the WALGA template): Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
6.4	Bush Fires Act 1954 – Prosecutions	Add the following delegates (to allow these officers to properly carry out their role): Manager Community Safety Coordinator Ranger & Emergency Services Rangers Add the following condition: Only the Chief Executive Officer may

		authorise proceedings in the name of the local government against any person alleged to have committed any of those offences, and to pay out of its funds any costs and expenses incurred in or about the proceedings.
6.5	Disposing of confiscated or uncollected goods	Add in the following function (in line with the WALGA template): Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]
6.6	Cat Act 2011 – Delegations	Add in the following functions (in line with the WALGA template): Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. Authority to cancel a cat registration [s.10]. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of East Pilbara's District [Regs. Sch. 3 cl.1(4)].
6.8	Impounded non-perishable	Marked for removal. Overlaps with

	goods.	delegation 6.5 – Disposing of confiscated or uncollected goods
8.5	NEW DELEGATION: Gates Across Public Thoroughfares	Add new delegation in-line with WALGA's template.
8.6	NEW DELEGATION: Public Thoroughfare – Dangerous Excavations	Add new delegation in-line with WALGA's template.
8.7	NEW DELEGATION: Crossing – Construction, Repair and Removal	Add new delegation in-line with WALGA's template.
8.8	NEW DELEGATION: Private Works on, over or under Public Places	Add new delegation in-line with WALGA's template.

COVID-19 Amended Delegations
Council will recall, that the following delegations were amended on 24 April 2020, in response to the COVID-19 pandemic:

- 5.1 – Authority to waive fees
- 5.2 – Authority to write off monies
- 5.3 – Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices

Prior to the COVID-19 pandemic, these delegations were as follows:

5.1 Authority to waive fees (pre-COVID)

Power or Duty

1. Authority to waive a fee or grant a concession in relation to any amount of money which is owed to the Shire of East Pilbara.

2. Authority to grant an extension of time to pay in relation to any amount of money which is owed to the Shire of East Pilbara.

Conditions

1. The authority to waive a fee or grant a concession is limited to the amount of $5,000.

2. The authority to waive a fee or grant a concession does not apply to an amount of money owing in respect of rates and service charges [s.6.12(2)].

3. Any agreement to extend time to pay shall be made in writing.

5.2 Authority to write off monies (pre-COVID)

Power or Duty

1. Authority to write off any amount of money which is owed to the Shire of East Pilbara.

Conditions

- The debt must not exceed $1000 for an individual;
- All necessary measures have been taken to recover the money;
- The debt has remained outstanding for not less than 90 days.

5.3 Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices (pre-COVID)

Power or Duty

Authority to grant extensions of time to pay, waive or reduce penalties and withdraw infringement notices related to local laws.

Conditions

1. Any agreement to extend the time to pay, waive or reduce penalties shall be made in writing.

2. Authority to waive or reduce penalties is limited to $5,000.

3. If a Director/Deputy Chief Executive Officer makes a decision NOT to withdraw an infringement, and an objection is received as a result of that decision being made, the matter shall be referred to the Chief Executive Officer for determination.

4. The local government is to issue each Authorised Person a certificate stating that the person is an authorised person for the purposes of granting an extension of time to pay, waive or reduce penalties and withdraw infringement notices related to local laws.

A condition of amending these delegations was that the CEO present a subsequent review of the delegations to Council by 31 July 2020. At the Ordinary Council Meeting held on 24 July 2020, Council resolved to keep the following delegations in place until 3 months after the expiry of the State of Emergency:

- 5.1 – Authority to waive fees
- 5.2 – Authority to write off monies
- 5.3 – Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices

As we have seen many times over the past year, the State Government has continued to extend the State of Emergency, and at the time of writing this report the State of Emergency for Western Australia was still current until 18 June 2021.

Council may wish to consider reverting this delegations back to their original status (prior to 24 April 2020). As it currently stands, the CEO has unlimited authority to waive fees, write off monies and/or approve extensions of time to pay, waivers or reduction of penalties and withdrawal of infringement notices.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Part 5	Administration
Division 4	Local government employees
s5.46	Register of, and records relevant to, delegations to CEO and employees.

POLICY IMPLICATIONS

Nil.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

RISK MANAGEMENT CONSIDERATIONS

Pursuant to section 5.46(2) of the *Local Government Act 1995,* Council is required to review the delegations register at least once every financial year.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION

That Council:

1. **Adopt the 2021-2022 Authorisations and Delegations Manual as presented.**
2. **Delegation 5.1 – Authority to Waive Fees – reverts back to its original status (prior to 24 April 2020).**
3. **Delegation 5.2 – Authority to write off monies – reverts back to its original status (prior to 24 April 2020).**
4. **Delegation 5.3 – Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices – reverts back to its original status (prior to 24 April 2020).**

Appendix 1
Draft Authorisations & Delegations Manual 2021-22

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

Shire of East Pilbara
Authorisations and Delegations Manual
2021-22

Adopted by Council on 25 June 2021

REVIEW

There are no reviews to display

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DRAFT

INTRODUCTION

1. INTRODUCTION

1.1 Legislation

The *Local Government Act 1995* ("the Act"), was introduced on 1 July 1996 and made significant changes to the way local government conducts its business. Its general aim is to enable local governments to provide good, open and accountable government to the community.

One of the changes is the degree of delegated authority available to be passed onto the Chief Executive Officer (CEO) or a Committee in order to perform the functions of a local government.

The Act allows the Council, as the governing body of a local government, to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, subject to some exceptions. However, all delegations made by the Council must be by absolute majority decision (s5.42 (1) of the Act).

1.2 Associated Legislation

Legislation other than the *Local Government Act 1995* ("the Act"), its regulations and the local government's local laws created under the Act, where delegations or authorisations may occur, are as follows:

- *Building Act 2011* and regulations;
- *Bush Fires Act 1954*, regulations and local laws created under that Act;
- *Caravan Parks and Camping Grounds Act 1995*;
- *Cat Act 2011*, regulations and local laws created under that Act;
- *Control of Vehicles (Off-road Areas) Act 1978* and regulations;
- *Dog Act 1976* regulations and local laws created under that Act;
- *Food Act 2008* and regulations;
- *Freedom of Information Act 1992*;
- *Public Health Act 2016*, subsidiary legislation and local laws created under that Act;
- *Land Administration Act 1997* (as amended) and regulations;
- *Local Government (Miscellaneous Provisions) Act 1960* (as amended);
- *Planning and Development Act 2005*, including regulations and adopted policies.

NB: This is not an exhaustive list.

1.3 Delegations by the Chief Executive Officer

The *Local Government Act 1995* ("the Act"), allows the CEO to delegate any of the powers to another employee (s5.44(1) of the Act). This must be done in writing (s5.44(2) of the Act). The Act allows the CEO to place conditions on any delegations if desired (s5.44(4) of the Act).

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year (s5.46(1), (2) of the Act). If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used (s5.46(3) of the Act).

The record is to contain the following information:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than Council or Committee members or employees of the local governments, directly affected by the exercise of the power or the discharge of the duty (reg 19 *Local Government (Administration) Regulations 1996*).

A person to whom a power is delegated under the Act is considered to be a 'designated employee' under s5.74(b) and is required to complete a primary and annual return each year.

There is no power for a person, other than the CEO to delegate a power (s5.44(1) of the Act).

1.4 Matters which cannot be delegated

There are a number of matters that cannot be delegated and which remain the right of Council.

Refer to s5.43 of the *Local Government Act 1995*:

"A local government cannot delegate to a CEO any of the following powers or duties -
(a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
(c) appointing an auditor;
(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
(e) any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A or 5.100;
(f) borrowing money on behalf of the local government;
(g) hearing or determining an objection of a kind referred to in section 9.5;
(ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
(h) any power or duty that requires the approval of the Minister or the Governor; or
(i) such other power or duties as may be prescribed."

2. BACKGROUND

Delegations and authorisations are the means by which decision making bodies can access the power to undertake certain statutory functions.

A delegation is the conferral of the ability to exercise a power or duty to a person or body from a person or body that is vested with the responsibility to exercise that power or duty.

An authorisation is the designation of an officer or a body as a person or body that is capable of exercising a specific statutory power or duty.

When a person or body exercises delegated authority they do so "on behalf" of the delegator and in doing so the person or body exercising delegated authority forms the relevant state of mind to make the decision "on behalf" of the delegator. An authorised person or body exercises a statutory function in their own right.

The Western Australian local government statutory regime also provides for the Council and CEO to "act through" other officers, agents and bodies to achieve statutory functions. "Acting through" in this manner is not the exercise of delegated authority or an authorised power and must be handled differently.

2.1 The governance structure

The Western Australian local government governance regime provides that the Council appoints a CEO and the CEO appoints employees. Similarly, all local government employees are responsible to the CEO who in turn is responsible to the Council.

Wherever possible, the Shire of East Pilbara will endeavor to ensure authorisations and delegations conform to this governance structure. Delegations will be established from the Council to the CEO and this will enable the CEO to either delegate power to officers or authorise officers as the CEO sees fit.

Delegations and authorisations from the Council directly to officers other than the CEO will be avoided unless legislation specifically provides that this is the only manner in which the power can be provided to an officer other than the CEO.

2.2 Delegations

This section provides guidance on the statutory framework for delegated authority. It addresses the two statutory requirements for delegated authority – the power to delegate and the power being delegated. This section also addresses some common conditions on delegation that apply in the local government setting.

2.3 The power to delegate

The ability to delegate a statutory function, power or duty must be described in a piece of legislation and is known as the power of delegation. This is the first statutory requirement for an effective delegation; the ability to delegate powers. The following powers of delegation are contained in legislation relevant to local government.

Building Act 2011 - s.127
Bush Fires Act 1954 - s.48 and s.59(3)
Cat Act 2011 - s.44 and s.45
Food Act 2008 - s.118
Local Government Act 1995 - s.5.16, s.5.42, and s.5.44
Western Australian Planning Commission Act 1985 - s.19A and s.20

2.4 The power being delegated

The second statutory requirement for an effective delegation is the existence of a power to be delegated. The power must be able to be exercised by the person or body wanting to delegate that power and it must be contained in legislation that has an associated power of delegation.

A range of different powers can be delegated. An important aspect of any delegation of power is certainty as to the power being delegated. The person or body delegating authority should clearly specify in the instrument of delegation the statutory power or duty being delegated. This will ensure that the person exercising delegated authority can be certain of the extent of authority conferred by the delegation. The statutory reference to the power being delegated should be included in the instrument of delegation.

Reviewing the above list it is clear that there is a limited range of legislation under which powers can be delegated. There is no express provision for a local government to delegate its functions under any other legislation. However, this does not prohibit the local government from "acting through" its officers for the purpose of other legislation and the manner in which this can be achieved is discussed below.

2.5 General conditions of delegations

Each power of delegation may be subject to its own conditions and these are noted in the above list. However, there are some broad conditions of delegation that are discussed as follows:

2.6 The Interpretation Act 1984

Sections 58 and 59 of the *Interpretation Act 1984* place restrictions upon the exercise of the power of delegation and effects of delegation. These sections apply to all delegations under written laws however they may be varied by the statute which provides the power of delegation.

"58. Delegates, performance of functions by

Where under a written law the performance of a function by a person is dependent upon the opinion, belief, or state of mind of that person in relation to a matter and that function has been delegated under a written law, the function may be performed by the delegate upon the opinion, belief, or state of mind of the delegate in relation to that matter."

"59. Power to delegate, construction of

(1) Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –

(a) such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;

(b) such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;

(c) if the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such conditions, qualifications, limitations or exceptions as the person whose approval is required may

specify;

(d) such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified office or class of office;

(e) such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;

2.7 The concept of acting through

(Extracted from DLGRD Guideline 17 – Delegations)

In addition to covering delegations, the Local Government Act 1995 ("the Act") introduces the concept of 'acting through'. Section 5.45 of the Act states that in relation to delegations, nothing prevents a "local government from performing any of its functions by acting through a person other than the CEO" or "a CEO from performing any of his or her functions by acting through another person." The Act does not specifically define the meaning of the term 'acting through.' However, the key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a council of a local government to make a decision which will be implemented by its officers is for it to make a policy about particular functions that it performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

DRAFT

DELEGATIONS

Delegation	**3.1 Bush Fires Act 1954 - Appointment of Bush Fire Control Officers (DRAFT)**
Category	A. AUTHORISATIONS from Council
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.38 Local Government may appoint bush fire control officer.
Function	1. Authority to appoint such persons, as is necessary, to be bush fire control officers for the purposes of the *Bush Fires Act 1954*. Of those people, appoint the following: ▪ Department of Fire & Emergency Services Area Officer De Grey as Chief Bush Fire Control Officer. ▪ Coordinator Ranger & Emergency Services as the Deputy Chief Bush Fire Control Officer. ▪ Manager Community Safety & Rangers as Fire Control Officers. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of East Pilbara [s.38(5A)].
Delegates	CEO
Conditions	The local government shall cause notice of an appointment to be published at least once in a newspaper circulating in its district [s38(2A) of the *Bush Fires Act 1954*]. A bush fire control officer appointed by the local government shall be issued with a certificate of appointment [s38(2E) of the *Bush Fires Act 1954*].
Express power to subdelegate	Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* **s38(1)** A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall, subject to section 38A(2), appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it. **s48(1)** A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
Policy	Nil

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	In accordance with the MOU signed between the SoEP and DFES - change the bush fire control officers as below: DFES Hedland Area Officer as Chief Bush Fire Control Officer Manager Community Safety as Deputy Chief Bush Fire Control Officer Coordinator Ranger & Emergency Services & Rangers as Fire Control Officers	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
27 Mar 2020	Amended delegation	Previously, the DFES Hedland Area Officer was appointed as the Chief Bush Fire Control Officer. DFES has recently gone through a restructure and the position of 'Hedland Area Officer' has been renamed to 'Area Officer De Grey.'	Nil
26 Jun 2020	Amended delegation	Add in the following function: Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of East Pilbara [s.38(5A)]. Remove subdelegates - subdelegation is prohibited by s.48(3).	Nil
18 Sep 2020	Amended delegation	OCM 18/09/2020 - Item 9.1.4 Amend the 2020-21 Authorisations & Delegations Manual as follows: a. Appoint the Coordinator Ranger & Emergency Services as the Deputy Chief Bush Fire Control Officer. b. Appoint the Management Community Safety as a Fire Control Officer.	Nil

DRAFT

Delegation	**3.2 Caravan Parks and Camping Grounds Act 1995 - Appointments (DRAFT)**
Category	A. AUTHORISATIONS from Council
Delegator	Council
Express power or duty delegated	The Chief Executive Officer is authorised to exercise the powers and duties of a local government, and to administer and enforce the provisions of the *Caravan Parks and Camping Grounds Act 1995.* To appoint certain persons as Authorised Persons for the purpose of s23(11) of the *Caravan Parks and Camping Grounds Act 1995*.
Delegates	CEO
Conditions	Authorised Persons for the purposes of s17 of the Act: ▪ Chief Executive Officer ▪ Executive Manager Infrastructure Services ▪ Executive Manager Commercial Services ▪ Executive Manager Customer & Community Services ▪ Manager Development Services ▪ Manager Land Use & Strategy ▪ Manager Community Safety ▪ Coordinator Ranger and Emergency Services ▪ Rangers ▪ Senior Environmental Health Officer ▪ Environmental Health Officer In accordance with s23 (2) and (3) the following are appointed as authorised persons for the purpose of serving infringement notices : ▪ Rangers ▪ Coordinator Ranger and Emergency Services ▪ Manager Community Safety ▪ Senior Environmental Health Officer ▪ Environmental Health Officer Authorised Persons for the purposes of s23 (5): extension period and 23 (7): infringement notice withdrawal are: ▪ Chief Executive Officer ▪ Executive Manager Infrastructure Services ▪ Executive Manager Commercial Services ▪ Executive Manager Customer & Community Services ss17 and 23 of the *Caravan Parks and Camping Grounds Act 1995:* A local government must issue each person appointed as an Authorised Person, with an identity card, in the prescribed form, certifying that the person is an Authorised Person for the purposes of this Act (s17(1)(b) *Caravan Parks and Camping Grounds Act 1995*).

Subdelegates	Coordinator Ranger & Emergency Services Environmental Health Officer Executive Manager Commercial Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Manager Development Services Manager Land Use & Strategy Ranger Senior Environmental Health Officer
Statutory framework	*Caravan Parks and Camping Grounds Act 1995* **s17(1)** The chief executive officer of the Department or a local government — (a) may appoint such persons to be authorised persons for the purposes of this Act as the Chief Executive Officer or the local government considers necessary. **s23(5)** an authorised person may, in a particular case, extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed. **s23(7)** an authorised person may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn. **s23(11)** A local government may in writing, appoint persons or classes of persons to be authorised persons for the purposes of subsection (2),(3), (5) or (7) or for the purposes of 2 or more of those subsections, but a person who is authorised to give infringement notices under subsection (2) is not eligible to be an authorised person for the purposes of any of the other subsections.
Policy	Nil

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy	Nil

Delegation	**3.3 Control of Vehicles (Off-road Areas) Act 1978 (DRAFT)**
Category	A. AUTHORISATIONS from Council
Delegator	Council
Express power to delegate	*Control of Vehicles (Off-road Areas) Act 1978* s.38(3)(a)
Function	The Chief Executive Officer is delegated the authority to exercise the powers and duties of a local government and to administer and enforce the provisions in accordance with s38(3) of the Control of Vehicles (Off-road Areas) Act 1978. For the Chief Executive Officer to sign withdrawals of infringement notices on behalf of the local government as an authorised person.
Delegates	CEO Coordinator Ranger & Emergency Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Ranger
Conditions	s38(3) *Control of Vehicles (Off-road Areas) Act 1978*, requires a resolution of Council to approve the authorisation. Authorised persons to issue infringement notices: • Manager Community Safety • Coordinator Ranger & Emergency Services • Rangers Only the Chief Executive Officer or Executive Manager may sign a withdrawal of a Control of Vehicle (Off-Road Areas) infringement notice. The local government shall issue each Authorised Person with a certificate of his/her appointment as an authorised person, in the prescribed form, evidencing the area of jurisdiction entrusted to him/her under this Act, which he/she shall, on reasonable demand, produce for inspection by any person (s38(4)(a) *Control of Vehicles (Off-road Areas) Act 1978*).
Statutory framework	*Control of Vehicles (Off-road Areas) Act 1978* s38(3)(a) A local government may by resolution appoint — (a) any employee of the local government to be an 'authorised officer' for the purposes of the *Control of Vehicles (Off-Road Areas) Act 1978*.

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**3.4 Public Health Act 2016 - Delegation to the Chief Executive Officer (DRAFT)**
Category	A. AUTHORISATIONS from Council
Delegator	Council
Express power to delegate	*Public Health Act 2016* s.21 Enforcement agency may delegate
Function	The Chief Executive Officer is delegated the authority in writing to exercise the power or duty to fulfill the functions stipulated under s16 of the *Public Health Act 2016* on behalf of the local government which is an enforcement agency. s16 A local government has the following functions in relation to the administration of this Act — (a) to initiate, support and manage public health planning for its local government district; (b) to develop and implement policies and programmes to achieve the objects of this Act within its local government district; (c) to perform the functions that are conferred on local governments by or under this Act; (d) to administer and enforce this Act within its local government district in accordance with the objects and principles of this Act.
Delegates	CEO
Conditions	s21(2) A delegation under subsection (1)(b) or (c) must be in writing.
Statutory framework	*Public Health Act 2016* **s21.** Enforcement agency may delegate (1) A power or duty conferred or imposed on an enforcement agency may be delegated — (b) if the enforcement agency is a local government, to — (i) the chief executive officer of the local government;

DRAFT

Delegation	**3.5 Public Health Act 2016 - Appointments and Designations of Authorised Officers (DRAFT)**
Category	A. AUTHORISATIONS from Council
Delegator	CEO
Express power to delegate	*Public Health Act 2016* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Function	Authority to designate a person or class of persons as authorised officers for the purposes of: • The *Public Health Act 2016* or other specified Act; • Specified provisions of the *Public Health Act 2016* or other specified Act; • Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Authority to designate a person or class of persons as the Environmental Health Officer, under and for the purposes of the *Public Health Act 2016*, to perform such duties as the local government from time to time directs and also such as are specially prescribed by any order addressed by the Chief Health Officer, Public Health to the local government.
Delegates	Environmental Health Officer Senior Environmental Health Officer

DRAFT

Conditions	*Public Health Act 2016* **s17(3)** A local government must not appoint a person as an environmental health officer unless the person has the qualifications and experience approved by the Chief Health Officer under section 18. **s27** Each enforcement agency must prepare and maintain a list of — (a) the persons (if any) who are individually designated as authorised officers by the agency; and (b) the classes of persons (if any) who are designated as authorised officers by the agency. **s30** Certificates of authority (1) An enforcement agency must issue to each person who is an authorised officer by virtue of a designation by the agency a certificate of authority as an authorised officer. (2) The certificate of authority must — (a) state that it is issued under this Act; and (b) state the name of the person to whom it is issued and bear — (i) a photograph or digital image of that person; and (ii) the person's signature; and (c) state the date, if any, on which it expires; and (d) specify — (i) the Acts or the provisions of the Acts for the purposes of which the person is designated as an authorised officer; and (ii) any provisions of an Act that are excluded from the designation; and (e) specify any conditions or restrictions to which the person's authority is subject; and (f) bear the signature of the person by whom it is issued and state the capacity in which the person is acting in issuing the certificate. (3) An authorised officer must produce the certificate of authority — (a) if asked to do so by the person in charge of any premises entered under this Act by the authorised officer; or (b) if asked to do so by a person who, under this Act, is required by the authorised officer to produce anything or to answer any question. **Authorised Persons are empowered to perform the following functions:** Issue improvement notices according to s212. **s214** Before the end of the period specified in the improvement notice under section s213(2)(e), an authorised officer may, on his or her own initiative or on the application of the person given the notice, extend by written notice given to the person the period within which the person must take action in accordance with the improvement notice. Authority for the Manager Development Services - Health includes the ability to sign such documents and initiate appropriate legal action on behalf of the local government when a breach of the Act and related legislation warrants such action, provided that the power to prosecute any person is ONLY exercised with the agreement of the Chief Executive Officer.
Statutory framework	*Public Health Act 2016* **s17(1)** A local government may appoint one or more persons as environmental health officers. **s24(1)** An enforcement agency may designate a person or class of person as authorised officers **s24(3)** An enforcement agency that is a local government may designate under subsection (1) —(a) an environmental health officer or environmental health officers as a class

DRAFT

Delegation	**4.0 Election of Presiding Members and Deputies - Delegation (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	CEO
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* Section 3 and 4 of Schedule 2.3
Function	The Chief Executive Officer delegates authority to the Executive Managers or the Manager Corporate Services to fulfill the duties of Section 3 and 4 of Schedule 2.3 of the *Local Government Act 1995* at any meeting where the Chief Executive Officer is not present and it is required.
Delegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services

DRAFT

Statutory framework	*Local Government Act 1995* s2.11(1)(b) Alternative methods of filling office of mayor or president (1) When an order is made under section 2.1 declaring an area of the State to be a district, the Governor is, by order, to specify whether the first mayor or president of the local government is to be — (b) elected by the council from amongst the councillors under Schedule 2.3, Division 1. s2.15 Filling office of deputy mayor or deputy president The deputy mayor or deputy president is to be elected by the council under Schedule 2.3, Division 2. Schedule 2.3 — When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council 1. Terms used In this Division — ***extraordinary vacancy*** means a vacancy that occurs under section 2.34(1); ***office*** means the office of councillor mayor or president. 2. When council elects mayor or president (1) The office is to be filled as the first matter dealt with — (a) at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and (b) at the first meeting of the council after an extraordinary vacancy occurs in the office. (2) If the first ordinary meeting of the council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office. 3. CEO to preside The CEO is to preside at the meeting until the office is filled. 4. How mayor or president is elected (1) The council is to elect a councillor to fill the office. (2) The election is to be conducted by the CEO in accordance with the procedure prescribed. (3) Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations. (3a) Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with. (4) If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office. (5) The councillors are to vote on the matter by secret ballot as if they were electors voting at an election. (6) Subject to clause 5(1), the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (which deals with determining the result of an election) as if those votes were votes cast at an election. (7) As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Remove reference to section 5.12 - Presiding members and deputies, election of. This is a reference to Committees. Correct section to reference is s.2.11(1)(b) and s.2.15 which refers to Council.	Nil
15 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**4.1 Acting Chief Executive Officer (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	
Function	The Chief Executive Officer is delegated the power to approve one of the following officers to be in the position of Acting Chief Executive Officer during unscheduled or scheduled absences of the Chief Executive Officer, and for periods of up to 35 days: Executive Manager Corporate Services Executive Manager Commercial Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Delegates	CEO
Conditions	Should the Chief Executive Officer be absent for more than 35 days, the authority to appoint an Acting Chief Executive Officer shall be determined by Council and in accordance with Council's Policy on the Appointment of an Acting CEO.
Statutory framework	*Local Government Act 1995* **s5.42** Delegation of some powers and duties to CEO **s5.43** Limits on delegations to CEO **s5.44** CEO may delegate powers and duties to other employees

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change Deputy CEO title to Executive Managers. Also include the following officers to be appointed Acting CEO (CEO wanted to be able to rotate between the 4 executives): EM Corporate Services EM Commercial Services EM Customer & Community Services EM Infrastructure Services	Nil

Delegation	**4.2 Appoint Authorised Persons (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	CEO
Express power to delegate	*Local Government Act 1995* s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	*Local Government Act 1995* s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Function	1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: (a) *Local Government Act 1995* and its subsidiary legislation, including Local Government Act Regulations, the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws made under the Local Government Act.. (b) *Caravan Parks and Camping Grounds Act 1995*; (c) *Cat Act 2011*; (d) *Cemeteries Act 1986*; (e) *Control of Vehicles (Off-road Areas) Act 1978*; (f) *Dog Act 1976*: (g) *Graffiti Vandalism Act 2016* – refer s.15; and (e) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*. 2. Authority to appoint authorised persons for the purposes of section 9.16 of the *Local Government Act 1995*, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the *Building Regulations 2012* and section 6(b) of the *Criminal Procedure Act 2004*.
Delegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Conditions	1. A register of Authorised Persons is to be maintained as a Local Government Record. 2. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. 3. The local government is to issue each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person [s9.10(2) *Local Government Act 1995*].
Statutory framework	*Local Government Act 1995* **s3.18 (1)** A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Under conditions add the following: A register of Authorised Persons, appointed to administer local laws, is to be maintained.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
11 Dec 2020	Amended delegation	Delegation amended in accordance with amendments to the Local Government Act 1995, as contained within the Local Government Legislation Amendment Act 2019, and gazetted on 6 November 2020.	Nil

DRAFT

Delegation	**4.3 Certain Provisions About Land (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 - Certain provisions about land] s9.10 Appointment of Authorised persons
Function	Authority to appoint any person to exercise on behalf of the Council, the powers given to it in Subdivision 2, of Division 3 of Part 3 of the *Local Government Act 1995*.
Delegates	CEO
Conditions	A register of Authorised Persons is to be maintained.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Statutory framework	*Local Government Act 1995* **s3.24** The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

Delegation	**4.4 Disposing of Property (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.58(2)(& (3) Disposing of property
Function	1. Authority to dispose of property to: a. the highest bidder at public auction [s.3.58(2)(a)]. b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]. 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) of the *Local Government Act 1995*, and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Delegates	CEO
Conditions	1. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. 2. Conditions and exceptions of Chief Executive Officer: a. Limit to $5,000 for the disposition of land in accordance with Reg 30(2)(a) and (c) of the *Local Government (Functions and General) Regulations 1996*. b. Limit to $20,000 for the disposition of property, other than land, in accordance with Reg 30(3) of the *Local Government (Functions and General) Regulations 1996* 3. Executive Managers are each limited to $2,000.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Statutory framework	*Local Government Act 1995* s3.58: Disposing of property *Local Government (Functions and General) Regulations 1996.* r 30: Dispositions of property excluded from Act s. 3.58

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**4.5 Execution of Documents (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s9.49A Execution of Documents
Function	1. Authority to sign documents on behalf of the local government.
Delegates	CEO Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Martumili Shire President
Conditions	The Chief Executive Officer and/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 Manager Martumilli may only sign the following Martumilli agreements that are with and on behalf of the artists: • Consignment agreements; • Copyright agreements; • Artist agreements; and • Collaborative agreements.
Express power to subdelegate	There is no power to sub-delegate the authority to sign documents on behalf of the local government (s5.43 (ha) of the Act).
Statutory framework	*Local Government Act 1995* s9.49A(4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
Policy	4.5 - Execution of Documents (Use of Common Seal)

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Add Manager Martumilli as a sub-delegate. Add the following condition for the Manager Martumilli: The Manager Martumilli may only sign the following Martumilli agreements that are with and on behalf of the artists: • Consignment agreements; • Copyright agreements; • Artist agreements; and • Collaborative agreements.	Nil
20 Sep 2018	---	Under the heading Policy - change policy number from 4.6 to 4.5 - Execution of Documents (Use of Common Seal). Incorrect reference was made.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**4.6 Issue of Notices, Cautions and Infringements (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s9.10 Appointment of authorised persons s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice *Building Regulations 2012* Regulation 70(1A), (1), (2) Approved officers and authorised officers
Function	1. Authority to appoint persons or classes of persons to be authorised for the purpose of issuing notices, cautions and infringements relating to various Acts, Regulations and Local Laws. 2. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 3. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 4. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	CEO
Conditions	1. The local government is to issue each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person (s9.10(2) *Local Government Act 1995*). 2. A register of Authorised Persons, appointed to issue notices, cautions and infringements, is to be maintained. 3. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.
Statutory framework	*Local Government Act 1995* **s9.10(1)** The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions. **s9.16(1) (1)** An authorised person who has reason to believe that a person has committed a prescribed offence against a regulation or local law made under this Act may, within 28 days after the alleged offence is believed to have been committed, give an infringement notice to the alleged offender.

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Add condition that a register of Authorised Persons, appointed to issue notices, cautions and infringements, is to be maintained.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**4.7 Legal Matters (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s9.10 Appointment of authorised persons
Function	Authority to appoint an employee to represent the local government in legal proceedings either generally or in a particular case.
Delegates	CEO
Conditions	The Chief Executive Officer may only appoint the following people to represent local government in legal proceedings: ▪ Executive Manager Corporate Services ▪ Executive Manager Commercial Services ▪ Executive Manager Customer & Community Services ▪ Executive Manager Infrastructure Services ▪ Manager Development Services ▪ Manager Human Resources ▪ Manager Community Safety An employee appointed to represent the Shire of East Pilbara in legal proceedings, must be appointed in writing signed by the CEO [s.9.29(2)(b)]. Legal proceedings may only be initiated with prior approval from the Chief Executive Officer or Executive Manager. Subject to adequate provision existing in the budget.
Statutory framework	*Local Government Act 1995* **s9.10(1)** The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions. **s9.29** Representing local government in court.

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Remove requirement that the CEO has authority to obtain legal advice and opinions - this is an operational matter - delegation not required. Add condition that an employee appointed to represent the Shire in legal proceedings must be appointed in writing signed by the CEO [s9.29(2)(b)].	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**4.8 Expressions of Interest for Goods & Services (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek expressions of interest, and to invite expressions of interest, for the supply of goods or services and to choose acceptable tenderers [F&G r.21 & r.23]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO
Conditions	1. Authority to reject or accept expressions of interest to be acceptable tenderers is limited by regulation 23 of the *Local Government (Functions and General) Regulations 1996*.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Statutory framework	*Local Government (Functions and General) Regulations 1996* **r.21** Limiting who can tender, procedure for **r.23** Rejecting and accepting expressions of interest to be acceptable tenderer

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Change of title from 'Limitation may be placed on who can tender' to 'Expressions of Interest for Goods & Services.' to align with wording in the Act.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**4.9 Tenders for Goods and Services (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation on some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services, or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to invite tenders although not required to do so [F&G r.13]. 4. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 5. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 6. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)]. 7. Authority to evaluate tenders, by written evaluation and decide which is the most advantageous [F&G r.18(4)]. 8. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].
Delegates	CEO
Conditions	1. Authority to authorise a tender to be called is subject to the allocation of funding in the budget. 2. Written authorisation should be prepared for the CEO's consideration. The officer seeking the tender to be called, or expression of interest, shall provide supporting information for the tender or expression of interest.

Statutory framework	*Local Government Act 1995* **s3.57 (1)** A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services. **s3.57(2)** Regulations may make provision about tenders. *Local Government (Functions and General) Regulations 1996* **r 17(2)** The tenders register is to include, for each invitation to tender — (b) particulars of the making of — (i) the decision to invite tenders; and (ii) if applicable, the decision to seek expressions of interest under regulation 21(1);

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Change of title from 'Making of the decision to invite tenders' to 'Authority to invite tenders' to align with wording in the Act.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
26 Jun 2020	Amended delegation	Added in points 2-8 under function.	Nil

DRAFT

Delegation	**4.10 Payments to employees in addition to contract or award (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s5.50(2) Payments to employees in addition to contract or award
Function	Authority to make a payment to an employee whose employment with the local government is finishing, and that is more than the additional amount set out in the policy prepared under section 5.50(1) of the *Local Government Act 1995* and adopted by the local government.
Delegates	CEO
Conditions	1. Where a payment is made to an employee whose employment is finishing, and is more than set out in Council's Gratuity Policy, the CEO must cause local public notice to be given in relation to the payment made [s.5.50(2)]. 2. The value of a payment or payments made to a person is not to exceed such amount as is prescribed or provided for by regulations [s5.50(3)]. 3. Any salary change that is likely to result in expenditure over budget will require Council authorisation. 4. Regard must also be made for Council's Gratuity Policy.
Statutory framework	*Local Government Act 1995* **s5.50(2)** A local government may make a payment — (a) to an employee whose employment with the local government is finishing; and (b) that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government but local public notice is to be given in relation to the payment made, but local public notice is to be given in relation to the payment made.
Policy	Gratuity Policy

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Add condition - where a payment is made to an employee whose employment is finishing, and is more than set out in Council's Gratuity Policy, the CEO must cause local public notice to be given in relation to the payment made [s5.50(2)].	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
26 Jun 2020	Amended delegation	Delete the following paragraphs – delegation is not required as it is already a function of the CEO under s5.41(g): Authority to vary salaries payable to all staff that are not employed on performance based term contracts. The alteration may be within the employee's assigned band/classification, may involve a change of salary band/classification or may involve an appropriate over award payment. • Where it is proposed to vary the salary of an employee, not subject to a performance based term contract, any variation must be as a result of a satisfactory performance appraisal and appropriate funding must be available within the budget.	Nil

DRAFT

Delegation	**4.11 Development and performance bonds (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power or duty delegated	The Chief Executive Officer is delegated the authority to administer the requirement for development or performance bonds as conditions of planning approval and/or subdivision approval to ensure compliance with any landscaping, car parking or other conditions of approval.
Delegates	CEO
Conditions	Nil
Subdelegates	Executive Manager Commercial Services Manager Land Use & Strategy
Statutory framework	*Local Government Act 1995* s3.18(1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.
Policy	Nil

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates & replace with EM Commercial Services	Nil

Delegation	**4.12 Administration of Town Planning Scheme No. 4 (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power or duty delegated	For the purposes of this Delegation, the following definitions apply: ***Deemed Provisions*** means the Deemed Provisions for Local Planning Schemes contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, as amended from time to time. ***R-Codes*** means State Planning Policy 3.1 Residential Design Codes, as amended from time-to-time. ***Scheme*** means Shire of East Pilbara Town Planning Scheme No.4, as amended from time-to-time. Authority to exercise the following powers or the discharge of the following duties under the Scheme: 1. Assess an application for a structure plan under clause 17 of the Deemed Provisions; 2. Advertise a proposed structure plan under clause 18 of the Deemed Provisions; 3. Assess an application for an activity centre plan under clause 33 of the Deemed Provisions; 4. Advertise a proposed activity centre plan under clause 34 of the Deemed Provisions; 5. Provide further services or information to the Western Australian Planning Commission as required under clauses 23 and 39 of the Deemed Provisions; 6. Assess an application for a local development plan under clause 49 of the Deemed Provisions; 7. Advertise a proposed local development plan under clause 50 of the Deemed Provisions; 8. Waive the fee payable for an application for development approval where the applicant and/or owner (as appropriate) is a registered not-for-profit organisation and the purpose of the development is for the benefit of the general community; 9. Refuse to accept for the purposes of assessment any application for development approval that has not complied with the form of application and/or accompanying material requirements of clauses 62 and 63 of the Deemed Provisions; 10. Determine the breadth and scope of accompanying material required for each application for development approval under clause 63 of the Deemed Provisions; 11. Determine the method and extent of advertising required under clause 64 of the Deemed Provisions for each application for development approval; 12. Approve all applications for land use and development approval where the proposed use is a; 1. "P" (permitted) land use, in the LPS Zoning Table and that land use does not require significant variations to the site and development standards or requirements contained in the Scheme, R-Codes or relevant adopted Local Planning Policy; 2. Discretionary land use or development listed in the LPS Zoning Table and is included at Table 1 below, under designated zones, may be approved subject to: 1. that land use does not require significant variations to the site and development standards or requirements contained in the Scheme, R-Codes or relevant adopted Local Planning Policy 2. There being no objection received during advertising, where required, in accordance with Table 1. Below; *Table 1. Delegated Discretionary Land Uses*

		Land Use Development Caretaker Dwelling *Designated zones:* All zones listed Display Home Centre *Designated zones:* All zones listed Grouped Dwelling *Designated zones:* All zones listed Home Occupation *Designated zones:* All zones listed Home Office *Designated zones:* Nullagine Townsite Multiple Dwelling *Designated zones:* Residential & Nullagine Townsite Residential Building *Designated zones:* Residential & Nullagine Townsite Shared Dwelling *Designated zones:* Residential & Nullagine Townsite Bank *Designated zones:* Nullagine Townsite *Additional Criteria:* Car Park *Designated zones:* All zones listed. *Additional Criteria:* Compliance with Local Planning Policy and Scheme provisions. Health Studio *Designated zones:* All zones listed. Laundromat *Designated zones:* All zones listed. Market *Designated zones:* Town Centre, Mixed Business & Rural Office *Designated zones:* Nullagine Townsite/Industry & Rural Shop *Designated zones:* Nullagine Townsire/Mixed Business Child Day Care Centre *Designated zones:* Town Centre/Rural Civic Use *Designated zones:* All zones listed Public Amusement *Additional Criteria:* Where temporary planning approval of not more than 30 days is required

DRAFT

		Public Exhibition *Additional Criteria:* Where temporary planning approval of not more than 30 days is required Industry- light, service and rural *Designated zones:* All zones listed Motor Vehicle/boat/caravan sales *Designated zones:* Mixed Business Cattery *Designated zones:* Industry & Rural Kennels *Designated zones:* Industry & Rural *Additional Criteria:* Consider Environmental Protection Authority separation distances to sensitive land uses. Veterinary Centre *Designated zones:* Industry & Rural Stables *Designated zones:* All zones Abattoir *Designated zones:* Rural *Additional Criteria:* Consider Environmental Protection Authority separation distances to sensitive land uses. Aquaculture *Designated zones:* All zones *Additional Criteria:* Consider Environmental Protection Authority separation distances to sensitive land uses. Farm Supply centre *Designated zones:* All zones listed Produce Store *Designated zones:* All zones listed Garden Centre *Designated zones:* Mixed Business, Industry and Rural Nursery *Designated zones:* Mixed Business, Industry & Rural Home Business *Designated zones:* All zones listed Single Persons Quarters *Designated zones:* All zones listed Child Day Care Centre *Designated zones:* Town Centre, Nullagine Townsite Zone, Rural & Community and Cultural Purpose General Industry *Designated zones:* All zones listed

DRAFT

	Storage Yard *Designated zones:* Nullagine Townsite Zone Building Storage Yard *Designated zones:* Nullagine Townsite Zone Contractors Yard *Designated zones:* Nullagine Townsite Zone 13. Amend or cancel a development approval under clause 77 of the Deemed Provisions, including extensions of time and renewal of periodic approvals; 14. Require the owner of an advertisement to repair an advertisement under clause 80 of the Deemed Provisions; 15. Refuse to accept an application for development approval under clause 85 of the Deemed Provisions where there is no agreement in place for the local government to use any copyrighted material provided in support of the application; 16. Determine the appropriate use class to be applied to each application for development approval under clause 4.3 of the Scheme; 17. Determine under clause 4.4.2(a) of the Scheme, that a use not specifically mentioned in the Zoning Table is consistent with the objectives of the particular zone in which the use is proposed and is therefore permitted; 18. Determine under clause 4.4.2(b) of the Scheme, that a use not specifically mentioned in the Zoning Table may be consistent with the objectives of the particular zone in which the use is proposed and thereafter follow the advertising procedures of clause 64 of the Deemed Provisions; 19. Approve extensions and changes to a non-conforming use under clause 4.9 of the Scheme; 20. Determine under clause 4.10 of the Scheme that a non- conforming use has been discontinued for a period of 6 months; 21. Determine under clause 4.12 of the Scheme that a building used for a non-conforming use has been destroyed by a minimum of 75%; 22. Approve variations to site and development standards and requirements under clause 4.5 of the Scheme; and 23. Determine applications under clause 4.13.2 of the Scheme for the parking of a commercial vehicle in excess of 3 tonnes combined tare weight on a residential zoned lot.
Delegates	CEO

DRAFT

Conditions	All delegations: i. Compliance with the Planning and Development Act 2005 and Local Government Act 1995 as these statutes relate to the carrying out of delegated authority. Delegations 1-7 (Structure Plans, Activity Centre Plans and Local Development Plans): i. The consideration of submissions relating to structure plans, activity centre plans and local development plans under clauses 19, 35 and 51 of the Deemed Provisions is to be undertaken by Council; ii. Local government reports to the Western Australian Planning Commission prepared under clauses 20 and 36 of the Deemed Provisions are to be endorsed by Council prior to forwarding to the Commission; and iii. A decision on a local development plan under clause 52 of the Deemed Provisions is to be made by Council. Delegation 12 (Determination of Applications for Development Approval): i. Any application for development approval can be approved under delegated authority, unless: • It has been advertised and a submission by way of objection raising matters of a material planning nature has been received, and which cannot be satisfied by either modification of the application by agreement of the applicant, or by conditions of approval; • The application has not required advertising, but by its nature, has potential to be contentious; or • It requires significant variations to the site and development standards or requirements contained in the Scheme, R-Codes or relevant adopted Local Planning Policy; ii. An application for development approval can be refused under delegated authority in the following circumstances: • The use proposed is identified as 'X' (use not permitted) in the Zoning Table at clause 4.4 of the Scheme; iii. All determinations under delegated authority must be subject to an assessment report that outlines the level of compliance of an application with the relevant requirements of the Scheme, Local Planning Policies and Residential Design Codes of Western Australia (as applicable) and justifies the determination made. Delegation 22 (Variations to Scheme Requirements): i. Any variation that is considered to be a significant departure from the relevant standard or requirement, or contrary to previous decision in similar applications, shall be considered by Council.
Subdelegates	Executive Manager Commercial Services Manager Development Services Manager Land Use & Strategy
Statutory framework	Shire of East Pilbara Town Planning Scheme No.4

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	Amended delegation	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
28 Jun 2019	Amended delegation	Remove EM Customer & Community Services and EM Infrastructure Services from subdelegates and replace with EM Commercial Services. Amend all reference to Clause 4 to Clause 3. Insert Zoning Table land use Delegations at Delegation 12. Include provision for Council only consideration under Delegation 13. Remove Delegation 17 & 18 – Use Not Listed. Remove Conditions attached to Delegation at Delegation 12 (ii) Dot Point 2- Remove Delegation to refuse planning approval due to non-compliance with Local Planning Policy.	Nil

DRAFT

Delegation	**4.13 Planning and Development Act 2005 - Subdivisions (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power or duty delegated	The Chief Executive Officer is delegated the authority to object to or make recommendations in response to a plan of subdivision which, in the opinion of the Western Australian Planning Commission, may affect the functions of a local government, pursuant to Section 142 of the *Planning and Development Act 2005*. This function will include: • The setting of standards for the satisfaction of conditions; • Advising that conditions have been satisfied; • The acceptance and release of performance bonds. For the purpose of the above powers of delegation, vacant lot strata and survey strata applications shall be regarded as subdivision.
Delegates	CEO
Conditions	Power is delegated to the Chief Executive Officer subject to any objection to, or recommendation on, any application for subdivision which is not consistent with adopted Council Policy being referred to Council for determination.
Subdelegates	Executive Manager Commercial Services Manager Development Services Manager Land Use & Strategy
Statutory framework	*Local Government Act 1995* 5.42. Delegation of some powers and duties to CEO (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under — (a) this Act other than those referred to in section 5.43; or (b) the Planning and Development Act 2005 section 214(2), (3) or (5). * *Absolute majority required.* (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation. *Planning and Development Act 2005* Part 10 Subdivision and development control
Policy	Nil

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates and replace with EM Commercial Services.	Nil

Delegation	**4.14 Procurement of Goods and Services required to address a State of Emergency (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.11 When tenders have to be publicly invited - tender exemption under subregulaltion 11(2)(aa)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r.11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Delegates	CEO
Conditions	1. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. 2. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with the Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. 3. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Shire President (i.e. before the expense is incurred) in accordance with LGA s6.8. 4. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. 5. The CEO cannot sub-delegate this authority.
Express power to subdelegate	Sub-delegation of this authority is not recommended.

Delegation	**4.15 Tenders for Goods and Services - Exercising Contract Extension Options and Variations (DRAFT)**
Category	B. EXECUTIVE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996* r.11(2)(j) Exercising contract extension options r.20(1), (2) and (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 2. Authority to choose the next most advantageous tender to accept, if the chose tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 3. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% for tenders where the total original contract is more than $501,000, and 20% for tenders where the total original contract is less than $500,000 [F&G r.21A]. 4. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Delegates	CEO
Conditions	1. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply, and does not impact on the procurement evaluation outcomes, in consideration of all tenderers. 2. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract. 3. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term. 4. The total original contract & sum of all variations must be within the approved budget. 5. That the total sum of all variations does not exceed 10% for tender where the original contract exceeds $501,000, and 20% for tenders that are less than $500,000.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.

