



## **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, Marble Bar,  
10.00 AM, FRIDAY, 27 SEPTEMBER, 2013.

**Allen Cooper**  
**CHIEF EXECUTIVE OFFICER**

THE HEART  
OF THE  
PILBARA



## DISCLAIMER

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

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

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

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

## WRITTEN CONFIRMATION

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

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

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

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

**2.1 ATTENDANCES**

Councillors

Cr Lynne Craigie  
Cr Lang Coppin  
Cr Doug Stead  
Cr Gerry Parsons  
Cr Craig Hoyer  
Cr Stephen Kiernan  
Cr Kevin Danks  
Cr Dean Hatwell

Shire President  
Deputy Shire President

Officers

Mr Allen Cooper  
Ms Sian Appleton  
Mr Rick Miller

Chief Executive Officer  
Deputy Chief Executive Officer  
Director Technical & Development  
Services.

Mrs Sheryl Pobrica

Executive Services Administration Officer

Public Gallery

**2.2 APOLOGIES**

Councillor Apologies

Cr Shane Carter

Officer Apologies

Nil

**2.3 LEAVE OF ABSENCE**

Cr Anita Grace

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

**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 August 23 2013 Council.DOCX](#)

**OFFICER'S RECOMMENDATION**

**THAT** the minutes of the Ordinary Meeting of Council held on 23 August 2013, be confirmed as a true and correct record of proceedings.

**8 MEMBERS REPORT**

**8.1 ITEMS FOR RECOMMENDATION**

**8.2 ITEMS FOR INFORMATION**

## 9 OFFICER'S REPORTS

### 9.1 CHIEF EXECUTIVE OFFICER

#### 9.1.1 CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS - AUGUST 2013

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

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#### REPORT PURPOSE

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

#### BACKGROUND

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

#### BACKGROUND

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

#### COMMENTS/OPTIONS/DISCUSSIONS

That status list of Council decisions is included.

#### STATUTORY IMPLICATIONS/REQUIREMENTS

*Local Government Act 1995*

*Section 2.7*

*The role of the council*

(1) *The council –*

*(a) directs and controls the local government's affairs; and*

*(b) is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to -*

*(a) oversee the allocation of the local government's finances and resources; and*

*(b) determine the local government's policies.*

#### POLICY IMPLICATIONS

Nil

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**STRATEGIC COMMUNITY PLAN**

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

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

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

**THAT the “Status of Council Decisions” – Chief Executive Officer for August 2013 be received.**



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

**27 SEPTEMBER, 2013**

<b>COUNCIL MEETING DATE</b>	<b>ITEM NO</b>	<b>COUNCIL RESOLUTION</b>	<b>DIRECTORATE</b>	<b>ACTION TAKEN/ STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
28 September 2012	13.5	INDEPENDENT DUST MONITORING Cr Doug Stead asked if the Shire can explore the option of getting an independent dust reading due to the increase level of dust in Newman.	CEO	Arranging a meeting with BHP Billiton	
8 February 2013	9.1.12	LEASE - LOT 600 ON DEPOSITED PLAN 71690 FOR THE PURPOSE OF "TOWN CONSTRUCTION FLY CAMP", NEWMAN	CES	Subject to Ministerial approval of lease prices	
15 March 2013	10.1.2	CHIEF EXECUTIVE OFFICER - ANNUAL PERFORMANCE REVIEW	CEO	To be completed	
26 July 2013	13.1	SOLAR LIGHTS WALKWAY FROM MINESITE TO TOURIST CENTRE Cr Shane Carter asked if it was possible to get solar lights for the walk/cycle path from Minesite entrance to Newman Tourist Centre. Mr Allen Cooper replied Council will need to seek funding as the solar lights around radio hill cycle/walkway were funded through the Country Local Government Fund.	CEO	Costing to be sought	
26 July 2013	13.2	CAPE KERAUDREN – WATER BORE Cr Lang Coppin asked if it was possible to access the bore on Pardoo Station and if the Shire can access and seek a licence from the State Government to use this bore. Cr Allen Cooper, Chief Executive Officer to follow up.	CEO	Review of Process being undertaken	

### 9.1.2 FRAUD AND CORRUPTION MANAGEMENT PLAN

**File Ref:** ADM-6-3  
**Responsible Officer:** Mr Allen Cooper  
Chief Executive Officer  
**Author:** Mr Allen Cooper  
Chief Executive Officer  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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#### REPORT PURPOSE

To endorse the Fraud and Corruption Management Plan for implementation.

#### BACKGROUND

At the June 2013 Council meeting Council resolved the following:

***OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201314/05***

*MOVED: Cr Doug Stead*

*SECONDED: Cr Gerry Parsons*

*THAT Council;*

- 1. Receive the Corruption and Crime Commission Report on the review of the capacity of Local Government in the Pilbara to prevent, identify and deal with misconduct.*
- 2. Adopt the Fraud and Corruption Prevention Policy as detailed below.*
- 3. Develop the Fraud and Corruption Prevention Management Plan by 30<sup>th</sup> September 2013.*
- 4. Advise the Department of Local Government of these actions as a response to the Corruption and Crime Commission Report.*

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

A full copy of the item is attached for information.

The adoption of the recommendation required a Fraud and Corruption Prevention Management Plan to be developed.

This has now been completed and is attached. The plan requires additional work activities to be implemented over time and will require the allocation of additional resources ie: risk assessment profile.

#### COMMENTS/OPTIONS/DISCUSSIONS

Nil

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## STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

## POLICY IMPLICATIONS

### FRAUD AND CORRUPTION PREVENTION POLICY

Minute No: 9.1.4

Date: 28<sup>th</sup> June 2013

## POLICY

The objectives of the Fraud and Corruption Prevention Policy are to –

- articulate that the Shire of East Pilbara is intolerant of fraud and corruption;
- prevent fraud or corruption occurring at the Shire of East Pilbara.

This policy applies to all Staff, Elected Members, and Contractors' working for the Shire as fraud and corruption control is the responsibility of everyone in or associated with the Shire.

## DEFINITIONS / ABBREVIATIONS USED IN POLICY

Australian Standard 8001–2003 defines fraud as:

*'dishonest activity causing actual or potential financial loss to any persons or entity including theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or for improper use of information or position.'*

### **For the purposes of this policy corruption is defined as:**

*"An act done with an intent to give or receive some advantage or benefit inconsistent with official duty and the rights of others. It includes bribery. "*

## POLICY

It is to be recognised that fraud and corruption is illegal and contrary to the organisational values of the Shire of East Pilbara. In view of this, a proactive stance is taken to ensure incidences of fraudulent or corrupt activities or behaviours do not occur. Whilst the Shire aims to foster a culture which upholds trust and honesty as part of its core values, it is acknowledged that not everyone may share those values. As such, the Shire will ensure that the effective prevention of fraud and corruption is an integral part of its operating activities.

All employees are accountable for, and have a role to play in, fraud and corruption prevention and control. The Shire encourages staff to disclose actual or suspected fraudulent or corrupt activity. When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate legal remedies available under the law will be pursued. All alleged incidences will be investigated thoroughly. Where appropriate, the Shire will protect the anonymity of those responsible for reporting the activity.

The Shire will ensure that systems and procedures are in place to prevent, detect, report and

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investigate incidents of fraudulent or corrupt behaviour or activities and will ensure that staff are trained in and aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.

A Fraud and Corruption Prevention Plan has been developed to assist to meet the objectives of this policy by ensuring that it has thorough, up-to-date procedures in place to mitigate the risk of fraud or corruption occurring in the organisation.

The success of this policy will be determined by the staff being aware of their responsibilities in relation to fraud and corruption prevention and control, the identification, treatment and recording of fraud or corruption risks, fraud or corruption auditing and detection processes, reporting responsibilities and obligations and investigation procedures.

### **STRATEGIC COMMUNITY PLAN**

Nil

### **FINANCIAL IMPLICATIONS**

Will be covered under existing financial resources.

### **VOTING REQUIREMENTS**

Simple.

### **OFFICER'S RECOMMENDATION**

**THAT Council;**

- 1. endorse the Fraud and Corruption Management Plan for implementation;  
and**
- 2. a copy of the plan be forwarded to the Department of Local Government.**

### 9.1.3 CAPE KERAUDREN RECREATION MANAGEMENT PLAN

<b>File Ref:</b>	<b>A139135</b>
<b>Attachments:</b>	<a href="#">Cape Keraudren Rec Mgmt Plan.pdf</a> <a href="#">Appendices 1-5.pdf</a> <a href="#">Appendices 6-10.pdf</a> <a href="#">Appendices 11-13 and Tables 4 and 6.pdf</a> <a href="#">Map 5.pdf</a> <a href="#">Maps.pdf</a>
<b>Responsible Officer:</b>	<b>Mr Allen Cooper</b> <b>Chief Executive Officer</b>
<b>Author:</b>	<b>Ms Dawn Brown</b> <b>DCEO Directorate Administration Officer</b>
<b>Proposed Meeting Date:</b>	<b>27 September 2013</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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#### REPORT PURPOSE

For Council to accept the draft Cape Keraudren Recreation Management Plan as the Cape Keraudren Recreation Management Plan without alteration, to be used as a strategic working document.

#### BACKGROUND

At the Council meeting held on the 26<sup>th</sup> July, 2013, council resolved to make the draft Cape Keraudren Recreation Management Plan available for public comment for a period of three weeks. (Resolution 201314/44)

The draft Cape Keraudren Recreation Management Plan was advertised for public comment via public notices in all three towns of the Shire, in the North West Telegraph newspaper and on the Shire's website. No comments were received from the general public, and no issues or concerns have been raised by senior staff of the Shire.

#### COMMENTS/OPTIONS/DISCUSSIONS

The Cape Keraudren Recreation Management Plan was commissioned by the Shire of East Pilbara in June 2012 to describe, review and provide advice on the recreation management of Cape Keraudren Reserve. This Plan has been compiled by Cliff Winfield & Associates.

The Cape Keraudren Recreation Management Plan:

- Records and analyses the values and recreation management issues that exist on the Reserve at this period in time;

- Compares the recreation opportunities provided at Cape Keraudren with other opportunities provided in the Region;
- Speculates on future recreation demands and trends;
- Recommends future management options based on the analysis;
- Provides procedural guidelines for current and future managers.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

**Goal 3 – Economic – Planned Actions**

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

3.3 Provide adequate community infrastructure

3.3.1 *Ensure well managed and equitable provision of community infrastructure*

*Responsible officer: MBA*

*Timing: 1-5 years*

**Goal 4 – Environmental – Planned Actions**

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

4.1 Reduce the Shire's ecological footprint

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

**THAT Council accept the draft Cape Keraudren Recreation Management Plan as the Cape Keraudren Recreation Management Plan without alteration.**

**9.2 DEPUTY CHIEF EXECUTIVE OFFICER**

**9.2.1 DEPUTY CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS  
- AUGUST 2013**

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

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**REPORT PURPOSE**

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

**BACKGROUND**

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

**COMMENTS/OPTIONS/DISCUSSIONS**

That status list of Council decisions is included.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*

*Section 2.7*

*The role of the council*

(1) *The council –*

*(a) directs and controls the local government's affairs; and*

*(b) is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to -*

*(a) oversee the allocation of the local government's finances and resources; and*

*(b) determine the local government's policies.*

**POLICY IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

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

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrate accountability to its constituents. All decisions are informed by community

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engagement – leading to the effective allocation of the Shire’s resources – that deliver optimum benefits to the community.