Delegation	**5.1 Authority to waive fees (DRAFT)**
Category	C. CORPORATE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Authority to waive a fee or grant a concession in relation to any amount of money which is owed to the Shire of East Pilbara. 2. Authority to grant an extension of time to pay in relation to any amount of money which is owed to the Shire of East Pilbara.
Delegates	CEO
Conditions	1. The authority to waive a fee or grant a concession is limited to the amount of $5,000 2. The authority to waive a fee or grant a concession does not apply to an amount of money owing in respect of rates and service charges [s6.12(2)]. 3. Any agreement to extend time to pay shall be made in writing.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Statutory framework	*Local Government Act 1995* **s6.12.** Power to defer, grant discounts, waive or write off debts (1) Subject to subsection (2) and any other written law, a local government may — (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or (b) waive or grant concessions in relation to any amount of money; or (c) write off any amount of money, ** Absolute majority required.*

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Add delegation as follows: 2. Authority to grant an extension of time to pay in relation to any amount of money which is owed to the Shire of East Pilbara. Add condition as follows: Any agreement to extend time to pay must be made in writing.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
24 Apr 2020	Amended delegation	Remove condition 1 - The authority to waive a fee or grant a concession is limited to the amount of $5,000. Add the following conditions: A list of waivers, concessions and debts written off under this authority will be presented back to Council on a monthly basis; and Require the CEO to present to Council a subsequent review of this delegation by 31 July 2020.	OCM 24 April 2020. Item 10.1.5.
24 Jul 2020	Amended delegation	Remove condition 4 and replace with the following: At the expiry of 3 months after the end of the State of Emergency Declaration in Western Australia, this delegation will automatically revert back to its original status (prior to 24 April 2020).	Nil

DRAFT

Delegation	**5.2 Authority to write off monies (DRAFT)**
Category	C. CORPORATE SERVICES
Delegator	Council
Express power to delegate	*Local Government 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s6.12 Power to defer, grant discounts, waive or write off debts.
Function	1. Authority to write off any amount of money which is owed to the Shire of East Pilbara [s6.12(1)(c)].
Delegates	CEO
Conditions	1. The debt must not exceed $1000 for an individual; 2. All necessary measures have been taken to recover the money; 3. The debt has remained outstanding for not less than 90 days.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Statutory framework	*Local Government Act 1995* **s6.12**. Power to defer, grant discounts, waive or write off debts (1) Subject to subsection (2) and any other written law, a local government may — (c) write off any amount of money,

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Under conditions remove 'The maximum rates write off is $500' - under section 6.12(2) of the LGA the power to write off monies does not apply to an amount of money owing in respect of rates or service charges.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
24 Apr 2020	Amended delegation	Remove the following conditions: * The debt must not exceed $1000 for an individual; * All necessary measures have been taken to recover the money; and * The debt has remained outstanding for not less than 90 days. Add the following conditions: * A list of monies written off is to be presented back to Council on a monthly basis; and * Require the CEO to present to Council a subsequent review of this delegation by 31 July 2020.	OCM 24 April 2020. Item 10.1.5.
24 Jul 2020	Amended delegation	Remove condition 2: The CEO shall present a review of this delegation back to Council by 31 July 2020. And replace with the following: At the expiry of 3 months after the end of the State of Emergency Declaration in Western Australia, this delegation will automatically revert back to its original status (prior to 24 April 2020).	Nil

DRAFT

Delegation	**5.3 Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices (DRAFT)**
Category	C. CORPORATE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Authority to grant extensions of time to pay, waive or reduce penalties and withdraw infringement notices related to local laws.
Delegates	CEO
Conditions	1. Any agreement to extend the time to pay, waive or reduce penalties shall be made in writing. 2. Authority to waive or reduce penalties is limited to $5,000. 3. If an Executive Manager makes a decision NOT to withdraw an infringement, and an objection is received as a result of that decision being made, the matter shall be referred to the Chief Executive Officer for determination. 4. The local government is to issue each Authorised Person a certificate stating that the person is an authorised person for the purposes of granting an extension of time to pay, waive or reduce penalties and withdraw infringement notices related to local laws.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Statutory framework	*Local Government Act 1995* **s6.12(1)(b)** Subject to subsection (2) and any other written law, a local government may — waive or grant concessions in relation to any amount of money; **s6.12(3)** The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government. **s9.10** Appointment of authorised persons **s9.11** Persons found committing breach of Act to give name on demand

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Added the following conditions: 1. Any agreement to extend the time to pay, waive or reduce penalties shall be made in writing. 2. Authority to waive or reduce penalties is limited to $5,000. 3. If a Director/Deputy Chief Executive Officer makes a decision NOT to withdraw an infringement, and an objection is received as a result of that decision being made, the matter shall be referred to the Chief Executive Officer for determination.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
24 Apr 2020	Amended delegation	Remove condition 2 - Authority to waive or reduce penalties is limited to $5,000. Add the following conditions: 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 Require the CEO to present to Council a subsequent review of this delegation by 31 July 2020.	OCM 24 April 2020. Item 10.1.5
24 Jul 2020	Amended delegation	Remove condition 5: The CEO shall present a review of this delegation back to Council by 31 July 2020. And replace with the following: At the expiry of 3 months after the end of the State of Emergency Declaration in Western Australia, this delegation will automatically revert back to its original status (prior to 24 April 2020).	Nil

DRAFT

Delegation	**5.4 Grants and subsidies - Application and acceptance (DRAFT)**
Category	C. CORPORATE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s6.15 Local government's ability to receive revenue and income
Function	1. Authority to apply for grants and subsidies. 2. Authority to accept grants and subsidies.
Delegates	CEO
Conditions	1. All applications must be in accordance with the Council's strategic objectives. 2. Council approval is required prior to acceptance unless the grant or subsidy is included in the budget. 3. The impact on subsequent budgets must be considered prior to the acceptance of the grant or subsidy.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services
Statutory framework	*Local Government Act 1995* **s6.15(1)** A local government may receive revenue or income from various sources authorised by the act or another written law or from dealings in property or grants or gifts.

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	In paragraph 1 and 2 under Power or Duty remove the words "The Chief Executive Officer is delegated the..."	Nil

Delegation	**5.5 Payments from the Municipal or Trust Funds (DRAFT)**
Category	C. CORPORATE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Financial Management) Regulations 1996* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal fund and the trust fund within budget limits [r.12(1)(a)]. 2. Authority to develop procedures for the authorisation of and the payment of accounts. 3. Authority to develop procedures for the approval of accounts.
Delegates	CEO
Conditions	1. Each payment is to be noted on a list compiled for each month, which is to be presented to the next Ordinary Meeting of Council, showing: a. The payee's name; b. The amount of the payment; c. The date of the payment; and d. Sufficient information to identify the transaction. 2. Ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, petty cash systems, purchasing cards and any other devices or methods by which goods, services or money or other benefits may be obtained. 3. Ensure that before payment of an account, a determination is made that: a. The relevant debt was incurred by a person who was properly authorised to do so; b. The goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, as the case requires.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Coordinator Financial Services Executive Manager Corporate Services Manager Corporate Services
Statutory framework	*Local Government (Financial Management) Regulations 1996* r.11 Payments, procedures for making etc.

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**5.6 Power to invest and manage investments (DRAFT)**
Category	C. CORPORATE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s6.14 Power to invest *Local Government (Financial Management) Regulations 1996* r.19 Investments, control procedures for
Function	1. Authority to invest monies held in the trust fund or the municipal fund that is not, for the time being, required by the local government for any other purpose, may be invested in accordance with Part III of the Trustees Act 1962, in association with Council's Policy [s6.14(1)]. 2. Authority to establish and document internal control procedures to be followed by employees in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	1. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 3.9 - Investment Policy. 2. Investment decisions for sums greater than $15 million are to be made by Council. 3. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. 4. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Manager Corporate Services Manager Corporate Services
Subdelegate conditions	1. A decision to invest must be jointly confirmed by two delegates.
Statutory framework	*Local Government Act 1995* **s6.14(1)** Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.
Policy	Investment Policy

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	In paragraph 1 and 2 under Power or Duty remove the words "The Chief Executive Officer is delegated the..."	Nil

DRAFT

Delegation	**5.7 Rate record (DRAFT)**
Category	C. CORPORATE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s6.39(2)(b) Rate record
Function	Authority to: 1. Compile the necessary rate records as specified in the Local Government Act 1995 ("the Act") and reassess rates payable; 2. Serve rates notices in accordance with the Act [s.6.41]; 3. Authority to make an agreement with a person for the payment of rates or services charges [s.6.49]; 4. Authority to determine the date on which rates or service charges becomes due and payable under the Act [s.6.50]; 5. Authority to recover rates and service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]; 6. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]; 7. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of East Pilbara [s.6.60(2)]. 8. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)]. 9. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]; 10. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)]; 11. Extend the period for receipt of a notice and to refer notices received to the land valuation tribunal; 12. Amend the rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with the *Local Government Act 1995* and issue an interim rate assessment, refund or credit as a result of such an amendment [s.6.39(1)]; and 13. Authority to amend the rate record for the five years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	1. Delegates must comply with the requirements of s.6.40 of the Act; 2. Any agreement for the payment of rates or service charges must be made in writing, and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied, except in exceptional circumstances where a payment plan has been entered into. 3. A delegate who has participated in any matter contributing to a decision relating to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination to grant an extension of time or to allow or disallow any objection to the rate record.

Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Services Manager Corporate Services
Statutory framework	*Local Government Act 1995* Division 6 Rates and service charges ss6.39 (1), 6.39(2), 6.41, 6.49, 6.50(1), 6.50(2), 6.56(1), 6.60(2), 6.60(3), 6.60(4), 6.64(3), 6.76(1), 6.76(4), 6.76(5), 6.76(6) and 6.69(3)

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Combine delegations 5.1 - Agreement as to payment of rates and service charges - and 5.10 - Rates or service charges recoverable in court. Add the following conditions: Delegates must comply with the requirements of s.6.40 of the Act; Any agreement for the payment of rates or service charges must be made in writing, and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. A delegate who has participated in any matter contributing to a decision relating to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination to grant an extension of time or to allow or disallow any objection to the rate record.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
26 Apr 2019	---	As per resolution at the Council meeting on 26/04/2019. At point 2 under the conditions, add in the following words "Except in exceptional circumstances, where a payment plan has been entered into" The change is due to several owners being in financial hardship and wanting to negotiate payment arrangements.	Nil

Delegation	**5.8 Recovery of impounding expenses (DRAFT)**
Category	C. CORPORATE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.48 Impounding expenses, recovery of
Function	1. Authority to recover expenses incurred for removing, impounding and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	Nil
Subdelegates	Coordinator Ranger & Emergency Services Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Senior Environmental Health Officer
Statutory framework	*Local Government Act 1995* **s3.48** If goods are removed and impounded under section 3.39 and the alleged offender is convicted, the local government may, by action in a court of competent jurisdiction, recover from the alleged offender

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Added Director Technical & Development Services as subdelegate.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

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

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

DRAFT

Delegation	**6.2 Bush Fires Act 1954 - Powers and duties (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* *various*
Function	1. Authority to exercise the powers and duties of a local government, and to administer and enforce the provisions of the Bush Fires Act 1954 [s.48(1)].
Delegates	CEO
Express power to subdelegate	A delegation under this section does not include the power to sub-delegate [s.48(3)].
Statutory framework	*Bush Fires Act 1954* s48 Delegation by local governments

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

Delegation	**6.3 Bush Fires Act 1954 - Prohibited and restricted burning times (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Haversters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc, use of in restricted or prohibited burning times
Function	1. Authority to vary the prohibited and restricted burning times, in accordance with s.17(7) and (8) and s.18(5) of the Bush Fires Act 1954, regarding shortening, extending, suspending or reimposing a period of prohibited or restricted burning times; or imposing a further period of prohibited burning times [s.17(7)]. 2. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r39B(3)]. 5. Authority to prohibit the use of tractors, engines or a self-propelled harvester, during a Prohibited Burning Time, and to give permission for use of the same during the Restricted Burning Time subject to compliance with the requirements specified in an notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of East Pilbara or the Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with the requirements under s.28(1) to take all possible measures to extinguish a fire on the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO Chief Bush Fire Control Officer Executive Manager Customer & Community Services Manager Community Safety Shire President
Conditions	1. Decisions under this delegation must be a decision made jointly between the delegates and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**6.4 Bush Fires Act 1954 - Prosecutions (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.59 Prosecution of offences s.59A Alternative procedure - infringement notices
Function	1. Authority to consider allegations of offences alleged to have been committed under the Bush Fires Act 1954, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences, and to pay out of its funds any costs and expenses incurred in or about the proceedings [s.59]. 2. Authority to serve an infringement notice for an offence against the Bush Fires Act [s.59A].
Delegates	CEO Chief Bush Fire Control Officer Coordinator Ranger & Emergency Services Manager Community Safety Ranger
Conditions	1. Only the Chief Executive Officer or Shire President may withdraw an infringement notice (r.4(a) of the *Bush Fires (Infringements) Regulations 1978*). 2. Only the Chief Executive Officer may authorise proceedings in the name of the local government against any person alleged to have committed any of those offences, and to pay out of its funds any costs and expenses incurred in or about the proceedings.
Express power to subdelegate	Sub-delegation is prohibited by s.48(3) of the *Bush Fires Act 1954.*
Statutory framework	*Bush Fires Act 1954* s59 Prosecution of offences

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

Delegation	**6.5 Disposing of confiscated or uncollected goods (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.47 Confiscated or uncollected goods, disposal of s3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose ofconfiscated or uncollected goods or vehicles that have been ordered to be confiscated under s3.43 [s3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s3.48].
Delegates	CEO
Conditions	Authority to dispose of goods up to the value of $1500 only. Where the value of any tender exceeds the amount of $1500, it is to be determined by Council.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger & Emergency Services Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Senior Environmental Health Officer
Statutory framework	*Local Government Act 1995* s3.47 Confiscated or uncollected goods, disposal of

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Remove reference to s3.47A sick or injured animals, disposal of. New delegation created for this.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

Delegation	**6.6 Cat Act 2011 - Delegations (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Cat Act 2011* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags
Function	1. Authority to fulfill, carry out, undertake or enforce any power or duty of the local government under the Cat Act 2011 and to do all other things that are necessary or convenient to be done for or in connection with performing its functions under the Cat Act 2011. 2. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 3. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 4. Authority to cancel a cat registration [s.10]. 5. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 6. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of East Pilbara's District [Regs. Sch. 3 cl.1(4)].
Delegates	CEO

Conditions	**Registration of Cats** The following officers are delegated authority to grant, refuse to grant or cancel cat registrations under sections 9, 10 and 11 of the *Cat Act 2011:* • Coordinator Administration Services • Customer Service Officers **Issue of Infringement Notices** The following officers are delegated authority to issue infringement notices under the *Cat Act 2011:* • Manager Community Safety • Coordinator Ranger and Emergency Services • Rangers • Manager Development Services • Senior Environmental Health Officer • Environmental Health Officer **Extensions and Withdrawals of Infringements** The following officers are delegated authority to extend time for payment or withdraw infringements under sections 64 and 65 the *Cat Act 2011:* • Chief Executive Officer • Executive Manager Corporate Services • Executive Manager Commercial Services • Executive Manager Customer & Community Services • Executive Manager Infrastructure Services
Express power to subdelegate	*Cat Act 2011* s.45 Delegation by CEO of local government
Subdelegates	Coordinator Administration Services Coordinator Ranger & Emergency Services Customer Service Administration Officer Customer Services Officer Environmental Health Officer Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Ranger Senior Environmental Health Officer
Statutory framework	*Cat Act 2011* s.44 Delegation by local government s.45 Delegation by CEO of local government

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove "Commercial & Development Services Administration Officer" from list of subdelegates. This position is not required to register Cats.	Nil

DRAFT

Delegation	**6.7 Entry to property (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.28 When this subdivision applies s3.32 Notice of entry s3.33 Entry under warrant s3.34 Entry in an emergency s3.36 Opening fences
Function	1. Authority to exercise powers of entry to enter land to perform any of the local government functions under the Local Government Act 1995, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32] 3. Authority to seek and execute an entry under warrant [s.3.33] 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Development Services Senior Environmental Health Officer
Statutory framework	*Local Government Act 1995* s.3.28 Powers of entry, when this subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in emergency s.3.36 Opening fences *Animal Welfare Act 2002*

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Re-word delegation, as below, to allow for the proper execution of officer functions and duties: (copied WALGA template) 1. Authority to exercise powers of entry to enter land to perform any of the local government functions under the Local Government Act 1995, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32] 3. Authority to seek and execute an entry under warrant [s.3.33] 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36]. Also, add the following condition: Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**6.8 Impounded non-perishable goods (PUBLISHED, BUT MARKED FOR REMOVAL)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.42 Impounded non-perishable goods
Function	Authority to - (a) institute proceedings; or (b) give a notice stating where goods may be collected from, when any non-perishable goods have been removed and impounded under s3.39 of the Local Government Act 1995.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger & Emergency Services Executive Manager Commercial Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Ranger Senior Environmental Health Officer
Statutory framework	*Local Government Act 1995* s3.42 Impounded non-perishable goods
Date adopted	24 July 2020
Adoption references	Resolution: 202021/003
Last reviewed	25 June 2021

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Add EM Commercial Services to subdelegates.	Nil

Delegation	**6.9 Notice to collect goods if not confiscated (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.44 Notice to collect goods if not confiscated
Function	Authority to give notice that goods may be collected, where non-perishable goods have been removed and impounded under s.3.39 and a prosecution is instituted, if the alleged offender - (a) is not convicted; or (b) is convicted but the court does not order that the goods be confiscated.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger & Emergency Services Environmental Health Officer Executive Manager Commercial Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Ranger Senior Environmental Health Officer
Statutory framework	*Local Government Act 1995* s.3.44 Notice to collect goods if not confiscated

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Add EM Commercial Services to subdelegates.	Nil

Delegation	**6.10 Power to remove and impound goods (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.39 Power to remove and impound
Function	1. Authority to remove and impound goods from a public place if the goods present a hazard to public safety or they obstruct the lawful use of any place or otherwise are involved in a contravention that can lead to impounding.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger & Emergency Services Executive Manager Commercial Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Ranger
Statutory framework	*Local Government Act 1995* s.3.39 Power to remove and impound

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Add EM Commercial Services to subdelegates.	Nil

Delegation	**6.11 Graffiti Vandalism Act 2016 - Notices (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016* s.16 Delegation by local government
Express power or duty delegated	*Local Government Act 1995* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is removed in an acceptable manner, and within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything necessary to remove the graffiti in an acceptable manner [s.19(3)], and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. 3. Authority to deal with an objection to a notice [s.22(3)]. 4. Authority, where an objection has been lodged, to: a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]; and b. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	CEO
Conditions	**Authorised persons to issue infringement notices:** The following are authorised officers to issue infringement notices excluding the withdrawal of infringement notices. • Manager Community Safety • Coordinator Ranger and Emergency Services • Rangers **Authorised persons to withdraw infringement notices:** • Chief Executive Officer • Executive Manager Corporate Services • Executive Manager Commercial Services * Executive Manager Customer & Community Services * Executive Manager Infrastructure Services **Certificate of Authorisation** The local government is to issue each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person [s.9.10(2) *Local Government Act 1995*].

Express power to subdelegate	*Graffiti Vandalism Act 2016* s.17 Delegation by CEO of local government
Subdelegates	Coordinator Ranger & Emergency Services Executive Manager Commercial Services Executive Manager Corporate Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Ranger
Statutory framework	*Graffiti Vandalism Act 2016* s16 (1) Delegation by local government s17 (1) Delegation by CEO of local government *Local Government Act 1995* s9.10 Appointment of Authorised Persons

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Re-name delegation from 'Graffiti Vandalism Act 2016 - Delegations' to 'Graffiti Vandalism Act 2016 - Notices'. Re-word delegation, as follows, in line with WALGA template: 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is removed in an acceptable manner, and within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything necessary to remove the graffiti in an acceptable manner [s.19(3)], and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. 3. Authority to deal with an objection to a notice [s.22(3)]. 4. Authority, where an objection has been lodged, to: (a) determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]; and (b) to give notice to the affected person, before taking the necessary actions [s.24(3)].	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**6.12 Disposal of sick or injured animals (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.47A Sick or injured animals, disposal of s3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s3.48].
Delegates	CEO
Conditions	Delegation only to be used where reasonable efforts have been made to identify and contact an owner have failed.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger & Emergency Services Executive Manager Customer & Community Services Manager Community Safety Ranger
Statutory framework	*Local Government Act 1995* s3.47A Sick or injured animals, disposal of *Animal Welfare Act 2002*

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates.	Nil

Delegation	**6.13 Declare Vehicle is Abandoned Wreck (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Authority to declare a vehicle to be an abandoned vehicle wreck if - a. after 7 days from the removal of the vehicle under s.3.40A(1) of the Local Government Act 1995, the owner of the vehicle has not collected it; or b. after 7 days from being given notice under s3.40A(2) of the Local Government Act 1995, the owner of the vehicle has not collected it.
Delegates	CEO
Conditions	Disposal of a declared abandoned vehicle wreck is to be undertaken in accordance with delegated authority 7.5 Disposing of confiscated or uncollected goods or alternatively referred for Council decision.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Coordinator Ranger & Emergency Services Executive Manager Customer & Community Services Manager Community Safety Ranger
Statutory framework	*Local Government Act 1995* s.3.40A(4) Abandoned vehicle wreck may be taken.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates.	Nil

Delegation	**6.14 Graffiti Vandalism Act 2016 - Remove Graffiti on Private Property (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Graffiti Vandalism Act 2016* s.16 Delegation by local government
Express power or duty delegated	*Local Government Act 1995* s.25(1) Local government graffiti powers on land not local government property s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to remove graffiti, or appoint a contractor to do so, without the consent of the owner or occupier, even though the land on which it is done is not local government property, and the local government does not have consent [s.25(1)]. 2. Authority to give notice of an intended entry to the owner of occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 3. Authority to obtain a warrant to enable entry onto land, premises or thing for the purposes of the Graffiti Vandalism Act 2016 [s.29].
Delegates	CEO
Conditions	Authority to remove graffiti on private property is subject to exercising Powers of Entry.
Express power to subdelegate	*Graffiti Vandalism Act 2016* s.17 Delegation by CEO of local government
Subdelegates	Coordinator Ranger & Emergency Services Executive Manager Customer & Community Services Executive Manager Infrastructure Services Manager Community Safety Ranger
Statutory framework	*Graffiti Vandalism Act 2016* s.16 Delegation by local government s.17 Delegation by CEO of local government

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

Delegation	**6.15 Bush Fires Act 1954 - Firebreaks (DRAFT)**
Category	D. CUSTOMER & COMMUNITY SERVICES
Delegator	Council
Express power to delegate	*Bush Fires Act 1954* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954* s.33 Local government may require occupier of land to plough or clear fire breaks
Function	1. Authority to approve format and content, and authorise the issue of the annual Shire of East Pilbara Firebreak Order. 2. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District requiring: a. clearing of fire breaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a seperate or coordinated action with any other person carry out similar actions [s.33(1)]. 3. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. 4. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	CEO
Express power to subdelegate	A delegation under this section does not include the power to subdelegate [s.48(3)].
Statutory framework	*Bush Fires Act 1954* s.33 Local government may require occupier of land to plough or clear fire-breaks s.48 Delegation by local government

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
24 Jul 2020	Amended delegation	Add points 2-4 under function.	Nil

Delegation	**7.1 Exemptions under clause 3.1(2) - Public Places and Local Government Property Local Law 2011 (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Function	The Chief Executive Officer is delegated the authority to determine persons or groups which may be exempt, under clause 3.1(2) of the Shire of East Pilbara Public Places and Local Government Property Local Law 2011, from the requirement in clause 3.1(1) of that same local law to obtain a licence and pay the applicable fees.
Delegates	CEO
Conditions	▪ Every person or group seeking an exemption under clause 3.1(2) of the *Public Places and Local Government Property Local Law 2011*, must apply in writing in a form approved by the Shire. ▪ Although that person or group may be exempted from paying the appropriate application fees, they will still be required to complete the appropriate forms for the application for licence. ▪ Exemptions will only be available to persons or groups based in the Shire of East Pilbara which positively contribute to the wellbeing of the community. ▪ Exemptions will not be available to State or Federal Agencies or profit organisations.
Statutory framework	Cl 3.1(2) Shire of East Pilbara *Public Places and Local Government Property Local Law 2011*. 3.1 Activities requiring a licence. Cl 3.1 (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.
Policy	Nil

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

Delegation	**7.2 Building Act 2011 - Building and demolition permits (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011* s.18 Further information s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose conditions on permits *Building Regulations 2012* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	The Chief Executive Officer is delegated the power to perform the following functions: 1. Refer an uncertified application to a building surveyor [in circumstances set out in s.17 (1)]. 2. Require the applicant to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.18 (1)]. 3. Refuse to consider an application [s.18(2)]. 4. Grant a building permit [ss.20 and 23]. 5. Refuse to grant a building permit [ss.20 and 23, including in the circumstances in ss.22 (1) and (2)]. 6. Grant a demolition permit [ss.21 and 23]. 7. Refuse to grant a demolition permit [ss.21 and 23, including in the circumstances in ss.22(1) and (2)]. 8. Refund the fee that accompanied an application to the applicant if no decision is made within the time mentioned in ss.23(1) and (2) [s.23(4)]. 9. Record the grounds on which a decision to refuse to grant a building permit or demolition permit is based on and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right of review [s.24]. 10. Impose conditions on the grant of a permit in addition to any provided for in the Regulations, including specifying the way in which an outward facing side of a particular close wall must be finished [ss.27(1) and 88(3)]. 11. Add, vary or revoke conditions imposed on a permit before the building work or demolition work is completed [s.27(3)]. 12. Refuse to accept an application to extend the time during which a permit has effect made after the expiry day for the permit [r.23(3)]. 13. Extend the time during which a permit has effect and impose conditions on the extended permits [s.32, rr.24(1) and (2)]. 14. Refuse to extend the time during which a permit has effect [r.24(1)]. 15. Approve a new person to be named as the builder on the building permit and amend the details set out in the permit accordingly [r.26(3) and (4)]. 16. Approve a new person to be named as the demolition contractor on the demolition permit and amend the details set out in the permit accordingly [r.26(3) and (4)].

Delegates	CEO
Conditions	Authority to delegate is limited by s127 *Building Act 2011*. s127 (6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty — (a) the CEO's power under this subsection to delegate the exercise of that power or the discharge of that duty; and (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO. Records of determinations made under delegation to be kept on appropriate file or register.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Commercial Services Manager Development Services Manager Land Use & Strategy Senior Environmental Health Officer
Statutory framework	*Building Act 2011* s18 (1) A permit authority to which an application is made may require the applicant to give the permit authority, within a specified time of not more than 21 days, any document or information that it requires to determine the application and may require the applicant to verify the information by statutory declaration. s20 (1) (a) A permit authority to which a certified application or an uncertified application is made must grant the building permit if it is satisfied — that the applicant has complied with section 16; s21 (1) (a) The permit authority to which an application for a demolition permit is made must grant the demolition permit if it is satisfied — that the applicant has complied with section 16; s27(1) A permit authority may impose conditions on the grant of a building permit or demolition permit in addition to any provided for in the regulations. s127 (1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act. *Building Regulations 2012* r23 Application to extend time during which permit has effect (s. 32) r24 Extension of time during which permit has effect (s. 32(3) r26 Approval of new responsible person (s. 35(c)

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	OCM 29/001/2021

DRAFT

Delegation	**7.3 Building Act 2011 - Building information (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Building act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011* s.131(2) Inspection, copies of building records
Function	The Chief Executive Officer is delegated the power to perform the following functions: 1. Keep a register of all building permits, demolition permits, occupancy permits and building approval certificates granted by it, and all building orders made by it, in an approved manner and form [s.128(1), (2)]. 2. Amend the register to reflect the variation or revocation of a condition of, or any other change reflecting to that effect of, a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order resulting from a decision of the permit authority or information given to the permit authority [s.128(3)]. 3. Make the register available for inspection by members of the public during normal office hours [s.129(1)]. 4. On application by any person and on payment of the prescribed fee, if any, provide to the person a copy of a building permit, a demolition permit, an occupancy permit, a building approval certificate or a building order that is kept in the register [s.129(2)]. 5. Keep in the manner and for the prescribed period such of the prescribed documents that comprise, accompany, are provided for in, are issued as a result of, or otherwise relate to the building or incidental structure that is the subject of - a. An application for a building permit or demolition permit, or b. An application of a kind mentioned in Part 4 Division 2; or c. An inspection of a prescribed kind [s.130]. 6. Allow an interested person to inspect a building record and provide to the interested person a copy of the building record [s.131(2)]. 7. Give the Building Commissioner prescribed information for inclusion in the annual report submitted under the Financial Management Act 2006 Part 5 by the accountable authority [s.132(1)] and provide a record or information requested by the Building Commissioner [s.132(3), r.14].
Delegates	CEO
Conditions	Authority to delegate is limited by s127 *Building Act 2011*. Records of determinations made under delegation to be kept on appropriate file or register.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).

Subdelegates	Commercial & Development Services Administration Officer Executive Manager Commercial Services Manager Development Services Manager Land Use & Strategy Senior Environmental Health Officer
Statutory framework	*Building Act 2011* s110 Building orders s 117 Revocation of building order s 118 Permit authority may give effect to building order if non-compliance

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	Add Senior Environmental Health Officer as sub-delegate.

DRAFT

Delegation	**7.4 Building Act 2011 - Building orders (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011* s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	1. Authority to make building orders in relation to: a. building work; b. demolition work; c. An existing building or incidental structure, whether completed before or after commencement day [s.110(1)]. 2. Specify the way in which an outward facing side of a particular close wall must be finished [s.88(3)]. 3. Before making a building order, give each person to whom the order is proposed to be directed written notice of the terms of the proposed order and reasons for it and advise each person of time in which they may make submissions and consider each submission received [s.111(1)]. 4. Serve a copy of the order on each person to whom the order is directed in accordance with s.76 of the Interpretation Act 1994 [s.1114(1)]. 5. Authority to revoke a building order at any time [s.117(1)]. 6. Decide whether the building order has been fully complied with and either revoke the building order or inform each person to whom the order is directed that the building order remains in effect, within 28 days of receiving a notification under s.112(3)(c) [s.117 (2)]. 7. If there is non-compliance with a building order, authority to cause an authorised person to – a. Take any action specified in the order; or b. commence or complete any work specified in the order; or c. If any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease [s.118(2)]. 8. Authority to take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 9. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the *Building Act 2011*
Delegates	CEO
Conditions	Authority to delegate is limited by s127 *Building Act 2011*. Records of determinations made under delegation to be kept on appropriate file or register.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (power of sub-delegation limited to CEO).

Subdelegates	Executive Manager Commercial Services Manager Development Services Manager Land Use & Strategy

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil

DRAFT

Delegation	**7.5 Building Act 2011 - Enforcement - Authorised persons (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011*
Function	The Chief Executive Officer: is delegated the authority to perform the following functions: 1. Designate a person employed by the local government. According to s.96 (3) of the Building Act., a local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government. 2. Revoke a designation at any time [s.96(6)]. 3. Limit the powers of an authorised person by imposing conditions on a person's instrument of designation or by written notice and at any time revoke or vary such condition or notice [s.99(2)(3)]. 4. Give an identity card to each person designated by it as an authorised person [s.97] 5. Cause an authorised person to – a. Take any action specified in the order; or b. To commence or complete any work specified in the order; or c. If any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease [s.118(2)]. 6. Recover as a debt from a person who has been served with a copy of a building order the reasonable costs and expenses incurred in doing anything under s.118(2) [s.118(3)].
Delegates	CEO
Conditions	Authority to delegate is limited by s127 *Building Act 2011*. Records of determinations made under delegation to be kept on appropriate file or register.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Commercial Services Manager Development Services Manager Land Use & Strategy
Statutory framework	*Building Act 2011* s96 Authorised Persons s99 Limitation on powers of authorised person

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil

DRAFT

Delegation	**7.6 Building Act 2011 - Infringement notices (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012* r9.16
Function	1. Authority to appoint authorised officers under Regulation 70(2) of the Building Regulations 2012 and section 9.16 of the Local Government Act 1995, for the purpose of issuing Building Act 2011 infringement notices in accordance with section 6(b) of the Criminal Procedures Act 2004, and/or to extend the period for payment of, or the withdrawal of infringement notices.
Delegates	CEO
Conditions	**Authorised persons to issue infringement notices** • Executive Manager Commercial Services • Manager Development Services • Manager Land Use & Strategy **Withdrawal of infringement notices** Only the Chief Executive Officer may withdraw infringement notices. Authority to delegate is limited by s127 *Building Act 2011*. Records of determinations made under delegation to be kept on appropriate file or register.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Commercial Services Manager Development Services Manager Land Use & Strategy
Statutory framework	*Building Regulations 2012* Regulation 70 (2) *Building Regulations 2012* – a permit authority that is a local government may, in writing, appoint to be an authorised officer for the purposes of the *Criminal Procedure Act 2004* section 6(b) a person appointed under the *Local Government Act 1995* section 9.10(1) and authorised for the purpose of performing functions under section 9.16 of that Act.

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services. In paragraph 1 under conditions remove EM Infrastructure Services and replace with EM Commercial Services. And remove Manager Development Services Planning and replace with Manager Land Use & Strategy. Under Power/Duty - remove the paragraph that was previously there and replace with: Authority to appoint authorised officers under Regulation 70(2) of the Building Regulations 2012 and section 9.16 of the Local Government Act 1995, for the purpose of issuing Building Act 2011 infringement notices in accordance with section 6(b) of the Criminal Procedures Act 2004, and/or to extend the period for payment of, or the withdrawal of infringement notices.	Nil

DRAFT

Delegation	**7.7 Building Act 2011 - Occupancy permits and building approval certificates (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011* s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration *Building Regulations 2012* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate
Function	1. Authority to requires any applicant of an occupancy permit or building approval certificate to provide any document or information that it requires to determine the application and to verify the information by statutory declaration [s.55(1)]. 2. Authority to refuse to consider an application [s.55(2)]. 3. Authority to grant or modify the occupancy permit or grant the building approval certificate [ss.58(1) and 59]. 4. Authority to refuse to grant or modify the occupancy permit or grant the building approval certificate [including in the circumstances set out in ss.58(2) and (3)]. 5. Authority to record the grounds on which a decision to refuse to grant or modify an occupancy permit or grant a building approval certificate is based, and the reasons for the decision and give to the person to whom the decision relates written notice of the decision together with those grounds and reasons and the person's right to review [s.60]. 6. Authority to impose conditions on the occupancy permit or modification or building approval certificate in addition to any provided for in the Regulations [s.62(1)]. 7. Authority to add, vary or revoke conditions while the occupancy permit or building approval certificate has effect [s.62(3)]. 8. Authority to give written notice of the addition, variation or revocation of a condition and ensure that the notice informs the person of the person's right of review [s.62(4) and (5)]. 9. Authority to extend the period in which the occupancy permit or modification or the building approval certificate has effect [s.65(4)]. 10. Authority to refuse to extend the time during which an occupancy permit or a building approval certificate has effect or extend the permit or certificate for shorter period than requested by the applicant and, if so, record the grounds on which a decision is based and the reasons for the decision, and give written notice of the decision together with those grounds and reasons, and the person's right of review [s.65, r.40(5)] 11. Refuse to accept an application to extend the time during which an occupancy permit or a building approval certificate has effect [r.40(2)].
Delegates	CEO
Conditions	Authority to delegate is limited by s127 *Building Act 2011*. Records of determinations made under delegation to be kept on appropriate file or register.

Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Commercial Services Manager Development Services Manager Land Use & Strategy Senior Environmental Health Officer
Statutory framework	*Building Act 2011* s55 Further information s58 Grant of occupancy permit, building approval certificate s62 Conditions imposed by permit authority s65 Extension of period of duration

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	Add Senior Environmental Health Officer as sub-delegate.

DRAFT

Delegation	**7.8 Building Act 2011 - Private swimming pools (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012* r.51 Approvals by permit authority
Function	1. Authority to approve alternative requirements to r.50(4)(b) if satisfied that the alternative requirements will restrict access by young children to the swimming pool as effectively as if there were compliance with Australian Standard AS 1926.1 [r.51(2)]. 2. Authority to approve a door for the purposes of r.50(4)(c)(ii) if the door is in accordance with the requirements of Australian Standard AS 1926.1 and the conditions in r.51(3) are satisfied [r.51(3). 3. Authority to arrange for an authorised person to inspect the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1)].
Delegates	CEO
Conditions	Authority to delegate is limited by s127 *Building Act 2011*. Records of determinations made under delegation to be kept on appropriate file or register.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Commercial Services Manager Development Services Senior Environmental Health Officer
Statutory framework	*Building Regulations 2012* r51 Approvals by permit authority and r53 Inspection of barrier to private swimming pool

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	Add Senior Environmental Health Officer as sub-delegate.

Delegation	**7.9 Building Act 2011 - Smoke Alarms (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.55 Terms used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Authority to delegate is limited by s127 *Building Act 2011*. Records of determinations made under delegation to be kept on appropriate file or register.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO).
Subdelegates	Executive Manager Commercial Services Manager Development Services Senior Environmental Health Officer
Statutory framework	*Building Regulations 2012* r61 Local government approval of battery powered smoke alarms

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
24 Jul 2020	Amended delegation	Add in the following point under function: 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].	Nil
29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	Add Senior Environmental Health Officer as sub-delegate.

Delegation	**7.10 Building permit fees - refunds and exemptions (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Building Act 2011* s.127(1) & (3) Delegation: special permit authorities and local government
Function	1. Authority to determine applications for the refund of building permit fees where a building project is abandoned after issue of the permit. 2. Authority to determine any applications from sporting, charitable or community organisations for exemption from payment of any building permit fees.
Delegates	CEO
Conditions	Any refund shall not exceed 50% of the fee paid and no refund is to be made when the project is abandoned after the expiry of 12 months from the date of issue of the permit. Refund provisions only relate to that part of the fee retained by Council and not to any other part collected on behalf of a State Government agency including the Builder's Registration Board levy that commenced on 1 August 2001.
Express power to subdelegate	*Building Act 2011* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Commercial Services Manager Development Services Manager Land Use & Strategy
Statutory framework	*Local Government Act 1995* s6.12(1Subject to subsection (2) and any other written law, a local government may_ (b), waive or grant concessions in relation to any amount of money or 6.12(1)(c) write off any amount of money 6.12(3) The grant of a concession under subsection (1)(b) maybe subject to any conditions determined by the local government

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services. In paragraphs 1 and 2 under Power or duty remove the words "The Chief Executive Officer has the..."	Nil

Delegation	**7.11 Food Act 2008 - Appointment of authorised persons and designated officers (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation
Express power or duty delegated	*Food Act 2008* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the *Food Act 2008* [s.122(2)]. 2. Authority to appoint an Authorised Officer under s.122(2) of this Act or s.24(1) of the *Public Health Act 2016,* to be a Designated Officer for the purposes of issuing infringement notices under the *Food Act 2008* [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements, for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	CEO
Conditions	1. A person who is a Designated Officer for the purposes of issuing infringements, cannot be a Designated Officer for the purposes of extending time for payment or withdrawing infringements. 2. A list of authorised and designated officers must be prepared and maintained in accordance with s.122(3) of the *Food Act 2008.* 3. In accordance with s.118(3)(b). this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	N/A - the *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	*Food Act 2008* s.118 Functions of enforcement agencies and delegation s122 Appointment of authorised officers s126 Issuing of Infringement notices

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Add conditions, as below: 1. A person who is a Designated Officer for the purposes of issuing infringements, cannot be a Designated Officer for the purposes of extending time for payment or withdrawing infringements. 2. A list of authorised and designated officers must be prepared and maintained in accordance with s.122(3) of the Food Act 2008. 2. In accordance with s.118(3)(b). this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
24 Jul 2020	Amended delegation	Add in point 3 under power or duty that is being delegated (function), as below: 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements, for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].	Nil

DRAFT

Delegation	**7.12 Food Act 2008 - Prohibition orders (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices [s.66]. 3. Authority to give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Environmental Health Officer Executive Manager Commercial Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b) of the *Food Act 2008*, this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	N/A - *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	*Food Act 2008* s.118 Functions of enforcement agencies and delegation s65 Prohibition order s66 Certificate of clearance to be given in certain circumstances s67 Request for re-inspection

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates and replace with EM Commercial Services.	Nil
24 Jul 2020	Amended delegation	Remove sub-delegates as the Food Regulations 2009 do not provide for sub-delegation. Add them to the list of delegates instead.	Nil

DRAFT

Delegation	**7.13 Food Act 2008 - Debt Recovery and Prosecutions (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in court [s.54(2)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Delegates	CEO Environmental Health Officer Executive Manager Commercial Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	N/A - *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	*Food Act 2008* s125 Institution of proceedings

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates and replace with EM Commercial Services.	Nil
24 Jul 2020	Amended delegation	Remove sub-delegates. The Food Regulations 2009 do not provide for sub-delegation. Add them to the list of delegates instead.	Nil

Delegation	**7.14 Food Act 2008 - Registration of a food business (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to register a food business in respect of any premises for the purposes of Part 9 of the Food Act 2008 and issue a certificate of registration. 2. Authority to consider applications, determine registration of a food business and to grant the application (with or without conditions) or refuse the registration [s.110(1) and (5)]. 3. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO Environmental Health Officer Executive Manager Commercial Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	N/A - *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	*Food Act 2008* s.110 Registration of Food Business s.112 Variation of conditions or cancellation of registration of food businesses s.118 Functions of enforcement agencies and delegation

DRAFT

Amendments			
Approved	**Type**	**Amendment**	**References**
28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates and replace with EM Commercial Services.	Nil
24 Jul 2020	Amended delegation	Remove sub-delegates. The Food Regulations 2009 do not provide for sub-delegation. Add them to the list of delegates instead.	Nil

DRAFT

Delegation	**7.15 Food Act 2008 - Food Businesses List - Public Access (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Regulations 2009* r.51 Enforcement agency may make list of food businesses
Function	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	CEO Environmental Health Officer Executive Manager Commercial Services Senior Environmental Health Officer
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	N/A - *Food Regulations 2009* do not provide for sub-delegation.
Statutory framework	*Food Act 2008* s.118 Functions of enforcement agencies and delegation *Food Regulations 2009* r.51 Enforcement agency may make list of food businesses

DRAFT

Delegation	**7.16 Food Act 2008 - Determine Compensation (DRAFT)**
Category	E. COMMERCIAL SERVICES
Delegator	Council
Express power to delegate	*Food Act 2008* s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008* s.56(2) Compensation to be paid in certain circumstances s.70(2) Sub-delegation permissible only if expressly provided in regulations
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	CEO
Conditions	1. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. 2. Compensation under this delegation may only be determined upon documented losses up to a maximum of $1,000. Compensation requests above this value are to be reported to Council.
Express power to subdelegate	N/A - *Food Regulations 2009* do not provide for sub-delegation.