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

**THAT the “Status of Council Decisions” – Deputy Chief Executive Officer for August 2013 be received.**



<b>COUNCIL MEETING DATE</b>	<b>ITEM NO</b>	<b>COUNCIL RESOLUTION</b>	<b>DIRECTORATE</b>	<b>ACTION TAKEN/ STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
26 July 2013	13.6	<p><b>NEWMAN GYMNASTIC CLUB</b> Cr Gerry Parsons asked why it was allowed for someone to come to Newman and remove the gymnastic gear from the Recreation Centre and take it out of Newman.</p> <p>Ms Sian Appleton, Deputy Chief Executive Officer to follow up.</p>	DCEO	Awaiting letter from gymnastics' Club Newman	
23 August 2013	13.1	<p><b>CCTV BACKUP</b> Cr Gerry Parsons asked if it was possible to have a backup system for the CCTV due to power outage.</p> <p>Deputy Chief Executive Officer, Ms Sian Appleton replied we are looking at costing for the backup systems.</p>	DCEO	Awaiting for consultant to review system end of September 2013	
23 August 2013	13.5	<p><b>CIVIC CENTRE – MARBLE BAR</b> Cr Stephen Kiernan asked if the flooring can be repaired or replaced due to wear and tear. Also the window could be tinted and lights checked. Manager Building Assets to follow up</p>	MBA	Currently quotes for windows and tinting being sourced flooring still to be assessed.	

**9.2.2 AFFIXING THE COMMON SEAL TO FUNDING AGREEMENT -  
DEPARTMENT OF TRANSPORT - CAPE KERAUDREN BOAT RAMP  
PLANNING**

**File Ref:** FIN-4-3  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Dawn Brown  
DCEO Directorate Administration Officer  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

To seek Council approval for the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Funding Agreement for the Department of Transport, Recreational Boating Facilities Scheme Round 18 – Cape Keraudren Boat Ramp Planning grant.

**BACKGROUND**

The Department of Transport recently approved the Shire's Recreational Boating Facilities Scheme Round 18 funding application for \$55,327 (gst exc). The funding is to assist with the costs to complete a site investigation and design an upgrade to the Cape Keraudren boat ramp.

The total project cost will be \$73,769 (gst exc), and the Consultant undertaking the site investigation and design will include detailed engineering drawings, detailed cost estimates, recommendations for a proposed new boat ramp, an environmental impact report, a Met Ocean Study and also a boat ramp assessment.

The current boat ramp's condition is degraded and requires repair/upgrade. The existing boat ramp requires boat trailers to be driven over coral flats to allow boats to be launched and retrieved during low tidal conditions only. The proposed new boat ramp is being considered to be located on the western side of the Cape, away from any coral flats.

**COMMENTS/OPTIONS/DISCUSSIONS**

Council can approve or not approve the request to apply the common seal to the Funding Agreement.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

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## **POLICY IMPLICATIONS**

### 4.5 EXECUTION OF DOCUMENTS

**Minute No:** Item 9.1.3

**Date:** 27<sup>th</sup> June 2003

**Objective:**

To allow for the proper execution of documents.

**Policy:**

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

## **STRATEGIC COMMUNITY PLAN**

### **Goal 4 – Environmental – Planned Actions**

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

4.1 Reduce the Shire's ecological footprint

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

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

3.1 Business diversification and promotion

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

## **FINANCIAL IMPLICATION**

The total project cost is \$73,769.

Funding to be received is \$55,327.

The amount of \$18,442 will be expensed from operating account 131001 (General Operating Expenses – budget of \$81,000 for 13/14)

## **VOTING REQUIREMENTS**

Simple.

## **OFFICER'S RECOMMENDATION**

**THAT Council endorse the affixing of the common seal to the Funding Agreement for the Department of Transport, Recreational Boating Facilities Scheme Round 18.**

### 9.2.3 AFFIXING COMMON SEAL NEWMAN BMX CLUB

<b>Attachments:</b>	<a href="#">East Pilbara BMX Lease map pdf</a> <a href="#">North Newman Reserve pdf</a> <a href="#">2013 Project Proposal East Pilbara BMX Club pdf</a>
<b>Responsible Officer:</b>	<b>Ms Sian Appleton</b> <b>Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Mrs Marisa Wolfenden</b> <b>Coordinator Property Services</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>Newman BMX Club</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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### REPORT PURPOSE

To seek approval to formalise a lease agreement between the Shire of East Pilbara and the East Pilbara BMX Club for portion of Lot 702, (previously Lot 300), Reserve 41654 North Newman Reserve.

### BACKGROUND

The East Pilbara BMX Club became defunct several years ago and action was taken to terminate the lease agreement between the Shire of East Pilbara and East Pilbara BMX.

The new East Pilbara BMX committee has been actively promoting Expressions of Interest in the community for participants, members and committee. The East Pilbara BMX Club has received a lot of successful feedback from the community, support from local businesses and their affiliated body to recommence BMX in the town of Newman.

The new committee has met with the Shire on several occasions to discuss the requirements of entering into a new lease agreement. Over the past few years we have received several requests from people wishing to get the East Pilbara BMX Club operational at North Newman Reserve, but due to the transient workforce, committee members have come and gone and had not been successful in obtaining any funding to get the project operational

It was requested that the club to demonstrate to the Shire's satisfaction that there was sufficient community benefit to justify the Lease and to show evidence of the Club being sustainable and viable for the duration of the term of the lease.

The East Pilbara BMX Club are compliant with the Associations Incorporated Act 1987 and have provided copies of their Certificate of Incorporation and Constitution.

At a meeting held with the East Pilbara BMX Club on Wednesday, 4<sup>th</sup> September, the club presented a report which included the following, please find attached

- Project summary

- Organisational information
- Project activities
- Community Participation
- Risk involved and avoidance strategies
- Sustainability
- Funding Options
- Project budget

To date the East Pilbara BMX Club have indicated the cost to have the Phase 1 of the organisation operational will cost \$91,674. They have been successful in obtaining \$60,000 from BHP Billiton Iron Pty Ltd pending on being successfully entering into a lease agreement, they have received \$5,000 from the Shire of East Pilbara, their current bank balance is \$13,000.

The committee are meeting with the Department of Sport and Recreation in Karratha in the next few weeks to seek additional funding. Once the club has successfully entered into a lease agreement with the Shire of East Pilbara, other businesses will donate in-kind works to the facility which will save the club money.

Phase 1 of the project is to secure the site, to construct the race track and to obtain approval from Council to store two donated Sea containers for storage facilities on the site.

Phase 2 of the project is to source funding for permanent toilet facilities and a clubroom/kiosk.

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

The Shire of East Pilbara is seeking approval to enter into a new lease agreement with the East Pilbara BMX Club for portion of Lot 702 (previously 300) of Reserve 46541 known as North Newman Reserve with the following details of the lease

- Term of the lease 5 years
- Option period of 5 years
- Maintenance is the responsibility of the Lessee for the property and buildings.
- Peppercorn, Rent
- Utilities – Lessee is responsible for all outgoing fees and charges
- Insurance – Lessee is responsible for all insurance, track, building and public liability.
- Annual Service Fee applies as per Council Fees and Charges
- Lease – No cost to Council for the preparation, documentation and registration of the lease.
- The club are to provide Council annually committee details, current public liability, and all building and track insurance documents during the term of the lease.

The prior approval of the Minister of Lands is required under the Management Order prior to any lease being entered into.

Disposal of Land, Section 3.58 of the Local Government Act 1995 requires advertising of the Shire intent to dispose of portion of Reserve 41654.

## STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

## POLICY IMPLICATIONS

**Delegation From:** Council

**Delegation To:** Chief Executive Officer

**Council File Reference:** ADM 14-9

**Legislative Authority for Delegation** S 5.42 Local Government Act 1995

### **Power/Duty/Authorisation Delegated:**

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

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

### **Authority for exercise of Power/ Duty/ Authorisation**

### **Conditions attached to Delegation**

Also refer to Council's Standing Orders Local Law.

**Date of Delegation** \_\_\_\_\_

**Delegator (Shire President)** \_\_\_\_\_

## EXECUTION OF DOCUMENTS

**Minute No: Item 9.1.3**

**Date: 27th June 2003**

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

### **Objective**

To allow for the proper execution of documents.

### **Policy**

Council's Policy Manual 27 June 2004 on page 78

## STRATEGIC COMMUNITY PLAN

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

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

2.1 Health and recreation

- 2.1.1 Promote safe and healthy communities  
Responsible officer: MCW  
Timing: 1-3 years
- 2.1.2 Encourage active lifestyles  
Responsible officer: MCW  
Timing: 1-3 years
- 2.1.3 Encourage high rates of participation in community activities and events  
Responsible officer: MCW  
Timing: 1 year

### **FINANCIAL IMPLICATIONS**

No financial resource impact.

### **VOTING REQUIREMENTS**

Simple.

### **OFFICER'S RECOMMENDATION**

**THAT Council**

1. **Approve the lease between the Shire of East Pilbara and the East Pilbara BMX Club for portion of Lot 702 (previously 300) Reserve 45641 North Newman Reserve with the following conditions:**
  - **The lease term to be 5 years with a 5 year option.**
  - **The Lessee will be responsible for all outgoing charges, including utilities, maintenance and insurances.**
  - **There is no cost to Council for the preparation, documentation and registration of the lease.**
  - **Annual Service Fee applies as per Council Fees and Charges**
  - **Approval to affix the common seal to the lease agreement between the Shire of East Pilbara and the East Pilbara BMX Club upon approval from the Minister of Lands.**

**9.2.4 AFFIXING THE COMMON SEAL TO FUNDING AGREEMENT MARTUMILI  
INDIGENOUS VISUAL ARTS INDUSTRY - NATIONAL JOBS TRANSITION  
PACKAGE**

**File Ref:** Martumili Artists ABA-15-2-1  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Megan Barham  
Coordinator Martumili  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

To seek Council approval for the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Funding Agreement for Indigenous Visual Arts Industry Program for \$455,000.