DRAFT

Delegation	**8.1 Acquisition of land (DRAFT)**
Category	F. INFRASTRUCTURE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.55 Acquisition of land
Function	1. Authority to take appropriate action to acquire any privately owned land that is required for the realignment of road reserves to accommodate the implementation of Council's annual road works program. 2. Authority to offer the landowner, as compensation, the valuation as determined by the Valuer General, plus an amount of 10%. 3. Authority to negotiate arrangements with affected landowners whereby the Council may carry out works to the value of the compensation payable.
Delegates	CEO
Conditions	A local government can only take land under Part 9 of the *Land Administration Act 1997,* if it is in, or is to be regarded as being included in, its own district [s.3.55]
Statutory framework	*Local Government Act 1995* s.3.55 Acquisition of land

Amendments			
Approved	**Type**	**Amendment**	**References**
29 Jun 2018	---	Re-name delegation from 'Resumption of land' to 'Acquisition of land'. Add the following condition: A local government can only take land under Part 9 of the Land Administration Act 1997, if it is in, or is to be regarded as being included in, its own district [s.3.55]	Nil
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

Delegation	**8.2 Road train and extra mass permits (DRAFT)**
Category	F. INFRASTRUCTURE SERVICES
Delegator	Council
Function	1. Authority to determine any application recommending approval or refusal, with or without conditions, for referral to Main Roads WA to use road trains and for extra mass permits on any local road within the district.
Delegates	Executive Manager Infrastructure Services Manager Technical Services - Newman Manager Technical Services - Rural
Conditions	Nil
Statutory framework	Nil
Policy	Nil

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**8.3 Close Thoroughfares to Vehicles (DRAFT)**
Category	F. INFRASTRUCTURE SERVICES
Delegator	Council
Express power to delegate	*Local Government Act 1995* s5.42 Delegation of some powers or duties to the CEO s5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995* s3.50 Closing certain thoroughfares to vehicles s3.50A Partial closure of thoroughfare for repairs or maintenance s3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s3.50(1)]. 2. Authority to revoke an order to close a thoroughfare [s3.50(6)]. 3. Authority to partially or temporarily close a thoroughfare without a public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s3.50A]. 4. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Delegates	CEO
Conditions	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s3.50(1)]. 2. The permanent closure of thoroughfares is to be referred to Council. 3. Roads shall only be temporarily closed for major infrastructure works, services and land developments. However, where it is likely to have a significant adverse effect on users, public notice should be given. 4. All notices and advertisements are to clearly demonstrate that Council is not committed to the closure proposal, but is simply wanting comment to assist in determining whether to proceed with the closure or not.
Express power to subdelegate	*Local Government Act 1995* s5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	*Local Government Act 1995* s3.50 Closing certain thoroughfares to vehicles s3.50A Partial closure of thoroughfare for repairs or maintenance

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
24 Jul 2020	Amended delegation	Add in points 2-4 under the power or duty that is being delegated (function).	Nil

DRAFT

Delegation	**8.4 Traffic regulatory and other signs (DRAFT)**
Category	F. INFRASTRUCTURE SERVICES
Delegator	CEO
Function	1. Authority to make applications to Main Roads WA for approval to install stop and give way signs at such places as warranted and on receipt of the necessary approval to the appropriate signs erected in accordance with the approval. 2. Authority to arrange installation of "School Bus Stop" signs and other traffic regulatory signs as may be necessary. 3. Authority to erect street name signs and approved direction signs.
Delegates	Executive Manager Infrastructure Services
Conditions	Ensure that Council Policies are adhered to.
Statutory framework	Nil
Policy	Nil

Amendments			
Approved	**Type**	**Amendment**	**References**
26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	**8.5 Gates Across Public Thoroughfares (DRAFT)**
Category	F. INFRASTRUCTURE SERVICES
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. 2. Each approval provided must be recorded in the Shire of East Pilbara's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Subdelegates	Executive Manager Infrastructure Services

DRAFT

Delegation	**8.6 Public Thoroughfare - Dangerous Excavations (DRAFT)**
Category	F. INFRASTRUCTURE SERVICES
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. 2. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services

Delegation	**8.7 Crossing - Construction, Repair and Removal (DRAFT)**
Category	F. INFRASTRUCTURE SERVICES
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services

Delegation	**8.8 Private Works on, over or under Public Places (DRAFT)**
Category	F. INFRASTRUCTURE SERVICES
Delegator	Council
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	CEO
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. 2. Permission may only be granted where, the proponent has: a. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. b. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. c. Provided evidence of sufficient Public Liability Insurance. d. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services

AMENDMENTS

Delegation	Approved or adopted	Type	Amendment	References
3.1 Bush Fires Act 1954 - Appointment of Bush Fire Control Officers	29 Jun 2018	---	In accordance with the MOU signed between the SoEP and DFES - change the bush fire control officers as below: DFES Hedland Area Officer as Chief Bush Fire Control Officer Manager Community Safety as Deputy Chief Bush Fire Control Officer Coordinator Ranger & Emergency Services & Rangers as Fire Control Officers	Nil
3.1 Bush Fires Act 1954 - Appointment of Bush Fire Control Officers	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
3.1 Bush Fires Act 1954 - Appointment of Bush Fire Control Officers	27 Mar 2020	Amended delegation	Previously, the DFES Hedland Area Officer was appointed as the Chief Bush Fire Control Officer. DFES has recently gone through a restructure and the position of 'Hedland Area Officer' has been renamed to 'Area Officer De Grey.'	Nil
3.1 Bush Fires Act 1954 - Appointment of Bush Fire Control Officers	26 Jun 2020	Amended delegation	Add in the following function: Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of East Pilbara [s.38(5A)]. Remove subdelegates - subdelegation is prohibited by s.48(3).	Nil
3.1 Bush Fires Act 1954 - Appointment of Bush Fire Control Officers	18 Sep 2020	Amended delegation	OCM 18/09/2020 - Item 9.1.4 Amend the 2020-21 Authorisations & Delegations Manual as follows: a. Appoint the Coordinator Ranger & Emergency Services as the Deputy Chief Bush Fire Control Officer. b. Appoint the Management Community Safety as a Fire Control Officer.	Nil
3.2 Caravan Parks and Camping Grounds Act 1995 - Appointments	28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy	Nil
3.3 Control of Vehicles (Off-road Areas) Act 1978	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

Delegation	Approved or adopted	Type	Amendment	References
3.3 Cat Act 2011 - Appointments	28 Jun 2019	---	Under paragraph 1 of the conditions add "Customer Service Administration Officer."	Nil
3.3 Cat Act 2011 - Appointments	24 Jul 2020	Repealed	Local Government Regulations Amendment Regulations (No.2) 2020 were published in the Government Gazette on 6 November 2020. Under these regulations, the process for appointing authorised persons (under a range of legislation) has been harmonised through an amendment to s9.10 of the Local Government Act 1995, which now means the CEO is the prescribed decision maker to make appointments.	Resolution: 202021/003
3.5 Dog Act 1976 - Appointments	28 Jun 2019	---	Under paragraph 1 of the conditions add "Customer Service Administration Officer."	Nil
3.5 Dog Act 1976 - Appointments	24 Jul 2020	Repealed	The Local Government Regulations Amendment Regulations (No.2) 2020 were published in the Government Gazette on 6 November 2020. Under these regulations, the process for appointing authorised persons (under a range of legislation) has been harmonised through an amendment to s9.10 of the Local Government Act 1995, which now means the CEO is the prescribed decision maker to make appointments.	Resolution: 202021/003
4.0 Election of Presiding Members and Deputies - Delegation	29 Jun 2018	---	Remove reference to section 5.12 - Presiding members and deputies, election of. This is a reference to Committees. Correct section to reference is s.2.11(1)(b) and s.2.15 which refers to Council.	Nil
4.0 Election of Presiding Members and Deputies - Delegation	15 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
4.1 Acting Chief Executive Officer	26 Oct 2018	---	Change Deputy CEO title to Executive Managers. Also include the following officers to be appointed Acting CEO (CEO wanted to be able to rotate between the 4 executives): EM Corporate Services EM Commercial Services EM Customer & Community Services EM Infrastructure Services	Nil

Delegation	Approved or adopted	Type	Amendment	References
4.2 Appoint Authorised Persons	29 Jun 2018	---	Under conditions add the following: A register of Authorised Persons, appointed to administer local laws, is to be maintained.	Nil
4.2 Appoint Authorised Persons	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
4.2 Appoint Authorised Persons	11 Dec 2020	Amended delegation	Delegation amended in accordance with amendments to the Local Government Act 1995, as contained within the Local Government Legislation Amendment Act 2019, and gazetted on 6 November 2020.	Nil
4.3 Certain Provisions About Land	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
4.4 Disposing of Property	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
4.5 Execution of Documents	29 Jun 2018	---	Add Manager Martumilli as a sub-delegate. Add the following condition for the Manager Martumilli: The Manager Martumilli may only sign the following Martumilli agreements that are with and on behalf of the artists: • Consignment agreements; • Copyright agreements; • Artist agreements; and • Collaborative agreements.	Nil
4.5 Execution of Documents	20 Sep 2018	---	Under the heading Policy - change policy number from 4.6 to 4.5 - Execution of Documents (Use of Common Seal). Incorrect reference was made.	Nil
4.5 Execution of Documents	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
4.6 Issue of Notices, Cautions and Infringements	29 Jun 2018	---	Add condition that a register of Authorised Persons, appointed to issue notices, cautions and infringements, is to be maintained.	Nil
4.6 Issue of Notices, Cautions and Infringements	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

Delegation	Approved or adopted	Type	Amendment	References
4.7 Legal Matters	29 Jun 2018	---	Remove requirement that the CEO has authority to obtain legal advice and opinions - this is an operational matter - delegation not required. Add condition that an employee appointed to represent the Shire in legal proceedings must be appointed in writing signed by the CEO [s9.29(2)(b)].	Nil
4.7 Legal Matters	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
4.8 Expressions of Interest for Goods & Services	29 Jun 2018	---	Change of title from 'Limitation may be placed on who can tender' to 'Expressions of Interest for Goods & Services.' to align with wording in the Act.	Nil
4.8 Expressions of Interest for Goods & Services	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
4.9 Tenders for Goods and Services	29 Jun 2018	---	Change of title from 'Making of the decision to invite tenders' to 'Authority to invite tenders' to align with wording in the Act.	Nil
4.9 Tenders for Goods and Services	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
4.9 Tenders for Goods and Services	26 Jun 2020	Amended delegation	Added in points 2-8 under function.	Nil
4.10 Payments to employees in addition to contract or award	29 Jun 2018	---	Add condition - where a payment is made to an employee whose employment is finishing, and is more than set out in Council's Gratuity Policy, the CEO must cause local public notice to be given in relation to the payment made [s5.50(2)].	Nil
4.10 Payments to employees in addition to contract or award	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
4.10 Payments to employees in addition to contract or award	26 Jun 2020	Amended delegation	Delete the following paragraphs – delegation is not required as it is already a function of the CEO under s5.41(g): Authority to vary salaries payable to all staff that are not employed on performance based term contracts. The alteration may be within the employee's assigned band/classification, may involve a change of salary band/classification or may involve an appropriate over award payment. • Where it is proposed to vary the salary of an employee, not subject to a performance based term contract, any variation must be as a result of a satisfactory performance appraisal and appropriate funding must be available within the budget.	Nil
4.11 Development and performance bonds	28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates & replace with EM Commercial Services	Nil
4.12 Administration of Town Planning Scheme No. 4	26 Oct 2018	Amended delegation	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
4.12 Administration of Town Planning Scheme No. 4	28 Jun 2019	Amended delegation	Remove EM Customer & Community Services and EM Infrastructure Services from subdelegates and replace with EM Commercial Services. Amend all reference to Clause 4 to Clause 3. Insert Zoning Table land use Delegations at Delegation 12. Include provision for Council only consideration under Delegation 13. Remove Delegation 17 & 18 – Use Not Listed. Remove Conditions attached to Delegation at Delegation 12 (ii) Dot Point 2- Remove Delegation to refuse planning approval due to non-compliance with Local Planning Policy.	Nil

Delegation	Approved or adopted	Type	Amendment	References
4.13 Planning and Development Act 2005 - Subdivisions	28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates and replace with EM Commercial Services.	Nil
5.1 Agreement as to payment of rates and service charges	29 Jun 2018	---	Remove delegation. Already accounted for in delegation 5.9 - Rate record.	
5.1 Authority to waive fees	29 Jun 2018	---	Add delegation as follows: 2. Authority to grant an extension of time to pay in relation to any amount of money which is owed to the Shire of East Pilbara. Add condition as follows: Any agreement to extend time to pay must be made in writing.	Nil
5.1 Authority to waive fees	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
5.1 Authority to waive fees	24 Apr 2020	Amended delegation	Remove condition 1 - The authority to waive a fee or grant a concession is limited to the amount of $5,000. Add the following conditions: A list of waivers, concessions and debts written off under this authority will be presented back to Council on a monthly basis; and Require the CEO to present to Council a subsequent review of this delegation by 31 July 2020.	OCM 24 April 2020. Item 10.1.5.
5.1 Authority to waive fees	24 Jul 2020	Amended delegation	Remove condition 4 and replace with the following: At the expiry of 3 months after the end of the State of Emergency Declaration in Western Australia, this delegation will automatically revert back to its original status (prior to 24 April 2020).	Nil
5.2 Authority to write off monies	29 Jun 2018	---	Under conditions remove 'The maximum rates write off is $500' - under section 6.12(2) of the LGA the power to write off monies does not apply to an amount of money owing in respect of rates or service charges.	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
5.2 Authority to write off monies	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
5.2 Authority to write off monies	24 Apr 2020	Amended delegation	Remove the following conditions: * The debt must not exceed $1000 for an individual; * All necessary measures have been taken to recover the money; and * The debt has remained outstanding for not less than 90 days. Add the following conditions: * A list of monies written off is to be presented back to Council on a monthly basis; and * Require the CEO to present to Council a subsequent review of this delegation by 31 July 2020.	OCM 24 April 2020. Item 10.1.5.
5.2 Authority to write off monies	24 Jul 2020	Amended delegation	Remove condition 2: The CEO shall present a review of this delegation back to Council by 31 July 2020. And replace with the following: At the expiry of 3 months after the end of the State of Emergency Declaration in Western Australia, this delegation will automatically revert back to its original status (prior to 24 April 2020).	Nil
5.3 Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices	29 Jun 2018	---	Added the following conditions: 1. Any agreement to extend the time to pay, waive or reduce penalties shall be made in writing. 2. Authority to waive or reduce penalties is limited to $5,000. 3. If a Director/Deputy Chief Executive Officer makes a decision NOT to withdraw an infringement, and an objection is received as a result of that decision being made, the matter shall be referred to the Chief Executive Officer for determination.	Nil
5.3 Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
5.3 Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices	24 Apr 2020	Amended delegation	Remove condition 2 - Authority to waive or reduce penalties is limited to $5,000. Add the following conditions: 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 Require the CEO to present to Council a subsequent review of this delegation by 31 July 2020.	OCM 24 April 2020. Item 10.1.5
5.3 Extension of payment time, waiver or reduction of penalties, withdrawal of infringement notices	24 Jul 2020	Amended delegation	Remove condition 5: The CEO shall present a review of this delegation back to Council by 31 July 2020. And replace with the following: At the expiry of 3 months after the end of the State of Emergency Declaration in Western Australia, this delegation will automatically revert back to its original status (prior to 24 April 2020).	Nil
5.4 Grants and subsidies - Application and acceptance	28 Jun 2019	---	In paragraph 1 and 2 under Power or Duty remove the words "The Chief Executive Officer is delegated the..."	Nil
5.5 Payments from the Municipal or Trust Funds	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
5.6 Municipal fund and trust fund	29 Jun 2018	---	Remove delegation from the register. Duplication of delegation 5.7 - Payment of accounts	Nil
5.6 Power to invest and manage investments	28 Jun 2019	---	In paragraph 1 and 2 under Power or Duty remove the words "The Chief Executive Officer is delegated the..."	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
5.7 Rate record	29 Jun 2018	---	Combine delegations 5.1 - Agreement as to payment of rates and service charges - and 5.10 - Rates or service charges recoverable in court. Add the following conditions: Delegates must comply with the requirements of s.6.40 of the Act; Any agreement for the payment of rates or service charges must be made in writing, and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. A delegate who has participated in any matter contributing to a decision relating to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination to grant an extension of time or to allow or disallow any objection to the rate record.	Nil
5.7 Rate record	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
5.7 Rate record	26 Apr 2019	---	As per resolution at the Council meeting on 26/04/2019. At point 2 under the conditions, add in the following words "Except in exceptional circumstances, where a payment plan has been entered into" The change is due to several owners being in financial hardship and wanting to negotiate payment arrangements.	Nil
5.8 Recovery of impounding expenses	29 Jun 2018	---	Added Director Technical & Development Services as subdelegate.	Nil
5.8 Recovery of impounding expenses	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
5.10 Rates or service charges recoverable in court	29 Jun 2018	---	Remove delegation from the register. Already accounted for in delegation 5.9 - Rate record	Nil
6.1 Community Assistance Grants	28 Jun 2019	---	In paragraphs 1 and 2 under conditions remove the word "Director"and replace with "Executive Manager."	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
6.1 Community Assistance Grants	11 Dec 2020	Amended delegation	Amended delegation to align with the current policy on Community Grants. Add all Executive Managers as delegatees so that they have authority to sign off on Community Grants up to $1000 in accordance with the delegation.	Nil
6.2 Bush Fires Act 1954 - Powers and duties	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
6.3 Bush Fires Act 1954 - Prohibited and restricted burning times	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
6.4 Bush Fires Act 1954 - Prosecutions	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
6.5 Disposing of confiscated or uncollected goods	29 Jun 2018	---	Remove reference to s3.47A sick or injured animals, disposal of. New delegation created for this.	Nil
6.5 Disposing of confiscated or uncollected goods	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
6.6 Cat Act 2011 - Delegations	28 Jun 2019	---	Remove "Commercial & Development Services Administration Officer" from list of subdelegates. This position is not required to register Cats.	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
6.7 Entry to property	29 Jun 2018	---	Re-word delegation, as below, to allow for the proper execution of officer functions and duties: (copied WALGA template) 1. Authority to exercise powers of entry to enter land to perform any of the local government functions under the Local Government Act 1995, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32] 3. Authority to seek and execute an entry under warrant [s.3.33] 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36]. Also, add the following condition: Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.	Nil
6.7 Entry to property	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
6.8 Impounded non-perishable goods	28 Jun 2019	---	Add EM Commercial Services to subdelegates.	Nil
6.9 Notice to collect goods if not confiscated	28 Jun 2019	---	Add EM Commercial Services to subdelegates.	Nil
6.10 Power to remove and impound goods	28 Jun 2019	---	Add EM Commercial Services to subdelegates.	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
6.11 Graffiti Vandalism Act 2016 - Notices	29 Jun 2018	---	Re-name delegation from 'Graffiti Vandalism Act 2016 - Delegations' to 'Graffiti Vandalism Act 2016 - Notices'. Re-word delegation, as follows, in line with WALGA template: 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is removed in an acceptable manner, and within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything necessary to remove the graffiti in an acceptable manner [s.19(3)], and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. 3. Authority to deal with an objection to a notice [s.22(3)]. 4. Authority, where an objection has been lodged, to: (a) determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)]; and (b) to give notice to the affected person, before taking the necessary actions [s.24(3)].	Nil
6.11 Graffiti Vandalism Act 2016 - Notices	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
6.12 Disposal of sick or injured animals	28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates.	Nil
6.13 Declare Vehicle is Abandoned Wreck	28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates.	Nil
6.14 Graffiti Vandalism Act 2016 - Remove Graffiti on Private Property	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
6.15 Bush Fires Act 1954 - Firebreaks	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
6.15 Bush Fires Act 1954 - Firebreaks	24 Jul 2020	Amended delegation	Add points 2-4 under function.	Nil

Delegation	Approved or adopted	Type	Amendment	References
7.1 Exemptions under clause 3.1(2) - Public Places and Local Government Property Local Law 2011	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
7.2 Building Act 2011 - Building and demolition permits	28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
7.2 Building Act 2011 - Building and demolition permits	29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	OCM 29/001/2021
7.3 Building Act 2011 - Building information	28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
7.3 Building Act 2011 - Building information	29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	Add Senior Environmental Health Officer as sub-delegate.
7.4 Building Act 2011 - Building orders	28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
7.5 Building Act 2011 - Enforcement - Authorised persons	28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
7.6 Building Act 2011 - Infringement notices	28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services. In paragraph 1 under conditions remove EM Infrastructure Services and replace with EM Commercial Services. And remove Manager Development Services Planning and replace with Manager Land Use & Strategy. Under Power/Duty - remove the paragraph that was previously there and replace with: Authority to appoint authorised officers under Regulation 70(2) of the Building Regulations 2012 and section 9.16 of the Local Government Act 1995, for the purpose of issuing Building Act 2011 infringement notices in accordance with section 6 (b) of the Criminal Procedures Act 2004, and/or to extend the period for payment of, or the withdrawal of infringement notices.	Nil
7.7 Building Act 2011 - Occupancy permits and building approval certificates	28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
7.7 Building Act 2011 - Occupancy permits and building approval certificates	29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	Add Senior Environmental Health Officer as sub-delegate.
7.8 Building Act 2011 - Private swimming pools	28 Jun 2019	---	Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil
7.8 Building Act 2011 - Private swimming pools	29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	Add Senior Environmental Health Officer as sub-delegate.
7.9 Building Act 2011 - Smoke Alarms	28 Jun 2019	---	Remove EM Infrastructure Services from subdelegate and add EM Commercial Services.	Nil

Delegation	Approved or adopted	Type	Amendment	References
7.9 Building Act 2011 - Smoke Alarms	24 Jul 2020	Amended delegation	Add in the following point under function: 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].	Nil
7.9 Building Act 2011 - Smoke Alarms	29 Jan 2021	Amended delegation	Add Senior Environmental Health Officer as sub-delegate.	Add Senior Environmental Health Officer as sub-delegate.
7.10 Building permit fees - refunds and exemptions	28 Jun 2019	---	Change title Manager Development Services - Planning to Manager Land Use & Strategy. Remove EM Infrastructure Services from subdelegate and add EM Commercial Services. In paragraphs 1 and 2 under Power or duty remove the words "The Chief Executive Officer has the..."	Nil
7.11 Food Act 2008 - Appointment of authorised persons and designated officers	29 Jun 2018	---	Add conditions, as below: 1. A person who is a Designated Officer for the purposes of issuing infringements, cannot be a Designated Officer for the purposes of extending time for payment or withdrawing infringements. 2. A list of authorised and designated officers must be prepared and maintained in accordance with s.122(3) of the Food Act 2008. 2. In accordance with s.118 (3)(b). this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.	Nil
7.11 Food Act 2008 - Appointment of authorised persons and designated officers	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
7.11 Food Act 2008 - Appointment of authorised persons and designated officers	24 Jul 2020	Amended delegation	Add in point 3 under power or duty that is being delegated (function), as below: 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements, for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].	Nil
7.12 Food Act 2008 - Prohibition orders	28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates and replace with EM Commercial Services.	Nil
7.12 Food Act 2008 - Prohibition orders	24 Jul 2020	Amended delegation	Remove sub-delegates as the Food Regulations 2009 do not provide for sub-delegation. Add them to the list of delegates instead.	Nil
7.13 Food Act 2008 - Debt Recovery and Prosecutions	28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates and replace with EM Commercial Services.	Nil
7.13 Food Act 2008 - Debt Recovery and Prosecutions	24 Jul 2020	Amended delegation	Remove sub-delegates. The Food Regulations 2009 do not provide for sub-delegation. Add them to the list of delegates instead.	Nil
7.14 Food Act 2008 - Registration of a food business	28 Jun 2019	---	Remove EM Infrastructure Services from subdelegates and replace with EM Commercial Services.	Nil
7.14 Food Act 2008 - Registration of a food business	24 Jul 2020	Amended delegation	Remove sub-delegates. The Food Regulations 2009 do not provide for sub-delegation. Add them to the list of delegates instead.	Nil
8.1 Acquisition of land	29 Jun 2018	---	Re-name delegation from 'Resumption of land' to 'Acquisition of land'. Add the following condition: A local government can only take land under Part 9 of the Land Administration Act 1997, if it is in, or is to be regarded as being included in, its own district [s.3.55]	Nil
8.1 Acquisition of land	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

Delegation	Approved or adopted	Type	Amendment	References
8.2 Road train and extra mass permits	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
8.3 Close Thoroughfares to Vehicles	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil
8.3 Close Thoroughfares to Vehicles	24 Jul 2020	Amended delegation	Add in points 2-4 under the power or duty that is being delegated (function).	Nil
8.4 Traffic regulatory and other signs	26 Oct 2018	---	Change DCEO and DTDS titles to Exec Managers in accordance with Council resolution on 26 October 2018.	Nil

DRAFT

9.2 EM CORPORATE SERVICES

9.2.1 CREDITORS FOR PAYMENT

File No:	**FIN-23-9**
Attachments:	**Appendix 1 – Cheque Payments**
	Appendix 2 – Directs Payments
	Appendix 3 – EFT Payments
	Appendix 4 - Mastercard
Responsible Officer:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Author:	**Ms Sian Appleton** **Senior Finance Officer**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

For Council to endorse the payment of creditors.

BACKGROUND

Pursuant to Regulation 13 of the Regulations, a list of payments made from the Municipal and Trust accounts is required to be presented to Council on a periodic basis. These details are included as Appendices 1, 2 and 3.

In accordance with Regulation 12 of the Regulations, the Chief Executive Officer has delegated authority to make these payments.

The attached documents outlines payments made to creditors since the Ordinary Council Meeting held on the 28th Mary 2021

COMMENTS/OPTIONS/DISCUSSIONS

EFT Payments	EFT57827 – EFT58235	$4,454,367.29
Mastercard	See attachment	$14,556.66
	Total	**$4,468,923.95**
Cheque Payments	25152 – 25158	$2,417.39
Superannuation	DD14911.1– DD14926.25	$111,569.40
	Total	**$113,986.79**
	GRAND TOTAL	**$4,582,910.74**

Please note the Shire's accounts payable 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 in its entirety.

CANCELLED AND UNUSED CHEQUES:

CANCELLED CHEQUES & EFTS
Cheques – 25155-25156
EFT's – EFT58341, 58439, 58341

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)

(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.

Local Government (Financial Management) Regulations 1996
Part 2 – General financial management
Reg 13(1)

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
(a) the payee's name; and
(b) the amount of the payment; and
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

POLICY IMPLICATIONS

3.12 Corporate Credit Card
3.14 Procurement and Tender Procedures Policy

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

Total expenses of $4,582,910.74

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That Council endorse the following payments:

EFT Payments	EFT57827 – EFT58235	$4,454,367.29
Mastercard	See attachment	$14,556.66
	Total	**$4,468,923.95**
Cheque Payments	25152 – 25158	$2,417.39
Superannuation	DD14911.1– DD14926.25	$111,569.40
	Total	**$113,986.79**
	GRAND TOTAL	**$4,582,910.74**

Appendix 1
Cheque Payments

SHIRE OF EAST PILBARA

Cheque Payments

Chq/EFT	Date	Name	Description	Amount
25152	20/05/2021	SOEP - LOTTO SYNDICATE 1	PPE 020521 - Lotto Syndicate 1	-346.50
25153	20/05/2021	VETERINARY SURGEONS BOARD	Application to Administer Scheduled Drugs - Leigh Mulholland	-1200.00
25154	27/05/2021	SOEP - LOTTO SYNDICATE 1	PPE 16.05.21 - Lotto syndicate 1	-346.50
25157	10/06/2021	SOEP - LOTTO SYNDICATE 1	PPE 31.05.21 - Lotto Syndicate 1	-346.50
25158	10/06/2021	Warren John Ayres	Rate Refund - A703574 P46/01877 due to Tenement Death	-177.89
			TOTAL	**-2417.39**

Appendix 2
Directs Payments

SHIRE OF EAST PILBARA
Direct Debit Payments

Chq/EFT	Date	Name	Description	Amount
DD14969.1	16/05/2021	Aware Super	Payroll deductions	-37111.32
DD14969.10	16/05/2021	ING Superannuation Fund	Superannuation contributions	-457.66
DD14969.11	16/05/2021	ANZ SMART CHOICE SUPER	Superannuation contributions	-61.77
DD14969.12	16/05/2021	Hostplus	Payroll deductions	-4719.35
DD14969.13	16/05/2021	Shane Donation Super Fund	Superannuation contributions	-250.43
DD14969.14	16/05/2021	Statewide Superannuation Trust	Payroll deductions	-1376.27
DD14969.15	16/05/2021	PLUM SUPERANNUATION	Superannuation contributions	-315.39
DD14969.16	16/05/2021	QSuper	Payroll deductions	-1545.12
DD14969.17	16/05/2021	Wereta Family Superannuation	Superannuation contributions	-111.37
DD14969.18	16/05/2021	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-274.36
DD14969.19	16/05/2021	Spaceship Super	Superannuation contributions	-268.40
DD14969.2	16/05/2021	Care Super	Superannuation contributions	-362.71
DD14969.20	16/05/2021	The Trustee for Sherman Superfund	Superannuation contributions	-250.13
DD14969.21	16/05/2021	VISION SUPER	Superannuation contributions	-140.27
DD14969.22	16/05/2021	COLONIAL FIRST STATE	Superannuation contributions	-282.37
DD14969.23	16/05/2021	SUNSUPER	Superannuation contributions	-264.10
DD14969.24	16/05/2021	UNISUPER	Superannuation contributions	-640.85
DD14969.25	16/05/2021	AUSTRALIAN SUPER	Payroll deductions	-3105.60
DD14969.26	16/05/2021	AMP	Superannuation contributions	-416.17
DD14969.27	16/05/2021	BT SUPER FOR LIFE	Superannuation contributions	-742.88
DD14969.28	16/05/2021	LUCRF SUPER	Superannuation contributions	-256.16
DD14969.3	16/05/2021	The Trustee for PRIME SUPER	Superannuation contributions	-72.05
DD14969.4	16/05/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-281.96
DD14969.5	16/05/2021	ESSENTIAL SUPER	Superannuation contributions	-274.36
DD14969.6	16/05/2021	ING DIRECT	Payroll deductions	-475.94
DD14969.7	16/05/2021	HESTA SUPER FUND	Superannuation contributions	-364.12
DD14969.8	16/05/2021	IOOF Investments Services Ltd	Superannuation contributions	-250.68
DD14969.9	16/05/2021	REST SUPERANNUATION	Superannuation contributions	-822.21
DD14985.1	20/05/2021	VISION SUPER	Superannuation contributions	-81.83
DD15045.1	30/05/2021	Aware Super	Payroll deductions	-37747.09

DD15045.10	30/05/2021	ING Superannuation Fund	Superannuation contributions -457.66
DD15045.11	30/05/2021	ING DIRECT	Payroll deductions -432.17
DD15045.12	30/05/2021	COLONIAL FIRST STATE	Superannuation contributions -282.37
DD15045.13	30/05/2021	ANZ SMART CHOICE SUPER	Superannuation contributions -27.79
DD15045.14	30/05/2021	Shane Donation Super Fund	Superannuation contributions -92.73
DD15045.15	30/05/2021	Statewide Superannuation Trust	Payroll deductions -1428.97
DD15045.16	30/05/2021	PLUM SUPERANNUATION	Superannuation contributions -315.41
DD15045.17	30/05/2021	QSuper	Payroll deductions -1351.20
DD15045.18	30/05/2021	Spaceship Super	Superannuation contributions -268.40
DD15045.19	30/05/2021	The Trustee for Sherman Superfund	Superannuation contributions -250.13
DD15045.2	30/05/2021	UNISUPER	Payroll deductions -632.89
DD15045.20	30/05/2021	AUSTRALIAN SUPER	Payroll deductions -2870.66
DD15045.21	30/05/2021	SUNSUPER	Superannuation contributions -290.50
DD15045.22	30/05/2021	Hostplus	Superannuation contributions -5119.59
DD15045.23	30/05/2021	REST SUPERANNUATION	Superannuation contributions -971.63
DD15045.24	30/05/2021	AMP	Superannuation contributions -416.17
DD15045.25	30/05/2021	BT SUPER FOR LIFE	Superannuation contributions -720.09
DD15045.26	30/05/2021	LUCRF SUPER	Superannuation contributions -256.16
DD15045.3	30/05/2021	Care Super	Superannuation contributions -316.55
DD15045.4	30/05/2021	QJ GIZ SMSF	Superannuation contributions -95.31
DD15045.5	30/05/2021	The Trustee for PRIME SUPER	Superannuation contributions -51.47
DD15045.6	30/05/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions -365.56
DD15045.7	30/05/2021	ESSENTIAL SUPER	Superannuation contributions -274.36
DD15045.8	30/05/2021	HESTA SUPER FUND	Superannuation contributions -433.71
DD15045.9	30/05/2021	IOOF Investments Services Ltd	Superannuation contributions -250.50
DD15046.1	16/05/2021	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions -274.50
			Superannuation Payments Total **-111569.40**

Appendix 3
EFT Payments

SHIRE OF EAST PILBARA
EFT Payments

Chq/EFT	Date	Name	Description	Amount
EFT58237	14/05/2021	CAM MANAGEMENT SOLUTIONS (CAMMS)	Camms Customer Service Package: Annual Licence Fee March 2021 - February 2022	-5500.00
EFT58238	14/05/2021	Crawford Realty Newman	Rent payments 26/04/21-23/05/21	-1800.00
EFT58239	14/05/2021	Oz Airports Pty Ltd	Supply airport operations staff for the months of April and May	-29923.01
EFT58240	14/05/2021	PCC Productions	Payment 2. Outback Fusion Festival Staging Supplier	-5207.37
EFT58241	14/05/2021	PERMEATE PARTNERS PTY LTD	Please undertake operational and defect support over 24 months as per your proposal	-3627.80
EFT58242	14/05/2021	Pickstar	Reconciliation Ball Guest speaker and workshop host 29 May 2021	-1924.99
EFT58243	17/05/2021	HORIZON POWER	Electricity consumption charges - 10.02.21-09.04.21	-5906.16
EFT58244	20/05/2021	BIANCA SIMPSON	Artist Payment Ref # 8196	-92.25
EFT58245	20/05/2021	BILLY ATKINS	Artist Payment Ref # 8207	-200.00
EFT58246	20/05/2021	BUGAI WHYOULTER	Artist Payment Ref # 8206	-1000.00
EFT58247	20/05/2021	Dwayne Dunn	Artist Payment Ref # 8198	-92.25
EFT58248	20/05/2021	GLADYS BIDU	Artist Payment Ref # 8194	-200.00
EFT58249	20/05/2021	HELEN DALE SAMSON	Artist Payment Ref # 8202	-249.00
EFT58250	20/05/2021	IVY BIDU	Artist Payment Ref # 8193	-120.00
EFT58251	20/05/2021	JAKAYU BILJABU	Artist Payment Ref # 8209	-300.00
EFT58252	20/05/2021	JUDITH ANYA SAMSON	Artist Payment Ref # 8203	-1000.00
EFT58253	20/05/2021	KUMPAYA GIRGIRBA	Artist Payment Ref # 8208	-300.00
EFT58254	20/05/2021	MARIANNE BURTON	Artist Payment Ref # 8204	-600.00
EFT58255	20/05/2021	MARY ROWLANDS	Artist Payment Ref # 8201	-300.00
EFT58256	20/05/2021	Robina Clause	Artist Payment Ref # 8200	-738.00
EFT58257	20/05/2021	TROY POLLY	Artist Payment Ref # 8205	-372.71
EFT58258	20/05/2021	Coca-Cola Amatil (acct 6745685)	Cold drinks for pool kiosk	-827.26
EFT58259	20/05/2021	Department of Housing	Reference # 35349887, 46 Francis St, Marble Bar	-200.00
EFT58260	20/05/2021	TELSTRA	Mobile Phone Charges to 10th May	-4681.09
EFT58261	20/05/2021	AIE Engineering & Construction Management	High level conditional assessment, inlcuding table of defects & estimates and drawing of results - Marble Bar bridge (General St) and Nullagine foot bridge (parallel Gallop Rd)	-14169.10
EFT58262	20/05/2021	AMY MUKHERJEE	Electricity Reimbursement - 2.2.21-1.4.21	-106.35

EFT58263	20/05/2021	AVIS AUSTRALIA	Environmental Health Services - Car Hire - Environmental Health Duties - 25/09/20 - 02/10/20	-735.75
EFT58264	20/05/2021	Australian Taxation Office (PAYG)	PPE 02.05.21	-208171.49
EFT58265	20/05/2021	BHP BILLITON IRON ORE PTY LTD	Electricity Consumption Charges - 06.12.20-16.02.21	-1402.52
EFT58266	20/05/2021	Blackwoods	April 2021 Monthly PO Blackwoods Depot Main Account	-2792.08
EFT58267	20/05/2021	Brent Stein	Data Reimbursement - 11.4.21 - 10.5.21	-100.00
EFT58268	20/05/2021	Bridgestone Tyre Centre Port Hedland	Supply 6 x 235/85R16LT 10 BS VSX Tyres as per quote	-4904.13
EFT58269	20/05/2021	CADD Building Construction and Maintenance Pty Ltd	Construction Contract Submission from CAdd Building Construction and Maintenance Pty Ltd for the Construction of the Kurra Caravan Park Stage 1 - (Camping Facility).	-472140.27
EFT58270	20/05/2021	CARROLL AND RICHARDSON FLAGWORLD P/L	4 x Australian Flags & 2 x Indigenous Flags Suitable for outside flagpole, woven polyester, 1800 x 900 Price includes freight ex Victoria. Refer to Quote 54357	-718.10
EFT58271	20/05/2021	CLEANAWAY WASTE MANAGEMENT LTD (Acc 170:73037222)	Waste Removal 10 Front Lift Bins Cape Keraudren - April/May 2021	-3201.88
EFT58272	20/05/2021	COLS EXCAVATOR HIRE	April 2021 Monthly PO Col's Excavator Hire Parks and Gardens	-5475.00
EFT58273	20/05/2021	CUSTOM GEAR	Newman Recreation Centre - Gym Towels	-4213.00
EFT58274	20/05/2021	CUSTOMER FIRST CONTRACTING PTY LTD	15 Wehl Street - Vacant Construction of new patio to the rear of property New concrete works to the property as per quote	-38029.89
EFT58275	20/05/2021	Centurion Transport Co Pty Ltd	Monthly Freight PO - May 2021	-132.00
EFT58276	20/05/2021	Corporate Travel Management Group Pty Ltd	Purchase order for the month of March 2021	-39189.02
EFT58277	20/05/2021	Cutting Edges Equipment Parts Pty Ltd	Supply 20 x Grader Blades as per quote No: 3401001	-4667.30
EFT58278	20/05/2021	DAVID WELLS	Film maker fee - attendance at Waru camp	-6659.68
EFT58279	20/05/2021	DEANS AUTOGLASS	Repair to Funky Bus window which was smashed.	-557.70
EFT58280	20/05/2021	Daniel Hay-Hendry	Fuel Reimbursment - 09/05/21	-85.32
EFT58281	20/05/2021	Darryl Wayne Ball	Electricity Reimbursement 10.02.21-09.04.21	-613.51
EFT58282	20/05/2021	Dunnings	April 2021 Monthly PO Dunnings Depot Main Account	-1404.45
EFT58283	20/05/2021	EAST PILBARA RACE CLUB	Refund for Duplicate payment invoice 86400	-84.00
EFT58284	20/05/2021	ENVIRONMENTAL INDUSTRIES	30 Yalbaree - Tenant has reported fron verge sprinker is damaged Retic box is faulty	-1501.77
EFT58285	20/05/2021	Easifleet Group	PPE 020521 Contract #101816 Invoice #145010 - Steve Leeson novated lease payment	-1397.39
EFT58286	20/05/2021	East Pilbara Recycling	Newman Landfill Operations	-99037.86

EFT58287	20/05/2021	Essential Coffee Pty Ltd	Admin Office - Coffee machine 1 box of coffee 1 box of milk	-328.00
EFT58288	20/05/2021	FINE LINE PAINTING & DECORATING	Airport Unit 3 - Currently vacant new tenant due in approx 2 weeks Painting as per quote for front bedroom	-1292.50
EFT58289	20/05/2021	FOXTEL CABLE TELEVISION	Foxtel Licence - May	-265.00
EFT58290	20/05/2021	FUELFIX PTY LTD	Repairs to Marble Bar Depot Fuel Bowser	-7074.38
EFT58291	20/05/2021	Finmec - t/a Earthmoving Maintenance Solutions (EMS)	Repairs to Case Skid Steer as per quote estimate	-5525.32
EFT58292	20/05/2021	FleetNetwork	PPE 020521 - Novated Lease Payment - Invoice #110933	-448.91
EFT58293	20/05/2021	GALVINS PLUMBING SUPPLIES	March 2021 Monthly PO Galvins Plumbing Depot Parks and Gardens	-15.82
EFT58294	20/05/2021	GARY EDWARDS PLUMBING & GAS	Marble Bar admin Bldg. HWS has failed needs replacing. Please repace as per your quote Q4757.	-3438.27
EFT58295	20/05/2021	GYMCARE	Remote Site Visit for Gym Equipment dismantling and reinstallation at Marble Bar & Nullagine (3 Days) Tentative Dates: Monday 22nd of March - Dismantle of Equipment in Newman (GymCare) Tuesday 23rd of March - Dismantle of Equipment in Newman and load for transportation (GymCare) 1 x Truck to take leased equipment back to Perth (transport company to be confirmed) 1 x Truck to take owned equipment to Marble Bar & Nullagine Equipment set up in Nullagine (GymCare) Travel to Marble Bar(GymCare) Wednesday 24th March - Set up in Marble Bar (GymCare) & Travel back to Newman and fly out (GymCare)	-13750.00
EFT58296	20/05/2021	HART SPORT	JUNIOR BADMINTON RAQUETS & SHUTTLES	-262.50
EFT58297	20/05/2021	HERSEY JR & A	Supply 110 x Steel Flex Guide Posts 1350mm (QTY 11 x 10)	-13207.53
EFT58298	20/05/2021	Harvey Norman City West The Trustee for H & P Store no.2 Trust	New Playstation 4 console and controller	-438.00
EFT58299	20/05/2021	Hedland Home Hardware	Supply Weed n Feed as per quote	-225.00
EFT58300	20/05/2021	Holly Pleming	Childcare Reimbursement - 29/04/21 - Strategic Planning Day and 30/04/21 - Council Sitting	-360.00
EFT58301	20/05/2021	ISC Teamwear Pty Limited	PPE and Uniforms for Aquatics Team	-8086.10
EFT58302	20/05/2021	Jake Flood	Electricity Reimbursement 3.2.21-2.4.21	-1293.88

EFT58303	20/05/2021	Kingmill Pty Ltd t/a Thrifty Car Retal	Car hire for - Patricia Stedman - 26/3-28/3 Timothy McNally - 27/3-28/3 James Capener - 26/3-28/3	-392.57
EFT58304	20/05/2021	LEIGH DAVID MULHOLLAND	Electricity Reimbursment - 2.2.21-1.4.21	-1219.45
EFT58305	20/05/2021	LESMILLS AUSTRALIA	Les Mills 20/21 Licenses	-402.83
EFT58306	20/05/2021	Lisa Hall (Bliss Yoga Mumma)	Tuesday 20th, 27th April Saturday 24th April	-325.00
EFT58307	20/05/2021	MARBLE BAR HOLIDAY PARK	Accommodation 22nd March 2021 - 26 March 2021 $80.00 per night.	-320.00
EFT58308	20/05/2021	MARBLE BAR TRAVELLERS REST	Staff Accommodation Marble Bar Travellers Rest Check in 12/4, check out 13/4 Inclusive of: x2 evening meals 12/4 2x breakfast meals 13/4 2x lunch meals 13/4 (collect at breakfast)	-510.50
EFT58309	20/05/2021	MARKETFORCE	Local Government Tenders The West Australian Saturday 10/4/21	-2488.63
EFT58310	20/05/2021	MT NEWMAN FURNITURE & BEDDING	New couches for reading area in the Newman Youth Centre	-1783.00
EFT58311	20/05/2021	Mark Keogh (4x4 Training)	Staff MHFA Training 04.05.2021	-1081.00
EFT58312	20/05/2021	Mohamad Hosein Fadaei	Electricity Reimbursment - 7.1.21-12.4.21	-87.04
EFT58313	20/05/2021	NEWMAN CLEANING RESOURCES P/L	20e Marilanna - Internal cleaning Costs to be oncharged	-1551.00
EFT58314	20/05/2021	NEWMAN HOME HARDWARE & ICE PLUS	24 x 20lt Topdek Runway Mark White Paint	-6774.74
EFT58315	20/05/2021	Newman Hotel Motel	2 single rooms 03/05/2021-07/05/2021 Meals included (Guests to pay for their accommodation and meals 01/05/2021-03/05/2021)	-2077.00
EFT58316	20/05/2021	Nicole Montgomery	Reimbursement of food expenses while on Conference in Broome	-143.50
EFT58317	20/05/2021	OFFICEWORKS BUSINESS DIRECT	Ausinc A4 Masonite Clipboard	-307.22
EFT58318	20/05/2021	PARNNGURR ABORIGINAL	Fuel	-357.68
EFT58319	20/05/2021	PILBARA ELECTRICAL	Youth Centre - Simpson 8kg Top Load Washer	-2321.00
EFT58320	20/05/2021	PILBARA MOTOR GROUP	Vehicle Rego 1GRN903 - 140,000km service including replace fuel filter (Arthur will drop off around 12pm on Wednesday, 14 Apr)	-1379.50
EFT58321	20/05/2021	Parnawarri IGA	Groceries for AGM	-1118.46
EFT58322	20/05/2021	Paul Miller	Data Reimbursment 05.04.21-04.05.21	-90.00
EFT58323	20/05/2021	Petey Cakes	Refreshments	-200.00
EFT58324	20/05/2021	Professional Arts Management - (Jack C Pam)	manufacture of A frame gallery dolly	-4950.00
EFT58325	20/05/2021	Punmu Aboriginal Corporation	Fuel for Punmu Field	-643.50
EFT58326	20/05/2021	ROSHER E & M J PTY LTD	Kubota mower blades as quoted #1121889	-75.00
EFT58327	20/05/2021	Rat Pack Group	Aboriginal print greeting cards.1200 x A6 Greeting Cards	-1800.00

EFT58328	20/05/2021	Robin Austen	Data Reimbursement - 8.4.21-7.5.21	-100.00
EFT58329	20/05/2021	Roo's Plumbing	Installation of supplied Davey water pressure pump to Maintenance Grader Service Trailer	-1925.00
EFT58330	20/05/2021	SONIC HEALTHPLUS PTY LTD	Tetanus serology	-236.30
EFT58331	20/05/2021	SURVEY GROUP	Full feature survey and location of underground services - Laneway between Lee Lane and Hilditch Avenue	-5500.00
EFT58332	20/05/2021	St John Ambulance Australia (Newman)	Standby Services for Newman Triathalon 18th April 2021	-485.00
EFT58333	20/05/2021	TYREPOWER NEWMAN	Fuse Auto Repairs for vehicle 1HDH959	-127.63
EFT58334	20/05/2021	Tom Wheeler	Fuel Reimbursement	-458.90
EFT58335	20/05/2021	Trility Solutions Pty Ltd	RFT06 - 2019/20 - Replacement of East Newman Tank and Automation of chlorination dosing & recirculation system of Re-use water at the Capricorn Oval Tank and East Newman Tank, including one option of either to upgrade or replace the existing East Newman Pump and Equipment shed is included in this tender price.	-107989.31
EFT58336	20/05/2021	UNIFORMS AT WORK PTY LTD	Uniform Order- Deduction Authority	-86.70
EFT58337	20/05/2021	WASE Timing	Provision of Timiing Services for Newman Triathlon 2021 on Sunday 18 April 2021	-2862.20
EFT58338	20/05/2021	WIDEGLIDE CONSTRUCTIONS	Nullagine - Dump Point (Portion 11) - RFT02-2019/20 - Old PO 35637 Nullagine public toilets	-30047.00
EFT58339	20/05/2021	Woolworths (WA) Ltd	Groceries for studio	-1730.58
EFT58340	20/05/2021	ethicaljobs.com.au	Ethical Jobs advertisement: 156 Coordinator Community - Rual	-143.00
EFT58342	21/05/2021	BCITF	BCITF Applications - April 2021	-32067.00
EFT58343	21/05/2021	CADD Building Construction and Maintenance Pty Ltd	Nullagine Storm event 11/12/2020. Please carryout works to Shire assets in Nullagine as per your Quote-21-066. All works to be carried out to relevant Australian Standards . All Variations to be approved before proceedding with any work . Weekly site meetings and inspections to be held onsite . The Shire will cover tipping costs in Newman as all building waste/rubble is to be returned to Newman Refuse Site	-165619.82
EFT58344	21/05/2021	Department of Mines, Industry Regulation and Safety (Building and Energy)	BSL Remittance - April 2021	-23497.78
EFT58345	21/05/2021	Phoebe Jones	Thursday 22th, 29th April 20th, 27th May Saturday 1st April	-625.00

EFT58346	21/05/2021	SARAH STAMPFLI/SERENE BEDLAM	Cr Photos and CEO Photo	-370.00
EFT58347	27/05/2021	BEVERLEY ROGERS	Artist Payment Ref # 8228	-100.00
EFT58348	27/05/2021	BIDDY BUNAWARRIE	Artist Payment Ref # 8230	-1000.00
EFT58349	27/05/2021	BILLY ATKINS	Artist Payment Ref # 8235	-200.00
EFT58350	27/05/2021	BUGAI WHYOULTER	Artist Payment Ref # 8234	-1000.00
EFT58351	27/05/2021	DANIELLE BOOTH	Artist Payment Ref # 8215	-803.83
EFT58352	27/05/2021	DENISE ATKINS	Artist Payment Ref # 8219	-534.00
EFT58353	27/05/2021	Derrick Butt	Artist Payment Ref # 8233	-307.50
EFT58354	27/05/2021	HELEN DALE SAMSON	Artist Payment Ref # 8229	-298.93
EFT58355	27/05/2021	JAKAYU BILJABU	Artist Payment Ref # 8237	-300.00
EFT58356	27/05/2021	JUDITH ANYA SAMSON	Artist Payment Ref # 8220	-800.00
EFT58357	27/05/2021	KUMPAYA GIRGIRBA	Artist Payment Ref # 8236	-300.00
EFT58358	27/05/2021	LEON CUTTER	Artist Payment Ref # 8216	-120.00
EFT58359	27/05/2021	Lynette Rowlands	Artist Payment Ref # 8211	-120.00
EFT58360	27/05/2021	MARIANNE BURTON	Artist Payment Ref # 8223	-500.00
EFT58361	27/05/2021	MAY CHAPMAN	Artist Payment Ref # 8222	-200.00
EFT58362	27/05/2021	ROXANNE NEWBERRY	Artist Payment Ref # 8226	-2000.00
EFT58363	27/05/2021	THELMA JUDSON	Artist Payment Ref # 8218	-80.61
EFT58364	27/05/2021	Department of Housing	PPE 16.05.21 Reference # 35349887 - 46 Francis St	-200.00
EFT58365	27/05/2021	HOLCIM (AUSTRALIA) PTY LTD	16 tone of Coarse creek sand supply only.	-728.84
EFT58366	27/05/2021	HORIZON POWER	Electricity Consumption Charges - 01.04.21-30.04.21	-2407.79
EFT58367	27/05/2021	ARTSHUB AUSTRALIA PTY LTD	Artshub advertisement: 026 Coordinator Exhibitions & Gallery May2021	-242.00
EFT58368	27/05/2021	Aus-Precast Pty Ltd	Site installation	-34778.59
EFT58369	27/05/2021	Austindo Engineering Pty Ltd	Replace barrell to door	-137.50
EFT58370	27/05/2021	Australia Post - Credit Management	POSTAGE AND STATIONERY AS PER DOCKET	-701.90
EFT58371	27/05/2021	Australian Taxation Office (PAYG)	PPE 16.05.21	-103675.37
EFT58372	27/05/2021	BATTERY SALES AND SERVICE	Supply 12V 5Ah Sealed Lead Acid Battery with dimensions 90mm(L)x70mm(W)x101mm(H) for CBS Machine at Newman Airport	-270.00
EFT58373	27/05/2021	BEACON EQUIPMENT	Parts	-598.80
EFT58374	27/05/2021	BHP BILLITON IRON ORE PTY LTD	Electricity consumption charges - 03.02.21-02.04.21	-191.59
EFT58375	27/05/2021	Blackwoods	May 2021 Monthly PO Blackwoods Depot Parks and Gardens	-734.79
EFT58376	27/05/2021	Bridgestone Tyre Centre Port Hedland	1 x LT235-85R16 Bridgestone V Steel Tyre - Rego 1GRN903 (Arthur Godfrey will be in Monday, 10 May to have tyre fitted)	-385.55

EFT58377	27/05/2021	CADD Building Construction and Maintenance Pty Ltd	Quoted works	-20650.10
EFT58378	27/05/2021	CCS Strategic Management	RFQ 04-2020/21 East Pilbara Strategic Recreation Master Plan As per scope specifications outlined in initial brief and contract agreement TC2020738.	-50930.00
EFT58379	27/05/2021	CHILD SUPPORT AGENCY	Payroll deductions	-2839.54
EFT58380	27/05/2021	CJD EQUIPMENT	Supply filters as per quote estimate No: 0050287963	-1635.64
EFT58381	27/05/2021	CLEANAWAY PTY LTD (acct 53651265)	Newman Town Litter Control Collection	-56733.60
EFT58382	27/05/2021	CLEVER PATCH	Clever Patch School Holidays, Easter and Mothers Day Supplies Marble Bar	-650.46
EFT58383	27/05/2021	CUSTOMER FIRST CONTRACTING PTY LTD	Upgrade for the replacement of the Long-term Carpark lighting - replace 3 x lights	-7572.55
EFT58384	27/05/2021	Cleanaway (Acct 53652829)	WWTP Liquid Waste Disposal Removal for April 2021	-11522.38
EFT58385	27/05/2021	Corporate Travel Management Group Pty Ltd	Travel expenses for the month of April 2021	-703.69
EFT58386	27/05/2021	Crawford Realty Newman	Rental at 15A Barton Way 24 May 21 to 06 June 21	-1200.00
EFT58387	27/05/2021	DIRTY DEEDS PROPERTY SERVICES	30 Homestead - Vacant from 19th December 2020 Pool servicing and chemicals until further notice	-391.60
EFT58388	27/05/2021	ENVIRONMENTAL INDUSTRIES	Newman Airport inc Park area near housing - Landscape	-39606.63
EFT58389	27/05/2021	Easifleet Group	PPE 16.05.21 Contract # 101816, Invoice # 145010 Novated Lease Payment	-1397.39
EFT58390	27/05/2021	Emerging Graphics Pty Ltd	Marble Bar Aquatic Centre Emergency Evac Plan April 2021	-759.00
EFT58391	27/05/2021	FORPARK AUSTRALIA	Supply and install at Gallop Road Playground	-317.90
EFT58392	27/05/2021	FROGGY SERVICES	Unit 4/12 Waratah	-550.00
EFT58393	27/05/2021	Finmec - t/a Earthmoving Maintenance Solutions (EMS)	Repairs to Toyota LC 79 Series 1GKY573 as per quote estimate No 5525	-2323.66
EFT58394	27/05/2021	FleetNetwork	PPE 16.05.21 Invoice # 110933 - Novated Lease Payment	-340.59
EFT58395	27/05/2021	GARY EDWARDS PLUMBING & GAS	34 Bohemia - Vacant Blockage reported in the kitchen sink, please inspect throughout the house, please check all internal and external taps. Reticaulation - there is a sprinkler that is apparently going off under the patio can you please cap this	-2464.00
EFT58396	27/05/2021	HARRIS TECHNOLOGY	HP Probook 450 G8 Part # CB825	-8142.00
EFT58397	27/05/2021	HERSEY JR & A	Workshop tools and equipment	-2450.39
EFT58398	27/05/2021	Irene Schmutz	Reimbursement of Flights for Waru Camp	-855.86