**BACKGROUND**

Funding has been offered to Martumili Artists by Office for the Arts, Department of the Prime Minister and Cabinet through the Indigenous Visual Arts Industry Program. The funding total is \$455,000; \$155,000 to be expended in 2013-2014, \$150,000 to be expended in 2014-2015 and \$150,000 to be expended in 2015-2016.

Funding is to support Martumili Artists operations, assisting delivery of Indigenous visual arts services in the Shire of East Pilbara region.

**COMMENTS/OPTIONS/DISCUSSIONS**

Council can approve or not approve the request to apply the common seal to the Funding Agreement.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

4.5 EXECUTION OF DOCUMENTS

**Minute No:** Item 9.1.3

**Date:** 27<sup>th</sup> June 2003

**Objective:**

To allow for the proper execution of documents.

**Policy:**

All documents validly executed will have the common seal affixed and the President and the Chief Executive Officer's attestations affixing the seal. Use of the common

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seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the seal was applied.

## **STRATEGIC COMMUNITY PLAN**

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

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

3.3 Provide adequate community infrastructure

3.3.1 Ensure well managed and equitable provision of community infrastructure

## **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

## **VOTING REQUIREMENTS**

Simple.

## **OFFICER'S RECOMMENDATION**

**THAT Council endorse the affixing of the common seal to the Funding Agreement to accept assistance for Martumili Artists to deliver high quality activities for over 100 Martu artists that balance the commercial, cultural and creative requirements of art production.**

### 9.2.5 AFFIXING THE COMMON SEAL TO THE NEWMAN HOUSE SUB LEASES

**File Ref:** A417550  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mrs Marisa Wolfenden  
Coordinator Property Services  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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#### REPORT PURPOSE

To seek Council approval for the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Newman House Sub Leases for the following tenants:

- East Pilbara Independence Support Inc.
- Pilbara Community Legal Services Inc.
- World Vision Australia
- Newman Chamber of Commerce & Industry Inc.
- Pilbara Joblink Enterprises Inc.
- Pilbara Development Commission
- Puntukurnu Aboriginal Medical Services Aboriginal Corporation

#### BACKGROUND

At the council meeting held on the 8<sup>th</sup> February, 2013, council resolved to provide assistance to the Building Management Committee with the update of leases for tenants in Newman House. (Resolution 201213/285).

Following this resolution, the Shire commenced the process of arranging new sub leases for those that were due to expire.

These Sub Leases all fall under the Head Lease between the Shire of East Pilbara and the Newman House Building Management Committee.

As part of reviewing these sub leases, it was decided that the rent review would be set at a 3.5% fixed increase on each anniversary of the Commencement Date during the term of the sub lease, compounded annually.

#### COMMENTS/OPTIONS/DISCUSSIONS

Terms and Conditions of the sub leases are as follows:

East Pilbara Independence Support Inc:

Term: 3 years  
Period: 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2016  
Option to Renew: Nil  
Premises leased: Unit 1 (88.7m<sup>2</sup>)

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Annual Rental: \$41,688.96 gst inclusive

Pilbara Community Legal Services Inc:

Term: 3 years  
Period: 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2016  
Option to Renew: Nil  
Premises leased: Unit 4 (47.2m<sup>2</sup>)  
Annual Rental: \$22,184.04 gst inclusive

World Vision Australia:

Term: 3 years  
Period: 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2016  
Option to Renew: Nil  
Premises leased: Units 6 and 10 (62.8m<sup>2</sup>)  
Annual Rental: \$29,516.04 gst inclusive

Newman Chamber of Commerce & Industry Inc:

Term: 3 years  
Period: 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2016  
Option to Renew: Nil  
Premises leased: Unit 7 (15.7m<sup>2</sup>)  
Annual Rental: \$8,792.04 gst inclusive

Pilbara Joblink Enterprises Inc:

Term: 3 years  
Period: 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2016  
Option to Renew: Nil  
Premises leased: Unit 9 (64.4m<sup>2</sup>)  
Annual Rental: \$30,267.96 gst inclusive

Pilbara Development Commission:

Term: 3 years  
Period: 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2016  
Option to Renew: Nil  
Premises leased: Unit 2 (10.06m<sup>2</sup>)  
Annual Rental: \$5,633.64 gst inclusive

Puntuturnu Aboriginal Medical Services Aboriginal Corporation:

Term: 3 years  
Period: 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2016  
Option to Renew: Nil  
Premises leased: Unit 5 (152.8m<sup>2</sup>)  
Annual Rental: \$71,816.04 gst inclusive

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

## **POLICY IMPLICATIONS**

### 4.5 EXECUTION OF DOCUMENTS

**Minute No:** Item 9.1.3

**Date:** 27<sup>th</sup> June 2003

#### **Objective**

To allow for the proper execution of documents.

#### **Policy**

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

## **STRATEGIC COMMUNITY PLAN**

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

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

3.3 Provide adequate community infrastructure

## **FINANCIAL IMPLICATIONS**

No financial resource impact.

## **VOTING REQUIREMENTS**

Simple.

## **OFFICER'S RECOMMENDATION**

**THAT the common seal of the Shire of East Pilbara be affixed to the Newman House sub leases for:**

- a) East Pilbara Independence Support Inc.
- b) Pilbara Community Legal Services Inc.
- c) World Vision Australia
- d) Newman Chamber of Commerce & Industry Inc.
- e) Pilbara Joblink Enterprises Inc.
- f) Pilbara Development Commission
- g) Puntukurnu Aboriginal Medical Services Aboriginal Corporation

**9.2.6 AFFIXING THE COMMON SEAL TO THE NEWMAN RECREATION  
MASTERPLAN CONTRACT - @LEISURE PLANNERS PTY LTD**

**File Ref:** LEG-13-1-19  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Dawn Brown  
DCEO Directorate Administration Officer  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

---

**REPORT PURPOSE**

To seek Council approval for the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract for @Leisure Planners Pty Ltd to develop the Newman Recreation Masterplan.

**BACKGROUND**

At the Council meeting held on the 24<sup>th</sup> May, 2013, council resolved to award the Tender to develop the Newman Recreation Masterplan to @Leisure Planners Pty Ltd. (Resolution 201213/387)

The Contract has been prepared, and the Consultant has now returned the signed Contract.

**COMMENTS/OPTIONS/DISCUSSIONS**

Council can approve or not approve the request to apply the common seal to the Contract.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

**4.5 EXECUTION OF DOCUMENTS**

**Minute No:** Item 9.1.3

**Date:** 27<sup>th</sup> June 2003

**Objective**

To allow for the proper execution of documents.

**Policy**

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

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**STRATEGIC COMMUNITY PLAN**

**Goal 3 – Economic – Planned Actions**

3.3 Provide adequate community infrastructure

3.3.1 Ensure well managed and equitable provision of community infrastructure

Responsible officer: MBA

Timing: 1-5 years

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

**THAT Council endorse the affixing of the common seal to the Newman Recreation Masterplan Contract for @Leisure Planners Pty Ltd.**

**9.2.7 PURCHASING AND TENDER PROCEDURES POLICY UPDATE**

**File Ref:** FIN 10-12  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mrs Candice Porro  
Expenditure Finance Officer  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

The purpose of this report is to consider amendments to the Purchasing and Tender Procedures Policy to reflect the current situation.

**BACKGROUND**

The purchasing and Tender Procedures Policy must be updated regularly to reflect current changes and trends within the organisational structure and technology updates which has been reflected in this document.

**COMMENTS/OPTIONS/DISCUSSIONS**

The amended policy will reflect up to date information.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

As per next page.

Council

Report

PURCHASING AND TENDER PROCEDURES POLICY UPDATE  
PURCHASING AND TENDER PROCEDURES POLICY UPDATE  
PURCHASING AND TENDER PROCEDURES POLICY UPDATE (Cont.)

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**POLICY IMPLICATIONS**

**10.12 PURCHASING AND TENDER PROCEDURES**

Minute No: Item 9.1.6  
Date: 27<sup>th</sup> June 2003  
5<sup>th</sup> May 2006  
9.3.5 27<sup>th</sup> April 2007  
9.4.1 24<sup>th</sup> July 2009  
9.1.6 29<sup>th</sup> January 2010  
9.2.5 11<sup>th</sup> March 2011  
9.1.8 3<sup>rd</sup> February 2012  
9.2.4 25<sup>th</sup> May 2012  
9.2.7 28<sup>th</sup> July 2012

Responsible Officer: Chief Executive Officer and Directors

Objective

- To provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* (as amended).
- To set guidelines which must be followed when inviting tenders for works and services within the Shire.
- To ensure consistency that purchasing activities integrate within all Shire of East Pilbara operational areas.

1.1 Purchase Procedures

The following procedures will be adhered to when purchasing items and other goods and services as per the adopted budget. All purchase orders are to be completed as set out below.

\$0 - \$50	Under direction from the authorised supervisor, petty cash may be utilised for purchases in this range.
\$51 - \$5,000	Under direction from the authorised supervisor, a purchase order will be utilised without quotes necessarily being obtained.
\$5,001 - \$39,999	Under direction from the authorised supervisor, <u>the a capital</u> -purchase order will be utilised and three verbal or written quotes shall be obtained.
\$40,000 - \$99,999	Under direction from the authorised supervisor, and in consultation with the Chief Executive Officer, <u>Deputy Chief Executive Officer</u> and/or <u>Director Technical and Development Services</u> <u>the Deputy Chief Executive Officer</u> <u>a the capital</u> -purchase order will be utilised and three written quotes shall be obtained. In obtaining



Council

Report

**PURCHASING AND TENDER PROCEDURES POLICY UPDATE**  
**PURCHASING AND TENDER PROCEDURES POLICY UPDATE**  
**PROCEDURES POLICY UPDATE** (Cont.)

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written quotations the Council Purchasing Service shall be utilised wherever practicable.

\$100,000 & greater Under direction from the authorised supervisor tenders will be invited as follows. If work is allowed for in the budget a request for tender form is to be submitted to the Chief Executive Officer for approval. If the work is not allowed for in the budget permission to go to tender must be obtained from Council.

**Capital Expenditure**

All capital purchase orders ~~(with the exception of road construction)~~ will be signed by the Chief Executive Officer, Deputy Chief Executive Officer, or the Director Technical & Development Services with the exception of road construction and plant fleet which can be signed by Manager Technical Services – Rural.

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

- Any item budgeted as a capital item in the adopted budget;
- Any item to be purchased which involves the replacement of an existing asset through the sale, trade-in, write-off or disposal of an item on the fixed asset register.

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

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

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

**Orders for Goods & Services**

Purchase orders must be made out and signed by authorised persons for all goods and services ordered for the Shire at the time that the order is placed. **Orders should never be raised retrospectively.**

The following staff may raise a purchase order in accordance with value procedures as previously set out in this clause to the maximum value of \$100,000. If the purchase is in excess of \$100,000 a requisition is to be authorised by the Chief Executive Officer prior to the order being issued.