EFT58399	27/05/2021	Jasko Airport Services	Prepare and carry out desktop audit to identify facilities to be grandfathered for the new Aerodrome Manual to meet the requirements of MOS Part 139	-1650.00
EFT58400	27/05/2021	KOMATSU AUSTRALIA PTY LTD	Repairs to grader	-5198.93
EFT58401	27/05/2021	LANDGATE (DOLA)	Landgate PO to cover expenses for the month of April	-95.13
EFT58402	27/05/2021	Lisa Hall (Bliss Yoga Mumma)	Tuesday April 4th, 11th, 18th, 25th May Saturday 22nd May - Covered Thursday 6th & 13th May	-775.00
EFT58403	27/05/2021	MAJOR MOTORS PTY LTD	Supply, licensing and delivery of one (1) new 2020 Isuzu NPR 65/45-190 Crew Tipper (Marble Bar) as per quote number 30858 (RFQ 05-2020/21) submission and specifications.	-88062.02
EFT58404	27/05/2021	MARBLE BAR TRAVELLERS REST	Supply finger food platters, cake/sweet platter and cool drinks as required	-153.20
EFT58405	27/05/2021	MARKETFORCE	Close of Enrolments - East Ward Extraordinary Election Advertisement in NWT 17/03/2021	-3364.82
EFT58406	27/05/2021	MCLEODS BARRISTERS & SOLICITORS	A200162 - 8 Nichols street, Newman, WA, 6753 Requesting legal advice for property surrendor to the Shire of East Pilbara.	-1399.17
EFT58407	27/05/2021	Madeline Sharrock	administration support in management of Martumili exhibition program	-2992.00
EFT58408	27/05/2021	Mark Keogh (4x4 Training)	Staff 4 WD 05.05.2021	-990.00
EFT58409	27/05/2021	Michael Zion	Tap Repairs - reimbursment	-9.90
EFT58410	27/05/2021	Mishon Contracting Pty Ltd T/A Allspray Equipment	Supply and deliver parts for Linemarking Machine at Newman Airport as per Quote # 00006300	-118.65
EFT58411	27/05/2021	NEWMAN CLEANING RESOURCES P/L	Airport Unit 14B - Contractors accommodation Cleaning from April until the 30th June 2021	-330.00
EFT58412	27/05/2021	NEWMAN HOME HARDWARE & ICE PLUS	May 2021 Monthly PO Newman Home Hardware Depot Parks and Gardens	-882.64
EFT58413	27/05/2021	NORTH METROPOLITAN TAFE	Training	-838.80
EFT58414	27/05/2021	NULLAGINE HOTEL GENERAL STORE	Supply of minor shop items with individual items under the value of $100. Purchases for Technical Services Department only.	-4105.95
EFT58415	27/05/2021	Newman Hotel Motel	Laundry and folding of 12 tablecloths	-90.00
EFT58416	27/05/2021	Nor-West Freight Services Pty Ltd	Monthly Po for Freight - April 2021	-1062.60
EFT58417	27/05/2021	OFFICEWORKS BUSINESS DIRECT	Bulk Toilet Paper Order Nullagine Consumables - Scott Toilet Tissue 400 Sheet 48 Pack	-4794.48

EFT58418	27/05/2021	Oasis Newman Operations Pty Ltd	Staff Accommodation 28.04. - 30.04.2021 C.A.T. Training $180 per night	-360.00
EFT58419	27/05/2021	PILBARA BOATS N BIKES	Parts	-824.49
EFT58420	27/05/2021	PILBARA ELECTRICAL	Speaker	-388.00
EFT58421	27/05/2021	PILBARA MOTOR GROUP	Repairs to LC70 T/D Dual Cab Chassis REGO 102EPS as per Job Quote # J132120044	-4995.92
EFT58422	27/05/2021	PIRTEK PORT HEDLAND	Supply hose assembly as per quote estimate	-472.31
EFT58423	27/05/2021	Parnawarri IGA	Supplies for WALGA training	-997.91
EFT58424	27/05/2021	Prime Media Group Ltd	2021 Outback Fusion Festival Campaign Advertising - 17x15 seconds adverts	-1540.00
EFT58425	27/05/2021	ROYAL LIFE SAVING SOCIETY AUSTRALIA	Rescue and resuscitation equipment	-683.40
EFT58426	27/05/2021	Roo's Plumbing	Supply and install approx. 80m 400mm PE pipe and associated valves and connections - Container Deposit Scheme	-4262.50
EFT58427	27/05/2021	SMITHS DETECTION (AUSTRALIA) PTY LTD	Quarterly Maintenance	-4917.00
EFT58428	27/05/2021	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical - MA1, AUD and an INSTANT	-1897.50
EFT58429	27/05/2021	SURVEY GROUP	Full Feature Survey - Cape Keraudren (Ranger's Residence) including Mobilisation	-5032.50
EFT58430	27/05/2021	St John Ambulance Australia (Newman)	First aid country kit servicing	-1797.79
EFT58431	27/05/2021	TOLL EXPRESS	Connote 8998404398	-265.53
EFT58432	27/05/2021	TYREPOWER NEWMAN	Service and parts	-6055.17
EFT58433	27/05/2021	ULTI MECH	Service and fix issues with CTAF Radio Antenna for Toyota Dual Cab Chassis REGO 102EPS	-686.54
EFT58434	27/05/2021	WATER CORPORATION	Water Consumption Charges - 11.03.21-12.05.21	-76060.35
EFT58435	27/05/2021	WEST BOOKS	Books - Marble Bar	-289.27
EFT58436	27/05/2021	WIDEGLIDE CONSTRUCTIONS	29 Kurra Street - Vacant SAI new colourbond green PA gate to LHS property	-2970.00
EFT58437	27/05/2021	WOODLANDS DISTRIBUTORS & AGENCIES	Supply 10 cartons of dog bags as quote #923	-1204.50
EFT58438	27/05/2021	Woolworths (WA) Ltd	Weekly Shop	-1481.65
EFT58440	27/05/2021	Youngs Earthmoving	Supply of Hired Road Construction Plant with Operators for Road Construction/Upgrade Project to Hillside Marble Bar Road. Rates as per Tender submission RFT 8-2017/18 Supply of Hired Road Construction Plant with Operators.	-623535.00
EFT58442	28/05/2021	Incite Security Pty Ltd	Completion of repairs to the Security System - Newman House Zone 26 and 56 - smoke detector faulty- replace	-1531.86

EFT58443	28/05/2021	PAYWISE PTY LTD	PPE 02.05.21 - Novated Lease Payment	-2222.84
EFT58444	28/05/2021	Woolworths (WA) Ltd	Easter activities and consumables	-520.88
EFT58445	01/06/2021	Yarnta Maya Pty Ltd t/as Marlpa Alliance	To supply and deliver one (1) 20-Foot customized shipping container as specified	-12303.94
EFT58446	03/06/2021	AMY FRENCH	Artist Payment Ref # 8247	-1000.00
EFT58447	03/06/2021	Attaya Angie	Artist Payment Ref # 8243	-270.00
EFT58448	03/06/2021	BILLY ATKINS	Artist Payment Ref # 8252	-200.00
EFT58449	03/06/2021	BUGAI WHYOULTER	Artist Payment Ref # 8251	-1000.00
EFT58450	03/06/2021	CYRIL WHYOULTER	Artist Payment Ref # 8263	-750.00
EFT58451	03/06/2021	DEBRA THOMAS	Artist Payment Ref # 8241	-544.00
EFT58452	03/06/2021	DOREEN CHAPMAN	Artist Payment Ref # 8264	-135.00
EFT58453	03/06/2021	GLADYS BIDU	Artist Payment Ref # 8240	-600.00
EFT58454	03/06/2021	JAKAYU BILJABU	Artist Payment Ref # 8254	-300.00
EFT58455	03/06/2021	JASON TINKER	Artist Payment Ref # 8245	-68.00
EFT58456	03/06/2021	KUMPAYA GIRGIRBA	Artist Payment Ref # 8253	-300.00
EFT58457	03/06/2021	LILY JATARR LONG	Artist Payment Ref # 8246	-2000.00
EFT58458	03/06/2021	LORNA LINMURRA	Artist Payment Ref # 8268	-306.00
EFT58459	03/06/2021	MARIANNE BURTON	Artist Payment Ref # 8256	-750.00
EFT58460	03/06/2021	MARY ROWLANDS	Artist Payment Ref # 8239	-462.40
EFT58461	03/06/2021	MULYATINGKI MARNEY	Artist Payment Ref # 8248	-500.00
EFT58462	03/06/2021	NGAMARU BIDU	Artist Payment Ref # 8258	-750.00
EFT58463	03/06/2021	PAULINE WILLIAMS	Artist Payment Ref # 8261	-725.00
EFT58464	03/06/2021	REBECCA PETERSON	Artist Payment Ref # 8249	-475.00
EFT58465	03/06/2021	RONELLE SIMPSON	Artist Payment Ref # 8242	-111.00
EFT58466	03/06/2021	BUGAI WHYOULTER	Artist Payment Ref # 8250 -	-20000.00
EFT58467	03/06/2021	HOLCIM (AUSTRALIA) PTY LTD	Fill scaps supplies	-3325.98
EFT58468	03/06/2021	Pivotel Satellite Pty Ltd	Satellite Phone charges - 15.05.21-14.06.21	-20.00
EFT58469	03/06/2021	AAA ASPHALT Surfaces	Supply And Deliver Black Cold Mix 2x Pallet (100x20kg Bags)	-2805.00
EFT58470	03/06/2021	AVIAIR	Date: Thursday 25th March 2021 Flight: Newman to Kunawarritji Passengers: Martumili Artists	-270.00
EFT58471	03/06/2021	Airport Lighting Specialists	Supply and Deliver Cones, Gables and Unserviceable Cross for Nullagine Airport due Storm Damage as per Quote dated 8/02/2021	-31414.90
EFT58472	03/06/2021	Amanda Jane Tan	Refund of Overpayment made to assesment A702203 by Owner	-499.70
EFT58473	03/06/2021	Australia Post - Credit Management	POSTAGE AND STATIONERY AS PER DOCKET	-1207.27

EFT58474	03/06/2021	Australian Local Government Job Directory	Adverting for recruitment	-247.50
EFT58475	03/06/2021	Autopro Newman	Vehicle parts	-359.00
EFT58476	03/06/2021	BEACON EQUIPMENT	Supply 1 x Spreader as per quote	-724.95
EFT58477	03/06/2021	BEN LEWIS	Data Reimbursement - 14.05.21	-125.00
EFT58478	03/06/2021	BHP BILLITON IRON ORE PTY LTD	Electricity Consumption Charges - 16.02.21-14.04.21	-152938.23
EFT58479	03/06/2021	BOULEVARD PHARMACY	OMRON LARGE CUFF	-249.90
EFT58480	03/06/2021	BUNNINGS GROUP LTD	Wall mounted clothes line	-307.41
EFT58481	03/06/2021	Blackwoods	Tools and equipment	-472.98
EFT58482	03/06/2021	CADD Building Construction and Maintenance Pty Ltd	21 Gandawarra Crecent - Housing Upgrade as per Tender 04, 2019/20	-18214.13
EFT58483	03/06/2021	CJD EQUIPMENT	Supply parts as per quote No:0050292197	-344.76
EFT58484	03/06/2021	CLEANAWAY PTY LTD (acct 53651165)	Facility Bins Collection: March 2021 Shire Administrative Building	-5348.43
EFT58485	03/06/2021	COLS EXCAVATOR HIRE	February 2021 Monthly PO Col's Excavator Hire Depot Main Account	-1903.00
EFT58486	03/06/2021	CUSTOMER FIRST CONTRACTING PTY LTD	Plumbing repairs	-14564.91
EFT58487	03/06/2021	Centurion Transport Co Pty Ltd	Transportation of equipment from Newman to Nullagine and Marble Bar	-5337.42
EFT58488	03/06/2021	Christopher John McNamara	Reimbursement for Manager Economic Development April/May	-432.30
EFT58489	03/06/2021	Coerco Pty Ltd	Supply of industrial process storage tanks	-11585.20
EFT58490	03/06/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2020/21 ESLB 4th Qtr Contribution	-39746.42
EFT58491	03/06/2021	DESIGNA AUSTRALIA PTY LTD	Provision of Comprehensive Car Park Maintenance Services at Newman Airport for FY 20/21	-6457.10
EFT58492	03/06/2021	Department of Water and Environmental Regulation	Licence L7059/1997/12 - Newman Refuse Site	-6496.00
EFT58493	03/06/2021	Dunnings	Fuel supply to depot	-28333.46
EFT58494	03/06/2021	EAST PILBARA VETERINARY SERVICE	Standing PO for the period 09/07/2020 to 30/06/2021 for the Sentinel Chicken Program	-6413.40
EFT58495	03/06/2021	ENVIRONMENTAL INDUSTRIES	Newman Airport inc Park area near housing, and car park etc	-35718.90
EFT58496	03/06/2021	EUROFINS ARL PTY LTD	April 2021 Monthly PO ARL Depot Main Account	-148.50
EFT58497	03/06/2021	FORPARK AUSTRALIA	Design, supply and install at Gallop Road Playground	-108043.10
EFT58498	03/06/2021	FROGGY SERVICES	Cleaning	-357.50
EFT58499	03/06/2021	Factory Direct Print	Loyalty cards for pool admission	-158.40
EFT58500	03/06/2021	Finmec - t/a Earthmoving Maintenance Solutions (EMS)	Maintenance of Kubota tractor, Fanbelt and Slasher blades replaced.	-3486.28
EFT58501	03/06/2021	Fuji Xerox Australia Pty Ltd	Fuji Xerox Monthly Services - March - June 2021	-3774.80
EFT58502	03/06/2021	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Replace tyre	-176.00

EFT58503	03/06/2021	GALVINS PLUMBING SUPPLIES	May 2021 Monthly PO Galvins Plumbing Depot Parks and Gardens	-89.42
EFT58504	03/06/2021	GARY EDWARDS PLUMBING & GAS	Plumbing and gas repairs	-4449.94
EFT58505	03/06/2021	GOESCAPE Pty Ltd	Newman Netball courts . Please supply relays and base kits as per your quote # QU-0909. Marisa Wto pick up from your yard this saturday	-1147.14
EFT58506	03/06/2021	GYMCARE	Replacement equipment at Gym from storm damage	-13200.00
EFT58507	03/06/2021	Grace Worldwide (Australia) Pty Ltd	Staff Relocation	-3238.30
EFT58508	03/06/2021	HOSPITALITY INN PORT HEDLAND	Accommodation January - June 2021 RPT Bus- Accommodation, Meals and Drinks - No Alcohol May Wednesday 5th	-185.50
EFT58509	03/06/2021	Hamersley Iron-Yandi Pty Ltd	Rate Refund - A703807 - Area Reduction G47/01268 M2020/12	-78.21
EFT58510	03/06/2021	I Am Melissa	Promotion and Marketing	-2210.00
EFT58511	03/06/2021	IGO Limited	Rate Refund - A202152 - Tenement Death Lot E45-2152	-929.50
EFT58512	03/06/2021	IP CAMERAS AUSTRALIA	Insurance Claim PC0340 - Repair works - Vandalism - CCTV at Newman House and Kangaroo Oval	-18635.76
EFT58513	03/06/2021	Ixom Operations Pty Ltd	Annual Service Fee	-623.70
EFT58514	03/06/2021	JSP Solutions Pty Limited	AquaFrame and spare parts pack for AquaFit	-739.00
EFT58515	03/06/2021	Jasko Airport Services	Prepare an Aerodrome Manual for Newman Airport to meet the requirements of the new MOS Part 139 - Aerodromes using CASA's aerodrome manual template.	-2500.00
EFT58516	03/06/2021	KMART AUSTRALIA LTD	Equipment and games for the Newman Youth Centre	-210.50
EFT58517	03/06/2021	KOMATSU AUSTRALIA PTY LTD	Service costs	-5152.23
EFT58518	03/06/2021	KOMATSU FORKLIFT AUSTRALIA PTY LTD	Supply of New Diesel Komatsu Counterbalanced Forklift (FD25T-17) - 4500mm (3 stage) Container Mast - Puncture Proof tyres - Side Shift - Road Registration Including Freight to Newman	-37664.00
EFT58519	03/06/2021	LANDGATE (DOLA)	Landgate PO to cover expenses for the month of April	-180.40
EFT58520	03/06/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Project Management Webinar - Masterclass, April to June 2021	-1330.00
EFT58521	03/06/2021	MARBLE BAR TRAVELLERS REST	Check in Thursday the 25th of March and departing on Friday the 26th of March. Supplying 3 evening meals, 3 breakfasts and 3 lunches. $145.00 per room per night Evening meal is $37.00 per person per night Breakfast $22.50 per person Lunch $25.00 per person	-855.30
EFT58522	03/06/2021	MCLEODS BARRISTERS & SOLICITORS	Please draft a stop work notice under the Town Planning and Development Act issued to Optimus for commencement of development work on the Oasis site	-1074.58
EFT58523	03/06/2021	MCMULLEN NOLAN & PARTNERS SURVEYORS P/L	Runway Survey at Nullagine Airport due to Storm Damage	-12474.00

EFT58524	03/06/2021	MSS SECURITY PTY LTD	Provide security screeners to operate the passenger and checked baggage screening points and provide Front of House security officers to operate kerbside and crowd control services at Newman Airport for the period 1 July 2020 to 30 June 2021.	-141997.42
EFT58525	03/06/2021	Matthew Peter Zis	Matthew Zis to Provide Metoring & Coaching of Media and Communications, $120.00 p/h 3 hours per week for 8-10 weeks	-960.00
EFT58526	03/06/2021	Minuteman Press Perth	Posters for advertising	-484.00
EFT58527	03/06/2021	Mishon Contracting Pty Ltd T/A Allspray Equipment	Supply and deliver parts for Linemarker to Newman Airport	-226.38
EFT58528	03/06/2021	NEWMAN HOME HARDWARE & ICE PLUS	Hardware equipment	-476.88
EFT58529	03/06/2021	NEWMAN TOUCH ASSOCIATION	Successful Applicant for the fast track grant	-1000.00
EFT58530	03/06/2021	NEWMAN VETS FOOTBALL CLUB	Sustainable Litter Collection Program 26 April - 23rd May 2021	-2000.00
EFT58531	03/06/2021	NULLAGINE HOTEL GENERAL STORE	Supply of minor shop items with individual items under the value of $100. Purchases for technical Services Dept.	-1743.12
EFT58532	03/06/2021	Oz Airports Pty Ltd	Supply airport operations staff for the months of April and May	-39243.28
EFT58533	03/06/2021	PERMEATE PARTNERS PTY LTD	Please undertake operational and defect support over 24 months as per your proposal	-3017.30
EFT58534	03/06/2021	PILBARA ELECTRICAL	Telecommunications - Lifeproof cases for new device x2	-342.00
EFT58535	03/06/2021	PILBARA GLAZING SERVICES	Bellarti machine service	-176.00
EFT58536	03/06/2021	PILBARA MOTOR GROUP	Vehicle service and repairs	-2644.71
EFT58537	03/06/2021	PURCHER - INTERNATIONAL PTY LTD	Supply brake fluid	-75.97
EFT58538	03/06/2021	Parnawarri IGA	Catering supplies on 28 Apr to 30 Apr 21	-1518.00
EFT58539	03/06/2021	Paul Howrie	Data Reimbursment 12.05.21-11.06.21 and 12.06.21-11.07.21	-119.98
EFT58540	03/06/2021	Play Check	Reimbursement for additional airfares, vehicle transport and accomodation to undertake comprehensive playground equipment audit inspections and softfall testing at Marble Bar and Nullagine as quoted.	-2530.00
EFT58541	03/06/2021	Pracsys	Undertake feesability study for the Newman Airport GIA as quoted	-7095.00
EFT58542	03/06/2021	RGR ROAD HAULAGE (NEWMAN)	Transport Truck To Pickles Auctions	-1100.00
EFT58543	03/06/2021	ROYAL LIFE SAVING SOCIETY AUSTRALIA	Rescue and resuscitation equipment	-770.40
EFT58544	03/06/2021	RUMBLE RESOURCES LIMITED	Rate Refund - A703822 - Tenement Death 2021/3	-149.62
EFT58545	03/06/2021	Rise Urban Pty Ltd	Preparation of Delegated Report - 16 Hilditch Ave Pilbara Electrical Storage Sheds	-5280.00
EFT58546	03/06/2021	SAFEGATE AUSTRALIA PTY LTD	Annual Aerodrome Lighting Technical Inspection at Newman Airport as per Quotation HS2020-5207	-4914.80
EFT58547	03/06/2021	SIGMA CHEMICALS	Supply And Deliver 4XTRIGHLOR TABS 25KG And 2X GranularChlorine 40KG	-1020.80

EFT58548	03/06/2021	SONIC HEALTHPLUS PTY LTD	Pre-employment medical	-759.00
EFT58549	03/06/2021	Seton Australia	5 x CABLE PROTECTOR 5 CHANNEL 500X900MM and Freight	-2285.25
EFT58550	03/06/2021	TECHBRAIN	IT Management Service	-15580.04
EFT58551	03/06/2021	TOLL EXPRESS	Connote 8981992819	-1298.33
EFT58552	03/06/2021	TYREPOWER NEWMAN	Service @ 67k LM + Replace worn tyre + Investigate and repair rattle	-1712.30
EFT58553	03/06/2021	Trility Solutions Pty Ltd	Newman WWTP Chlorination Unit Remedial Works	-2255.79
EFT58554	03/06/2021	UNIFORMS AT WORK PTY LTD	Uniform Order	-318.45
EFT58555	03/06/2021	WATER CORPORATION	Water Consumption Charges - 11.03.21-14.05.21	-4789.67
EFT58556	03/06/2021	WATERLOGIC AUSTRALIA PTY LTD	Newman Aquatic Centre Rental and Service for the Aquatic Centre for 2020/21	-79.66
EFT58557	03/06/2021	WEST AUSTRALIAN NEWSPAPERS LIMITED	Print advertising for North West Telegraph and Pilbara News, for March 3, 2021, edition, to promote Festival.	-1010.10
EFT58558	03/06/2021	WILDWATER HOLDINGS PTY LTD T/A UNITED PARTY HIRE	Contractors for Kids Entertainment Inflatables for Outback Fusion Festival 2021.	-9119.00
EFT58559	03/06/2021	WILSONS SIGN SOLUTIONS	X2 plaques same as photo below 25.5cm x 2cm stating: L.CRAIGIE OAM 2005-2021 X2 plaques same as photo below 25.5cm x 2cm stating: L.CRAIGIE OAM 2003-2021 X1 small plaque same as photo below 5.5cm x 1.5cm stating: Councillor L.Craigie OAM X1 small plaque same as photo below 5.5cm x 1.5cm stating: 2003-2021 Photo examples provide for all plaques Express post	-140.80
EFT58560	03/06/2021	Water Infrastructure Science And Engineering (WISE)	Newman Liquid Waste Facility Detailed Design and Super Intendency	-28033.50
EFT58561	03/06/2021	Wilson Parking Australia 1992 Pty Ltd	Provide Car Park Monitoring Services at Newman Airport for FY 20/21.	-4950.00
EFT58562	03/06/2021	Woolworths (WA) Ltd	Parnngurr food shop for 1month	-1652.37
EFT58563	10/06/2021	BILLY ATKINS	Artist Payment Ref # 8280	-200.00
EFT58564	10/06/2021	BUGAI WHYOULTER	Artist Payment Ref # 8281	-1000.00
EFT58565	10/06/2021	DENISE ATKINS	Artist Payment Ref # 8278	-211.00
EFT58566	10/06/2021	IVY BIDU	Artist Payment Ref # 8277	-93.00
EFT58567	10/06/2021	JAKAYU BILJABU	Artist Payment Ref # 8282	-300.00
EFT58568	10/06/2021	JUDITH ANYA SAMSON	Artist Payment Ref # 8273	-500.00
EFT58569	10/06/2021	KUMPAYA GIRGIRBA	Artist Payment Ref # 8283	-300.00
EFT58570	10/06/2021	LEON CUTTER	Artist Payment Ref # 8279	-93.75
EFT58571	10/06/2021	LORNA LINMURRA	Artist Payment Ref # 8276	-110.00
EFT58572	10/06/2021	MARIANNE BURTON	Artist Payment Ref # 8275	-700.00
EFT58573	10/06/2021	MULYATINGKI MARNEY	Artist Payment Ref # 8270	-500.00

EFT58574	10/06/2021	PAULINE WILLIAMS	Artist Payment Ref # 8272	-1700.00
EFT58575	10/06/2021	Department of Housing	Reference # 35349887, 46 Francis St Marble Bar	-200.00
EFT58576	10/06/2021	AJ's Handyman Repairs	Installation and pack down of lighting for the Reconciliation Ball	-1312.30
EFT58577	10/06/2021	APPARATUS: Public Art and Cultural Services Pty Ltd	Arts consultant - Art @ the Heart!	-580.87
EFT58578	10/06/2021	AVIAIR	Charter Flight - Marble Bar Council Meeting 28/05/2021	-12050.00
EFT58579	10/06/2021	African Drumming Pty Ltd	African Drumming Artist and workshops Harmony Day 26 & 27 March	-2749.45
EFT58580	10/06/2021	Australian Airports Association Limited	Annual Membership to the Australian Airports Association - Newman, Marble Bar, Nullagine - 1 JUL 2021 - 30 JUN 2022	-7103.80
EFT58581	10/06/2021	BOC GASES	Supply 6 x Rolls of Mig Wire as per quote No 50331666	-5141.50
EFT58582	10/06/2021	BRIDGETOWN DESIGN AND PRINT	Group Fintess Timetable 31May - 4 July	-121.00
EFT58583	10/06/2021	Blackwoods	May 2021 Monthly PO Blackwoods Depot Main Account	-752.51
EFT58584	10/06/2021	CADD Building Construction and Maintenance Pty Ltd	Construction Contract Submission from CAdd Building Construction and Maintenance Pty Ltd for the Construction of the Kurra Caravan Park Stage 1 - (Camping Facility).	-446835.39
EFT58585	10/06/2021	CHILD SUPPORT AGENCY	Payroll deductions	-885.59
EFT58586	10/06/2021	COLS EXCAVATOR HIRE	January 2021 Monthly PO Col's Excavator Hire Parks and Gardens	-2827.00
EFT58587	10/06/2021	CUSTOMER FIRST CONTRACTING PTY LTD	-Urgent plumbing works, on going major water leaks at property & other staff housing maintenance works	-36349.78
EFT58588	10/06/2021	Centurion Transport Co Pty Ltd	Monthly Freight PO - May 2021	-161.58
EFT58589	10/06/2021	Christopher John McNamara	Data Reimbursment, 01.05.21-31.05.21 and 01.06.21-30.06.21	-130.00
EFT58590	10/06/2021	Cleanaway (Acct 53652829)	Newman WWTP Liquid waste removal from the month of March 2021	-13152.00
EFT58591	10/06/2021	Corporate Travel Management Group Pty Ltd	Travel expenses for the month of May 2021	-404.44
EFT58592	10/06/2021	DESART	membership for SAM database 2021	-850.00
EFT58593	10/06/2021	Decorative Lighting Australia Pty Ltd	Festoon Lighting - Rec Ball 29 May	-4013.50
EFT58594	10/06/2021	EAST PILBARA EARTHMOVING PTY LTD	Supply of Hired Road Construction Plant with Operators for unsealed shoulder maintenance Woodie Woodie Road 8120263. Rates as per tender submission RFT 8-2017/18 - Supply of Hired Road Construction Plant with Operators	-138319.50
EFT58595	10/06/2021	ENVIRONMENTAL INDUSTRIES	Up to 6hrs/month to maintain additional grassed & shrubbed areas at GA & outside ST Carpark	-1158.77
EFT58596	10/06/2021	Easifleet Group	PPE 31.05.21, Contract # 101816, Invoice # 145010 - Steve Leeson Novated Lease Payment	-1397.39
EFT58597	10/06/2021	Elizabeth Chadwick	design of Martumili Pukurlpa exhibition online catalogue	-800.00
EFT58598	10/06/2021	FROGGY SERVICES	Pre Clean 27 May Event Cleaning 29 May Post Event Clean 31 May Reconciliation Ball 2021	-1463.00

EFT58599	10/06/2021	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Backhoe tyre repairs	-476.00
EFT58600	10/06/2021	GARY EDWARDS PLUMBING & GAS	RSL Park - Water Leaking at metre	-321.72
EFT58601	10/06/2021	HARRIS TECHNOLOGY	15 Everki Commute 17.3 Laptop bags"	-524.85
EFT58602	10/06/2021	Hi-Performance Health P/L t/a Aminoactive Australia	February 2021- Max and Maxine's product	-602.28
EFT58603	10/06/2021	Holly Pleming	2.5 hours childcare special meeting 21.05.21 10.25 hours childcare council meeting 28.05.21 4 Hours childcare tourism/meeting with Exec	-502.50
EFT58604	10/06/2021	Hopgood Ganim Lawyers	Ongoing investigation into the storage of firearms - March 2021	-41294.00
EFT58605	10/06/2021	KMART AUSTRALIA LTD	Fans for library	-106.00
EFT58606	10/06/2021	Kingmill Pty Ltd t/a Thrifty Car Retal	Car hire 15/03 - 19/03	-811.66
EFT58607	10/06/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Re-registration Project Management Masterclass Webinar Session 2	-280.00
EFT58608	10/06/2021	Marisa Leanne Wolfenden	Reimbursement of items purchased for Shire Housing	-225.00
EFT58609	10/06/2021	NEWMAN CHAMBER OF COMMERCE & INDUSTRY	Monthly Management Fee @ $1,500.00 per month - Feb, Mar, Apr, May	-6591.83
EFT58610	10/06/2021	NEWMAN CLEANING RESOURCES P/L	Newman Container Deposit Scheme Donga located at Refuse site. Clean each friday morning between 0900hrs-1100hrs. Cleaning to consistt of all Windows, floors ,walls skirting boards/tiles and benches/ sinks/external ramp . supply all cleaning products and toiletries. Term of variation is from 08/04/2021- 30/06/2021	-970.20
EFT58611	10/06/2021	NEWMAN HOME HARDWARE & ICE PLUS	Equipment for reconciliation week	-204.35
EFT58612	10/06/2021	NORTHSTAR ASSET	Screening rights for; Mamma Mia - 8 May The Sapphires - 28 May	-1430.00
EFT58613	10/06/2021	OFFICEWORKS BUSINESS DIRECT	Interim Order - Occupational Health & Safety	-2105.93
EFT58614	10/06/2021	PARNNGURR ABORIGINAL	Groceries for artists	-196.00
EFT58615	10/06/2021	PAYWISE PTY LTD	PPE 31.05.21 - Novated Lease Payment	-1111.42
EFT58616	10/06/2021	Parnawarri IGA	Catering supplies for 5 Mar 21	-110.00
EFT58617	10/06/2021	Paul Miller	Data Reimbursement - 04.05.21-04.06.21	-90.00
EFT58618	10/06/2021	Questamon Training Services	Training	-1395.00
EFT58619	10/06/2021	RED DIRT BLUE SKY	Martu Farm - Successful appplicant for fast track grant	-2000.00
EFT58620	10/06/2021	ROSHER E & M J PTY LTD	Supply parts as per quote	-1050.00
EFT58621	10/06/2021	Roo's Plumbing	RPZ D replace at Town park	-929.50
EFT58622	10/06/2021	Royal Pride Pty Ltd	PAV site inspection in Newman for light projections 25 May	-1058.75
EFT58623	10/06/2021	SARAH STAMPFLI/SERENE BEDLAM	Framing	-275.00
EFT58624	10/06/2021	SB Machinery Subway	Subway Platters - Lunch and Learn workshop	-240.00
EFT58625	10/06/2021	SONIC HEALTHPLUS PTY LTD	Pre Employment Medical - Sharon Clark MA1, AUD and INSTANT	-291.50

EFT58626	10/06/2021	Steve Dhu	Electricity Reimbursement 13.03.21-14.05.21	-186.04
EFT58627	10/06/2021	Steven Harding	Reimbursement for business items	-280.82
EFT58628	10/06/2021	THE SHADE SAIL MAN	Repace one shade sail at Miners Promise that has been damaged 12m x 11 m.	-3685.00
EFT58629	10/06/2021	TYREPOWER NEWMAN	Tyres	-1971.66
EFT58630	10/06/2021	WATER CORPORATION	Water Consumption Charges - 10.03.21-13.05.21	-6558.89
EFT58631	10/06/2021	WIDEGLIDE CONSTRUCTIONS	38 Bohemia Street - Structural Repairs (Portion 9) - RFT02-2019/20 - Old PO 35637	-87538.00
EFT58632	10/06/2021	Woolworths (WA) Ltd	Groceries for studio	-497.43
			EFT Payments	**- 4,454,367.29**

Appendix 4
Mastercard

Card Holder	Account Number	Transaction Date	Narration	Debit
Amy Mukherjee	5586 **** **** 3119	31/05/2021	SPOT 8666517768 LA55500361149083908846 64	-39.98
	5586 **** **** 3119	26/05/2021	PUMA ENERGY SOUTH HE SOUTH HEDLANDWA	-102.01
	5586 **** **** 3119	24/05/2021	SPOT 8666517768 LA55500361141083737211 55	-4.49
	5586 **** **** 3119	20/05/2021	BUDGET RENT A CAR MASCOT	-50.26
	5586 **** **** 3119	18/05/2021	COLES EXPRESS 6918 BICTON AU	-9.56
	5586 **** **** 3119	18/05/2021	CLANCYS FREMANTLE FREMANTLE WA	-33.00
	5586 **** **** 3119	18/05/2021	MCDONALDS MIRRABOOKA2 MIRRABOOKA	-34.10
	5586 **** **** 3119	18/05/2021	DELAWARE NORTH RETAI REDCLIFFE	-55.70
	5586 **** **** 3119	17/05/2021	CITY OF FREMANTLE ARTS FREMANTLE	-50.00
Oliver Schaer	5586 **** **** 3908	20/05/2021	DOT - LICENSING NEWMAN	-34.60
	5586 **** **** 3908	20/05/2021	DOT - LICENSING NEWMAN	-34.60
	5586 **** **** 3908	17/05/2021	RBSellarsWeb*RBSellars rbsellars.comVI	-125.00
	5586 **** **** 3908	17/05/2021	RBSellarsWeb*RBSellars rbsellars.comVI	-389.95
Ben Lewis	5586 **** **** 3732	10/06/2021	LinkedIn 5759389556 lnkd.in/bill AU	-117.93
	5586 **** **** 3732	10/06/2021	Informa PLC SYDNEY NS	-4286.70
	5586 **** **** 3732	31/05/2021	LinkedIn 5720872576 lnkd.in/bill AU	-313.50
	5586 **** **** 3732	28/05/2021	ZOOM.US 888-799-9666 SAN JOSE CA	-179.98
	5586 **** **** 3732	24/05/2021	ALLCOM WA PTY LTD BELMONT	-34.32
	5586 **** **** 3732	18/05/2021	Adobe Systems Pty Ltd Sydney AU	-171.47
	5586 **** **** 3732	18/05/2021	Adobe Systems Pty Ltd Sydney AU	-171.47
	5586 **** **** 3732	18/05/2021	ADOBE PHOTOGPHY PLAN ADOBE.LY/ENAUIR	-171.47
	5586 **** **** 3732	18/05/2021	ADOBE PHOTOGPHY PLAN ADOBE.LY/ENAUIR	-171.47
Raees Rasool	5586 **** **** 2474	3/06/2021	ULTIMECH PTY LTD NEWMAN	-212.00
	5586 **** **** 2474	1/06/2021	SOBER DRIVERS PTY LTD WESTMINSTER	-51.55
	5586 **** **** 2474	31/05/2021	SOBER DRIVERS PTY LTD WESTMINSTER	-52.10
	5586 **** **** 2474	25/05/2021	J AND S LABOUR AND M WEDGEFIELD	-145.70
	5586 **** **** 2474	24/05/2021	Awards Australia Pty L BAYSWATER VI	-225.00
Lisa Clack	5586 **** **** 1176	7/06/2021	XERO AU INV-16823658 HAWTHORN VI	-77.00

	5586 **** **** 1176	2/06/2021	TELSTRA BSINSS APPS ADELAIDE SA	-170.28
	5586 **** **** 1176	31/05/2021	ADOBE ID CREATIVE CLD ADOBE.LY/ENAUIR	-45.99
	5586 **** **** 1176	27/05/2021	E ADZ PTY LTD PORT HEDLAND	-732.00
	5586 **** **** 1176	26/05/2021	OFFICEWORKS BENTLEIGH EAS	-151.85
	5586 **** **** 1176	17/05/2021	MUNCHKIN MATS PTY LT BARDON	-549.80
Steve Leeson	5586 **** **** 3627	7/06/2021	CHORUS CALL AUSTRALI BRISBANE	-999.00
	5586 **** **** 3627	3/06/2021	DOME NEWMAN NEWMAN	-19.05
	5586 **** **** 3627	3/06/2021	DOME NEWMAN NEWMAN	-93.70
	5586 **** **** 3627	1/06/2021	LANDGATE MIDLAND	-80.10
	5586 **** **** 3627	28/05/2021	VEDA ISS AUTO NORTH SYDNEY NS	-25.00
	5586 **** **** 3627	28/05/2021	VEDA ISS AUTO NORTH SYDNEY NS	-25.00
	5586 **** **** 3627	28/05/2021	VEDA ISS AUTO NORTH SYDNEY NS	-25.00
	5586 **** **** 3627	28/05/2021	LANDGATE MIDLAND	-80.10
	5586 **** **** 3627	24/05/2021	ENGINEERING INSTITUT WEST PERTH WA	-1395.00
	5586 **** **** 3627	24/05/2021	VEDA ISS AUTO NORTH SYDNEY NS	-25.00
	5586 **** **** 3627	24/05/2021	WANEWSDTI Osborne Park WA	-28.00
	5586 **** **** 3627	19/05/2021	Oculus Dublin IR	-639.00
	5586 **** **** 3627	17/05/2021	Oculus Dublin IR	-1917.00
	5586 **** **** 3627	13/05/2021	DRI*ID.MYCOMMERCE.COM NRW DE	-76.13
Billing Account	5586 **** **** 8665	31/05/2021	FOREIGN TRANSACTION FEE	-1.36
	5586 **** **** 8665	31/05/2021	FOREIGN TRANSACTION FEE	-1.18
	5586 **** **** 8665	28/05/2021	FOREIGN TRANSACTION FEE	-5.31
	5586 **** **** 8665	24/05/2021	FOREIGN TRANSACTION FEE	-0.13
	5586 **** **** 8665	19/05/2021	FOREIGN TRANSACTION FEE	-18.85
	5586 **** **** 8665	18/05/2021	FOREIGN TRANSACTION FEE	-5.06
	5586 **** **** 8665	18/05/2021	FOREIGN TRANSACTION FEE	-5.06
	5586 **** **** 8665	17/05/2021	FOREIGN TRANSACTION FEE	-56.55
	5586 **** **** 8665	13/05/2021	FOREIGN TRANSACTION FEE	-2.25
	5586 **** **** 6352	20/05/2021	ANNUAL FEE	-39.00

TOTAL	-$14,556.66

9.2.2 MONTHLY FINANCIAL STATEMENTS AND INVESTMENT REPORT FOR PERIOD ENDING APRIL 2021, BUDGET AMENDMENT AND NEW FEES & CHARGES

Attachments:	**Appendix 1 – Monthly Financial Statements**
Responsible Officer:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Author:	**Mrs Lisa Davis** **Manager Corporate Services**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

The Monthly Financial Statements provides details of the Shire of East Pilbara's (the Shire's) current year to date financial position in relation to the 2020-2021 Annual Budget, as maybe amended, including the reporting of material variances.

BACKGROUND

The reporting of monthly financial information is a requirement under Section 6.4 of the Local Government Act 1995 (Act) and Regulation 34 of the Local Government (Financial Management) Regulations 1996 (Regulations).

The attached report details the financial activities of the Shire for the period 1 July 2020 to 30 April 2021 of the current 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 Council's adopted variance threshold limits of 10% or $10,000 whichever is greater; and

4. A detailed Capital Projects schedule detailing all expenditure.

Also attached is a copy of the Monthly Investments and Reserves report.

COMMENTS/OPTIONS/DISCUSSIONS

Council Approval is required for three-budget amendment as below:

1. An amendment to the 2020/2021 budget to allow for a capital account for the purchase of a sea container out of the E-Waste Funding. It will be located in the Newman Landfill and will be a drop off point for residents of household waste that cannot be placed in either kerb side general waste bins or recycling bins (ie. Batteries, aerosols, lightbulbs, etc.)

2. An amendment to the 2020/2021 budget to allow for a $100,000 contribution from Novo for the new Playground at the RSL Park be transferred into the Recreation Reserve.

3. An amendment to the 2020/2021 Fees and Charges to include the following Fees and Charges for the about to be opened Newman Yurlu Caravan Park.

Shire of East Pilbara

Schedule of Fees & Charges 2020/2021 (to be amended as follows)

Item	GST Applic	Fee Incl GST	Description
POWERED SITES			
Overnight - Hardstand site	Yes	$35.00	For One Or Two People - RV, Van, trailer area
Overnight - Grassed site	Yes	$45.00	For One Or Two People - Tent, Van, trailer area
Additional People (above allowance per site)	Yes	$5.00	For An Extra Person
Weekly - Hardstand site	Yes	$210.00	For One Or Two People
Weekly - Grassed site	Yes	$270.00	For One Or Two People - Tent Area
Weekly - Extra Person	Yes	$30.00	For An Extra Person
UNPOWERED SITES			
Overnight - Hardstand site	Yes	$25.00	For One Or Two People - RV, Van, trailer area
Overnight - Grassed site	Yes	$30.00	For One Or Two People - Tent, Van, trailer area
Additional People (above allowance per site)	Yes	$5.00	For An Extra Person
Weekly - Hardstand site	Yes	$150.00	For One Or Two People
Weekly - Grassed site	Yes	$180.00	For One Or Two People - Tent Area
Weekly - Extra Person	Yes	$30.00	For An Extra Person
MISCELLANEOUS			
Key Deposit	No	$7.50	Per Key
YURLU CARAVAN PARK PAYMENT SURCHARGES			
Online Bookings	Yes	2%	Yurlu caravan park internet payments
Offline & Agent Fees	Yes	$1.00	Per booking

4. An amendment to the 2020/2021 budget to allow for new gates estimated at $12,000. This is recommended due to increased infrastructure damage within the Capricorn complex as a result of anti-social behaviour. Measures are required to deter further damage and meet community expectations. The expenditure will reduce the budget forecast year end surplus from $23,000 to $11,000.

STATUTORY IMPLICATIONS/REQUIREMENTS

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

Section 6.4(2)

"The financial report is to –

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

Section 6.8 (1)(b)
"*Expenditure from municipal fund not included in annual budget is to be authorised in advance by resolution". *Absolute majority required.*

POLICY IMPLICATIONS

3.1 Accounting Policies
3.5 Budget Management – Capital Acquisitions
3.6 Management Accounts
3.9 Investments Policy

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

RISK MANAGEMENT CONSIDERATIONS

Legislative - Medium

FINANCIAL IMPLICATIONS

This report discloses financial activities for the period under review.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION

That Council:

1. **Accept the monthly financial statements for the period 1 July 2020 to 30 April 2021 of the 2020/2021 financial year as included in Attachment 1 be received.**
2. **Pursuant to Section 6.8 of the Local Government Act 1995 approves an amendment to the Shire's 2020-2021 Annual Budget as per the following tables:**

Account	Description	Amendment	Revised Budget
NEW-Income	Novo Contribution – RSL Park Playground	$100,00	$100,000
888314	Recreation Reserve	$(100,000)	$(100,000)
TOTAL		**$0**	

Account	Description	Amendment	Revised Budget
NEW - Expenditure	Sea Container Purchase	$25,000	$25,000
101019	Waste Services Grants	$(25,000)	$(25,000)
TOTAL		**$0**	

Account	Description	Amendment	Revised Budget
NEW-Expenditure	Sports field gates	$12,000	$12,00
TOTAL		**$12,000**	

3. **Endorse an amendment to the 2020/2021 Fees and Charges for the Newman Caravan Park as per the report.**
4. **Set an effective date for the new Newman Yurlu Caravan Park Fees and Charges to be 1st July 2021.**
5. **Provide notice of the adopted fees as advertised, pursuant to Section 6.19 of the Local Government Act 1995.**

Appendix 1
Monthly Financial Statements

Shire Of East Pilbara

Monthly Financial Statements

(Containing the Statement of Financial Activity)

For The Period Ending 30th April 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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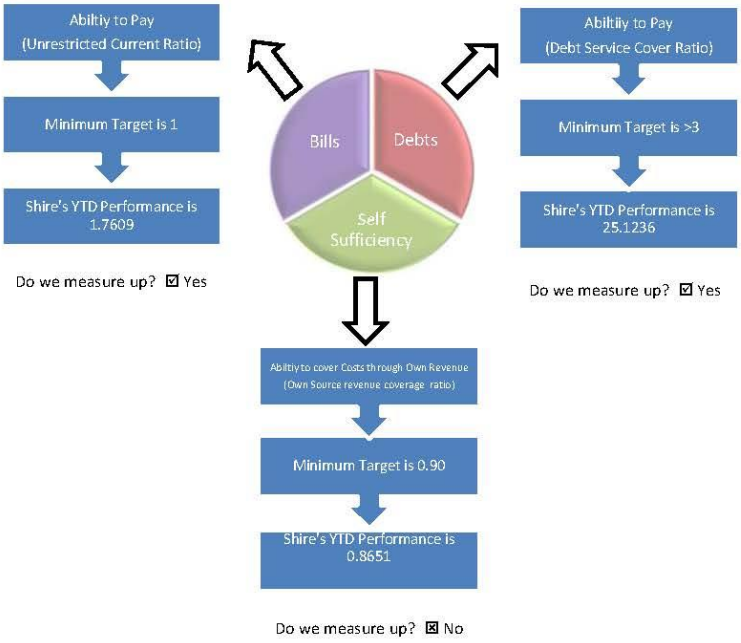
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MONTHLY FINANCIAL HEALTH CHECKS

For The Period Ending 30th April 2021

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



How are we tracking against our budget

Ajusted Operating Surplus

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

Minimum Target is 1%

Shire's YTD Performance is 0.1172

Do we meet the target? ☒ No

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

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

Asset Sustainability Ratio

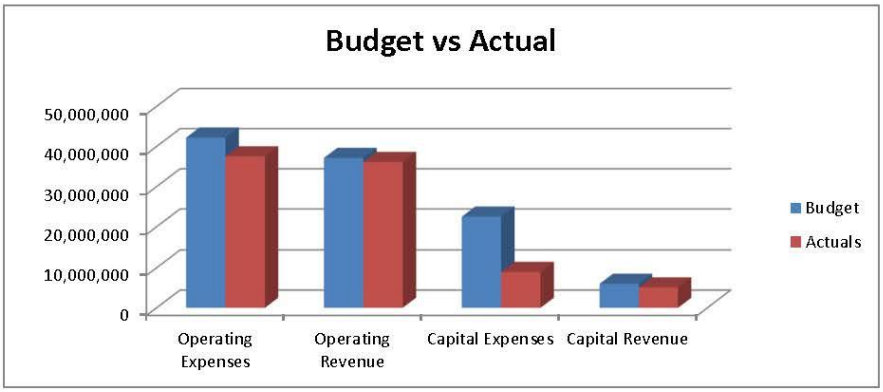
- Measures if the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out

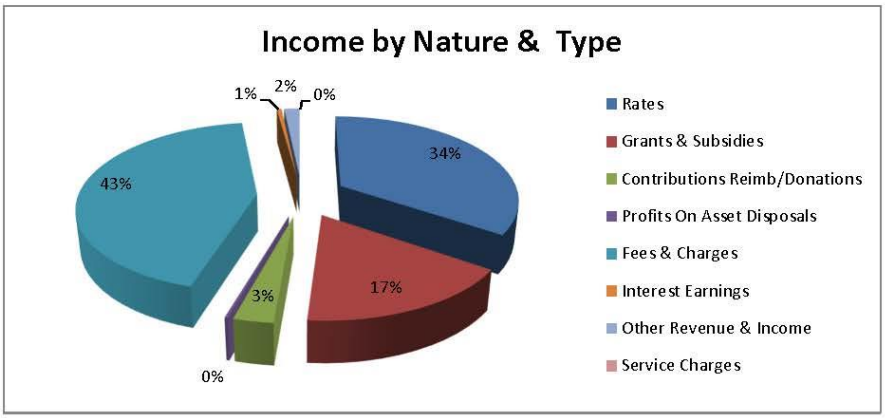
Minimum Target is 90%

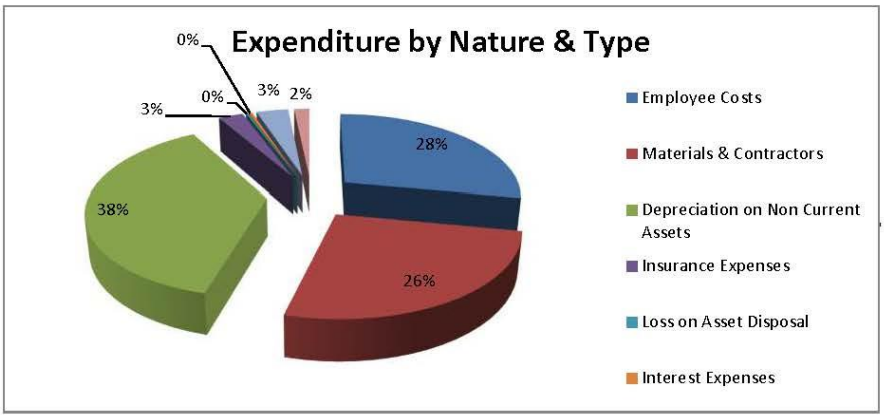
Shire's YTD Performance is

Do we meet the target? Unable to calculate without Asset Management Plans

Shire Of East Pilbara
Financial Graphs
For The Period Ending 30th April 2021







Shire Of East Pilbara
Operating Revenue and Expenses
For The Period Ending 30th April 2021

Function, Sub-Function and Department Name	Budget Annual Revenue	Amended Budget Annual Revenue	Amended Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	Amended Budget Annual Expenditure	Amended Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance
General Purpose Funding												
Rates	14,062,600	14,486,000	14,314,330	14,478,326	(163,996)	(1)	385,400	382,600	318,790	144,453		
Other General Purpose Funding	2,050,000	2,030,000	1,691,660	902,398	789,262	47	-	-	-	-		
Total General Purpose Funding	**16,112,600**	**16,516,000**	**16,005,990**	**15,380,724**			**385,400**	**382,600**	**318,790**	**144,453**	**174,337**	55
Governance												
Members of Council	100	100	80	-			856,400	822,400	685,250	573,315		
Other Governance	108,700	358,700	275,970	90,764			1,009,500	1,025,300	1,015,070	722,243		
Corporate Governance	-	-	-	-			328,400	438,300	365,230	398,688		
Customer Service	-	-	-	-			438,700	392,200	326,820	231,669		
Marketing, Media and Publication	-	-	-	-			146,300	151,900	126,560	113,999		
Stakeholder Management	-	-	-	-			157,800	154,400	128,650	128,414		
Financial Services	-	-	-	-			908,300	825,100	687,550	578,283		
Records Management	-	-	-	-			169,400	191,200	159,320	147,732		
Human Resources	-	-	-	-			1,017,600	1,110,600	1,025,450	688,005		
Occupational Health and Safety	-	-	-	-			148,700	205,200	170,990	135,450		
Information and Technology	-	-	-	-			807,300	813,200	677,650	520,057		
IPR, Strategic and Business Planning	-	-	-	-			1,214,800	957,200	797,630	210,592		
Procurement and Contract Management	-	-	-	-			307,900	310,900	259,060	186,198		
Assset Management	-	-	-	-			333,300	328,400	418,740	209,569		
Fixed Assets	8,000	8,000	(10,840)	-			502,500	502,500	418,740	469,765		
Allocations To Other Functions	-	-	-	-			(7,647,700)	(7,573,000)	(6,310,820)	(5,967,112)		
Total Governance	**116,800**	**366,800**	**265,210**	**90,764**	**174,447**	66	**700,200**	**655,800**	**951,830**	**(653,135)**	**1,605,025**	169
Law, Order & Public Safety												
Fixed Assets	2,700	2,700	2,250	13,396			178,200	178,200	148,490	164,310		
Ranger Services	26,000	26,000	21,640	26,571			571,700	573,600	477,980	487,051		
Emergency Management	147,100	147,100	122,560	7,898			295,900	458,200	382,330	412,347		
Security and Surveillance	500,000	500,000	416,660	10,585			216,500	253,800	211,480	220,907		
Total Law, Order & Public Safety	**675,800**	**675,800**	**563,110**	**58,450**	**504,660**	90	**1,262,300**	**1,463,800**	**1,220,280**	**1,284,615**	**(64,335)**	(5)
Health												
Fixed Assets	-	-	-	-			13,400	13,400	11,160	12,894		
Health Inspection and Administration	68,800	68,800	57,290	23,340			443,800	434,200	361,780	296,197		
Preventative Services	18,000	18,000	-	8,238			83,000	83,000	69,150	24,121		
Total Health	**86,800**	**86,800**	**57,290**	**31,578**	**25,712**	45	**540,200**	**530,600**	**442,090**	**333,213**	**108,877**	25

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	EOY Forecast	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance
Education & Welfare												
Fixed Assets	-	-	-	-			408,000	408,000	339,980	350,139.74		
Place Based Services (Newman)	5,000	2,500	2,080	454.55			592,700	597,800	398,140	339,920.62		
Youth & Family Services	5,500	65,500	34,580	29,665			941,300	945,900	747,590	620,672.44		
Place Based Services (Rural)	-	-	-	-			576,900	572,700	467,360	461,959.31		
Total Education & Welfare	**10,500**	**68,000**	**36,660**	**30,120**	**6,540**	18	**2,518,900**	**2,524,400**	**1,953,070**	**1,772,692**	**180,378**	9
Housing												
Fixed Assets	-	-	-	-			452,200	452,200	376,830	484,256		
Staff Housing - Newman	179,600	179,600	149,660	194,375			179,600	179,600	206,330	270,382		
Staff Housing - Marble Bar	35,000	46,000	38,320	46,028			35,000	46,000	17,500	46,028		
Martumili Housing	14,500	14,500	12,070	8,910			14,500	14,500	24,583	8,910		
Built Infrastructure	72,500	72,500	60,400	77,686			100,000	40,000	123,333	29,338		
Total Housing	**301,600**	**312,600**	**260,450**	**326,999**	**(66,549)**	(26)	**781,300**	**732,300**	**748,577**	**838,914**	**(90,337)**	(12)
Community Amenities												
Fixed Assets	2,000	2,000	1,660	-			633,400	633,400	527,820	652,118		
Waste Collection & Recycling	748,000	778,000	749,040	674,152			878,200	862,700	727,360	565,701		
Landfill Management	4,128,500	4,135,000	3,445,820	2,910,302			2,600,700	2,519,600	2,099,610	1,809,760		
Waste Water Management	2,483,200	3,355,600	878,700	944,458			1,181,000	1,196,500	997,020	863,909		
Energy & Biodiversity	-	-	-	-			-	-	(20)	-		
Town Planning & Regional Develop't	101,000	51,000	34,157	19,253			203,100	238,500	437,220	218,644		
Land Strategy	-	-	-	-			184,200	184,200	153,490	149,735		
Built Infrastructure - Newman							108,000	100,800	83,980	57,834		
Built Infrastructure (other communities)	6,500	6,500	5,410	4,628			134,200	128,700	96,511	64,215		
Total Community Amenities	**7,469,200**	**8,328,100**	**5,114,787**	**4,552,793**	**561,994**	11	**5,922,800**	**5,864,400**	**5,122,991**	**4,381,915**	**741,076**	14
Recreation & Culture												
Fixed Assets	2,700	2,700	2,250	8,036			2,091,200	2,091,200	1,742,660	1,912,272		
Built Infrastructure - Newman	-	-	-	-			518,000	513,200	189,890	422,588		
Built Infrastructure - Rural	101,400	101,400	84,480	69,404			244,400	232,000	193,290	195,665		
Aquatic Centres	172,400	172,400	143,640	151,375			1,951,600	1,584,400	1,320,200	1,070,276		
TV & Radio Re Broadcasting							30,400	31,500	26,240	11,459		
Recreation Centre - Newman	254,700	344,300	286,890	348,646			1,708,600	1,697,300	1,414,290	1,100,024		
Libraries	7,000	6,000	5,000	9,380			517,600	532,200	386,790	343,205		
Club Development	5,000	5,000	4,160	-			131,100	165,700	138,070	105,773		
Open Space Assets - Newman	83,100	90,100	75,040	73,292			3,291,700	3,283,100	2,735,660	2,357,701		
Other Culture	300	300	250	232			300	300	250	-		
Martumili	1,286,700	864,200	720,120	878,932			1,511,700	1,493,900	951,450	1,136,019		
Culture & the Arts	-	-	-	68			208,900	208,900	161,570	129,608		
Events	270,300	249,500	207,910	211,661			697,800	648,900	404,040	470,231		
Other Operating expenses for R&E Reallocatic	-	-	-	-			-		(40)	-		
Total Recreation & Culture	**2,183,600**	**1,835,900**	**1,529,740**	**1,750,826**	**(221,086)**	(14)	**12,903,300**	**12,482,600**	**9,664,350**	**9,254,819**	**409,541**	4

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	EOY Forecast	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance
Transport												
Fixed Assets	18,200	18,200	15,160	77,248.19			7,862,200	7,862,200	6,551,810	7,451,497.86		
Sts/Rds/Bridges/Depots - Construction	6,614,800	6,614,800	5,512,300	5,094,435.93			-	-	-	-		
Sts/Rds/Bridges/Depots - Maintenance	960,000	960,000	800,000	660,789.25			3,692,200	3,804,900	3,169,603	2,794,197.08		
Road Plant Purchases	23,200	23,200	19,330	9,548.98			-	-	-	-		
Aerodromes	14,455,700	14,455,700	11,988,705	12,323,984			10,833,300	11,586,800	8,989,740	7,409,363.88		
Total Transport	**22,071,900**	**22,071,900**	**18,335,495**	**18,166,007**	**169,488**	**1**	**22,387,700**	**23,253,900**	**18,711,150**	**17,655,059**	**1,056,091**	**6**
Economic Services												
Fixed Assets	-	-	-	-			632,300	632,300	526,910	571,002		
Tourism and Area Promotion	155,400	162,500	135,400	127,878			546,100	498,200	340,120	253,711		
Building Control	163,200	203,200	169,310	237,623			238,500	251,000	209,110	168,730		
Rural Services	133,500	129,500	107,910	97,174			173,100	173,100	144,220	108,589		
Economic Development	1,535,000	1,687,000	237,000	171,637			798,900	777,200	261,750	207,366		
Newman House	164,200	164,200	136,820	132,304			157,700	164,700	137,260	123,802		
Total Economic Services	**2,151,300**	**2,346,400**	**786,440**	**766,617**	**19,823**	**3**	**2,546,600**	**2,496,500**	**1,619,370**	**1,433,206**	**186,164**	**11**
Other Property & Services												
Fixed Assets	-	-	-	-			45,800	45,800	38,160	23,724		
Private Works	5,000	5,000	4,160	1,081			5,000	5,000	4,999	1,424		
Public Works Overheads	5,200	5,200	4,330	4,200			5,200	5,200	4,240	(250,434)		
Plant Operation Costs	-	-	-	-			-	-	(12)	357,549		
Salaries and Wages	10,000	10,000	8,330	8,549			10,000	10,000	8,330	137		
Project Management	-	-	-	-			1,142,700	765,500	1,021,190	398,179		
Undassified	190,000	490,000	177,430	254,427			190,000	480,000	408,320	612,933		
Total Other Property & Services	**210,200**	**510,200**	**194,250**	**268,266**	**(74,016)**	**(38)**	**1,398,700**	**1,321,500**	**1,485,229**	**1,163,512**	**321,717**	**22**
Total Revenue & Expenditure As Per Operating Statement	**51,390,300**	**53,118,500**	**43,149,422**	**41,423,143**			**51,347,400**	**51,708,400**	**42,237,797**	**37,609,264**		

SHIRE OF EAST PILBARA
Statement of Financial Activity By Nature and Type
For The Period Ending 30th April 2021

Description	2020/2021 Budget	2020/2021 Amended Budget	2020/2021 Amended YTD Budget	2020/2021 YTD Actual	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance
OPERATING REVENUE						
Rates	13,963,600	14,337,100	14,337,100	14,297,157	-39,943	0
Grants And Subsidies	9,948,700	10,948,700	9,123,917	6,961,856	-1,328,728	24
Contributions, Reimbursements and Donations	4,766,500	5,367,300	4,472,750	1,240,820	-2,731,264	72
Gain On Asset Disposals	33,600	33,600	28,000	98,680	70,680	(252)
Fees and Charges	21,073,400	21,182,600	17,652,167	17,925,997	364,830	(2)
Interest	570,700	596,700	497,250	214,681	-260,902	57
Other Revenue/Income	957,700	606,400	454,800	683,497	-114,587	(50)
Service Charges	0	0	0	0	0 na	
Total Operating Revenue	$51,314,200	$53,072,400	$46,565,983	41,422,688	-3,666,412	8
Less: OPERATING EXPENDITURE						
Employee Costs	13,907,400	13,584,000	11,320,000	10,521,823	-1,067,677	7
Materials And Contracts	17,760,800	18,695,000	15,579,167	9,856,098	-4,944,569	37
Depreciation On Non Current Assets	16,013,200	16,013,700	13,344,750	14,106,927	762,594	(6)
Insurance Expenses	923,100	881,700	881,700	998,946	117,246	(13)
Loss On Asset Disposal	35,500	35,500	29,583	85,932	56,349	(190)
Interest Expenses	310,600	260,400	217,000	142,269	-116,564	34
Utilities (Gas, Electricity, Water Etc)	1,663,600	1,566,900	1,305,750	1,287,058	-99,276	1
Other Expenditure	733,200	701,200	584,333	612,209	1,209	(5)
Sub Total	$51,347,400	$51,738,400	$43,262,283	37,611,263	-5,290,687	12
Less: Applicable To Capital Expenditure	0	0	0	0	0 na	
Total Operating Expenditure	$51,347,400	$51,738,400	$43,262,283	37,611,263	-5,290,687	12
NET PROFIT/(LOSS) RESULT	($33,200)	$1,334,000	$3,303,700	3,811,425	1,624,275 na	
Other Comprehensive Income	$0			0		
TOTAL COMPREHENSIVE INCOME	($33,200)	$1,334,000	$3,303,700	3,811,425	1,624,275 na	

Rate Setting Statement
Operating Revenue and Expenses
For The Period Ending 30th April 2021

OPERATING REVENUE	Budget	Amended Budget	YTD Budget	YTD Actual
General Purpose Funding	16,112,600	16,516,000	16,005,990	15,380,724
Governance	116,800	358,800	273,210	90,764
Law, Order & Public Safety	98,500	95,800	79,790	34,468
Health	86,800	86,800	57,290	31,578
Education & Welfare	10,500	68,000	36,660	30,120
Housing	301,600	312,600	260,450	326,999
Community Amenities	5,969,200	5,780,000	5,114,787	4,463,654
Recreation and Culture	2,183,600	1,833,200	1,529,740	1,742,791
Transport	15,461,700	15,441,600	12,810,285	12,995,159
Economic Services	1,651,300	1,846,400	786,440	766,617
Other Property & Services	210,200	510,200	194,250	268,266
Total Operating Revenue	**42,202,800**	**42,849,400**	**37,148,892**	**36,131,138**
Less: OPERATING EXPENSES				
General Purpose Funding	385,400	382,600	318,790	144,453
Governance	700,200	655,800	951,890	(658,531)
Law, Order & Public Safety	1,262,300	1,463,800	1,220,280	1,284,615
Health	540,200	530,600	442,090	333,213
Education & Welfare	2,518,900	2,524,400	1,953,070	1,772,692
Housing	781,300	732,300	748,577	838,914
Community Amenities	5,922,800	5,894,400	5,122,991	4,306,907
Recreation and Culture	12,903,300	12,482,600	9,664,360	9,250,828
Transport	22,387,700	23,218,400	18,681,570	17,653,523
Economic Services	2,546,600	2,496,500	1,619,370	1,433,206
Other Property & Services	1,398,700	1,321,500	1,485,229	1,163,512
Total Operating Expenditure	**51,347,400**	**51,702,900**	**42,208,217**	**37,523,332**
Add:				
Capital Grants and Contributions	9,189,400	10,189,400	5,991,120	5,193,328
Sale of Assets	233,000	233,000	202,480	202,300
Non - cash amounts excluded from operating activities	16,013,700	16,013,700	13,344,750.00	14,106,927
	25,436,100	**26,436,100**	**19,538,350**	**19,502,556**
Less: CAPITAL WORKS PROGRAMME				
Governance	345,000	382,000	358,340	133,545
Law, Order & Public Safety	119,300	582,500	119,299	128,117
Health	-	-	-	-
Education & Welfare	60,000	33,000	22,500	-
Housing	1,269,700	1,003,700	836,410	901,133
Community Amenities	7,336,400	7,683,500	7,285,569	349,937
Recreation and Culture	960,000	1,133,600	1,121,770	587,466
Transport	12,487,200	11,369,200	11,039,307	6,334,739
Economic Services	850,000	1,720,000	1,720,000	520,985
		-		
	23,427,600	**23,907,500**	**22,503,195**	**8,955,922**
Less: OTHER				
Repayments of Debentures	1,209,500	1,209,500	576,699	576,699
Less Contributions to Loan Principal	-	-	-	-
Payments for principle portion of lease liability	-	-	-	27,489
Transfers to Reserves	2,890,800	3,639,500	28,801	6,686,968
	4,100,300	**4,849,000**	**605,500**	**7,291,156**
Add: FUNDING SOURCES				
Reserves Utilised	3,183,600	2,999,800	265,300	747,601
Proceeds from New Debentures	4,700,000	4,700,000	-	-
Estimated Surplus/(Deficit) July 1 b/fwd	4,006,200	3,497,100	4,245,000	3,497,150
	11,889,800	**11,196,900**	**4,510,300**	**4,244,750**
Estimated Surplus/(Deficit) June 30 c/fwd	**653,400**	**23,000**	**(4,119,370)**	**6,108,035**

CASHFLOW
For The Period Ending 30th April 2021

Municipal Fund

Cashflows From Operating Actvities		
Receipts from Operations		40,269,138
Less: Payments for Operations		-22,579,706
	Net Cash Provided by Operating Activities	17,689,432
Cashflow from Investing Activities		
Interest received		214,681
Proceeds - Sale of Assets		202,300
Payment for Property, Plant & Equipment		-8,955,922
	Net Cash Used by Investing Activities	-8,538,940
Cashflows from Financing Activities		
Interest Paid		-142,269
Repayment of Borrowings		-576,699
Proceeds from Borrowings		0
	Net Cash Used by Financing Activities	-718,969
	Net Increase in Cash Held	**8,431,524**
	Municipal Fund Cash at Beginning of Year - 01/07/20	59,681,931
	Municipal Fund Cash at End of Period - 30/04/2021	68,105,289
	Net Increase in Cash Held	**8,423,357**

Total Cash Balances

Municipal Fund		
- Cash At Bank	5,176,881	
- Cash Floats	13,600	
- Cash Invested	5,645,421	10,835,901
Reserve Fund - Cash Invested		57,269,387
	Total Cash Held	**68,105,289**

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 30th April 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
	Governance							
	Other Governance							
49001	Computer Equipment	80,000	80,000	80,000	28,688		-	28,688
49003	Furniture and Equipment - Newman	25,000	12,500	15,000	-		-	-
49016	Nwm Admin Building (L&B)	55,000	55,000	55,000	-		44,359	44,359
49019	Newman Admin Building (Infa)	0	14,170	17,000	14,603		-	14,603
49026	M/Bar Admin Building	80,000	91,670	110,000	36,145		16,289	52,434
49030	CBS Vehicle - 4WD (41229)	55,000	55,000	55,000	54,108		-	54,108
49033	Marble Bar Public Art	50,000	50,000	50,000	-		-	-
49039	Nmw Admin Blg Security Upgrade	0	0	0	-		-	-
	Total Governance	**$345,000**	**$358,340**	**$382,000**	**133,545**	63	**60,648**	**194,193**
	Law, Order & Public Safety							
	Fire Prevention/Emergency Services							
59010	Ranger Vehicle - 4WD (51112)	65,000	65,000	65,000	75,117		-	75,117
59012	Nullagine BFB - Ablution Block	54,300	54,299	54,300	53,000		-	53,000
		$119,300	**$119,299**	**$119,300**	**128,117**		**-**	**128,117**
	Other Law, Order and Public Safety							
59022	** BHP - CCTV	0	0	0	-		-	-
		$0	**$0**	**$0**	**-**		**-**	**-**
	Total Law, Order, P/Safety	**$119,300**	**$119,299**	**$119,300**	**128,117**	-7	**-**	**128,117**
	Health							
79001	MHRS Vehicle - 4WD (71090)	0	0	0	-		-	-
	Total Health	**$0**	**$0**	**$0**	**-**	na	**-**	**-**
	Education and Welfare							

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 30th April 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
	Community Services							
89023	CRC Marble Bar	10,000	8,330	16,000	-		3,927	3,927
89026	Newman Youth Centre	50,000	14,170	17,000	-		-	-
	Total Education and Welfare	**$60,000**	**$22,500**	**$33,000**	**-**	na	**3,927**	**3,927**
	Housing							
	Staff Housing							
99020	Staff Housing Capital - ALL	1,190,700	449,750	674,700	630,091		223,063	853,155
99019	Staff Housing Capital - M/Bar and Null	0	300,830	345,500	254,866		76,021	330,887
99027	Community Housing - Capital	0	2,500	3,000	2,074		-	2,074
99028	Staff Housing Capital - Airport	79,000	83,330	100,000	13,007		14,212	27,219
99029	Staff Housing Capital - Martumili	0	0	0	1,095		-	1,095
	Total Housing	**$1,269,700**	**$836,410**	**$1,123,200**	**901,133**	-8	**313,296**	**1,214,430**
	Community Amenities							
	Sewerage							
109002	Sewerage Plant Capital Improv'ts	6,259,400	6,259,399	7,259,400	147,344		249,797	397,141
109009	Chlorination System	0	0	0	-		-	-
109051	Header Tank Roof	30,000	0	0	-		-	-
		$6,289,400	**$6,259,399**	**$7,259,400**	**147,344**		**249,797**	**397,141**
	Sanitation Other							
109037	Newman Landfill Fencing	650,000	650,000	0	-		-	-
109038	Newman Landfill Signage	20,000	20,000	20,000	-		15,478	15,478
109039	Newman Landfill Bore	200,000	200,000	200,000	41,253		2,000	43,253

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 30th April 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
109040	GEWS Vehicle - 2WD (101401)	55,000	54,500	54,500	54,129		-	54,129
109042	CDS Admin Office & Toilets	122,000	101,670	122,000	79,661		1,631	81,292
		$1,047,000	**$1,026,170**	**$396,500**	**175,042**		**19,109**	**194,152**
	Other Community Amenities							
109022	Public Toilets	0	0	0	-		-	-
109033	Nullagine Public Toilets	0	0	27,600	27,550		-	27,550
		0	**0**	**$27,600**	**27,550**		**-**	**27,550**
	Total Community Amenities	**$7,336,400**	**$7,285,569**	**$7,683,500**	**349,937**	95	**268,906**	**618,843**
	Recreation And Culture							
119012	Marble Bar Civic Centre	0	0	0	38,590		-	38,590
119021	EPAC Building Works	15,000	12,500	15,000	-		11,938	11,938
	Public Halls & Civic Centre	**$15,000**	**$12,500**	**$15,000**	**38,590**		**11,938**	**50,528**
119067	Newman Aquatic Centre - P&E	30,000	50,000	50,000	19,939		-	19,939
119041	Newman Aquatic Centre - INFR	50,000	12,500	15,000	-		14,763	14,763
	Swimming Areas / Beaches	**$80,000**	**$62,500**	**$65,000**	**19,939**		**14,763**	**34,702**
119310	Newman Community Library - L&B	15,000	15,000	15,000	-		-	-
	Libraries	**$15,000**	**$15,000**	**$15,000**	**-**		**-**	**-**
119029	CRS Vehciel - Wagon (111675)	55,000	56,600	56,600	56,361		-	56,361
119033	Newman Rec Centre - Equipment	0	215,000	215,000	-		-	-
119611	Rec Centre Bin Compound	35,000	64,170	77,000	-		23,697	23,697

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 30th April 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
	Recreation Centre	**$90,000**	**$335,770**	**$348,600**	**56,361**		**23,697**	**80,058**
119063	Playground Equipment - Rural	250,000	250,000	250,000	149,400		1,000	150,400
119704	Minor Equipment - Parks & Gardens	50,000	33,500	68,500	34,240		-	34,240
119722	Oval Reticulation Automation	260,000	270,000	270,000	140,160		31,754	171,914
119729	Capricorn Oval Benches	50,000	40,000	40,000	37,932		-	37,932
119732	Newman - Junior Sports Doors & Security	25,000	0	0	-		-	-
119740	Gallop Park Dump Point	15,000	12,500	15,000	-		-	-
119742	North Newman Reserve - Water Supply Con.	50,000	50,000	75,000	74,440		-	74,440
119746	Water Tank Scheme Connection	60,000	40,000	40,000	36,403		-	36,403
	Ovals, Parks and Other Reserves	**$760,000**	**$696,000**	**$758,500**	**472,576**		**32,754**	**505,330**
	Total Recreation And Culture	**$960,000**	**$1,121,770**	**$1,202,100**	**587,466**	48	**83,152**	**670,618**
	Transport							
129545	Marble Bar / Woodie Woodie Road	281,600	281,600	281,600	241,838		-	241,838
129546	Jigalong Road	530,000	165,000	165,000	164,522		-	164,522
129547	Warrawagine Road	600,000	600,000	600,000	601,513		-	601,513
129548	Muccan Shay Gap Road	300,000	300,000	315,000	318,506		-	318,506
129549	Goldworthy Road	77,200	440,000	440,000	234,379		-	234,379
129551	Woodie Woodie Road	300,000	300,000	300,000	102,667		-	102,667
129555	Hillside Marbe Bar Road	659,700	659,700	659,700	32,572		216,145	248,717
129557	Skull Springs Road	500,000	500,000	500,000	500,043		31,423	531,466
129559	Goldsworth Shay Gap Road	439,600	0	0	-		-	-

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 30th April 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
	Road Construction	**$3,688,100**	**$3,246,300**	**$3,261,300**	**2,196,040**		**247,568**	**2,443,608**
129537	Kiwirrkurra Access Road	690,600	511,580	613,900	613,862		-	613,862
129538	Punmu Access Road	180,000	514,000	616,800	616,775		-	616,775
129539	Talawana Track	180,000	180,000	180,000	179,588		-	179,588
129540	Jupiter Well Access Road	75,000	0	0	-		-	-
129542	Kunnawarritji Access	720,000	720,000	746,800	746,793		-	746,793
129543	Desert Road	548,000	530,800	530,800	530,740		-	530,740
	Aboriginal Access Roads	**$2,393,600**	**$2,456,380**	**$2,688,300**	**2,687,757**		**-**	**2,687,757**
129530	Newman Town Streets - Reseals	561,000	561,000	587,000	586,638		-	586,638
129562	Local Road & Infrastructure Projects	1,196,500	1,196,498	1,196,500	-		-	-
129601	Nullagine Entry Statement	30,000	29,999	30,000	30,306		-	30,306
129595	Newman Depot - Land & Building	50,000	76,000	76,000	-		22,907	22,907
129619	Streetscape Projects/ Landscaping - Various	100,000	83,330	100,000	19,968		2,000	21,968
	Other Construction	**$1,937,500**	**$1,946,827**	**$1,989,500**	**636,912**		**24,907**	**661,819**
129079	WS P&G Vehicle - 4WD (2812)	55,000	57,600	57,600	57,561		-	57,561
129084	Minor Equipment - Rural	73,000	0	6,500	-		-	-
129096	Parks & Gardens Vehicle - 2WD (2807)	38,000	29,500	29,500	29,521		-	29,521
129097	Parks & Gardens Vehicle - 2WD (2810)	38,000	29,600	29,600	29,554		-	29,554
129098	Canter Tipper with Kevrek (2704)	98,000	65,200	65,200	65,571		-	65,571
129722	Minor Equipment - Newman	30,000	10,000	0	-		-	-
129723	Canter Tipper with Kevrek (2727)	98,000	79,200	79,200	-		-	-

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 30th April 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
129732	Sideshift Backhow (2751)	190,000	195,400	195,400	195,420		-	195,420
129745	Fuso Canter 815 Tipper (2825)	98,000	63,300	63,300	63,651		-	63,651
	Road Plant Purchases	**$718,000**	**$529,800**	**$526,300**	**441,278**		**-**	**441,278**
129401	Services - Access Roads, Car Parks	200,000	200,000	200,000	-		-	-
129402	Services - Water Inc Ro	250,000	250,000	250,000	31,543		17,711	49,254
129404	Services - Waste	500,000	0	0	-		-	-
129419	Safety & Security - Lighting	2,000,000	2,000,000	2,000,000	-		-	-
129426	ASCE Plant & Equipment	250,000	350,000	350,000	296,692		145,455	442,147
129427	Plant & Equipment - Machinery	150,000	60,000	60,000	44,517		-	44,517
129431	Public Structures	400,000	0	0	-		-	-
	Landside Expenses	**$3,750,000**	**$2,860,000**	**$2,860,000**	**372,752**		**163,166**	**535,918**
	Total Airport	**$3,750,000**	**$2,860,000**	**$2,860,000**	**372,752**		**163,166**	**535,918**
	Total Transport	**$12,487,200**	**$11,039,307**	**$11,325,400**	**6,334,739**	43	**435,641**	**6,770,380**
	Economic Services							
139818	RPT Troop Carrier (131166)	0	0	0	-		-	-
	Rural Services	**$0**	**$0**	**$0**	**-**		**-**	**-**
139130	Newman Visitors Centre	70,000	40,000	40,000	35,889		-	35,889
139203	Cape K - Caretakers Residence Potable Wate	280,000	380,000	380,000	28,059		272,359	300,419
139220	Newman Caravan Park	500,000	1,300,000	1,300,000	457,036		367,657	824,693

Shire Of East Pilbara
Acquisition & Construction of Assets
For The Period Ending 30th April 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
	Tourism & Area Promotion	$850,000	$1,720,000	$1,720,000	520,985		640,017	1,161,001
	Total Economic Services	$850,000	$1,720,000	$1,720,000	520,985	70	640,017	1,161,001
	Other Works & Services							
149014	Toyota Prado	0	0	0	-		-	-
	Total Other Works & Services	$0	$0	$0	-	na	-	-
	Totals of All Assets	$23,427,600	$22,503,195	$23,588,500	8,955,922	60	1,805,587	10,761,509

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 30th April 2021

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Budget 2020/2021 $	YTD Actuals 2020/2021 $
Current Assets		
Cash		
Municipal Fund Cash At Bank	153,600	5,176,881
Municipal Fund Cash On Hand	18,000	13,600
Municipal Fund Cash Invested	969,600	5,645,421
Reserve Funds	37,482,900	57,269,387
Total Cash	**$38,624,100**	**68,105,289**
Stock on Hand		
Fuels	96,891	46,339
History Books	12,479	12,140
Martumili Baskets	15,229	15,325
Total Stock	**$124,599**	**73,804**
Debtors		
Rates	210,000	1,944,025
Sundry Debtors	40,000	3,473,368
ATO	0	51,356
Aust Securities Commission	200	0
Total Debtors	**$250,200**	**5,468,748**
Total Current Assets	**$38,998,899**	**73,647,841**
Current Liabilities		
Creditors & Provisions		
Sundry Creditors	($550,000)	($1,111,326)
Accruals - Employee Entitlements	($773,100)	($1,326,799)
Accruals - Other	($130,599)	($6,563,656)
Trust Accounts	$0	($1,429,393)
Tax Liability	$0	$39,951
ESL Levy	$15,000	$119,250
Other Liabilities	$0	$0
Total Current Liabilities	**($1,438,699)**	**($10,271,972)**
Total Net Current Assets	**$37,560,200**	**$63,375,869**
Less Restricted Cash - Reserves	**$37,482,900**	**$57,269,387**
Net Current Assets less Restricted Cash	**$77,300**	**$6,106,482**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY **NOTE 2**
For The Period Ending 30th April 2021 **EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2020/21 year is $10,000 or 10% whichever is the greater.

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
VARIANCE BY FUNCTION & ACTIVITY	$	%			
Revenue from operating activities					
Governance	174,447	66	▼	Permanent	Reserve Interest and Sundry Income down on budget
General Purpose Funding - Rates	NA	NA			
General Purpose Funding - Other	789,262	47	▼	Timing	Grant funding not yet received
Law, Order & Public Safety	504,660	90	▼	Permanent	FESA Grant Funding will not be received
Health	25,712	45	▼	Timing	Food Premise Licences not yet raised
Education and Welfare	NA	NA			
Housing	(66,549)	(26)	▲	Permanent	Refund for Solar Panels
Community Amenities	561,994	11	▼	Permanent	Landfill Income down on budget
Recreation and Culture	(221,086)	(14)	▲	Permanent	Additional Martumili Grant Funding
Transport	NA	NA			
Economic Services	NA	NA			
Other Property and Services	(74,016)	(38)	▲	Permanent	General Insurance Recoup up on Budget
Expenditure from operating activities					
Governance	1,605,025	169	▼	Timing	Admin Reallocation
General Purpose Funding	174,337	55	▼	Timing	Due to Rates Write offs not yet applied
Law, Order and Public Safety	NA	NA			
Health	108,877	25	▼	Timing	Due to staff vacancies
Education and Welfare	NA	NA			
Housing	(90,337)	(12)	▲	Timing	Housing Allocations
Community Amenities	741,076	14	▼	Timing	Expenditure down over function
Recreation and Culture	NA	NA			
Transport	NA	NA			
Economic Services	NA	NA			
Other Property and Services	321,717	22	▼	Timing	Project Development projects not yet complete

VARIANCE BY NATURE & TYPE					
Operating Revenue					
Rates	NA	NA			
Grants And Subsidies	(1,328,728)	24	▼	Timing	Projects not complete
Contributions, Reimb. & Donations	(2,731,264)	72	▼	Timing	Projects not complete
Gain On Asset Disposals	70,680	(252)	▲	Permanent	Additional Income for Vehicles
Fees and Charges	NA	NA			
Interest	(260,902)	57	▼	Permanent	Interest Rates lower then budgeted
Other Revenue/Income	NA	NA			
Service Charges					
Operating Expenditure					
Employee Costs	NA	NA			
Materials And Contracts	(4,944,569)	37	▼	Timing	Projects behind completion dates
Depreciation On Non Current Assets	NA	NA			
Insurance Expenses	117,246	(13)	▲	Timing	IE Allocation only
Loss On Asset Disposal	56,349	(190)	▼	Permanent	Disposal of assets not budgeted
Interest Expenses	(116,564)	34	▼	Timing	Loan payment Timing
Utilities (Gas, Electricity, Water Etc)	NA	NA			
Other Expenditure	NA	NA			

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

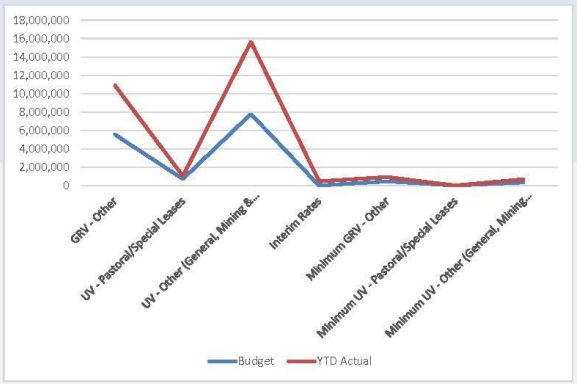
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 30th April 2021

OPERATING ACTIVITIES
NOTE 3
RATE REVENUE

General Rate Revenue			Budget					YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	$			$	$	$	$	$	$	$	$
Differential General Rate											
GRV - Other	7.3662	2038	75,644,134	5,572,139			5,572,139	5,042,888	326,621	-19,738	5,349,770
UV - Pastoral/Special Leases	8.5900	46	8,282,212	711,442			711,442	320,356			320,356
UV - Other (General, Mining & Petroleum)	17.1800	1141	44,215,816	7,596,277	190,000		7,786,277	7,673,071	132,129	29,881	7,835,081
							0				0
Minimums	Minimum $										
GRV - Other	$ 650	690	2,223,748	457,470			457,470	457,470			457,470
UV - Pastoral/Special Leases	$ 230	21	8,107	4,830			4,830	4,830			4,830
UV - Other (General, Mining & Petroleum)	$ 430	795	872,276	341,850	0		341,850	337,120			337,120
											0
Sub-Totals		**4,731**	**131,246,293**	**14,684,008**	**190,000**	**0**	**14,874,008**	**13,835,734**	**458,750**	**10,143**	**14,304,627**
Discount							0				
Concession					910,408		(910,408)				
Amount from General Rates							**13,963,600**				**14,304,627**
Ex-Gratia Rates							0				-
Total General Rates							**13,963,600**				**14,304,627**

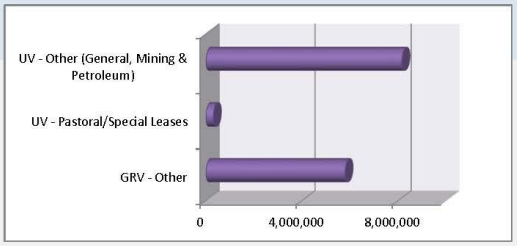
SIGNIFICANT ACCOUNTING POLICIES

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



KEY INFORMATION

General Rates		
Budget	YTD Actual	%
$13.96 M	$14.3 M	102%



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 30th April 2021

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

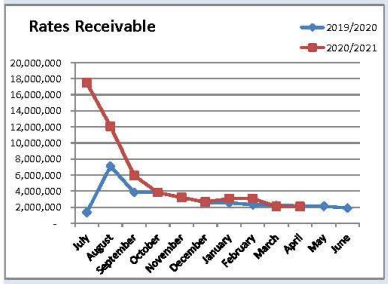
Rates Receivable	1 July 2019	30 Apr 21
	$	$
Opening Arrears Previous Years	1,349,994	1,893,659
Levied this year	16,670,389	17,554,747
Less Collections to date	(16,126,724)	(17,352,792)
Equals Current Outstanding	**1,893,659**	**2,095,614**
Net Rates Collectable	**1,893,659**	**2,095,614**
% Collected	96.74%	98.85%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	1,363,849	408,186	1,118,758	582,574	3,473,368
Percentage	39%	12%	32%	17%	
Balance per Trial Balance					
Sundry debtors					3,473,368
Total Receivables General Outstanding					**3,473,368**

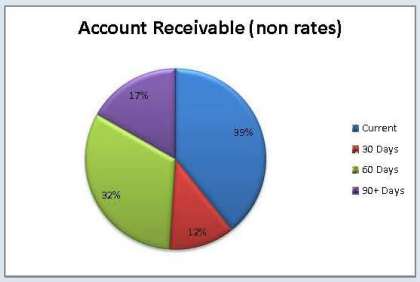
Amounts shown above include GST (where applicable)

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.