- Deputy Chief Executive Officer

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Council

Report

**PURCHASING AND TENDER PROCEDURES POLICY UPDATE**  
**PURCHASING AND TENDER PROCEDURES POLICY UPDATE**  
**PURCHASING AND TENDER PROCEDURES POLICY UPDATE**  
**PURCHASING AND TENDER PROCEDURES POLICY UPDATE** (Cont.)

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- **Director Technical & Development Services**
- **Manager Technical Services – Rural (road construction and plant only)**

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The following staff may raise a purchase order in accordance with value procedures as previously set out in this clause to the maximum value of \$30,000. If the purchase is in excess of \$30,000 a requisition is to be authorised by their supervisor prior to the order being issued:

- Managers
- Coordinator Property Services

The following staff may raise a purchase order in accordance with value procedures as previously set out in this clause to the maximum value of \$10,000

- Co-ordinators
- Works Supervisor (Newman & Marble Bar)

If the purchase is in excess of \$10,000 a requisition is to be authorised by their supervisor prior to the order being issued.

The following staff may raise the total amount of \$2,000 on purchase orders per week – with no individual order to be greater than \$200 – in accordance with value procedures as previously set out in this clause:

- Duty Officers – Newman Aquatic Centre
- Team Leader – Works Crew (Newmar)
- Field **and Client Services** Officer – Martumilli
- RPT Bus Driver
- **Technical Services Administration Officer**
- **Executive Services Administration Officer (restricted to staff & councilor training/conference expenses)**

**Light Vehicle Purchases**

*The designated Fleet Officer is Council staff are authorized to purchase light vehicles under \$100,000 utilising the WA State Purchasing Agreement and adhering to Council's budget decisions and Councils Light Vehicle Policy. Any vehicle incurring the luxury car tax will have to be approved by the Chief Executive Officer or the Deputy Chief Executive Officer.*

**Consultants Services**

*Services separately identified in the adopted budget to be at office's discretion up to \$20,000.*

*Between \$20,001 and \$100,000 a Request For Quote procedure shall be utilised, in compliance with purchase thresholds with a minimum of three*



## STRATEGIC COMMUNITY PLAN

### Goal 1 – Civic Leadership – Planned Actions

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

1.1 Efficient and effective local government

1.1.2 Continued strong financial management

1.1.3 Effective business management

### FINANCIAL IMPLICATIONS

No financial resource impact.

### VOTING REQUIREMENTS

Simple.

### OFFICER'S RECOMMENDATION

**THAT Council adopt the changes to the Purchasing and Tender Procedures Policy as presented:**

#### 10.12 Purchasing and Tender Procedures

<b>Minute No:</b>	<b>Item 9.1.6</b>
<b>Date:</b>	<b>27<sup>th</sup> June 2003</b>
	<b>5<sup>th</sup> May 2006</b>
<b>9.3.5</b>	<b>27<sup>th</sup> April 2007</b>
<b>9.4.1</b>	<b>24<sup>th</sup> July 2009</b>
<b>9.1.6</b>	<b>29<sup>th</sup> January 2010</b>
<b>9.2.5</b>	<b>11 March 2011</b>
<b>9.1.8</b>	<b>3 February 2012</b>
<b>9.2.4</b>	<b>25 May 2012</b>
<b>9.2.7</b>	<b>28 July 2012</b>

**Responsible Officer: Chief Executive Officer and Directors**

#### **Objective**

- To provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* (as amended).
- To set guidelines which must be followed when inviting tenders for works and services within the Shire.
- To ensure consistency that purchasing activities integrate within all Shire of East Pilbara operational areas.

### 1.1 Purchase Procedures

The following procedures will be adhered to when purchasing items and other goods and services. All purchase orders are to be completed as set out below.

\$0 - \$50	Under direction from the authorised supervisor, petty cash may be utilised for purchases in this range.
\$51 - \$5,000	Under direction from the authorised supervisor, a purchase order will be utilised without quotes necessarily being obtained.
\$5,001 - \$39,999	Under direction from the authorised supervisor, a purchase order will be utilised and three verbal or written quotes shall be obtained.
\$40,000 - \$99,999	Under direction from the authorised supervisor, and in consultation with the Chief Executive Officer and/or the Deputy Chief Executive Officer a purchase order will be utilised and three written quotes shall be obtained. In obtaining written quotations the Council Purchasing Service shall be utilised wherever practicable.
\$100,000 & greater	Under direction from the authorised supervisor tenders will be invited as follows. If work is allowed for in the budget a request for tender form is to be submitted to the Chief Executive Officer for approval. If the work is not allowed for in the budget permission to go to tender must be obtained from Council.

### Capital Expenditure

All capital purchase orders will be signed by the Chief Executive Officer, Deputy Chief Executive Officer and Director Technical & Development Services with the exception of road construction and plant which can be signed by Manager Technical Services – Rural.

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

- . Any item budgeted as a capital item in the adopted budget;
- . Any item to be purchased which involves the replacement of an existing asset through the sale, trade-in, write-off or disposal of an item on the fixed asset register.