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



Collected	Rates Due
99%	$2,095,614



Debtors Due
$3,473,368

Over 30 Days
61%

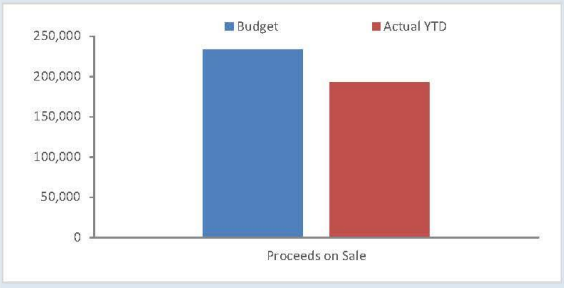
Over 90 Days
17%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 30th April 2021

OPERATING ACTIVITIES
NOTE 5
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
Program 4	**Governance**								
41229B	Toyota Hilux 4x4	9,000	17,000	8,000					
Z17058C	Newman - Shire Admin - Gardens					5,397			(5,397)
Program 5	**Law, Order & Public Safety**								
P51112E	Toyota Hilux	22,300	25,000	2,700		21,394	34,790	13,396	
Program 7	**Health**								
Program 10	**Community Amenities**								
121212A	GEWS Vehicle	13,000	15,000	2,000					
P16068	Newman Refuse - Cardboard Bailer					75,008	0		(75,008)
Program 11	**Culture and Recreation**								
111576D	CRS Vehicle	22,300	25,000	2,700		11,570	19,606	8,036	
P16004	Dolphin Commercial Expert Pro Pool					1,507	0		(1,507)
P13019	Newman Aquatic - Dolphin Pro Cleaner					2,486			(2,486)
Program 12	**Transport**								
2704C	Fuso Canter	32,300	27,000		(5,300)				
2727C	Fuso Canter	38,000	27,000		(11,000)				
2751A	Backhoe	9,200	25,000	15,800		9,180	28,011	18,831	
2807E	Holden Colorado	14,200	9,000		(5,200)	13,604	12,835		(770)
2810E	Holden Colorado	14,200	9,000		(5,200)	13,604	12,839		(766)
2812C	Toyota Hilux	24,600	27,000	2,400					
2825A	Toyota 79 Series	35,800	27,000		(8,800)				
2733B	HINO Ranger Pro - Mistral Suction Road Sw					17,280	61,326	44,046	
121212A	Toyota Hilux Extra Cab (4wd)					8,699	23,066	14,367	
Program 13	**Economic Services**								
Program 14	**Other Works and Services**								
		234,900	**233,000**	**25,600**	**(35,500)**	**179,730**	**192,473**	**98,676**	**(85,933)**

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
$233,000	$192,473	83%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 30th April 2021

FINANCING ACTIVITIES
NOTE 6
BORROWINGS

Information on Borrowings	Opening Bal	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	2020/2021	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	$	$	$	$	$	$	$	$	$
Housing									
Staff Housing	193,958			93,893	93,900	100,065	100,058	11,055	11,100
								815	1,200
Staff Housing	929,661			131,295	131,300	798,366	798,361	58,239	58,200
								3,222	7,200
Community Amenities									
Sewerage Plant	1,354,944			61,918	125,200	1,293,026	1,229,744	30,419	59,500
								4,665	10,000
Sewerage Plant	823,455			45,832	92,400	777,623	731,055	12,558	24,400
								2,903	6,400
Sewerage Plant	0	0	4,700,000	0	271,600	0	4,428,400	-	92,700
								-	17,900
Transport									
Newman Airport Precinct	495,142			243,762	495,100	251,380	42	15,473	13,300
							0	2,921	8,700
	3,797,160	0	4,700,000	576,699	1,209,500	3,220,461	7,287,660	142,269	310,600
Self supporting loans									
							0		
	0	0	0	0	0	0	0	0	0
Total	3,797,160	0	4,700,000	576,699	1,209,500	3,220,461	7,287,660	142,269	310,600

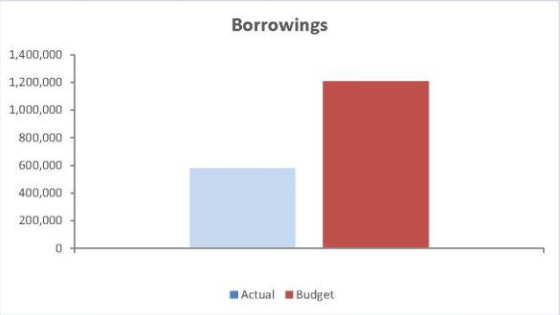
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments
$576,699

Note: Interest Accrual - As per Auditors Request

Interest Earned	Interest Expense
$214,681	$142,269

Reserves Bal	Loans Due
$57.27 M	$3.22 M

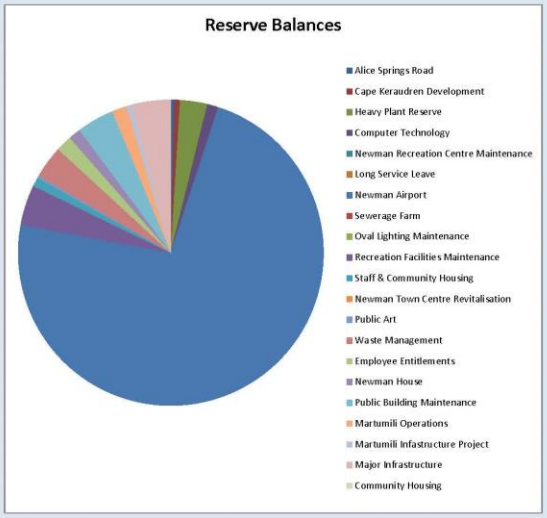
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 30th April 2021

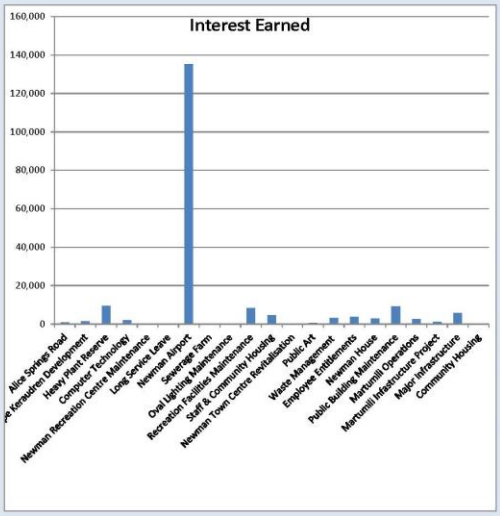
CASH AND INVESTMENTS
NOTE 7

Cash Backed Reserve

Reserve Name	Opening Balance - 01.07.2020	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Alice Springs Road	215,871	5,300	832	0	0	0	0	221,171	216,703
Cape Keraudren Development	363,798	8,900	1,402	0	0	(180,000)	(19,145)	192,698	346,056
Heavy Plant Reserve	1,837,817	60,800	9,549	0	0	(850,000)	(195,420)	1,048,617	1,651,946
Computer Technology	668,455	13,400	2,111	0	0	(100,000)	0	581,855	670,566
Newman Recreation Centre Maintenance	0	0	0	0	0	(127,535)	0	(127,535)	0
Long Service Leave	0	0	0	0	0	(464,411)	0	(464,411)	0
Newman Airport	35,879,532	674,900	135,103	2,080,100	5,785,036	(435,700)	(43,423)	38,198,832	41,756,248
Sewerage Farm	0	0	0	0	0	(115,770)	0	(115,770)	0
Oval Lighting Maintenance	0	0	0	0	0	(13,201)	0	(13,201)	0
Recreation Facilities Maintenance	2,537,321	58,000	8,379	342,178	0	(2,011,442)	(106,216)	926,057	2,439,484
Staff & Community Housing	557,666	29,300	4,598	1,180,964	0	(1,156,681)	0	611,249	562,263
Newman Town Centre Revitalisation	0	0	0	0	0	(337,000)	0	(337,000)	0
Public Art	124,801	2,400	481	0	0	0	0	127,201	125,282
Waste Management	1,959,403	31,700	3,036	2,791,176	0	(663,964)	0	4,118,315	1,962,439
Employee Entitlements	968,504	23,800	3,734	959,185	0	(494,774)	0	1,456,715	972,238
Newman House	730,710	16,700	2,814	0	0	0	0	747,410	733,524
Public Building Maintenance	2,390,433	63,300	9,220	0	0	(200,000)	(128,371)	2,253,733	2,271,282
Martumili Operations	441,756	13,500	2,589	0	711,271	(267,000)	(255,026)	188,256	900,590
Martumili Infastructure Project	309,934	3,900	998	50,000	0	0	0	363,834	310,932
Major Infrastructure	2,344,018	0	5,816	0	0	0	0	2,344,018	2,349,834
Community Housing	0	0	0	0	0	(24,283)	0	(24,283)	0
	51,330,020	**1,005,900**	**190,660**	**7,403,603**	**6,496,308**	**(7,441,760)**	**(747,601)**	**52,297,762**	**57,269,387**

KEY INFORMATION





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

GRANTS & CONTRIBUTIONS

For The Period Ending 30th April 2021

NOTE 8

Non Operating Grants & Contributions For The Development Of Assets

Grant Source	Purpose	2020/2021 Estimated Actual	2020/2021 Budget	2020/2021 Actual	Variance (Under)/Over
		$	$	$	
State Grants					
FESA	NBFB Shed Grant	77,300	77,300	0	100
WA Grants Commission	Aboriginal Access Roads	500,025	666,700	517,508	-3
Main Roads WA	Aboriginal Access Roads	249,975	333,300	498,333	-99
Main Roads WA	Regional Road Group	782,550	1,043,400	882,393	-13
WA Grants Commission	Untied Road Grants	465,900	621,200	0	100
Main Roads WA	Direct Grants	330,975	441,300	501,853	-52
State Government	Discovery Drive Sign Project	0	0	0	na
		2,406,725	**3,183,200**	**2,400,087**	0
Federal Grants					
Federal Dep't Of Transport	Roads To Recovery	869,775	1,159,700	2,009,682	-131
Federal Dep't Of Transport	Roads to Recovery - Additional	637,500	850,000	475,000	25
Federal Dep't Of Transport	Local Roads & Community Infrast.	897,375	1,196,500	0	100
		2,404,650 0	**3,206,200**	**2,484,682**	-3
Contributions					
BHP	Collective Impact - Community Safety	500,000	500,000	10,585	98
BHP	Sewerage Pant Upgrade Funding	1,250,000	2,850,000	89,139	93
Private Mine Contributions	Woodie Woodie Road	150,000	200,000	200,000	-33
BHP	Landscaping Project	100,000	100,000	8,835	91
BHP	Newman Caravan Park Grant	500,000	500,000	0	100
		2,500,000	**4,150,000**	**308,559**	88
Non-Operating grants, subsidies and contributions Total		**7,311,375 0**	**10,539,400**	**5,193,328**	29

Grants & Contributions Toward Operating Expenditure

Grant Source	Purpose	2020/2021 Estimated Actual	2020/2021 Budget	2020/2021 Actual	Variance (Under)/Over
		$	$	$	
State Grants					
WA Grants Commission	General Purpose Grants	1,085,000	2,000,000	878,377	19
CRSFF	Recreation Plan	-25,000	25,000	0	100
FESA	FESA Grant - SES	4,000	4,000	4,000	0
FESA	FESA Grant - Nullagine VBFB	15,000	20,000	3,074	80
Dept of Health	Mosquito Control	8,000	18,000	8,238	-3
State Grants	Youth	2,500	3,000	1,500	40
DSR	Club Development	4,170	5,000	0	100
Art Enterprise Activities (NACIS)	Martumilli Arts Project	290,000	290,000	249,091	14
Dept Environmen. & Heritage	Martumilli Arts Project	70,000	70,000	70,000	0
Tourism WA	Fusion Festival	15,000	15,000	10,500	na
State Grants	Events	12,497	34,800	20,111	na
Lotterywest	Fusion Festival	16,670	20,000	0	100
WA Grants Commission	Untied Road Grants	675,000	900,000	617,966	8
PDC	Regional Economic Dev (RED) Grant	35,000	35,000	36,995	-6
State Dep't of Transport	RPT Bus Service Subsidy	99,580	119,500	89,595	10
		2,307,417	**3,559,300**	**1,989,448**	10
Contributions					
Water Corporation	Newman Sewerage Farm	143,500	143,500	142,778	1
BHP	Newman Retreated Water Plan	100,000	100,000	0	100
BHP	Events Partnership - Newman	193,000	193,000	180,680	6
BHP	Martumili - Community Support	530,000	530,000	132,500	75
BHP	Regional Service Hub Planning	500,000	500,000	0	100
BHP	Newman Caravan Park Planning	500,000	500,000	134,642	73
		1,966,500 0	**1,966,500**	**590,601**	70
Operating grants, subsidies and contributions Total		**4,273,917 0**	**5,525,800**	**2,580,048**	10

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY **NOTE 9**
For The Period Ending 30th April 2021 **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 30 Apr 2021
	$	$	$	$
Public Open Space	231,500	0	0	**231,500**
Cash in Lieu of Parking	526,724	0	0	**526,724**
	758,224	**0**	**0**	**758,224**



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY **NOTE 10**

For The Period Ending 30th April 2021 **BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						
888302	Cape Keraudren Development Reserve	202021/50	Non Cash Item		(150,000)		(150,000)
139203	Cape K - Potable Water	202021/50	Capital Expenditure			150,000	0
	Unbudgeted Expenditure - FBT Policy Reform Strategy	202021/56	Operating Expenses			34,000	34,000
102019	Income for Waste and Recycling - Education Tools	20202/85	Operating Revenue		(23,085)		(23,085)
101020	Expenditure for Easte and Recycling - Education Tools	20202/85	Operating Expenses			23,085	0
NEW	Income Newman WWTP Upgrade Grant		Operating Revenue		(1,000,000)		(1,000,000)
49817	Reserve Transfer - Newman WWTP Upgrade		Non Cash Item			1,000,000	0
102019	Income for Waste Services Grant - Bin Tagging Program		Operating Revenue		(8,000)		(8,000)
101020	Expenditure for Waste Services Grant - Bin Tagging Program		Operating Expenses			8,000	0
102019	Income for Waste Services Grant - E-waste Collection & Recycling		Operating Revenue		(40,000)		(40,000)
101020	Expenditure for Waste Services Grant - E-waste Collection & Recycling		Operating Expenses			40,000	0
NEW	Income for Newman Economic Development and Tourism Stratergy		Operating Revenue		(500,000)		(500,000)
NEW	Expenditure for Newman Economic Development and Tourism Stratergy		Operating Expenses			500,000	0
112353	Library Grant Account Income		Operating Revenue		(4,900)		(4,900)
NEW	Library Grant Account Expenditure		Operating Expenses			4,900	0
119704	Minor Equipment - P&G Newman		Capital Expenses		(33,500)		(33,500)
129084	Plant & Equipment - Rural		Capital Expenses			13,500	0
129722	Minor Equipment - Newman		Capital Expenses			20,000	0
119704	Minor Equipment - Newman		Capital Expenses		(35,000)		(35,000)
111569	Playground Maintenance		Operating Expenses			35,000	0
99020	Staff Housing Maintenance		Operating Expenses		(135,000)		(135,000)
Various	Various G.L.S's as per Agenda Item		Operating Expenses			135,000	0
				0	(1,929,485)	1,963,485	

KEY INFORMATION

9.2.3 PROPOSED 2021-2022 DIFFERENTIAL RATING SUBMISSIONS

Attachments:	**Appendix 1 – Differential Rates Submission 2021**
Responsible Officer:	**Mr Steve Leeson Executive Manager Corporate Services**
Author:	**Mr Steve Leeson Executive Manager Corporate Services**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

In accordance with s6.36(4) of the *Local Government Act 1995* for Council to consider all e submissions and approve final rates for towards the drafting of the Shire of East Pilbara (the Shire) 2020/21 annual budget.

BACKGROUND

At the 28th May 2021 Ordinary Council Meeting, Council adopted the Rating Strategy 2021 to 2026 which revises the Shire of East Pilbara's differential rating model for the drafting of the 2021/2022 annual budget.

Also at the 28th May 2021 meeting, Council resolved to give local public notice of the following differential rates and minimum charges proposed for the 2021/2022 financial year.

Rate Category	Rate in the Dollar charge	Minimum Rate charge
GRV Residential	0.076785	$715
GRV Non-Residential	0.052570	$813
GRV Transient Workforce Accommodation	0.105140	
UV Pastoral	0.141450	$357
UV Mining	0.282900	$715

COMMENTS/OPTIONS/BACKGROUND

The 2021/2022 notice of intention to levy differential rating it is proposed towards achieving operating surplus, setting a three year goal to achieve this through the use of implementing a new rating strategy, achieve parity in rating with other Pilbara local governments. The approach involves:

- GRV – Residential

Increase $1 a week on the average residential property (an equivalent average increase of 4%)

- GRV – Non-residential

Increase $3 a week on the average non-residential property (an equivalent average increase of 4%)

- GRV – Transient Workforce Accommodation

Establish rate in the dollar parity with other Pilbara local governments

- UV – Pastoral

Maintain a consistent rating contribution amount, ahead of the 2022 -2023 revaluation

- UV - Mining.

Establish rate in the dollar parity with Pilbara local governments

In accordance with s6.36 of the *Local Government Act 1995* local public notice of the proposed differential and minimum rates was established on 2nd June 2021, through the following channels:

- Shire Website
- North West Telegraph (page 21), and
- Shire administration, library and shopping centre (Newman) notice boards.

In accordance with the Department of Local Government Sports and Cultural Industries Rating Policy – Differential Rates (s.6.33) being there are fewer than thirty ratepayers who will be subject to the GRV Transient Workforce Accommodation differential general rate, each affected ratepayer was provided notice by registered post, inviting their submissions on the proposed 2021/2022 rating.

At the time of writing this report, one submission was received and is included as Appendix 1.

It is acknowledged the proposed 2021/2022 rating will increase the amount of rates payable for UV Mining rated category of properties. In addressing the points raised in the submission, is the following:

- The percentages are high due to the relatively low 2020/2021 base rate
- The weekly increase in terms of the actual dollar amount are low
- The rate in the dollar charges are comparable with neighbouring Pilbara local governments
- Rates are a relatively small cost of business operations

All further submissions received up to and including the 24th June 2021 will be presented to Council to consider.

STATUTORY IMPLICATIONS/REQUIREMENTS

6.33. Differential general rates
6.35. Minimum payment
6.36. Local government to give notice of certain rates, invite and consider submissions.
6.7. Ground of Objection provides that if a local government imposes a differential general rate a person may object to the rate record.

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

Legislative / Financial – High
Council must consider its ability to fund expected outcomes in the Community Strategic Plan and deliver services to the community and rate payers.

Council is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.

FINANCIAL IMPLICATIONS

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

As part of drafting the Shire's 2021/2022 annual budget, through the proposed and advertised differential rating and minimum charges, establishes the means by which to fund the budget deficiency.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That Council having considered submissions regarding the advertised 2021/2022 proposed Differential Rates and Minimum Charges, pursuant to Section 6.33 of the Local Government Act 1995:

1. **Note that submissions were received regarding the proposed differential rates model 2021/2022;**
2. **Approve the following Differential Rates and Minimum Charges for the 2021/2022 financial year.**

Rate Category	Rate in the Dollar charge	Minimum Rate charge
GRV Residential	0.076785	$715
GRV Non-Residential	0.052570	$813
GRV Transient Workforce Accommodation	0.105140	
UV Pastoral	0.141450	$357
UV Mining	0.282900	$715

Appendix 1
Differential Rates Submission 2021

McMAHON MINING TITLE SERVICES PTY LTD

10 June 2021

Mr Ben Lewis
Acting Chief Executive Officer
Shire of East Pilbara
PMB 22
Newman WA 6753

By email: admin@eastpilbara.wa.gov.au

SUBMISSION - DIFFERENTIAL RATING 2021-2022

Thank you for the opportunity to make a submission regarding the proposed rates for 2021-22.

We note that valuations provided by the Valuer General are used in calculating mining tenement rates, and these valuations are based on the rent imposed by the Department of Mines, Industry Regulation and Safety. Any increases in the rent therefore result in an increase in valuations and in turn an automatic increase in rates.

Effective from 1 July 2020, the Department increased the rent rate for exploration licences by 2.17%, prospecting licences by 3.45% and mining leases by 1.01%. With the Shire proposing an increase in the rates in the dollar for 2021-22 from 0.1718 to 0.2829, a significant increase in the actual rates levied will occur as illustrated in the table below.

2020/21 RID	**0.1718**		**2021/22 Proposed RID**	**0.2829**
	2020 Rates	**2021 Rates - no change in RID**	**2021 Rates - proposed increase to RID**	**Actual percentage increase in rates**
P (200Ha)	$498.22	$515.40	$848.70	70.3%
E (10sbk)	$592.71	$605.60	$997.22	68.2%
M (100Ha)	$1,700.82	$1,718.00	$2,829.00	66.3%

The exploration and mining industry is one of the most significant contributors to the State's economy. It has played an integral role in the development and strength of this State, creating jobs and opportunities across the State but particularly in remote and regional parts of Australia. The industry will undoubtedly be critical to the future economic recovery of the State and country which has been severely impacted by the Covid-19 crisis.

To encourage the continued contributions made by the resources sector to the State economy it is critical that all government fees are set so as to reduce the cost of doing business in the State in the face of significant international competition wherever possible, and increase and incentivise investment in local exploration to discover vital new resources which benefit the whole of the State.

I would be happy to discuss this matter further on (08) 6467 7997.

Yours faithfully,

Shannon McMahon
Director
McMahon Mining Title Services

1

9.2.4 REVIEW OF COUNCIL POLICIES: CORPORATE SERVICES

Attachments:	**Appendix 1 - 2.1 Human Resources** **Appendix 2 - 2.2 Councillor and Senior Staff Representation at Functions and Events Adopted** **Appendix 3- 1 25 Attendance at Events Policy** **Appendix 4 - 2 3 Designated Senior Employees and Contracted Employees** **Appendix 5 - 2 4 Gratuity Policy** **Appendix 6 - 2 5 Occupational Health and Safety Policy** **Appendix 7 - 3 2 Asset Management Policy** **Appendix 8 – Investment Policy**
Responsible Officer:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Author:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE
For Council to consider the review of Corporate Services related policies.

BACKGROUND
A Local Government's Council adopts policies as prescribed under the Local Government Act 1995 (the Act) and other policies to establish Council's position, view and outcomes for a range of other matters as required in governing the district.

At the Ordinary Council Meeting of 28 May 2021, the first report of a progressive review of Corporate Services related polices was presented. The approach being undertaken is to:

- Rescind (Where the policy objectives are already within Local Government Act 1995, other legislation)
- Redirect (Where the policy objectives are a management procedure or process being the responsibility of the Chief Executive Officer (CEO))
- Review (Where the policy objectives are meeting current needs for Council to have an established position on a matter to which provide guidance to Shire process and procedures)
- Retain (Where no change is recommended to the current policy).

A good policy will:

- Be consistent with other written laws
- Be easily understood and applied

- Be fair and equitable
- Facilitate prompt customer service (Decisions)
- Avoid repetitive submissions to the Council

No.	Policy	Rescind	Redirect	Review	Retain
2.1	Human Resources	X			
2.2	Councillor and Senior Staff Representation at Functions and Events	X			
2.3	Designated Senior Employees and Contracted Employees				X
2.4	Gratuity Policy			X	
2.5	Occupational Health and Safety Policy	X			
3.2	Asset Management			X	
3.9	Investment Policy			X	

COMMENTS/OPTIONS/DISCUSSIONS

2.1 Human Resources Policy ***Appendix 1***
Date Adopted: 11 December 2015
Recommendation: Rescind
Reason: Is legislated - The Local Government Act (LGA) 1995 s5.41(g) *The CEO's functions are to: be responsible for the employment, management supervision, direction and dismissal of other employees*

Management procedures and process outline employment matters.

2.2 Councillor and Senior Staff Representation at Events Policy ***Appendix 2***
Date Adopted: 27 May 2005 (last reviewed 26 June 2020)
Recommendation: Rescind
Reason: Is duplicated by Council 1.25 Attendance at Events policy included as ***Appendix 3***.

2.3 Designated Senior Employees Policy ***Appendix 4***
Date Adopted 27 June 2003 (last reviewed 5 May 2006
Recommendation: Retain
Reason: The designation of Senior Employees is a decision of Council in accordance with LGA s 5.37 5.38 5.39

2.4 Gratuity Policy Policy ***Appendix 5***
Date Adopted 27 June 2003 (last reviewed 21 April 2017)
Recommendation: Review
Reason: Is legislated - A policy is required on payments to employees in addition to contract or award in accordance with LGA s5.50

The current policy prescribes procedures for implementation which is the responsibility of the CEO. The proposed revisions to

policy remove references to the Shire's general ledger chart of accounts.

2.5 Occupational Health and Safety Policy Policy ***Appendix 6***

Date Adopted	27 June 2003 (last reviewed 24 May 2019)
Recommendation	Rescind
Reason	Is legislated - LGA 5.40(e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984.

3.2 Asset Management Policy ***Appendix 7***

Date Adopted	29 January 2010 (Last Reviewed)
Recommendation	Review
Reason	Is legislated - Local Government (Financial Management) Regulations 1996 and Department of Local Government Integrated Planning and Reporting Framework Guidelines. To outline Council's commitment to manage and care for its assets in a way that ensures continuity of service delivery. The proposed revisions to policy emphasise asset life-cycle, asset management systems, levels of service and requirements for a business case to demonstrate advantages to assist decision making.

3.9 Investment Policy Policy ***Appendix 8***

Date Adopted	24 July 2009 (Last Reviewed 23 September 2017)
Recommendation	Review
Reason	Is legislated – LGA s6.14 and Local Government (Financial Management) Regulations 1996 r.19 / 19C / 28 / 49. As part of implementing the Financial Advisory Services for the Shire's investments, included within the scope of works was a review of the Shire's current policy with recommendations for improvement. The proposed revisions update the risk management guidelines as managed funds are no longer approved investments. BBB rating category is recommended to be added because banks in this category predominately have short term ratings of A-2, which is already allowed under the current policy for up to 60%. Establishing a performance benchmark being the Bloomberg Ausbond Bank Bill Index which is the predominate benchmark used by councils.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

Amendments and deletions to existing policies are recommended within this report.

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

None identified, though amendments to existing policies recommended within this report, will change associated Shire processes

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION

That Council

1. Rescind policies:

2.1 Human Resources
2.2 Councillor and Senior Staff Representation at Functions and Events
2.5 Occupational Health and Safety

2. Retains policy:

2.3 Designated Senior Employees and Contracted Employees

3. Adopts revised policies

2.4 Gratuity
3.1 Asset Management
3.9 Investment

Appendix 1
Human Resources

2.1 Human Resources (RESCIND)

Responsible Directorate	Corporate Services
Responsible Officer	Manager Human Resources
File Number	ADM-1-17

Objective

To improve and develop Shire of East Pilbara staff resources through the continuous development and implementation of policies, guidelines and procedures.

Policy

1. The Shire of East Pilbara will develop, implement and maintain a separate 'Staff Procedures Manual' which will operate under the following principles:

    - Policies will be designed to build and retain a skilled, motivated and healthy workforce;
    - All employees will receive fair, consistent and equitable treatment in all aspects of personnel management;
    - Employees are entitled to know the Shire's objectives and standards for their particular area of responsibility, and to know what is expected of them;
    - Recruitment, selection and promotion will be merit based. Merit means that the best qualified person in terms of skills, qualifications, and relevant experience necessary for the position is chosen;
    - All employees have access to fair and consistent redress for grievances;
    - Appropriate training and development opportunities will be available to all employees to ensure that work is useful and stimulating;
    - All individual personnel matters will be kept confidential;
    - All employees will be provided with safe and healthy working conditions;
    - All employees will receive fair terms and conditions of employment based on the relevant Award; and
    - All necessary steps will be taken to ensure that Shire staff maintain proper standards of integrity, conduct and concern for the public interest.

2. The Shire of East Pilbara 'Staff Procedures Manual' will support the Shire's Strategic Workforce Plan, Corporate Business Plan and Strategic Community Plan.

3. The 'Staff Procedures Manual' will be maintained by the Manager Human Resources, with approval from the Chief Executive Officer. This Policy recognises that the CEO has authority under the *Local Government Act 1995* (s5.41(g) to make decisions on all employment matters and where appropriate, the delegation of that authority.

4. The 'Staff Procedures Manual' will be reviewed yearly.

5. All new employees shall be made aware of the Staff Procedures Manual during the induction process and they shall sign an acknowledgement form acknowledging receipt of the Staff Procedures Manual.

6. Any changes to the Staff Procedures Manual, shall be communicated to all staff.

NOTE: **This Policy shall be read in conjunction with the Staff Procedures Manual and associated Guidelines, Procedures and Work Instructions.**

References	Strategic Workforce Plan Corporate Business Plan Strategic Community Plan *Local Government Act 1995*, s5.41(g)		
Related Documents	Staff Procedures Manual		
Date Adopted by Council	11th December 2015	Item No	9.1.7
Review/Amendment Date		Item No	
Next Review			

Appendix 2
Councillors & Senior Staff Representation at Functions and Events

1.25 Attendance at Events

Responsible Directorate	Executive
Responsible Officer	Chief Executive Officer
File Number	

Purpose

The Shire of East Pilbara is required under s5.90A of the *Local Government Act 1995* to approve and report on attendance at events for Elected Members and the Chief Executive Officer.

Objective

This policy provides guidance to Elected Members and Employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered **free of charge**.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before Council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Scope

This policy applies to Elected Members and the Chief Executive Officer of the Shire of East Pilbara (the Shire).

Policy

Elected Members and the Chief Executive Officer will occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership role in the community. The event may be a paid event or a ticket/invitation may be gifted in kind.

1. Invitations

All invitations or offers of tickets for an Elected Member or CEO to attend an event should be in writing and addressed to the Shire of East Pilbara.

Any invitation or offer of tickets not addressed to the Shire of East Pilbara is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995.*

2. Pre-Approved Events

The Shire approves attendance at the following events by Elected Members and the Chief Executive Officer:

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

(a) Shire hosted ceremonies and functions
(b) Shire hosted events with employees
(c) Shire run tournaments or events
(d) Shire sponsored functions or events
(e) Community art exhibitions
(f) Cultural events/festivals
(g) Events run by schools within the Shire of East Pilbara
(h) Opening or launch of an event or facility within the Shire of East Pilbara
(i) Meetings or clubs or organisations within the Shire of East Pilbara
(j) Meetings of clubs or organisations within the Shire of East Pilbara
(k) Events hosted by clubs or not-for-profit organisations within the Shire of East Pilbara to which the Shire President, Elected Members or Chief Executive Officer has been officially invited.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

3. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval no later than three business days prior to the event for approval as follows:

- Events for the President will be approved by the Deputy President;
- Events for Elected Members will be approved by the President;
- Events for the Chief Executive Officer will be approved by the President.

Considerations for approval of attendance at the event include:

(a) Any justification provided by the applicant when the event is submitted for approval.
(b) The benefit to the Shire of the person attending.
(c) Alignment to the Shire's Strategic Objectives.
(d) The number of Shire representatives already approved to attend.

Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the Elected Member's Civic Functions Allowance.

4. Non-Approved Events

Any event that is not pre-approved, i.e. is not submitted through the approval process, or is received personally, is considered to be a non-approved event.

If the event is a free event open to the public, the Elected Member or CEO may attend with no further action required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket, then the recipient must disclose receipt of the tickets within 10 days, in accordance with the gift provisions.

References	s5.90A *Local Government Act 1995*		
Related Procedures			
Date Adopted by Council	24/07/2020	Item No.	9.1.5
Review/Amendment Date		Item No	
Next Review	Annually		

Appendix 3
Attendance at Events

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

1.25 Attendance at Events

Responsible Directorate	Executive
Responsible Officer	Chief Executive Officer
File Number	

Purpose

The Shire of East Pilbara is required under s5.90A of the *Local Government Act 1995* to approve and report on attendance at events for Elected Members and the Chief Executive Officer.

Objective

This policy provides guidance to Elected Members and Employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered **free of charge**.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before Council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Scope

This policy applies to Elected Members and the Chief Executive Officer of the Shire of East Pilbara (the Shire).

Policy

Elected Members and the Chief Executive Officer will occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership role in the community. The event may be a paid event or a ticket/invitation may be gifted in kind.

1. Invitations

All invitations or offers of tickets for an Elected Member or CEO to attend an event should be in writing and addressed to the Shire of East Pilbara.

Any invitation or offer of tickets not addressed to the Shire of East Pilbara is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the *Local Government Act 1995.*

2. Pre-Approved Events

The Shire approves attendance at the following events by Elected Members and the Chief Executive Officer:

(a) Shire hosted ceremonies and functions
(b) Shire hosted events with employees
(c) Shire run tournaments or events
(d) Shire sponsored functions or events
(e) Community art exhibitions
(f) Cultural events/festivals
(g) Events run by schools within the Shire of East Pilbara
(h) Opening or launch of an event or facility within the Shire of East Pilbara
(i) Meetings or clubs or organisations within the Shire of East Pilbara
(j) Meetings of clubs or organisations within the Shire of East Pilbara
(k) Events hosted by clubs or not-for-profit organisations within the Shire of East Pilbara to which the Shire President, Elected Members or Chief Executive Officer has been officially invited.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

3. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval no later than three business days prior to the event for approval as follows:

- Events for the President will be approved by the Deputy President;
- Events for Elected Members will be approved by the President;
- Events for the Chief Executive Officer will be approved by the President.

Considerations for approval of attendance at the event include:

(a) Any justification provided by the applicant when the event is submitted for approval.
(b) The benefit to the Shire of the person attending.
(c) Alignment to the Shire's Strategic Objectives.
(d) The number of Shire representatives already approved to attend.

Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the Elected Member's Civic Functions Allowance.

4. Non-Approved Events

Any event that is not pre-approved, i.e. is not submitted through the approval process, or is received personally, is considered to be a non-approved event.

If the event is a free event open to the public, the Elected Member or CEO may attend with no further action required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket, then the recipient must disclose receipt of the tickets within 10 days, in accordance with the gift provisions.

References	s5.90A *Local Government Act 1995*		
Related Procedures			
Date Adopted by Council	24/07/2020	Item No.	9.1.5
Review/Amendment Date		Item No	
Next Review	Annually		

Appendix 4
Designated Senior Employees and Contracted Employees

2.3 Designated Senior Employees and Contracted Employees RETAIN

Responsible Directorate	Corporate Services
Responsible Officer	Manager Human Resources
File Number	ADM 1-7

Objective

To nominate those positions designated as Senior Employees in accordance with section 5.37 of the *Local Government Act 1995* ("the Act").

Policy

Designation of Senior Employees

The Council designates the following employees to be "senior employees" in accordance with sections 5.37, 5.38 and 5.39 of the Act: -

- Executive Manager Corporate Services
- Executive Manager Commercial Services
- Executive Manager Customer & Community Services
- Executive Manager Infrastructure Services

Designation of Contracted Positions (other than Senior Employees)

All managers shall be offered term contracts and shall be appointed subject to a contract appointment by the Chief Executive Officer and such other officers as delegated by the Chief Executive Officer.

References	*Local Government Act 1995* section 5.37		
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date	5 May 2006	Item No	
Next Review			

Appendix 5
Gratuity Policy

2.4 Gratuity Policy REVIEW

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

Objective

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

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

Commitment

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

Eligibility for Gratuity Payments

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

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

- Redundancy.

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

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

Prescribed Amounts for Gratuity Payments

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

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

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

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

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

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

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

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

Acknowledgement

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

Determining Service

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

- Any period of absence from duty on annual leave, long service leave, paid compassionate
- leave, accrued paid personal leave and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

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

- Any period of unauthorised absence from duty unless Shire of East Pilbara determines otherwise;

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

Financial Liability for Taxation

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

Payments in addition to this Policy

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

Financial Implications

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

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

Consequences for Breaching this Policy

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

Variations to this Policy

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

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

Appendix 6
Occupational Health & Safety

2.5 Occupational Health and Safety Policy RESCIND

Responsible Directorate	Corporate Services
Responsible Officer	Manager Human Resources
File Number	ADM-12-7

Objective

The Shire of East Pilbara believe that the safety, health and well-being of people employed by us, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace;
- provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively;
- involve employees and subcontractors in the decision-making process through regular communication and consultation;
- ensure employees and subcontractors identify and control risks in the workplace; and
- consider OSH in project planning and work activities.

The success of our OSH performance depends on:

- the commitment of all persons;
- allocation of resources to achieving the policy objectives;
- planning work activities with due consideration given to OSH;
- undertaking the risk management process in an effective manner; and
- communicating and consulting with our workers and contractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and contractors working on our behalf.

Review

The Occupational Health and Safety Policy will be reviewed every two years.

References	Occupational Health & Safety Act 1984 (WA)		
Related Procedures	• Safety Management Plan • Safety Induction Manual • Competency Modules • Emergency Evacuation Plans • Emergency Response Procedures • Risk Management Strategy • Contractor OHS Compliance Guidelines • Contractor Checklist		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date	26 Aug 2016	Item No	9.2.8
Review/Amendment Date	24 May 2019	Item No	9.2.7
Next Review			

Appendix 7
Asset Management Policy

3.2 Asset Management (REVISED)

Responsible Directorate	Corporate Services
Responsible Officer	Executive Manager Corporate Services
File Number	LEG 17-1 and FIN 23-2

Objective

To set out the Council's commitment to manage and care for its assets in a way that ensures continuity of service delivery and to ensure appropriate life cycle provision is made for the immediate, medium and long-term maintenance and replacement of assets.

Policy Statement

Asset Management involves all areas of Council from those that plan services, provide services and manage assets and services to those who use the assets. Council will ensure that integrated decision making will be utilised in order that the built, social, economic and natural impacts of asset provision and maintenance are properly considered throughout the asset management cycle.

The Shire has a large investment in its assets to support delivering services to our communities. Our approach to Asset Management is to focus on ensuring that the assets are capable of providing services, of an agreed quality, in a sustainable manner, for present and future communities.

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Definitions

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"Asset – anything of material value or usefulness that is controlled by the Council."

Asset Management in the Shire of East Pilbara means the utilisation of optimum practices to ensure that the wide variety of assets under its control are provided and maintained in a secure, safe and operational condition for the purpose that those assets have been provided and replaced as required.

Asset Management System means the management system for asset management, the function of which is to establish the Asset Management Policy and asset management objectives. The asset management system is inclusive of the people, process and technology in the integrated planning and delivery of defined asset outcomes.

Business Case means a Business Case demonstrating the advantage and value of a new service or asset and a Planning Report details the alternative delivery methods and the recommended option.

Level of Service means Levels of Service statements describe the outputs or objectives an organisation or activity intends to deliver to customers.

~~Asset Management involves all areas of Council from those that plan services, provide services and manage assets and services to those who use the assets. Council will ensure that integrated decision making will be utilised in order that the built, social, economic and natural impacts of asset provision and maintenance are properly considered throughout the asset management cycle~~

Policy Details

In managing its assets, the Shire will:

(1) Deliver financial sustainability by making decisions that lead to a cost effective asset base by focussing on asset renewal, rationalising under-utilised assets and limiting asset expansion unless justified.

(2) Determine appropriate levels of service and providing services and infrastructure that supports those standards.

(3) Consideration for whole of life costs in its decision making.

(4) Identify funding and resources to support and maintain infrastructure.

(5) Use asset management data and systems to inform long-term financial planning.

(6) Ensuring it understands the implications any funding gaps will have on the delivery of infrastructure and services.

(7) Meet its statutory and reporting obligations, and

(8) Comply with applicable accounting and ISO 55001 (asset management system) standards.

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This policy shall be read in conjunction various strategic documents including:

- Financial Strategic Plan
- Corporate Plans
- Asset Management Plan and Strategies
- Information Technology Strategy Plan
- Waste Management Plan

Council is committed to:

1. Achieving financial sustainability of its assets over a period of time through the following measures:

   i. Ensuring that the asset base is not increased without considering the impact on the ability to fund future maintenance and rehabilitation;

   ii. Not replacing those assets that are determined to be underutilised, at the end of their useful lives;

   iii. Accessing grant funding and increasing other funding to ensure assets are maintained at least in their current condition;

2. Integrated management linking asset management strategy, policy and procedures to other Council policies, strategies and procedures;
3. Utilisation of ~~technological advances relevant to~~a system based approach to asset management with consideration given to the effectiveness and capacity of those systems, in addition to the resources to maintain them;
4. An integrated planning approach which ensures manager roles are understood and documented and that communication procedures are in place which ensure assets are planned and delivered in a sustainable manner;
5. Implementation of optimum practices;
6. Improving its maintenance and rehabilitation practices;
7. Maintaining and rehabilitating its existing assets in a manner which is acceptable in terms of financial burden, safety, quality, impact on the environment, meeting needs and Council's ability to fund those works;
8. Maximising resources to achieve the best outcome for the community;
9. Regularly consulting and surveying the community to determine whether its needs are being satisfied;
10. Preparation of ~~an~~ Asset Management Plans which details how this policy is to be implemented;
11. Preparation and review of detailed asset management plans for all major classes of assets and using these plans to assist in determining the priorities for capital and maintenance expenditure;
12. Monitoring its performance in accordance with measures developed as part of its Asset Management Plan.

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References	• Local Government Act 1995 s5.56 • DLGSC IPR Guidelines • ~~Financial Strategic Plan~~ • ~~Corporate Plans~~ • Asset Management ~~Plan~~ Strategy and ~~Strategies~~Plans • ~~Information Technology Strategy Plan~~ • Waste Management Plan		
Related Procedures	Nil		
Date Adopted by Council	29 January 2010	Item No	9.3.6
Review/Amendment Date		Item No	
Next Review			

Appendix 8
Investment Policy

3.9 Investment Policy

Responsible Directorate	Corporate Services
Responsible Officer	Manager Corporate Services
File Number	FIN 23-11

Objective

The objective of the Investment Policy is to ~~invest the~~provide a sound risk management framework for the investment of Shire of East Pilbara's surplus funds ~~with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, and having regard for the local banks,~~ while ensuring that its liquidity requirements are being met.

Commented [EG1]: With only Bankwest having a local presence, this clause is restrictive.

Policy

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.

1. Preservation of capital is the principal objective of the investment portfolio. Investment~~s are~~ management is to be performed in a manner that seeks to ensure security and safeguarding of the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.

2. The investment portfolio will be managed to ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

3. The investment portfolio is expected to achieve a return at least in line with its stated performance benchmark ~~predetermined market average rate of return that tak~~inges into ~~account~~ consideration the Shire's risk tolerance. ~~Any additional return target set by Council will also consider the risk limitation and prudent investment principles.~~

Commented [EG2]: A Performance Benchmark section has been added later in the document.

Legislative Requirements

All investments are to comply with the following:

- *Local Government Act 1995 (as amended)* – Section 6.14;
- *The Trustees Act*, 1962 – Part III Investments;

- *Local Government (Financial Management) Regulations 1996* – Regulation 19, 19C, 28 and 49; and
- Australian Accounting Standards

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the *Local Government Act* 1995. The CEO may, in turn, delegate the day-to-day management of the Shire's Investment to senior staff, subject to regular Reviews.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Shire's investment portfolio. This policy requires Officers to disclose any conflict of interest to the CEO.

~~**Approved Investments**~~

~~Without approval from Council, investments are limited to:~~

- ~~State/Commonwealth Government Bonds;~~
- ~~Interest bearing deposits;~~
- ~~Bank accepted/endorsed bank bills;~~
- ~~Commercial paper;~~
- ~~Bank negotiable Certificates of Deposit; and~~
- ~~Managed Funds with a minimum long term Standard & Poor's (S&P) rating of "A" and short term rating of "A2".~~

~~**Prohibited Investments**~~

~~This Investment Policy prohibits any investment carried out for speculative purposes including:~~

- ~~derivative-based instruments;~~
- ~~principal only investments or securities that provide potentially nil or negative cash flow; and~~

- ~~stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.~~
- ~~the use of leveraging (borrowing to invest) of an investment.~~
- ~~deposit with an institution except an authorised institution;~~
- ~~deposit for a fixed term of more than 12 months;~~
- ~~invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;~~
- ~~invest in bonds with a term to maturity of more than 3 years;~~
- ~~invest in a foreign currency.~~

Commented [EG3]: This version of Approved Investments appears to be a mix of NSW's legislation and old WA legislation. E.g. managed funds have not been approved investments in WA for many years.

Approved Investments

Investments are limited (in accordance with Regulation 19C of the *Local Government (Financial Management) Regulations 1996*), to Australian currency denominated:

- Interest Bearing term deposits with Authorised Deposit Taking Institutions (ADIs – Australian banks, building societies & credit unions) for a term not exceeding 3 years.
- Interest Bearing deposits with the Western Australian Treasury Corporation (WATC) for a term not exceeding 3 years.
- Bonds guaranteed by the Commonwealth Government or State or Territory for a term not exceeding 3 years.

Commented [EG4]: This version of the Approved Investments is more concise, easier to follow, and correct than Council's current version.

Prohibited Investments

This policy, in accordance with legislation, prohibits:

- Any investment not included in the Approved Investments section.
- The use of leveraging (borrowing to invest) for a monetary investment.

Commented [EG5]: The old Prohibited Investments section is redundant given the clarity that only those investment matching the Approved Investments criteria are allowed.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

a) Portfolio Credit Framework: limit overall credit exposure of the portfolio

b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions

c)Term to M~~m~~aturity Framework: limits based upon maturity of securities

a) ~~Overall~~ Portfolio ~~Limits~~Credit Framework

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

~~S&P~~ Long Term Credit Rating *	~~S&P Short Term Rating~~	~~Direct~~ Investment Maximum %	~~Managed Funds Maximum %~~
AAA	~~A-1+~~	100%	~~100%~~
AA	~~A-1~~	100%	~~100%~~
A	~~A-2~~	~~60%~~80%	~~80%~~
BBB		60%	

Commented [EG6]: To avoid confusion over short and long term ratings, we recommend only referencing the more widely recognised Long Term Ratings. The BBB rating category has been added because banks in this category predominately have short term ratings of A-2, which is already allowed under the current policy for up to 60%. Allowance for the long term A category has been bumped up to 80% as the short term ratings of banks in this category are predominately A-1, which is allowed under the current policy for 100% (which was too high in our opinion). The four major banks are in the AA category (100% is ok) and only some government securities are in the AAA category (100% is ok).

b) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity~~y~~ exposure is limited, as detailed in the table below:

~~S&P~~ Long Term Credit Rating *	~~S&P Short Term Rating~~	~~Direct~~ Investment Maximum %	~~Managed Funds Maximum %~~
AAA	~~A-1+~~	50%	~~50%~~
AA	~~A-1~~	~~40%~~50%	~~45%~~
A	~~A-2~~	~~25%~~40%	~~40%~~
BBB		30%	

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Commented [EG7]: As per above, we recommend removing the short term rating to avoid confusion and to adhere to the more widely recognised long term rating system. Scaling of the exposure limits of banks in each category provides sound risk management and inbuilt diversification.

* Ratings are based on Standard & Poor's (S&P) criteria. Moody's or Fitch equivalent will be used where an S&P rating is not available.

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Commented [EG8]: Standard wording to allow for the rare occasion that a bank is not rated by S&P, but is rated by one of the other two largest rating agencies Moody's and Fitch.

If any of the Shire's investments are downgraded such that they no longer fall within the Investment Policy, they will be divested as soon as practical. ~~Investments fixed for greater than twelve months are to be approved by Council and Reviewed on a regular term and invested for no longer than five years.~~

Commented [EG9]: The proposed risk management guidelines, in conjunction with legislation, provides sound limitations to prudently manage the portfolio without coming back to Council for approval for what is already allowed per legislation and the policy. Both the legislation and the policy limits investment maturities to 3 years in any case, not 5 years...

c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

~~Overall Portfolio Term to Maturity Limits~~	
~~Portfolio % < 1 year~~	~~100% Maximum, 40% Minimum~~
~~Portfolio % > 1 year~~	~~60%~~

Commented [EG10]: The limits are fine, but the table can be clarified as per the proposed version. No need to specifically note that ADIs are limited to 3 years. All investments are limited to 3 years and well defined in the Approved Investments section.

Individual Investment Maturity Limits	
Authorised Deposit Taking Institutions	3 years

Term to Maturity Limits	Minimum %	Maximum %
Less than or equal to 1 year	40%	100%
Greater than 1 year & less than or equal to 3 years	0%	60%

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Performance Benchmark

The performance of the investment portfolio shall be measured against the industry standard Ausbond Bank Bill Index and/or the Reserve Bank of Australia's Official Cash Rate.

Report and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

Definition

authorised institution means —
(a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
(b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;

foreign currency means a currency except the currency of Australia.

Commented [EG11]: Terminology in this document is believed to be adequately defined at the point of inclusion without the need for a Definition section.

References	• Local Government Act 1995 (as amended) – Section 6.14 • The Trustees Act, 1962 – Part III Investments • Local Government (Financial Management) Regulations 1996 – Regulation 19, 19C, 28 and 49 • Australian Accounting Standards		
Related Procedures	Nil		
Date Adopted by Council	24 July 2009	Item No	9.3.3
Review/Amendment Date	23 September 2016	Item No	9.2.8
Next Review			

9.2.5 WA TREASURY CORPORATION - MASTER LENDING AGREEMENT UPDATE

File Name: FAA WA TREASURY CORPORATION EXECUTION OF THE LOCAL GOVERNMENT MASTER LENDING AG.docx - This line will not be printed do not delete

File Ref:	**ORG-5-48**
Responsible Officer:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Author:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

To update signatories to the Local Government Master Lending Agreement (LGMLA) with the Western Australian Treasury Corporation (WATC), requiring Council by resolution to execute the LGMLA under Common Seal.

BACKGROUND

The Shire of East Pilbara (the Shire) has in place an LGMLA with the WATC, which enables loan funding in accordance with the Shire's adopted annual budgets. This was developed to incorporate the Commonwealth Government's Personal Property Security Act 2009 (PPSA) and to improve the efficiency of the lending processes to local governments.

The Shire's signatories to the LGMLA require updating, towards establishing Shire loans in accordance with Council's adopted annual budgets for the Shire.

A local government is only permitted to provide security in a way of a charge over its General Funds (rates, fees, charges and operational grants) as pursuant to section 6.21 of the Local Government Act

Any borrowings under the LGMLA will be subject to WATC's credit approval policy at the time of the application, request for funds being within the Shire's annual budget, and the release of funds is subject to the issuance of a firm rate quote by WATC and its acceptance by authorised signatories of the Shire of East Pilbara.

COMMENTS/OPTIONS/DISCUSSIONS

The LGMLA for the Shire of East Pilbara sweeps all existing loans under the LGMLA and facilitates future borrowings under the one agreement thereby removing the need for individual loan agreements to be executed under seal each time Council borrows from the WATC.

The WATC for the Shire of East Pilbara requires maintaining current Shire signatories to the LGMLA.

Proposed Shire signatories to the Shires LGMLA with the WATC to include:

- CEO
- Executive Manager Corporate Services
- Manager Financial Services

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 6 - Financial management (Division 5 - Financing local government activities) (Subdivision 3 - Borrowings) 6.20. Power to Borrow
Part 6 - Financial management (Division 5 - Financing local government activities) (Subdivision 3 - Borrowings) 6.21. Restrictions on Borrowings

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

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

G1.2 Strengthen customer service

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

THAT Council authorises the Chief Executive Officer, Executive Corporate Services and Manager Financial Services to sign schedule documents under the Western Australia Treasury Corporation Master Lending Agreement.

9.3 EM COMMERCIAL SERVICES

9.3.1 ADOPTION OF THE SHIRE OF EAST PILBARA ECONOMIC DEVELOPMENT AND TOURISM STRATEGY 2021- 2026

Attachments:	**Appendix 1 – East Pilbara Economic Development & Tourism Strategy**
Responsible Officer:	**Mr Ben Lewis Executive Manager Commercial Services**
Author:	**Mr Chris McNamara Economic Development Manager**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

For Council to endorse the Economic Development and Tourism Strategy.

To provide a framework for ongoing economic impact across all Shire activities, in order to create measurable stimulus and benefits for residents, businesses and visitors.

BACKGROUND

Council at its ordinary meeting on 28 February 2020, resolved to award the tender for the preparation and delivery of a Newman Town Centre Development Strategy and an Economic Development and Tourism Strategy 2019 – 2024.

OFFICER'S RECOMMENDATION
That Council

1. ***Award Tender RFT 04-2019/20 for the preparation and delivery of a Newman Town Centre Development Strategy and an Economic Development and Tourism Strategy to Taylor Burrell Barnett at the tendered price of $143,280 (ex gst) (price includes 10% discount for award of both portions).***
2. ***Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between the Shire and Taylor Burrell Barnett with respect to this Tender.***

COMMENTS/OPTIONS/DISCUSSIONS

The Economic Development and Tourism Strategy's (EDTS) goal is to consider diversifying the economy to create job opportunities, increase investment and enhance liveability to sustain and potentially grow its residential population.

Following extensive community and business consultation the SoEP Economic Development and Tourism Strategy has been prepared to establish the guiding

principles, goals and actions that will be applied to encourage and facilitate economic and tourism development. This strategy will support the success of local businesses and Industry and deliver economic and social benefits to the community.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

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

RISK MANAGEMENT CONSIDERATIONS

FINANCIAL IMPLICATIONS

The endorsement of the plan doesn't require any financial resourcing. However, all identified outcomes will be subject to consideration as part of the normal annual budgetary process

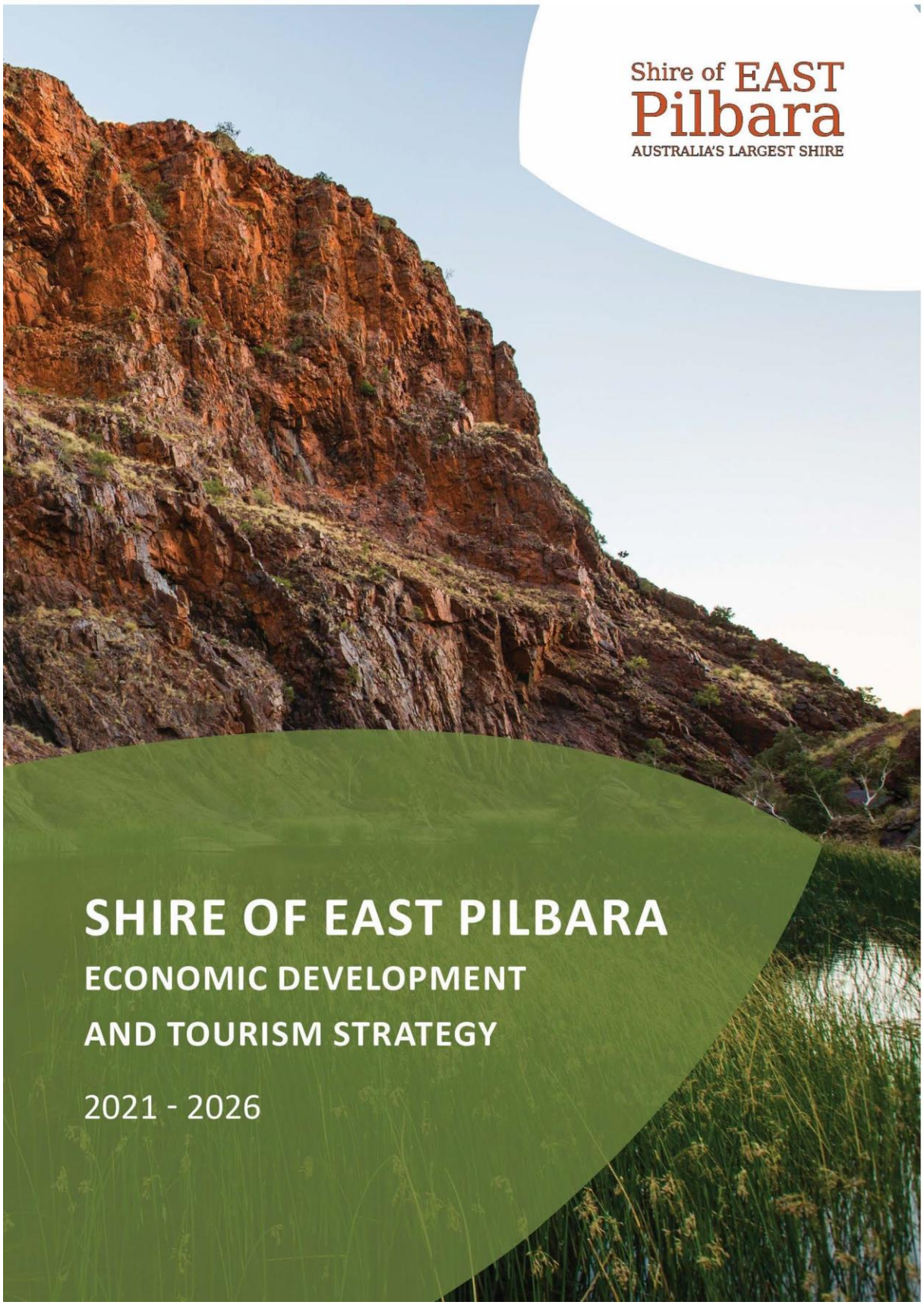
VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

That Council endorse the Shire of East Pilbara Economic Development and Tourism Strategy 2021 – 2026.

Appendix 1
East Pilbara Economic Development & Tourism Strategy


Shire of EAST
Pilbara
AUSTRALIA'S LARGEST SHIRE
SHIRE OF EAST PILBARA
ECONOMIC DEVELOPMENT
AND TOURISM STRATEGY
2021 - 2026

SHIRE OF EAST PILBARA

If you seek further information or have any questions relating to this Strategy, please contact:

Shire of East Pilbara
PMB 22, NEWMAN WA 6753
Phone: (08) 9175 8000
Fax: (08) 9175 2668
Email: admin@eastpilbara.wa.gov.au

Document Management
Version: Final Version
Release Date:
Date Adopted by Absolute Majority:

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1 MESSAGE FROM THE SHIRE PRESIDENT

The Shire of East Pilbara is the heart of the Pilbara, the gateway to the Western Desert and some of Australia's most beautiful National Parks, unique heritage and indigenous culture and is Australia's largest Shire. Economic development is a core area of responsibility for Council. The purpose of this Economic Development and Tourism Strategy is to provide a strategic framework for Council to support the sustainable development of the local and regional economy. This includes particular reference to the needs of the existing community, as well as to support opportunities to promote investment, business and Industry growth, liveability, local employment opportunities and a unique visitor experience within our Shire.

In creating this strategy, Council acknowledges the input and involvement of many individuals, groups and organisations throughout the Shire that have contributed to the extensive consultation. It was very clear as the consultation unfolded that there was a high level of unanimity on the type of economic future our local businesses and residents are seeking for East Pilbara

Our Economic Development and Tourism Strategy has been developed to ensure that economic and tourism development is recognised as an integral part of an enhanced quality of life for the people within the Shire and that we value enterprise, creativity and opportunities for business and tourism as we work toward a prosperous, optimistic and successful future.

We will achieve our vision through four strategic focus areas:

1. Infrastructure and Towns
2. Skills and Education
3. Tourism
4. Business support

This Economic Development and Tourism Strategy aligns directly with our Corporate Plan and sets out the priorities and actions to achieve our strategic objectives. Council's ultimate aim is to support and facilitate the sustained long-term growth, diversity and resilience of the economy that is imperative for continued improvement, diversification and quality of life in the Shire of East Pilbara. We look forward to working with Industry, business and the community in support of the future economic and tourism development of our Shire, whilst continuing to enhance the economic prosperity, social stability, educational and employment opportunities and visitor experience.

Anthony Middleton

Shire President,

Shire of East Pilbara



2 BACKGROUND

2.1 Purpose

The Shire of East Pilbara Economic Development and Tourism Strategy (the Strategy) has been prepared to establish the guiding principles, goals and actions that will be applied to encourage economic sustainability and liveable community in the Shire, supporting the success of local businesses and delivering economic and social benefits for the community.

The Strategy establishes a sound framework for the ongoing consideration of economic impact across all Shire activities and interactions and guides the allocation of limited resources in a way that creates measurable benefits for residents and businesses.

2.2 Strategic Planning Framework

The Strategy builds on the significant body of strategic planning undertaken at the local, regional, and state levels. In doing so, it lays out the Shire's role in achieving an integrated approach to economic development in the context of broader strategic planning frameworks.



2.3 Development Process

Since resource activity increased considerably in the mid 2000's, significant effort has been channelled into building sustainable cities in the Pilbara - to build the new Pilbara. The Western Australian State government through the Pilbara Development Commission and the Department of Regional Development have developed strategic initiatives in support of its aims of unleashing the economic potential of the region, build local capacity, and create vibrant communities. Plans for economic activity and business investment in the region been developed with mining companies preparing 50 to 100-year strategic plans for mining exploration and expansions.

The Shire has produced a considerable body of work in strategic planning including Newman Futures project that provides a roadmap for Newman's development, Corporate Business Plan and Strategic Community Plan. The Economic Development and Tourism Strategy aligns with both established strategic objectives and regional level strategies and actions.

The Strategy has been informed by a thorough development process including a detailed review of the current socio-economic performance of the Shire and consultation workshops conducted with local businesses and the local community. Consultation including workshops, surveys and community listening post were conducted in June and July 2020 with additional consultation occurring via phone interviews. The economic background review and consultation provided an understanding of the current opportunities, constraints and potential growth drivers for the Shire and has guided the development of the Strategy's goals and actions.

2.4 Strategy Structure

The Strategy considers the Shire's role in supporting local economic development and seeks to leverage current economic strengths and opportunities to achieve a clear future vision. The core elements of the Strategy are:





3 LOCAL ECONOMIC DEVELOPMENT

> **Local Economic Development** is a way to **build up** the economic **capacity** of an area in order to **improve quality of life.**
>
> *World Bank*

Local economic development is a transformative process that focuses on job and wealth creation to improve quality of life outcomes for the local community. It therefore encompasses much broader goals than narrow economic growth or simply growing the size of the economy.

In defining the future goals and actions of the Shire it has been recognised that economic development is an industry-led process. Decisions made by Local Government can influence the local economy and business operating environment and it is the responsibility of the Shire to ensure that its actions improve the opportunities for economic outcomes for the benefit of the local community.

In any Local Government activity, there must be a clear justification for active participation or intervention that is guided by the needs of businesses and the broader community. Successful economic development creates significant benefits for the local community through job creation, skills development and the creation of vibrant places. Economic development is not only about financial prosperity, but about lifestyle, environment, social wellbeing and connectivity both internally within and externally outside the region.

KEY BENEFITS OF A STRONG LOCAL ECONOMY

- A diverse range of employment opportunities and options for local residents
- Industry and Business diversification including retained existing businesses, increased viability, and increased opportunities for expansion.
- Population attraction and retention
- Improved amenities, community services, and local offerings
- Higher levels of skills and wages
- Improved land values and increased resilience to external shocks

3.1 Economic Development Principles

The Strategy is based on the following principles established to ensure strategically aligned and measurable outcomes:

1) All activities should create outcomes that link to long term strategic goals of the Shire of East Pilbara, described in the Strategic Community Plan 2018-2028.
2) All activities should be prioritised based on the sound assessment of business needs, available resources and value for money, considering both economic and social benefits.
3) Activities should be supported by collaboration and partnerships with local businesses and alliances with other regional stakeholders.

3.2 The Role of the Shire of East Pilbara

The role of regional Local Governments within the economic development process is to provide enablers for growth and diversification. Central to local economic development activities should be a focus on creating a positive and supportive 'business friendly' environment and improving productivity – which is essential to delivering sustained improvements in standards of living.

It is important to recognise that Local Governments have a limited sphere of influence in shaping economic outcomes and must work within these limitations, such as available resources, to achieve targeted outcomes.

The role of the Shire of East Pilbara in promoting economic developing is as follows:

- **INFLUENCE AND ADVOCATE**

  Advocacy on behalf of business and community indicates a partnership approach where the Shire understands its stakeholder and customer's needs, displays leadership, and facilitates the process.
- **FACILITATE**

  Provide strategic leadership and direction in attracting new businesses, investment and assisting and developing existing business.
- **PLAN AND REGULATE**

  Clear and transparent regulatory framework that is business friendly, attracts investment and supports business and community growth.
- **CONNECT**

  Promote and influence internal and external connections especially in regional and remote areas. Connectivity includes all stakeholders including government, community, business, and visitors to the Shire.

Examples of key avenues for economic development available to the Shire therefore include:

- Through planning, infrastructure and service delivery functions, the Shire can have a direct impact on economic activity and business confidence.
- The Shire can influence the local economic environment through the creation of vibrant and liveable communities.
- Enabling and facilitating – creating a positive and enabling local business environment and acting as a catalyst for and facilitator of economic development projects.
- Creating a business-friendly culture – integrating economic development into the Shire's 'business-as-usual' activities with support from the wider organisation.
- Collaboration – working in partnership with the community and business to create a clear direction for the future. Working in a collaborative way with surrounding areas and regional stakeholders.
- Work cooperatively with all tiers of government to maximise Shire recognition as well as opportunities for future economic development, jobs, business growth and investment.


DOME

4 WHERE ARE WE NOW

4.1 Economic Overview

The Shire of East Pilbara is a global powerhouse exporting minerals that largely contributes to the local, state and national economy. It is estimated that within the Shire of East Pilbara there are more than 30,000 mining related jobs (local and FIFO). Mining within the Shire produces half of Western Australia's iron ore and the total dollar value of commodities mined within the Shire, represent over 20% of the Australian resource and energy exports market. The significance of the Shire on the world scale is represented through the following statistics:

10,591
Population in 2016

$20 billion
Gross output

38%
Growth since 2006

3.6%
Of Western Australian economic output

Transient population

29.7%
Of Pilbara region output

214
Tourism related jobs

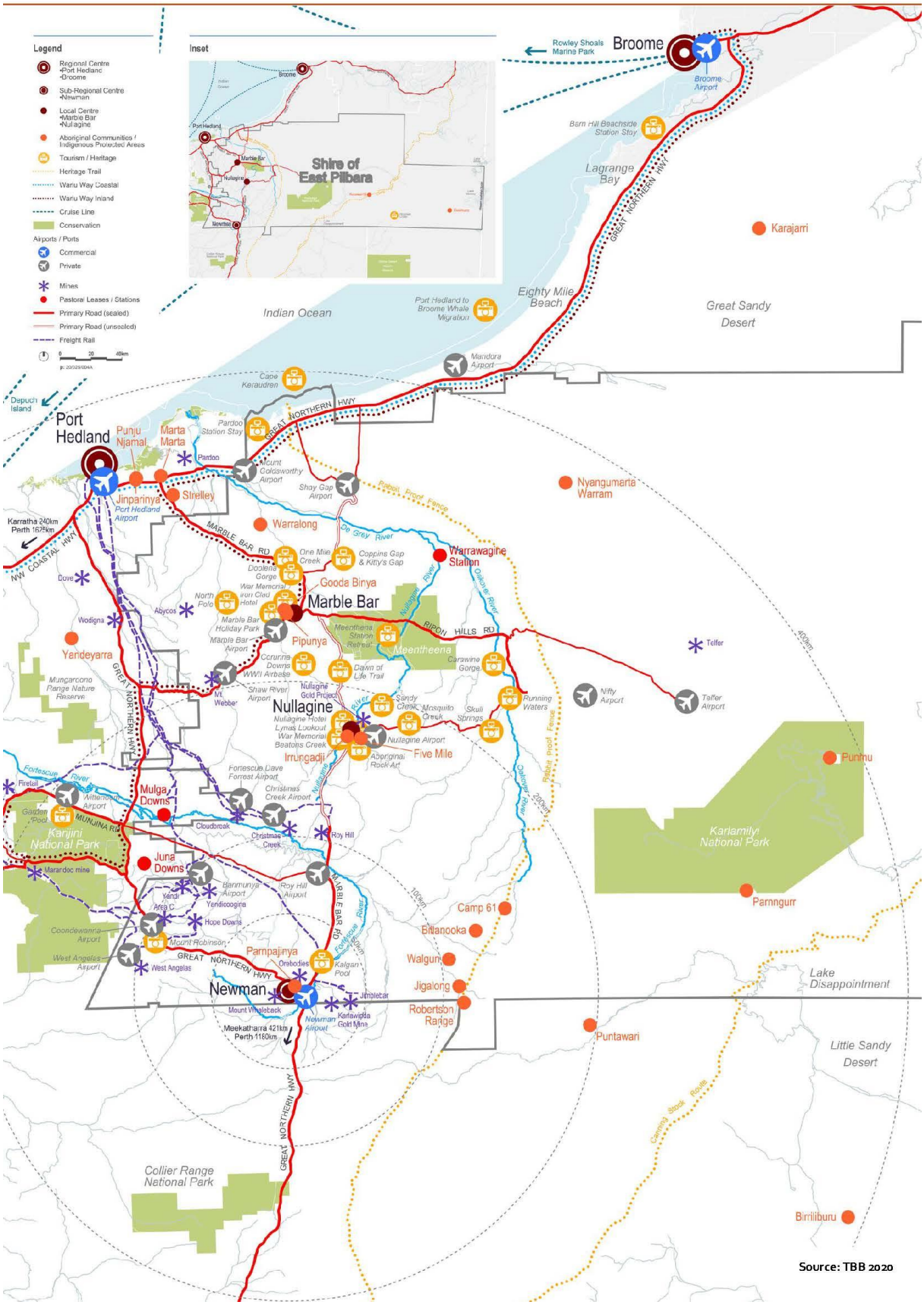
$219 million
Tourism spend within the Shire incl. business travel

1,579
Businesses

6,630
Local jobs in 2016

Top employing industries:

- Mining (iron ore & gold ore)
- Construction (other heavy and civil engineering construction, site preparation services)
- Accommodation and Food Services (catering services, labour supply services)


Legend
Regional Centre
•Port Hedland
•Broome
Sub-Regional Centre
•Newman
Local Centre
•Marble Bar
•Nullagine
Aboriginal Communities / Indigenous Protected Areas
Tourism / Heritage
Heritage Trail
Warlu Way Coastal
Warlu Way Inland
Cruise Line
Conservation
Airports / Ports
Commercial
Private
Mines
Pastoral Leases / Stations
Primary Road (sealed)
Primary Road (unsealed)
Freight Rail
Inset
Shire of East Pilbara
Broome
Port Hedland
Marble Bar
Nullagine
Newman
Rowley Shoals Marine Park
Broome
Broome Airport
Barn Hill Beachside Station Stay
Lagrange Bay
GREAT NORTHERN HWY
Karajarri
Indian Ocean
Port Hedland to Broome Whale Migration
Eighty Mile Beach
Great Sandy Desert
Maridora Airport
Cape Keraudren
Depuch Island
Port Hedland
Punju Njamal
Marta Marta
Pardoo Station Stay
Pardoo
Mount Goldsworthy Airport
Shay Gap Airport
Jinparinya Port Hedland Airport
Strelley
Karratha 240km
Perth 1675km
NW COASTAL HWY
Rabbit Proof Fence
Nyangumarta Warram
Warralong
De Grey River
MARBLE BAR RD
One Mile Creek
Coppins Gap & Kitty's Gap
Doolena Gorge
Warrawagine Station
Gooda Binya
Marble Bar
War Memorial Iron Clad Hotel
North Pole
Abycos
Dove
Wodgina
Marble Bar Holiday Park
Marble Bar Airport
Pipunya
Meentheena Station Retreat
Meentheena
Carawine Gorge
Yarrie
Mungarcono Range Nature Reserve
Ccurrina Downs WWII Airbase
Dawn of Life Trail
Mt Webber
Shaw River Airport
Nullagine Gold Project
Nullagine
Nullagine Hotel
Lynas Lookout
War Memorial
Beatons Creek
Sandy Creek
Mosquito Creek
Skuli Springs
Running Waters
Nullagine Airport
Irrungadji
Aboriginal Rock Art
Five Mile
Telfer
Nifty
Nifty Airport
Telfer Airport
Rabbit Proof Fence
Fortescue River
Fortescue Dave Forrest Airport
Christmas Creek Airport
Mulga Downs
Cloudbreak
Christmas Creek
Roy Hill
Karijini National Park
Juna Downs
Mararoc mine
Banmunya Airport
Yandi
Area C
Yandicoogina
Roy Hill Airport
Hope Downs
Coondewanna Airport
Mount Robinson
West Angelas Airport
West Angelas
GREAT NORTHERN HWY
Parnpajinya
Orebodies
Kalgan Pool
Newman
Jimblebar
Mount Whaleback
Newman Airport
Karlawinda Gold Mine
Meekatharra 421km
Perth 1160km
Punmu
Karlamilyi National Park
Parnngurr
Camp 61
Balanooka
Walgun
Jigalong
Robertson Range
Lake Disappointment
Puntawari
Little Sandy Desert
Canning Stock Route
Collier Range National Park
Birrilburu
Source: TBB 2020

4.2 Key Advantages & Opportunities

Understanding the characteristics of the local economy is a critical step for local economic development and ensures that resources are targeted towards activities that will deliver the greatest benefit and outcomes for the community.

The review process has identified a number of key findings that highlight the unique opportunities, constraints, and aspirations for the Shire. Summarised below:

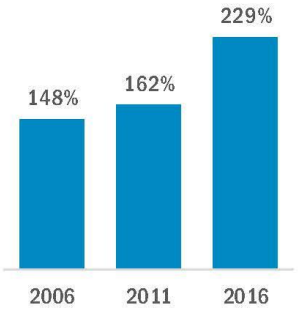
- Strong economic growth due to the increase in resource sector activity creates employment opportunities within the Shire. However, apparent skill shortages in many key industries result in local residents missing out on these opportunities through not being appropriately 'job ready'.
- Strong future economic potential with $40 billion in mining and energy industry construction planned or underway. This ensures the sustainable economic development within the Shire, and an opportunity to establish supply chain industries and a potential major service hub for the Pilbara.
- Projects within the eastern areas of the Shire including an extensive upgrade of the Marble Bar Airport, a potential Agricultural Production Centre as well as impending additions to the Light Industrial Area (LIA) and a significant development of a 36 hectare General Industrial Area (GIA) as well as a planned key Services Hub adjacent to the existing Newman Airport. These significant developments will potentially provide employment opportunities and accessibility to the areas for the local community as well as visitors.
- There is a clear opportunity to improve towns liveability by increasing the provision of the population-driven essential services. This will assist in retaining population, and potentially attract some of the current FIFO workers to relocate within the Shire.
- The Shire's significant contribution to the State and Federal economies and its diverse cultural identity supports a strong case for State and Federal recognition and a prioritisation of funding to assist and support sustainable economic development.
- The Shire has a high level of household income, well above the Regional WA average, however, the income inequality is increasing.
- High population concentration around Newman allows good access to services for those located within the town that in turn creates business opportunities for diversification and growth.
- Renewable energy is an important opportunity for economic diversification and utility cost reduction due to a favourable environment, and the interest from resource companies.
- There is an opportunity to position the Shire as a future major agriculture production centre. Agriculture is a clear emerging industry with stable growth, owing to the strong demand for agricultural products.
- Tourism is a growing industry with significant business opportunities for domestic tourism especially in consideration of COVID-19 effects.

- Existing services that support the mining industry can be expanded to meet increasing demand from tourism. Car rentals, car servicing, and food and accommodation are well provided for within the main towns.
- There is both a demonstrated, crucial business need as well as an opportunity to provide industrial land to support current and future business growth, particularly the mining sector at both a local and a regional level. There is currently an acute shortage of industrial land supply.

The demographic and socio-economic indicators discussed below provide additional insights into the current and recent trajectory of the local economy, highlighting key strengths and potential opportunities for capacity building, liveability, and industry support in the Shire.

EMPLOYMENT SELF SUFFICIENCY (ESS)

ESS has steadily increased between 2006 and 2016 indicating that the number of jobs within the Shire has increased at a significantly higher rate than the population. Despite high ESS, in 2016 only 35.5% of all roles in the Shire of East Pilbara were filled by local residents. Whilst the Shire has a core population of around 10,000 residents, this does not represent FIFO employment with in excess of 32,000 Mining FTE jobs based within the Shire.

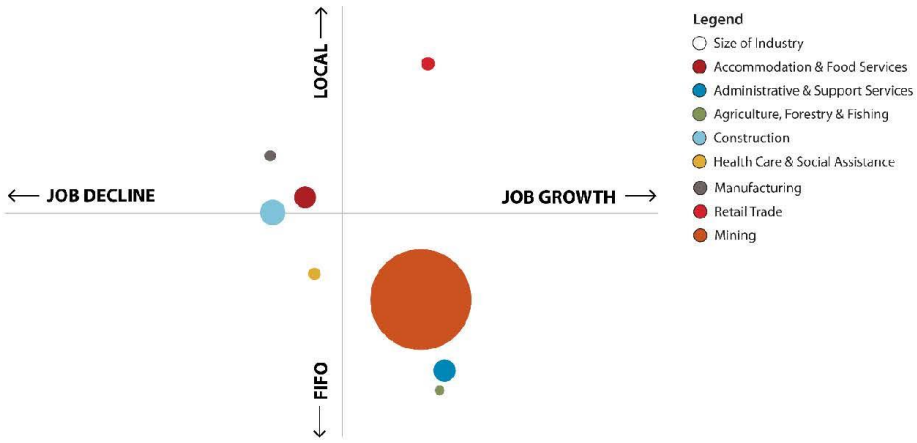


Strength: Increasing local employment opportunities

Opportunity 1: Alignment of local skills to local industry requirements and emerging employment opportunities

Opportunity 2: FIFO workers attraction to relocate to the Shire

LOCAL EMPLOYMENT CHANGES



Key job opportunities within the Shire are becoming consistently more FIFO. Employment increased substantially in Mining Industry between 2011 and 2016, however, only 1 in 10 of those roles have been filled by local residents. There was an increase in FIFO share of employment even in stagnant industries, such as Health Care & Social Assistance. This trend resulted in a fall in non-mining employment of 10% and a net decrease in resident non-mining employment of 21%.

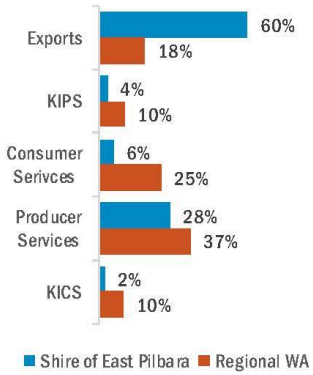
Opportunity: Alignment of local skills to local current and emerging industry requirements

EMPLOYMENT QUALITY

Exports are the main driver of employment growth within the Shire spurred on by the Mining industry. The Shire has a very low provision of Knowledge Intensive Consumer Services (KICS) (medical care, education etc.) and Consumer Services (retail, food and beverage), reflecting the need for additional population-driven services to support the local population.

Strength: High proportion of exports

Opportunity: Increase local population-driven services



WHAT IS EMPLOYMENT QUALITY?

Employment can broadly be understood in terms of knowledge requirements and industry uses. Strategic employment combines exports and supporting knowledge intensive producer services (KIPS). Strategic employment is termed so as it does not rely on a local population catchment, and is sustained by income sources outside of the local economy. As strategic employment tends to be subject to greater competition it is also an area where focussed efforts to improve business conditions can have the largest impact. High knowledge employment is also desirable as it is less prone to automation and is associated with higher levels of education, qualification and income.

Population-driven employment reflects the level of local services available within the area to support local population such as medical support, retail, cafes and restaurants. It is synonymous to the quality of life and area liveability.

Strategic Sectors



Population-driven Sectors



Five employment categories have been defined to assist in understanding the target industries.

Consumer Services: Basic business-to-consumer activity essential to supporting local residents (retail)

Producer Services: Basic business-to-business activity in support of strategic activities (printing)

Knowledge Intensive Consumer Services (KICS): Business-to-consumer activity with high knowledge requirements (hospitals and universities)

Knowledge Intensive Producer Services (KIPS): Business-to-business activity with high knowledge requirements (professional services)

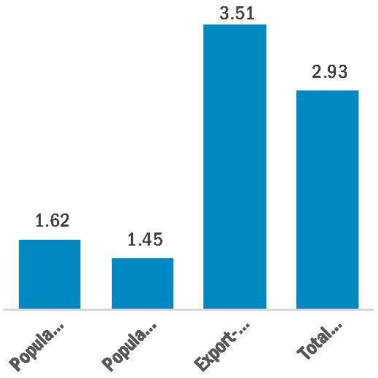
Export: Direct export related activity (mining)

EMPLOYMENT GROWTH

Export-oriented employment has outpaced both population and population-driven employment growth. For residents of the Shire, population-driven employment lagging population suggests that the provision of services has decreased per capita.

Strength: Increasing employment opportunities

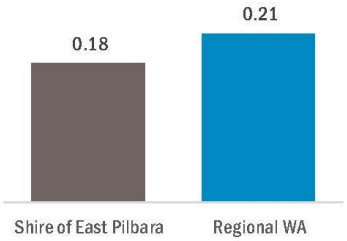
Opportunity: Increase local population-driven services



POPULATION DRIVEN SERVICES

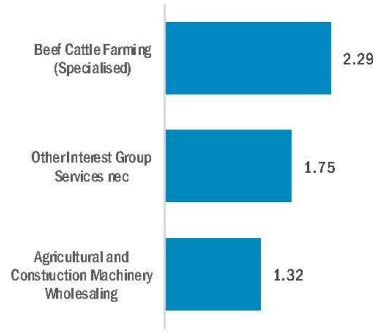
There is a significant under-employment in important population-driven services when compared to Regional WA. This results in residents importing goods and services from outside the Shire or foregoing the good or service. The 2013 *Living in the Regions* survey found that 58% of respondents from the Pilbara were considering leaving the region siting access to better shopping, health services, family support, professional development opportunities and social activities as the main contributors. By the 2016 'Living in the Regions' survey the 'cost of living' as a major reason for leaving regional and remote areas had decreased overall, however still remained high for the Pilbara at 58% but lower than the Kimberly at 67%.

Opportunity: Increase local population-driven services



NON-MINING EMPLOYMENT CONCENTRATION

Many industries are following the same pattern as population change in the Shire. However, agriculture is a clear emerging industry with stable growth, owing to the strong demand for beef cattle products. The grazing industry has long been the backbone of the Shire of East Pilbara agricultural sector providing employment opportunities across the Shire. The Pilbara Food Bowl initiative and Pilbara Produce Arid Agriculture Research Project provides an opportunity for the Shire to conduct further research and development into irrigation-based agriculture as well as strengthen its beef cattle farming.

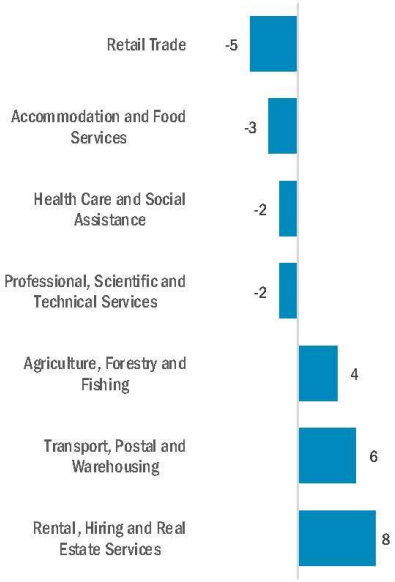


Opportunity: Agriculture as an avenue for diversification

BUSINESS ENTRIES AND EXITS

Business-to-consumer companies struggle with cyclical changes in the Shire's economy. Retail Trade, and Accommodation and Food Services suffered a net business reduction between 2016 and 2019 - a reflection of high operating costs and low demand from a declining population.

The Shire and the Pilbara region as a whole, is an expensive place to conduct business as evidenced by the highest Regional Price Index in WA. The high wages within the mining industry and the Shire's isolated location inflate the cost of labour. Similarly, Pilbara region has the highest cost index for housing, electricity and health and personal care services in WA. The Shires long term strategic planning has identified infrastructure and service needs which will assist to meet the essentials for mining growth as well as community growth moving forward.



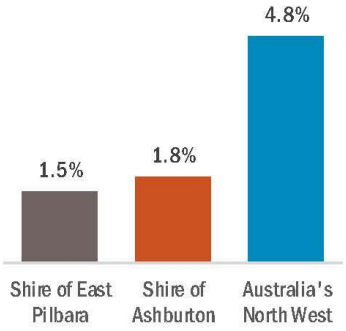
Longer term trends confirm a reduction in population services such as Health Care and Public Safety and knowledge-intensive business like Professional and Financial Services. Agriculture, Forestry and Fishing and Hiring Services continuously grow within the Shire, highlighting emerging opportunities.

Opportunity: Support business sensitive to population change through relevant advice on cost-effective strategies and innovation

TOURISM

In 2018, an estimated 5,000 international visitors and 292,000 domestic overnight visitors stopped at the Shire. Of this, 40% of international and 5% of domestic visitors were for holidays.

Most tourism employment is related to the accommodation and food services sector. Although tourism is an important industry in Australia's North West, the Shire lags the neighbouring Shire of Ashburton in tourism employment despite having a similar industry make up. With Newman's strategic location along Great Northern Hwy, Newman airport's frequent flights to Perth, and Newman's proximity to Karajini National Park and other natural attractions, visitor increase in spend as well as extension of stay are clear business growth opportunities for the Shire.



Opportunity: Tourism sector as an avenue for diversification and increased local employment

4.3 Consultation Outcomes

Achieving the desired economic and employment outcomes requires ongoing communication and cooperation between the Shire, local businesses, the broader community and key partners including government. An extensive consultation process included stakeholder meetings, online surveys, and community drop-in sessions. It was used in developing the Strategy to ensure industry and community needs and concerns are understood and addressed. The consultation process focussed on:

- Developing an understanding of the key factors that are influencing business decision making within the Shire.
- Establish priorities and opportunities for business development
- Identifying local government activities that could contribute to the development of the Shire's economy

The results of the consultation identified a set of high importance factors influencing local businesses in the Shire. Factors within the local infrastructure provision and the labour market were highlighted as critical. The high cost of living and doing business was universally featured as a challenge by local businesses and residents. The education gap and skills alignment is a missed opportunity that needs to be addressed to ensure local employment and economic sustainability. Quality of local places and spaces, signage and wayfinding are important to the local resident's quality life of and for visitor industry growth.

Many of the factors are outside of the direct control of the Shire, however, there are some key areas where economic development actions can be best targeted to support businesses and residents. Where the factors

are outside the Shires direct control, the Shire can play an important facilitation and connectivity role with business, government and community.

KEY AREAS OF INFLUENCE:

- Supporting local business access to the key infrastructure particularly appropriately zoned commercial and industrial land and high-quality roads.
- Facilitation of suitable Light Industrial and General Industrial land to support growth industries and business opportunities within the Shire. Also the facilitation of the development of a planned and serviced mining services hub to be located adjacent to the existing Newman Airport
- Facilitating tourism development through local tourism brand promotion and product refinement as well as product development and improved supporting infrastructure such as wayfinding and signage.
- Working towards retaining existing population as well as attracting skilled employees to the area by improving liveability, lifestyle and skill re-alignment.
- Supporting emerging key industries in agriculture and renewable energy as well as complementary service industries as an important avenue of diversification.
- Facilitating local population-driven businesses through activation strategies and opportunities to reduce the cost of doing business.
- Working with local indigenous business intenders, existing businesses and artists to increase their internal capacity and explore business, tourism and population-driven opportunities.



5 OUR FUTURE

The changing economic landscape and the path of higher diversification will require skilled local labour force, stable population, and resilient business. If the Shire is to achieve its economic goals, improved liveability through higher service provision and support for emerging agriculture, renewable energy and tourism related industries will be critical.

STABLE POPULATION AND LIVEABILITY

300 JOB
population-driven jobs required

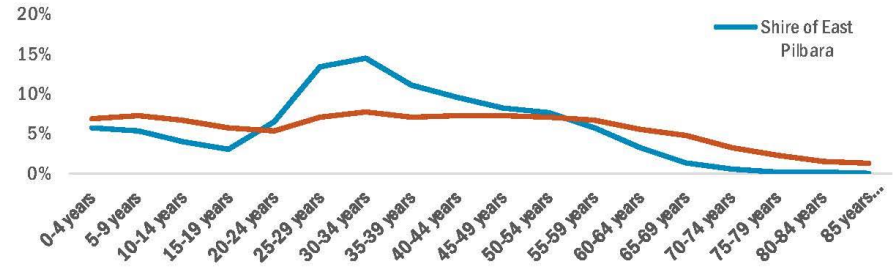
When we think about how people make decision about where to live – employment liveability and lifestyle are three key factors that influence their decision.

The transient nature of the population is one of the key challenges that the local economy faces. It is a widespread issue for remote and regional communities in Australia. Within East Pilbara, the lack of services and opportunities for social activities along with the high cost of living are key drivers of residents leaving the area. The attraction and retention of the population is associated with several opportunities, including the reduced risks for business and government associated with the expansion, planning and community services provision. A larger population base will allow for improved service provision and in turn, increased liveability.

It will be necessary to address to support population-driven industries development that will provide the required level of diversified services to the local population. As highlighted in Newman Futures as well as the Shire of East Pilbara's ongoing comprehensive community and business surveys, limited access to health care, in particular specialist medical services, remains a key barrier to staying in town long-term. The requirement to leave town for maternity care, for example, is considered a barrier particularly for young families.

Increased access to medical and education services and diversified hospitality offerings, will improve the level of amenity for locals (and visitors alike) assisting in retention and liveability. If the level of services to be increased to achieve similar to regional WA levels, at least 300 additional local jobs should be created within population-driven industries.

SKILLED LABOUR



Suburb lifecycle theory suggests that sustainable communities have a flatter age profile and can maintain a range of services and facilities useful to all age groups. When comparing to the Regional WA average, the Shire has a deficit in young and older demographics resulting from limited education and healthcare services and a higher cost of living. This suggest that residents see the Shire as a place to work rather than a place to live and that results in the lack of locally raised skilled labour.

Attraction and retention of quality skilled staff are one of the key barriers across all sectors and all industries. Aligning local education and skills training to the current and future needs of the local economy will provide opportunities for residents to remain within the Shire, and if need be, re-skill and re-train within the Shire.

The focus on attracting and retaining population groups which are currently under-represented (young families) will create a more sustainable and diverse community.

TOURISM DEVELOPMENT

200 JOB
additional jobs required in tourism

Tourism and the visitor economy is an important opportunity for economic diversification and existing mining support businesses can be leveraged for expansion. Active promotion of local brand and tourism opportunities and development of local tourism offerings, signage and wayfinding within the Shire as well as opportunities for integration with other popular destination strategies within the North West will assist local tourism businesses to be viable and potentially grow. Bridging the opportunity gap in the local tourism industry to bring it to at least in line with the conservative Shire of Ashburton, (similar industry make up, and proximity to Karajini) level will result in the creation of over 200 FTE local jobs. Recently, significant government investment has been focused on the upgrade and revitalisation of Karajini, which will have a significant impact on visitor numbers as well as length of stay and visitor spend.

Improvements in tourism quality and customer service can encourage current visitors to stay one extra night. Just this would result in an additional $29 million in tourism expenditure per annum, supporting over 175 additional jobs in retail, accommodation, food and beverage and over 330 jobs in the wider economy.

175 JOB
through improved quality of tourism product



6 OUR STRATEGY

6.1 Vision

The Vision: A diverse and sustainable economy

The overarching vision of the Shire's economic development activities is to support sustainable economic growth for the benefit of the local economy as well as existing and emerging employment opportunities.

The Strategy sets out to promote collaboration and outcome ownership by all stakeholders, advocate for change, investment and employment opportunities and encouraging development, best practice and business confidence. The possible future is in commitment of all stakeholders to work together in partnership to embrace the opportunities and work collaboratively to resolve challenges.

Key strategic outcomes have been identified that provide clarity on what the Strategy aims to achieve:

- Improved liveability and the right staff retention and attraction.
- Local skills enhancement and training opportunities to satisfy local employment needs
- Enhanced viability and profitability of local businesses
- A diversified economy with a strong and stable small business sector
- A potential Industry Services Hub to support and align with acknowledged growth in the resources sector.
- High-quality tourism product development and customer focused delivery experience to capture tourism opportunities, increase visitor spend and increase reputation for quality.

In order to achieve these outcomes, specific actions have been developed. These actions have been categorised into four focus areas. All four focus areas are largely interrelated and interconnected and all focus areas work towards a shared vision and desired outcomes.



All four areas need equal focus to achieve the desired outcomes for the future. Access to skilled workforce (Skills and Education) and availability of land and infrastructure (Infrastructure and Towns) is a pre-requisite of successful business development, regardless of its target market (export-oriented, tourism or population-driven business). Essential population-driven infrastructure and high-quality customer service retain and attract population and visitors alike. Business support, facilitation of opportunities, building collaborative relationships and cooperative partnerships are essential to success in all four focus areas.

It is important to highlight that although this Strategy focuses on economic outcomes, social and economic trends are largely interrelated and interconnected. Partnership with the community, governments and businesses as well as progress on the social side will build the foundation of more sustainable economy.



The following sections cover each focus area and associated actions. Sections start with an overview of 'why it is important to undertake actions in the area'. Key benefits or potential outcomes are highlighted for each area, along with the potential delivery timeframes and links to other focus areas. Metrics for the progress towards the desired future are suggested along with potential partnership and collaboration opportunities.

6.2 Focus Area 1 – Infrastructure and Towns

Why important?

Provision of high-quality infrastructure is critical to economic development. Limited infrastructure results in missed economic opportunities and lost productivity. It affects both business operations as well as liveability and population retention, expansion and tourism visitation. Quality infrastructure enables expansion and diversification of local production capacity that leads to increased wealth, business viability and sustained growth and access to opportunities for employees. The Shire can play an important role in helping to drive infrastructure planning and development, town and regional improvement projects, and working to attract higher government recognition and investment, to enable the growth, development and positive reputation of the region.

One of the key economic drivers is to encourage major resource companies to utilise existing infrastructure such as Newman Airport and leverage new and proposed infrastructure such as Marble Bar Road that will benefit businesses operating in the area and local residents, as well as to facilitate tourism opportunities. Improved transport links and access to appropriate infrastructure will help attract industry to the Shire and foster business opportunities. This will create increased opportunities for strategic industries to invest, improve logistic efficiencies and reduce operating costs for existing local businesses.

Improved connectivity, quality of public spaces and provision of essential population-driven infrastructure such as access to healthcare, education and services will enhance the liveability of the Shire for residents and encourage more visitors to stay longer, thereby increasing visitor expenditure and circulation of money in the local economy



ACTIONS		TIMEFRAME	BENEFIT	LINKS
1.1	Work with regional partners and stakeholders to develop long term mutually beneficial relationships to support stakeholder aspirations and goals in the area of infrastructure development and towns diversification.	Ongoing	Alignment of resources and efforts, stakeholder buy in to agreed actions	Focus Area 2, 3 and 4
1.2	Advocate with state and federal governments for funding for the sealing of the Marble Bar Road between Newman and Marble Bar	1 – 3 yrs	Reduced costs for local businesses (VOC and VTT), increased safety, improved access to Marble Bar for tourists	Focus Areas 2 and 3
1.3	Ensure the availability of appropriately zoned industrial land	Ongoing	Essential requirement for business growth and start up	Focus Area 4
1.4	Continue to advocate to mining companies to use the Shire's towns as logistics, transport and service hubs to reduce instances where mining supply chains bypass Shire towns.	Ongoing	Ensures economic sustainability of the Shire by proving local support services to the mining industry. Creates links between Shire's towns and mines.	Focus Area 4
1.5	Promote the utilisation of currently vacant commercial spaces within the Newman Town Centre, in particular tenancies bounded by Hilditch Avenue, Salmon Way, Lee Lane and Iron Ore Parade.	1 -3 yrs	Reduces anti-social behaviour through continuous area utilisation. Provides consumer services to residents and tourists.	Focus Area 3 and 4
1.6	Identify and measure gaps in business products and services to identify opportunities for increased and diversified retail and service offerings within the Shire	1 -3 yrs	Improves liveability. Creates business opportunities and improves viability of local businesses.	Focus Area 2, 3 and 4
1.7	Investigate opportunities to activate commercial areas and reduce overhead costs through shop – top housing	4 – 6 yrs	Improves liveability. Creates business opportunities and improves viability of local businesses.	Focus Area 4
1.8	Investigate the requirement to introduce a potential 'Tourist Zone' into the local planning strategy. Investigate opportunities to support tourist accommodation and mixed uses of	4 – 6 yrs	Supports increased footfall and continuous activation of the area. Improves business	Focus Area 2, 3 and 4

	business and residential on upper levels within the town centre by introducing new zones within the Local Planning Scheme.		viability and passive surveillance.	
1.9	Advocate for suitable access to WIFI and video conferencing in remote communities for business and community transactions, health consultations and Department of Justice engagement	1 – 3 yrs	Improves liveability and retains residential population.	Focus Area 2
1.10	Prepare Newman town centre development strategy	Ongoing	Supports business development retention and expansion as well as population retention.	Focus Area 2, 3 and 4
1.11	Assist to deliver new Newman Hospital	1 – 3 yrs	Provides key population infrastructure that improves liveability and addresses key community priorities.	Focus Area 2
1.13	Roll out CCTV project to improve safety	Ongoing	Improves safety and reduces the likelihood of anti-social behaviour. Support liveability and tourism opportunities.	Focus Area 2, 3 and 4
1.14	Promote the activation of key spaces by holding pop-up events as appropriate	1 – 3 yrs	Supports local small and potential start-up businesses by providing opportunity to conduct business at a lower cost and lower risk. Improves viability by increased activation.	Focus Area 3 and 4
1.15	Assist and support the East Pilbara 'Asian Renewable Energy Hub' – low cost energy for local and export markets – wind turbine and solar voltaic cells.	1 – 3 yrs	Supports local and export capacity for competitively priced renewable energy with high capability.	Focus Area 1, 2 and 4
1.16	Leverage State Government strategies and work collaboratively with State Government to support FIFO workers to take up residence in the Shire. Advocate for infrastructure and appropriate housing availability for a projected increase in regional industry growth and associated employment opportunities	1 – 3 yrs	Increased local workforce employment. Retain wealth within the region	Focus Area 1 and 4

1.17	Work with landowners in the Shire's towns to advocate for the renewal of derelict houses and properties.	1 – 3 yrs	Reduced housing cost, increased residential population	Focus Area 1,3 and 4

METRICS

- Number of infrastructure projects under investigation or development (project register)
- Area of available suitable developable land (residential, commercial and industrial)
- The vacancy rate in selected key areas and main streets
- Change in footfall and local business revenues
- Change in population
- Improvement in safety and reduction in anti-social behaviour
- Change in business exit rates

STRATEGIC PARTNERSHIPS AND ACTIVE COLLABORATION – KEYS TO SUCCESS

The Shire has finite resources and cannot deliver the infrastructure projects of such scale independently. However, the Shire can act as an important facilitator and expeditor of outcomes, building partnerships and creating connectivity between various stakeholders, as well as advocating for funding, Shire recognition and support. The Shire can work together with a range of partners including local industries, State and Federal governments, regional organisations and other local governments to encourage investment, diversification, proj ect and service delivery.

Potential partners that contribute to economic prosperity and assist to deliver outcomes may include:

- Main Roads WA
- Infrastructure Australia
- Department of Mines
- Department of Transport

- Pilbara Development Commission
- Western Desert Lands Aboriginal Corporation
- Karlka Nyiyaparli Aboriginal Corporation
- BHP, Rio Tinto, FMG and other regional mining Companies
- Department of Industry, Energy and Resources
- Town of Port Hedland
- Small Business Development Corporation
- Western Australia Local Government Association.
- Development WA
- Department of Planning, Land and Heritage
- Regional Development Australia
- Tourism WA and Regional Tourism Associations / Visitor Centres
- Australia's Northwest (Tourism)
- Shire of Ashburton
- Infrastructure WA
- Department of Planning, Lands, and Heritage.
- Newman and Regional Chambers of Commerce
- Western Australia State Government

6.3 Focus Area 2 – Skills, Innovation and Education

Why important?

The attraction and retention of the quality, industry and business ready staff is a common issue for remote communities. Understanding of the current and future skill needs and requirements in key industry sectors and fostering those skills is critical to improving the balance between local residents' employment and FIFO, reducing the reliance on the outside workforce. By increasing the proportion of residential workforce within key local industries and being ready for emerging opportunities, a higher proportion of wealth will stay within the region and will circulate through local economy. It is therefore important to both attract and retain the quality staff as well as foster local skills base suitable for emerging Industry and business needs and trends.

To create a stable population growth that is resilient to economic shocks begins with creating a pathway to employment through developing the skills and education of residents. Education has a place to support and encourage innovation and business excellence. The focus should be balanced between supporting the continued growth of the well-established Mining industry and the growth of emerging potential export industries such as Agriculture and Renewable Energy and critical population services such as Retail, Accommodation and Food Services, and Tourism related operations. The Shire can play a role in monitoring this balance and working to attract, foster and support the growth of these industries and key associated education providers. Seeking and nurturing employment partnerships with business, industry and training providers is key to understanding current and emerging industry requirements and establishing pathways for local and regional employment.



ACTIONS		TIMEFRAME	BENEFIT	LINKS
2.1	Work collaboratively with regional partners and stakeholders to develop long term mutually beneficial relationships to support stakeholder goals in skills development	Ongoing	Alignment of resources and efforts, stakeholder buy in to take 'action'	Focus Area 1, 3 and 4
2.2	Facilitate partnerships between local education providers and key industry groups and businesses to leverage the existing facilities and improve connectivity between stakeholders	1 – 3 yrs	Improved local employment pathways. Streamlined approach to local workforce employment.	Focus Area 4
2.3	Work in partnership with resource companies and complementary businesses and build mutually beneficial partnerships to prioritise local residents to fill local employment positions	Ongoing	Increased local workforce employment. Retain wealth within the region.	Focus Area 4
2.4	Work with the CCI 's, Pilbara Development Commission and SBDC to provide information to business and residents on current industry needs, future skills and career pathways	1 – 3 yrs	Increased skills alignment. Retained local workforce.	Focus Area 4
2.5	Continue to work with existing educational institutions and local businesses to ensure there are pathways from education to employment that are targeted to both new and existing industries including agribusiness, mining, manufacturing and tourism	Ongoing	Retained local workforce and expanded opportunities for youth employment.	Focus Area 3 and 4
2.6	Support investment in education and training infrastructure, including vocational education to increase accessibility and choice for local residents. Advocate for appropriate and state-of-the-art skills and education options to support growth Industries as well as skills and staff shortages in identified industries.	4 – 6 yrs	Increased opportunities to pursue education locally. Increased opportunities for skill alignment and workforce retention.	Focus Area 1 and 4
2.7	Explore how distance learning through TAFE and Tertiary Education providers can be better utilised to retain youth and to re-skill within the Shire	1 – 3 yrs	Increased opportunities to pursue education locally. Increased opportunities for youth development and retention.	Focus Area 1 and 4
2.8	Encourage the provision of school-based trainee programs in Cert II in Automotive Electrical Technology, Cert II in Automotive Servicing Technology, Cert II and III in Information, Digital Media and Technology and Cert III in Business (from Newman Futures)	4 – 6 yrs	Local workforce is prepared and equipped for jobs of the future and are able to meet the needs of local industries.	Focus Area 4
2.9	Host targeted events with young people that build practical skills and knowledge related to the future of work (in partnership with Newman Futures)	1 – 3 yrs		

2.10	Implement upskilling programs for jobs of the future with internal teams (from Newman Futures)	4 – 6 yrs

- Growth in population and associated support services
- Growth in Agricultural and Renewable Energy and Innovation Projects
- Growth in Employment
- Increase in rate of those under 25 learning or earning
- School graduation rates
- The proportion of local residents employed in key industry sectors.

PARTNERSHIPS AND RESPONSIBILITY OF STAKEHOLDERS TO COLLABORATE - AN INTEGRATED APPROACH

In the area of skills development and education it is particularly important for the Shire to secure invested partners and to build bridges and alliances between educational institutions and Industry. Local population employment readiness is a common issue in Pilbara region and present an opportunity to encourage a cooperative approach. It is important to foster confidence in the local labour market and appropriate 'job ready' practical local skills.

Potential partners:

- BHP and other Mining and associated Industries
- Pilbara Development Commission
- TAFE WA
- Tertiary Education Providers
- Newman Senior High School
- Newman Futures
- Local Businesses
- Western Desert Lands Aboriginal Corporation and Karlka Aboriginal Corporation
- Group training, apprenticeship, and traineeship companies

6.4 Focus Area 3 – Tourism

Connecting Businesses and Creating Synergy

Why important?

Tourism can play an important role in boosting the local economy by providing an external source of income. Tourism has a broad impact that benefits specific tourism providers, but also other general retailers. Its activities are predominantly service-based and are therefore employment-intensive, providing a range of opportunities in the related industry. A collaborative and unified approach with tourism stakeholders is needed to identify and improve the quality and variety of key attractions and visitor amenities, filling gaps in regional tourism and meeting customer expectations.

The Shire has a number of unique natural assets that make the area appealing to potential tourists, however the tourism offer needs to be brought up to a competitive and high-quality service level to meet customer expectations. The key focus should be on the quality and uniqueness of the tourism product, understanding customer requirements and improving customer service. Providing high-quality service to tourists and visitors will allow a capture of higher visitor spend and aid in enhancing regional reputation whilst attracting repeat customers. A particular emphasis should be given to improving the quality-of-service standards that include customer experience, operator skills, knowledge and attitude. The Shire will support and advocate for the selling, marketing and interpersonal skills development for staff and volunteers to add value to the businesses and visitor experience. Operators should also seek out feedback, opinion and advice from visitors and use it to improve service delivery and enrich experiences.

The Visitor Centres are one of the first points of contact for visitors and should represent the spirit and essence of the area, showcase high-quality education and unique local experiences and offer regional area knowledge, options and advice.

The Shire has an important leadership role in facilitating communication between operators, visitor centres and regional tourism organisations to encourage cooperative marketing, promotions and packaging of products to suit the expectations of a range of customer needs. Working together with other operators and tourism organisations will deliver the full experience to visitors in all target markets and create a common and distinctive brand for the area based on a reputation of unique selling points, noteworthy attractions and quality service provision.



ACTIONS		TIMEFRAME	BENEFIT	LINKS
3.1	Develop active collaboration in partnerships and cross marketing opportunities with the Newman and Marble Bar Visitor Centres, Shire of Ashburton, Town of Port Hedland and Australia's Northwest to integrate and orchestrate product development to be mutually beneficial in line with visitor expectations of quality and uniqueness.	Ongoing	Increased destination awareness, increase visitor spend and increase length of stay	Focus Area 1 and 4
3.2	Investigate the preparation of a "Customer Service Standards Action Plan" for training and product development in hospitality and tourism related industries within the Shire (including Visitor centres)	1-3 years	Improved tourist perceptions of Shire, increased customer service standards resulting in an increase of expenditure	Focus Area 2 and 4
3.3	Actively promote and market the unique selling points and unique experiences within the Shire - cultural experiences, geographic and environmental opportunities as well as regional Iconic events and noteworthy destinations	1 – 3 yrs	Increased destination awareness that will spark interest in the area for potential tourists	Focus Area 1 and 4
3.4	Support the Newman and Marble Bar Visitor Centres in development of visitor guides that provides information and showcases key attractions, activities & events and offers that can be made available via the Shire's website and at key tourism providers.	1 – 3 yrs	Promotes tourism within the Shire and supports local tourism operators and business	Focus Area 1 and 4
3.5	Advocate for, and educate operators on the importance of the provision of quality and uniqueness of existing and potential tourism products	1 – 3 yrs	Increased visitor spend and repeat customers that increase business viability and future growth potential	Focus Area 4
3.6	Engage with the Pilbara Regional Council and other relevant stakeholders to include East Pilbara towns and attractions on the 'Regional Tourism Trails'. Document and market quality, exclusive and distinctive visitor experiences to suit potential target markets	1 – 3 yrs	Increased awareness of the variety and quality of tourism offerings across the Shire, increases length of stay and tourism dollars spent	Focus Area 1and 4
3.7	Encourage and support the diversification of accommodation options and improved personalised quality experiences such as station stays and Aboriginal cultural opportunities to increase non-FIFO offerings and present a distinctive and exclusive variety of outback and cultural experiences	4 – 6 yrs	Increased tourism satisfaction and increased accommodation options. Increase in visitor stay in accommodation in the Shire	Focus Area 1 and 4
3.8	Facilitate and support, in partnership with Aboriginal Corporations and recognised groups (where culturally appropriate) to develop quality 'personalised' indigenous unique hands-on cultural tourism opportunities which leverage existing tourism, arts, and cultural infrastructure to feature important and distinctive Aboriginal cultural and social activities and provide long-term financial viability and opportunities for diversification and potential growth for businesses		Increased economic opportunity for Indigenous Australians. Increased opportunities for Aboriginal tourism.	Focus Area 2 and 4

3.9	Lobby State Government for the inclusion of additional National Parks within the Shire including the establishment of the Meenthena National Park.	Ongoing	Increased awareness of attractions within the Shire	Focus Area 4
3.10	Improve signage for wayfinding between key destinations and cultural and heritage sites within the Shire. Improve signage for visitors within the town centre surrounds and beyond.	1 – 3 yrs	Improved accessibility for tourists within the Shire and the Towns, support for complimentary business and activities within the Shire. Improved customer experience.	Focus Area 1 and 4
3.11	Support the diversification and quality of retail, food and beverage and service options within the Shire. Facilitate and assist to support the revitalisation of the BHP Whaleback Mine tour in partnership with Newman Chamber, Newman Visitor Centre and BHP.	1 – 3 yrs	Improved amenity for tourists, improved liveability for residents	Focus Area 2
3.12	In partnership with local tourism operators and stakeholders, explore the suitability of promoting additional and unique tourism experiences within the Shire including: • Prospecting • Mine tours • Astro-tourism • Hiking and Mountain Bike trails • Cultural and personalised tours and experiences	4 - 6 yrs	Improved range of products offered, increased length of stay for tourists	Focus Area 2 and 4
3.13	Support and assist the business planning process and the development of an agreed action plan for the Newman Visitors Centre	1-3 years	Improved brand, tourism perception, Shire recognition and customer experience	Focus Area 4

METRICS

- Tourism-related employment (using ABS Tourism Satellite Account)
- Visitor numbers and length of stay
- Visitor expenditure
- Analysis of market segmentation and associated 'satisfaction' levels
- Visitor perception score
- Tourism business expansion of products and services and increased revenues
- Visitation to Visitor Centres within the Shire and visitor satisfaction of information and services provided.

PARTNERSHIPS AND RESPONSIBILITY OF STAKEHOLDERS

It is important that tourism operators understand and appreciate customer needs, work on improved quality of service delivery and market a range of products and services aligned with customer needs and visitor expectations. . The Shire has a leadership responsibility to advocate and foster relationship between various tourism stakeholders, to encourage product package development and assist to facilitate a unified vision for the area. The Shire can also actively encourage businesses to join and utilise the services provided by the Pilbara Tourism Association, the Chambers of Commerce and Pilbara Business Centre. The Shire can support and guide local operators on their skills development and capacity building in partnership with private and government providers and regional stakeholders.

Potential partners:

- Tourism WA
- Newman Visitor Centre
- Marble Bar Tourism Association
- Australia's North West
- Pilbara Regional Council
- Chamber of Commerce and Industry
- Local tourism operators and accommodation providers
- Pilbara Development Commission and SBDC
- Tourism promotion organisations in the Shire of Ashburton, Town of Port Hedland, Shire of Broome and Shire of Meekatharra
- Mining companies and Industry

6.5 Focus Area 4 - Business Support

Why important?

The Shire has a considerable number of large resource companies providing opportunities for supporting supply chain businesses. Although this is a strength and an opportunity for the Shire, it also creates a high operating cost environment restricting small business development and investment in innovation. To support small businesses the Shire can play a central facilitator role in connecting local businesses with required resources in a cost-effective manner, encouraging innovation and technology adoption, and by encouraging local supply chain connections.

The Business Support focus area is closely interconnected to tourism and skills and education area. The actions in the area of identification and addressing leakage from local and regional business and improved customer service in the competitive environment where residents can shop online are paramount to the enhanced viability of local businesses.

The Shire can also support and encourage activities in human capital development by facilitating the provision of advice, training, mentoring and up-skilling of owners and staff, fostering business resilience and providing linkages to business professionals and government programs and opportunities.

It is important to work in close partnership and in a united approach with the Chamber of Commerce and Industry and business associations as well as government departments, RDA, SBDC and the Pilbara Development Commission to encourage and support business development collaboratively and cooperatively.



ACTIONS		TIMEFRAME	BENEFIT	LINKS
4.1	Investigate and foster active partnerships with local CCI, and Pilbara Development Commission, Regional Development Australia Pilbara, SBDC etc to support regional capacity building initiatives	Ongoing	Improved business capacity and viability, access to opportunities for businesses and staff	Focus Area 2 and 3
4.2	Partner with major industry to investigate the potential for the strengthening of local supply chain links and the development of a long-term Service / Support Hub within Newman. Facilitate the potential development of suitable Light Industrial and General Industrial land within the Shire.	1 – 3 yrs	Increased awareness of local capacity and capabilities	Focus Area 1, 2 and 3
4.3	In collaboration with CCI and other stakeholders, assist to develop a calendar of business-oriented networking and training events with the aims of: • Strengthening collaborative relationships between local businesses and stakeholders • Encouraging partnerships between small local business (SME's) and major regional operators. • Establishing links with researchers, education and knowledge providers • Providing opportunities to establish trade linkages and business cluster development where appropriate	1 – 3 yrs	Increased business capacity, improved viability and business opportunities	Focus Area2
4.4	Support potential innovative and renewable energy projects, including the Asian Renewable Energy Services Hub, that increase the adoption in both the commercial and residential setting.	4 – 6 yrs	Decreased costs for businesses and residents, diversified industry and employment, increased self-sufficiency for towns and communities, supports environment	Focus Area 1 and 2
4.5	Support Agriculture development, innovation and diversification within the Shire including the Transforming Agriculture in the Pilbara and Pilbara Food Bowl initiatives	4 – 6 yrs	Diversified industry and employment, increased self-sufficiency for towns and communities, development of local supply chains	Focus Are 1
4.6	Continue to support the adoption of technology and associated training and education opportunities for local businesses	Ongoing	Business resilience and best practice development	Focus Area 1

4.7	Continue to offer support to local businesses through small business support hubs and incubators at Newman House and The Square	Ongoing	Increased small business development, reduced business start-up costs	Focus Area 2 and 3
4.8	Assist to promote projects within the Shire to demonstrate business opportunities including recent state government COVID-19 infrastructure projects	1 – 3 yrs	Increased awareness of local capacity and capabilities, improve viability	Focus Area 2 and 3
4.9	Explore Entrepreneurs Business Adviser and other Federal and State support for potential local entrepreneurs and SME start-ups	4 – 6 yrs	Increased small business development, reduced business start-up costs, increased business resilience and flexibility	Focus Area 2 and 3
4.10	Assist with the preparation and ongoing mentoring of a Nyiyaparli/Martu business growth plan (i.e. institutional support, partnership development, networking, with an emphasis on business skills education enhancement and financial viability)	1 – 3 yrs	Increased business resilience, reduced operating risk, improved access to business opportunities	Focus Area 2 and 4
4.11	Engage with successful indigenous businesses (internally and externally to the Shire) to mentor individuals and industries on better engagement with Martu and Nyiyaparli people particularly related to business, cultural and tourism development.	1 – 3 yrs	Increased small business development, increased business resilience	Focus Area 2 and 3
4.12	Explore options for the launch of an Indigenous business incubator	4 – 6 yrs	Increased small business development, reduced start-up costs	Focus Area 2 and 3

METRICS

- Number of new projects announced and success of existing projects
- Number of businesses and business entry/exit rate
- Business and customer satisfaction rating
- Number of successful industry events
- Number of building licences issued
- Number of development applications
- Partnerships fostered and developed
- Number of businesses retained, trained and upskilled

PARTNERSHIPS AND RESPONSIBILITY OF STAKEHOLDERS

The Shire continues to have a strong impact on local and regional economic development through infrastructure provision, efficient planning and approval process, mentoring and advice. The Shire cannot and does not need to control private business or Industry, the expectation is that the Shire will instigate, foster and develop partnerships with business and Industry, facilitate networks and the connectivity between businesses, and create healthy environment for business to operate. Training, skills development commensurate with customers' expectations and innovative business collaborations, generate a positive investment environment, as well as create new business and employment opportunities. The individual businesses commitment to continuous improvement and quality service is critical to the success of these strategies.

Potential Partners:

- BHP
- Newman Chamber of Commerce and Industry
- Pilbara Development Commission and SBDC
- Department of Primary Industry and Regional Development
- Western Desert Lands Aboriginal Corporation and Karlka Nyiyaparli Aboriginal Corporation
- Development WA
- Department of Planning, Lands and Heritage
- C-RES

7 PROJECTS

Over recent years, the Shire has identified a portfolio of planned projects and economic development initiatives that are focused on supporting existing industry within the Shire, whilst supporting growth industries such as tourism and agriculture. It will be important to continuously update this portfolio as new opportunities arise and projects progress. Monitoring of performance and engagement with industry and community stakeholders will be critical in identifying and reducing barriers to project delivery where they exist.

The projects listed below provide additional investment opportunities with benefits accruing and a flow on effect to all towns throughout the Shire. Success begets success and the initiation of catalytic projects such as these, is a critical step in providing increased opportunity within the Shire and improved liveability for residents. The projects have been selected for their ability to meet the future vision for the Shire and support the actions of the focus areas being Infrastructure and Towns, Skills and Education, Tourism, and Business Support.

Looking to the future, the goal of economic development should not be to meet the short-term wants but to address long term needs of all Shire stakeholders. Existing and emerging industries within the Shire have identified long term plans for growth, economic activity and investment allowing for some certainty in planning. The projects identified should continue to be supported by the Shire with the support of State and Federal Government as well as local businesses, sought to ensure success.

Newman General Industrial Area and potential Regional Services Hub		
	Initial Development	*Ultimate Development*
Estimated Project Output:	**$230 million**	**$1,132 million**
Estimated Project Employment:	**643 Jobs** (FTE)	**3,164 Jobs** (FTE)
Proposed Land Size:	**7.5** ha	**36.9** ha

Newman and the wider East Pilbara region is home to a significant mining sector, which acts as a driver for many related industries including service industries, transportation/logistics, heavy vehicle hire/manufacturing and more. The Shire has identified a gap in the capacity to accommodate these industries due to a lack of general industrial zoned land within the town of Newman, particularly for large-format mining services operations. There are several local businesses that have indicated they are constrained by the lack of suitable land. To overcome the identified barriers to industry expansion, the Shire is attempting to progress the rezoning of a parcel of land adjacent to the Newman Airport for general industrial uses. Delivery of the proposed Newman General Industrial Area will allow mining service industry operators to expand their operations in Newman and the wider East Pilbara region, delivering a range of direct economic impacts and induced benefits, and plays an important role in developing a Regional Service Hub for the Pilbara.



Marble Bar Road Upgrade

- Seal remaining sections of the road from Marble Bar to Newman
- Enable additional tourism to the towns and provide easier access for residents
- The existing road is prone to extreme weather events locking off access to towns

The Marble Bar Road is a key enabler of economic and social health for the region. Under this project, unsealed portions of the road between Newman and Marble Bar will be sealed. This will improve access between Newman, Nullagine and Marble Bar for residents as well as visitors and also for Industry and will provide a more direct route between Newman and Broome for tourists offering a route that bypassed Port Hedland. The roads serve as a vital link for residents to access health care and supplies and is often cut off due to severe weather and flooding. The Shire can assist to influence state and federal governments regarding the economic and social benefits and advantages of the completion of the sealing of the Marble Bar road.



East Pilbara - Asian Renewal Energy Hub

The Asian Renewable Energy Hub proposes to invest more than $50 billion in establishing a massive renewable solar and wind farm energy export hub in the Pilbara region, which would include the export of wind and solar energy to Asia, through the production of renewable hydrogen fuels and ammonia.

The federal government has granted the massive renewable energy project 'major project status', which recognises the national significance of the project and this recognition will ensure the project developers are provided additional support to obtain project fast-tracking through the approvals process.

The project had already received environmental approval from the Western Australian state government for the first stage of the project, which approved the construction of 15GW of wind and solar capacity The project would be built by about 3000 workers in stages over 10 years, according to the EPA report. It could then operate for more than 50 years employing about 400 workers from surrounding towns.

An enormous 1500 km of access tracks will link the wind turbines, solar farms and electrical transmission equipment. Only about 2% of the area will be cleared. More than half the Hub's power is planned for use in the Pilbara to power mines, mineral processing and the anticipated large-scale production of green hydrogen. Typically wind is strongest at night at the project site, allowing the wind and solar together to produce a more consistent power output. Opportunities for employment, economic diversification, training & education as well as tourism and export potential are significant.



Transforming Agriculture in the Pilbara Initiative

- Opportunity for increased inland irrigation to support agriculture and grazing
- Improvements to self-sufficiency and diversification of industries within the Shire
- Ongoing non-resource sector employment opportunities

The Shire has untapped water resources, an amiable climate, and conducive soils which allow for greater agricultural production than current levels. Large areas of unallocated land adjacent to existing pastoral leases provide an opportunity to increase improved irrigation techniques enabling additional agricultural production. The initiative is likely to reduce the Shire's maintenance liability, whilst increasing the total rates revenue that the Shire can derive from and further increase the diversity of employment within the Shire.



Development and Operation of The Yurlu Caravan Park in Newman

- Opportunity to increase the availability of tourist specific accommodation within Newman
- Project will provide for additional spend within Newman's retail offerings
- Caravan and camping accommodation will provide for specific targeting of tourism visitors

Newman currently has no publicly available caravan parks and limited short stay accommodation. Developments from COVID-19 have seen an increase in domestic tourism, however, access for tourists to accommodation has been limited by an increase in demand from the mining industry. Council has acquired the old 'Kurra Village' to provide accommodation targeted to tourists to remedy the accommodation shortage and increase accessibility.

Located on the northern extremity of the Town, the former mining accommodation village is to be converted into a Caravan Park with an expected operational commencement of September 2022. To fill the immediate need for basic tourist accommodation to support the tourism high season within the Shire, an interim camping facility will be provided with an estimated commencement of June 2021. These camping facilities will remain in operation until the new caravan park is opened and will be incorporated into the eventual caravan park.



8 GLOSSARY

Employment Self-Sufficiency (ESS)

ESS is a key indicator used in State Government planning. The indicator describes the ratio of available jobs to the resident labour force. High ESS levels are desirable as they reflect greater access to local employment opportunities.

Employment Self-Containment (ESC)

Employment Self-Containment (ESC) describes the ratio of local residents employed within the Shire to the total number of jobs available within the Shire. It indicates the level at which the resident workers meet the labour requirements of the local industries.

Employment Concentration Factor (ECF)

Employment Concentration Factors have been used to identify industries that are likely to export goods and services outside of the area or serve catchments broader than the local area. ECFs are a measure of the concentration of industry employment relative to the state average concentration, with a value of one representing the state average. An ECF of two indicates that employment in a particular industry is twice as high in the local areas compared to the state average. High ECFs indicating particular local specialisations.

Employment Quality & Strategic Employment

Employment quality can be described by considering industry uses and the required level of knowledge. Strategic employment combines exports and supporting knowledge-intensive producer services (KIPS), which serve the needs of businesses rather than consumers. Strategic employment is typically sustained by income sources outside the local economy and thus are important to growing the share of employment relative to the population within a region.

Knowledge Intensive Consumer Services (KICS)

Knowledge intensive consumer services are those specialist services that deal directly with consumers, yet typically have a higher productivity and lower transaction frequency. KICS provide a skilled service to consumers that usually requires a higher level of education or training. Depending on the scale of their catchment, KICS may choose to locate within major or regional centres, or larger business districts with greater soft infrastructure and amenity levels. Examples of KICS include general practitioners, accountants, veterinarians and legal services.

Knowledge Intensive Producer Services (KIPS)

Knowledge intensive producer services involve businesses dealing directly with other businesses, rather than consumers. Transactions are less frequent, however generally have a higher monetary value, due to the intellectual property or knowledge involved. KIPS businesses often locate near their client businesses, although

with low transaction frequency and good communications infrastructure, they are to an extent 'footloose'. This means they can choose to locate in places with relevant physical infrastructure, high retail amenity, or soft infrastructure such as access to a solid education base. Examples of KIPS are engineers, architects, medical scientists and computer software developers.

9.3.2 DEVELOPMENT APPLICATION FOR MARBLE BAR AIRPORT UPGRADE

Attachments:	**Appendix 1 – Concept Plans**
	Appendix 2 – Crown Reserve Land
	Appendix 3 – Pastoral Leases
Responsible Officer:	**Mr Ben Lewis** **Executive Manager Commercial Services**
Author:	**Mrs Lisa Edwards** **Manager Land Use and Strategy**
Proposed Meeting Date:	**25 June 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

For Council to consider granting development approval to upgrade the Marble Bar Airport on Lots 518, 352, 351 & 520 and Portion of Marble Bar Rd reserve, Marble Bar having consideration for the impending inclusion of crown land reserve portions.

A Concept Plan is attached as ***Appendix 1***.

BACKGROUND

As Council will recall, this Project was considered at the Ordinary Council Meeting in April 2020 in respect of progressing funding and business case requirements. Additionally, Council has also previously resolved to seek approval from Department of Planning Lands and Heritage (DPLH) to include portions of adjacent Crown Reserve required for the Airport runway extension.

The Business Case for this project, previously presented to Council described the upgrade of Marble Bar Airstrip, its outcomes, options available, financial information and economic and social benefits. The Airstrip will be transformed in accordance with CASA standards to create a reliable, registered, RPT Airstrip that encourages economic growth and supports a healthy remote community. It will improve access for Royal Flying Doctor Services and remove accessibility barriers due to its registration as a regular public transport airstrip.

A copy of the crown reserve land requested for future management is attached as ***Appendix 2***.

COMMENTS/OPTIONS/DISCUSSIONS

The Marble Bar Airstrip's last survey known by the Shire is dated 1975 however it is likely to be older than 44 years. The last bitumen sealing occurred in approximately 2012 and since this time there have been no further improvements to the Airstrip.

The aerodrome has a sealed runway that is 1240m long and approximately 23m wide, oriented in an east-west direction and designated 09/27. There is a single taxiway and parking apron capable of accommodating small aircraft.

In order to improve access to the region, the Proposal includes an upgrade to the existing aerodrome by extending the existing runway to 2,000m in length, pavement strengthening and widening to 31m. Additionally, a new taxiway and apron area encompassing parking bays for two aircraft suitable to accommodate Fokker F100 aircraft, or similar sized operations.

The work activities related to this Project include:

- Clearing, grubbing and stripping topsoil from the areas required for the airstrip site;
- Bulk earthworks including cut and fill and importation of fill required to construct the Graded Runway Strip and Runway End Safety Areas including subgrade and surface preparation;
- Construction of the airfield pavements, which includes a 2,000m long and 30m wide sealed runway pavement with 0.5m sealed shoulders, a 140m long and 23m wide sealed taxiway and a sealed aircraft parking apron approximately 120m long and 134m wide. Pavement works may include supply, crushing, screening, loading, hauling, placement, conditioning and compaction of layers;
- Construction of a sprayed-seal surfacing designed by the Contractor.
- Installation of linemarking of the runway, taxiway, apron and construction of Wind Direction Indicator circles and signal circle;
- Construction of all drainage swales, table drains and v-drains in accordance with the drawings, schedules, SOW and the specifications;
- Installation of airfield visual aids including Precision Approach Path Indicators (PAPI), cone and gable markers and three wind direction indicator assemblies;
- Installation and construction of miscellaneous concrete components associated with the airfield, including the concrete footings for the PAPIs and Wind Direction Indicators and;
- Installation of airfield perimeter fencing.

As a result of the upgrade, several portions of adjacent Crown Reserves, have been requested to be excised and included in the Airport Reserve. The Shire has requested management of those portions of Reserve and is awaiting approval from the DPLH for such.

Reserve	**Lot**	**Management Authority**	**Area**
R13678	352	DPLH	12.2ha
R7080	351	SOEP	5.5ha
R17139	520	Water Corporation	3.2ha
Road Reserve/s		MRDWA	4.9ha

Table 1. New areas to be included in Marble Bar Airport Upgrade

Administration has liaised with Main Roads Western Australian (MRDWA) and has in principle permission to place a new fence within the Marble Bar Rd reserve.

It was previously thought that the Proposal may have been located at Heritage Site 15700 however further investigation and advice was received from DPLH in June 2020 to advise that the proposal would not impact on the Heritage Site as it was located outside of the development area. Additionally, four other sites were identified, however only site required consent, under s18 (2) of the Aboriginal Heritage Act 1972, which was granted with conditions by the Minister for Lands in October 2020.

Staff is also liaising with the adjacent pastoral lessees in relation to realigning the eastern boundary of the airport with a view of including a small triangular section of land into the airport land. The land is not necessarily required however makes sound planning sense particularly if the Shire requires a Surveyor at site in the future. Administration is of the view that this be progressed as a separate matter so as to not have the potential to stymie the airport upgrade progression.

Refer to ***Appendix 3*** and see the blue hatched area, which may in the future, be included in the airport land parcel.

Additionally, the Pastoral Lessees representative, whilst supportive of the Proposal, have expressed concern in relation to the activity and noise that airport activities may have on their southern cattle holding yards (while cattle are impounded). Further, the runway upgrade may also interfere with their traditional droving access from their northern holding to those cattle yards located south of Marble Bar Rd. Administration will continue to liaise with DPLH and Pastoral Lessees in this regard.

The land, the subject of the runway extension is classified as a “rural” zone in the Shires Local Planning Scheme (LPS) of which is classed as a discretionary land use and therefore cannot be approved unless it Council has exercised its discretion to do so.

STATUTORY IMPLICATIONS/REQUIREMENTS

Land Administration Act 2007
Includes provisions for dealing with crown land transactions including management and land use arrangements.
Planning and Development Act 2005
Shire of East Pilbara Local Planning Scheme 2005

POLICY IMPLICATIONS

N/A

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.

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.

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

RISK MANAGEMENT CONSIDERATIONS

N/A.

FINANCIAL IMPLICATIONS

Council, at its April 2020 Ordinary Meeting considered funding for the Proposal and determined to bring forward the project of the redevelopment of the Marble Bar Airport at a cost of $6,925,984 (ex gst), allocate $3million dollars in the 2020/2021 budget towards the initial funding for the redevelopment of the Marble Bar Airport and fund $35,000 for the pavement design.

Planning Fees, of approximately $11k, would ordinarily be required however Council may wish to withdraw such requirements due to the public infrastructure nature of the project.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

THAT Council;

1. **Waive the Planning Fees applicable to the Development Application, the subject of this Report.**
2. **Approve the Development Application to upgrade the Runway and install new perimeter fencing at the Marble Bar Airport on Lots 518, 352, 351 & 520 and Portion of Marble Bar Rd reserve, Marble Bar subject to:**
   a) **Permission for access and development, being granted by Department Planning Lands and Heritage, on Crown Reserve portions identified in Appendix 2 of this Report on Lots 352, 351 & 520, prior to development on that reserve land or any other arrangements for access and management of the land, to the satisfaction of the Chief Executive Officer.**

Advice Notes:

i) Acknowledge comments provided by Main Roads Western Australian (correspondence dated 27/4/21) including;
- *The fence will be the responsibility of the Shire of East Pilbara who will be responsible for the ongoing maintenance and upkeep of the fence.*
- *An application to work within the road reserve shall be submitted to Main Roads prior to the installation, relocation or maintenance of the fence.*
- *A shape file of the fences location will be provided to Main Roads once the fences location is finalised.*
- *If Main Roads require the land within the road reserve that the fence sits on then the Shire of East Pilbara will be responsible for relocation of the fence at no cost to Main Roads. At this time, Main Roads does not have a known project that would affect the fences location.*

ii) Require any Contractors to refer to Main Roads Western Australia in respect of works in the designated Road Reserve.

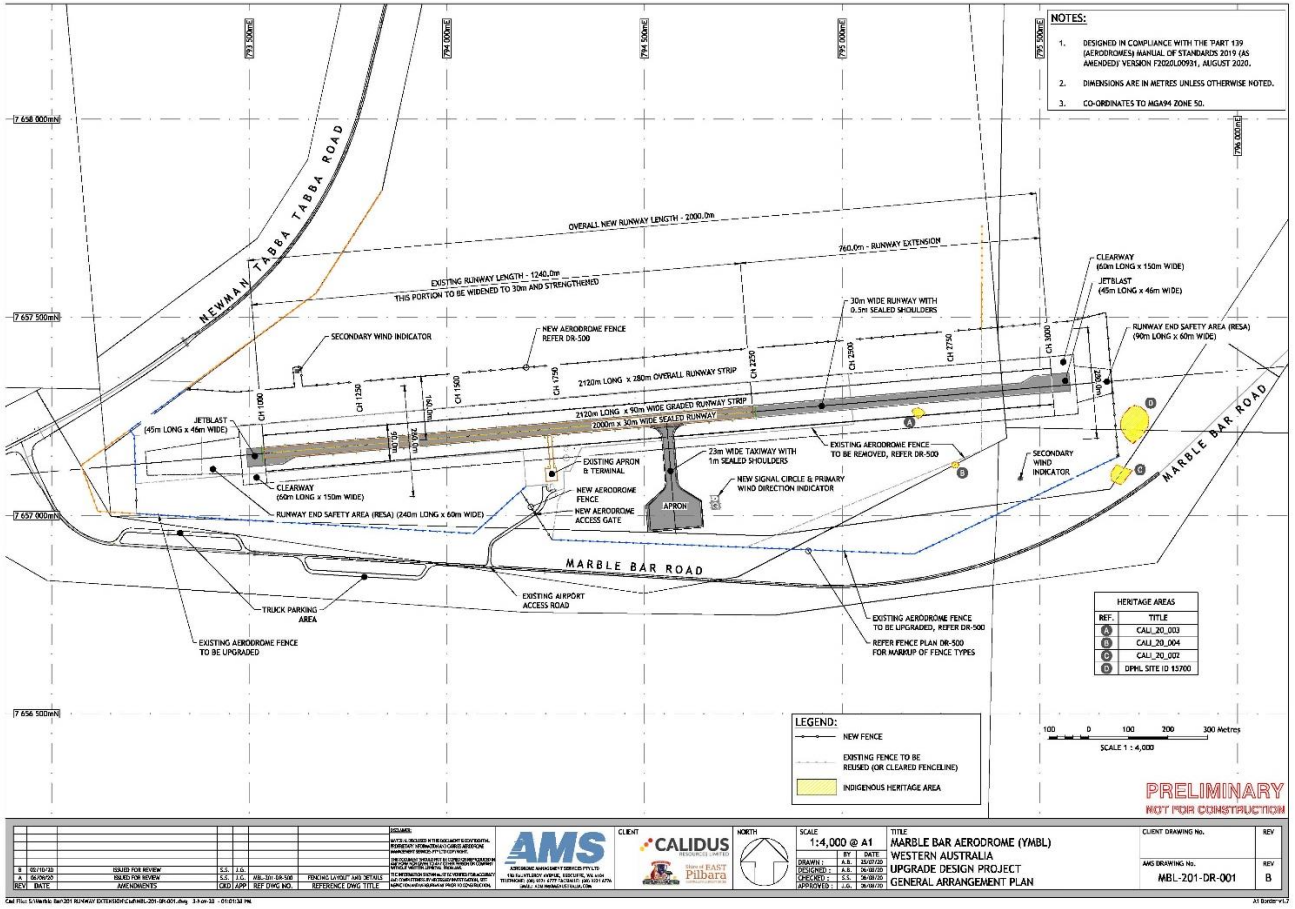
iii) Refer to Main Roads Western Australia in the event upgrades are required and proposed for access to the subject lot ie intersection.

iv) All airside construction works, including but not limited to, airfield pavements, runway strip, lighting and visual aids shall conform to the CASA Manual of Standards Part 139 – Aerodromes (MOS 139).

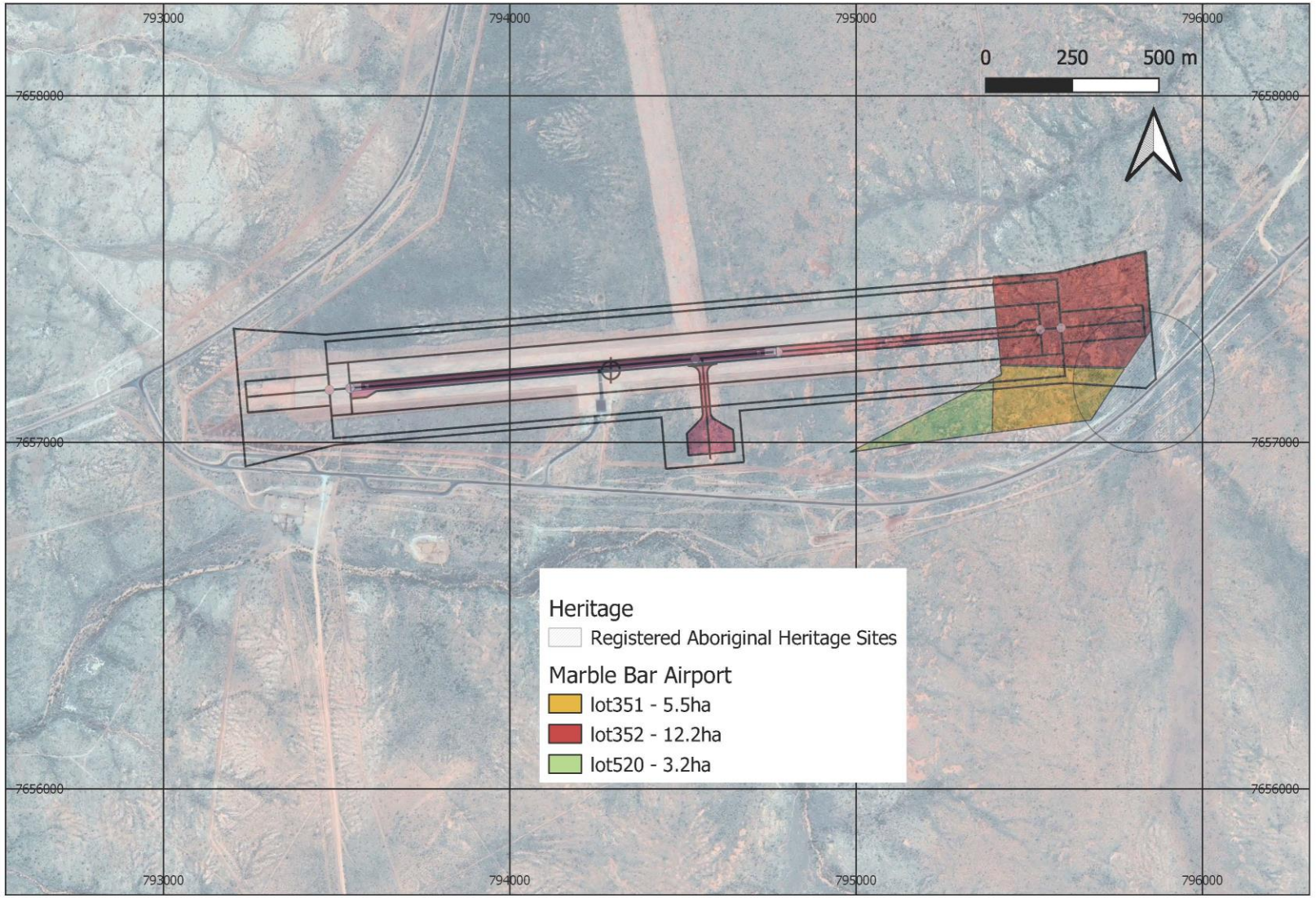
v) Ensure if native vegetation is proposed to be removed that a Clearing Permit is granted by Department Water and Environmental Regulation prior to the commencement of works.

vi) DPLH encourages proponents to refer to the State's Aboriginal Heritage Due Diligence Guidelines (Guidelines) which can be found on the DPLH website at the following link: http://www.dplh.wa.gov.au/heritage/land-use/
The Guidelines allow proponents to undertake their own risk assessment regarding any proposal's potential to impact Aboriginal heritage.(refer to Ministerial approval and conditions addressed to Calidus Pty Ltd dated 2 February 2021)

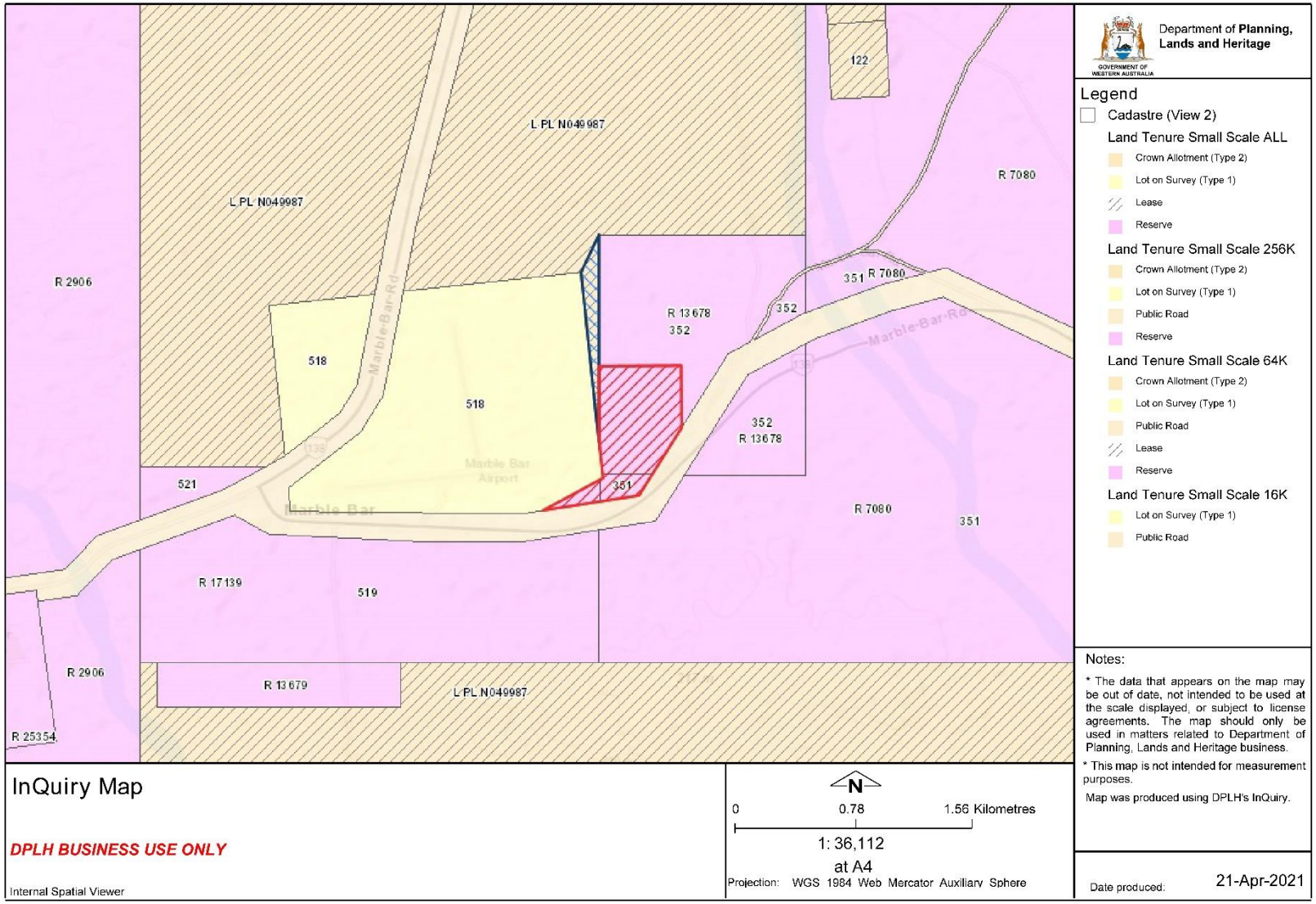
Appendix 1
Concept Plans


NOTES:
1. DESIGNED IN COMPLIANCE WITH THE PART 139 (AERODROMES) MANUAL OF STANDARDS 2019 (AS AMENDED) VERSION F2020L00931, AUGUST 2020.
2. DIMENSIONS ARE IN METRES UNLESS OTHERWISE NOTED.
3. CO-ORDINATES TO MGA94 ZONE 50.
NEWMAN TABBA TABBA ROAD
OVERALL NEW RUNWAY LENGTH - 2000.0m
760.0m - RUNWAY EXTENSION
EXISTING RUNWAY LENGTH - 1240.0m
THIS PORTION TO BE WIDENED TO 30m AND STRENGTHENED
30m WIDE RUNWAY WITH 0.5m SEALED SHOULDERS
CLEARWAY (60m LONG x 150m WIDE)
JETBLAST (45m LONG x 46m WIDE)
RUNWAY END SAFETY AREA (RESA) (90m LONG x 60m WIDE)
SECONDARY WIND INDICATOR
NEW AERODROME FENCE REFER DR-500
2120m LONG x 280m OVERALL RUNWAY STRIP
2120m LONG x 90m WIDE GRADED RUNWAY STRIP
2000m x 30m WIDE SEALED RUNWAY
JETBLAST (45m LONG x 46m WIDE)
CLEARWAY (60m LONG x 150m WIDE)
RUNWAY END SAFETY AREA (RESA) (240m LONG x 60m WIDE)
EXISTING APRON & TERMINAL
NEW AERODROME FENCE
NEW AERODROME ACCESS GATE
APRON
23m WIDE TAXIWAY WITH 1m SEALED SHOULDERS
NEW SIGNAL CIRCLE & PRIMARY WIND DIRECTION INDICATOR
EXISTING AERODROME FENCE TO BE REMOVED, REFER DR-500
SECONDARY WIND INDICATOR
MARBLE BAR ROAD
MARBLE BAR ROAD
EXISTING AIRPORT ACCESS ROAD
TRUCK PARKING AREA
EXISTING AERODROME FENCE TO BE UPGRADED
EXISTING AERODROME FENCE TO BE UPGRADED, REFER DR-500
REFER FENCE PLAN DR-500 FOR MARKUP OF FENCE TYPES
HERITAGE AREAS
REF. TITLE
A CALI_20_003
B CALI_20_004
C CALI_20_002
D DPHL SITE ID 13700
LEGEND:
NEW FENCE
EXISTING FENCE TO BE REUSED (OR CLEARED FENCELINE)
INDIGENOUS HERITAGE AREA
100 0 100 200 300 Metres
SCALE 1 : 4,000
PRELIMINARY
NOT FOR CONSTRUCTION
AMS
CALIDUS
Shire of EAST Pilbara
SCALE 1:4,000 @ A1
MARBLE BAR AERODROME (YMBL)
WESTERN AUSTRALIA
UPGRADE DESIGN PROJECT
GENERAL ARRANGEMENT PLAN
MBL-201-DR-001
B

Appendix 2
Crown Reserve Land


793000
794000
795000
796000
7658000
7657000
7656000
0
250
500 m
Heritage
Registered Aboriginal Heritage Sites
Marble Bar Airport
lot351 - 5.5ha
lot352 - 12.2ha
lot520 - 3.2ha

Appendix 3
Pastoral Leases


Department of Planning, Lands and Heritage
GOVERNMENT OF WESTERN AUSTRALIA
Legend
Cadastre (View 2)
Land Tenure Small Scale ALL
Crown Allotment (Type 2)
Lot on Survey (Type 1)
Lease
Reserve
Land Tenure Small Scale 256K
Crown Allotment (Type 2)
Lot on Survey (Type 1)
Public Road
Reserve
Land Tenure Small Scale 64K
Crown Allotment (Type 2)
Lot on Survey (Type 1)
Public Road
Lease
Reserve
Land Tenure Small Scale 16K
Lot on Survey (Type 1)
Public Road
L PL N049987
R 2906
R 7080
R 13678
352
351
518
521
519
R 17139
R 13679
R 25354
122
Marble Bar Rd
Marble Bar
Marble Bar Airport
Notes:
* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.
* This map is not intended for measurement purposes.
Map was produced using DPLH's InQuiry.
InQuiry Map
DPLH BUSINESS USE ONLY
Internal Spatial Viewer
N
0 0.78 1.56 Kilometres
1: 36,112
at A4
Projection: WGS 1984 Web Mercator Auxiliary Sphere
Date produced: 21-Apr-2021

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL

13 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

13.1 EM CORPORATE SERVICES

13.1.1 OUTSTANDING RATES: DEED OF AGREEMENT

Responsible Officer:	**Mr Steve Leeson Executive Manager Corporate Services**
Author:	**Mr Steve Leeson Executive Manager Corporate Services**
Proposed Meeting Date:	**25 June 2021**

REASONS FOR CONFIDENTIALITY

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

(b) The personal affairs of any person.

(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.

13.2 EM COMMERCIAL SERVICES

13.2.1 RFT10-2020/21 SUPPLY OF ART MATERIALS MARTUMILI

Responsible Officer:	**Mr Ben Lewis** **Executive Manager Commercial Services**
Author:	**Ms Amy Mukherjee** **Manager Martumili**
Proposed Meeting Date:	**25 June 2021**

REASONS FOR CONFIDENTIALITY

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

(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.

(e) A matter that if disclosed would reveal, trade secrets, information of commercial value, information about the business, professional, commercial or financial affairs of a person.

13.3 EM INFRASTRUCTURE SERVICES

13.3.1 RFT 13-2020/21 HIRED ROAD CONSTRUCTION PLANT WITH OPERATORS

Responsible Officer:	**Mr Raees Rasool** **Executive Manager Infrastructure Services**
Author:	**Mr Raees Rasool** **Executive Manager Infrastructure Services**
Proposed Meeting Date:	**25 June 2021**

REASONS FOR CONFIDENTIALITY

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

(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.

(e) A matter that if disclosed would reveal, trade secrets, information of commercial value, information about the business, professional, commercial or financial affairs of a person.

14 DATE OF NEXT MEETING

23 July 2021

15 CLOSURE