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

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

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

### **Orders for Goods & Services**

Purchase orders must be made out and signed by authorised persons for all goods and services ordered for the Shire at the time that the order is placed. **Orders should never be raised retrospectively.**

The following staff may raise a purchase order in accordance with value procedures as previously set out in this clause to the maximum value of \$100,000. If the purchase is in excess of \$100,000 a requisition is to be authorised by the Chief Executive Officer prior to the order being issued:

- Deputy Chief Executive Officer
- Director Technical & Development Services
- Manager Technical Services – Rural (road construction and plant only)

The following staff may raise a purchase order in accordance with value procedures as previously set out in this clause to the maximum value of \$30,000. If the purchase is in excess of \$30,000 a requisition is to be authorised by their supervisor prior to the order being issued:

- Managers
- Coordinator Property Services

The following staff may raise a purchase order in accordance with value procedures as previously set out in this clause to the maximum value of \$10,000

- Co-ordinators
- Works Supervisor (Newman & Marble Bar)

If the purchase is in excess of \$10,000 a requisition is to be authorised by their supervisor prior to the order being issued.

The following staff may raise the total amount of \$2,000 on purchase orders per week – with no individual order to be greater than \$200 – in accordance with value procedures as previously set out in this clause:

- Duty Officers – Newman Aquatic Centre
- Team Leader – Works Crew (Newman)
- Field & Client Services Officers – Martumilli
- RPT Bus Driver



- Executive Services Administration Officer (restricted to staff & councillor training/conference expenses)

### **Light Vehicle Purchases**

*Council staff are authorized to purchase light vehicles under \$100,000 utilising the WA State Purchasing Agreement and adhering to Council's budget decisions and Councils Light Vehicle Policy. Any vehicle incurring the luxury car tax will have to be approved by the Chief Executive Officer or the Deputy Chief Executive Officer.*

### **Consultants Services**

*Services separately identified in the adopted budget to be at officer's discretion up to \$20,000.*

*Between \$20,001 and \$100,000 a Request For Quote procedure shall be utilised, with a minimum of three quotes being requested and a report with a recommendation to be prepared for a Council decision.*

*A request for services, which it is envisaged, will exceed \$100,000 shall undergo the full tender process.*

### **Light Vehicle Disposals**

*The preference for the disposal of light vehicles (less than \$100,000) is by public auction.*

*The reserve sale price is to be determined by the Manager Technical Services – Rural in conjunction with the Chief Executive Officer and/or the Director Technical and Development Services.*

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

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

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

## **1.2 Regulatory Compliance**

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;

- Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.



**9.2.8 APPLICATION TO AMEND NAME OF REGISTERED PROPRIETOR OF  
LAND TITLES**

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

**Author:** Mrs Marisa Wolfenden  
Coordinator Property Services

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

To inform Council the common seal was applied to the application to amend the name of the registered proprietor for Lots 19 & 20 Clemensen Street, Nullagine.

**BACKGROUND**

It has been brought to our attention that same land title are in the name of Shire of Nullagine, Nullagine Road Board and Marble Bar Road Board, as they were purchased prior to the amalgamation to the Shire of East Pilbara in 1972.

**COMMENTS/OPTIONS/DISCUSSIONS**

To seek approval for the Chief Executive Officer and the Shire of East Pilbara President to use Delegated Authority to apply for the transfer of the following properties into the Shire of East Pilbara name and affix the common seal;

Lot 37 Clemensen Street, Volume 690	Folio 46	Nullagine Road Board
Lot 38 Clemensen Street, Volume 1201	Folio 971	Nullagine Road Board
Lot 18 Clemensen Street, Volume 517	Folio 20A	Nullagine Road Board
Lot 9 Francis Street, Volume 1090	Folio 211	Marble Bar Road Board.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

**Delegation From:** Council

**Delegation To:** Chief Executive Officer

**Council File Reference:** ADM 14-9

**Legislative Authority for Delegation** S 5.42 Local Government Act 1995

**Power/Duty/Authorisation Delegated:**

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

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

**Authority for exercise of Power/ Duty/ Authorisation**

**Conditions attached to Delegation**

Also refer to Council's Standing Orders Local Law.

**Date of Delegation** \_\_\_\_\_

**Delegator (Shire President)** \_\_\_\_\_

**POLICY IMPLICATIONS**

**4.5 EXECUTION OF DOCUMENTS**

**Minute No: Item 9.1.3**

**Date: 27<sup>th</sup> June 2003**

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**Objective**

To allow for the proper execution of documents.

**Policy**

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

**STRATEGIC COMMUNITY PLAN**

**Goal 3 – Economic – Planned Actions**

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

3.4 Land use and development control

3.4.2 Plan well for the future development of the Shire

Responsible officer: CEO

Timing: 1-5 years

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

**Council**

- 1. To inform Council the common seal of the Shire of East Pilbara has been applied to the application to amend the registered proprietor on the land titles of 19 and 20 Clemensen Street, Nullagine.**
- 2. To seek Delegated Authority for the Chief Executive Officer and the Shire President to sign the application of the following land titles into the name of the Shire of East Pilbara and to apply the Shire of East Pilbara common seal.**
  - a) Lot 37 Clemensen Street, Nullagine**
  - b) Lot 38 Clemensen Street, Nullagine**
  - c) Lot 9 Francis Street, Marble Bar**
  - d) Lot 18 Clemensen Street, Nullagine**

### 9.2.9 TRANSPORT AND FREIGHT HUB PROJECT

<b>File Ref:</b>	<b>A400012</b>
<b>Responsible Officer:</b>	<b>Ms Sian Appleton Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Ms Sian Appleton Deputy Chief Executive Officer</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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### REPORT PURPOSE

For Council to endorse the business case for the development of the project known as the Transport and Freight Hub, Great Northern Highway, Newman.

### BACKGROUND

At the 25<sup>th</sup> May 2012 Council meeting, Council resolved the following:

*THAT Council acknowledge receipt of the correspondence from Linfox and instruct Shire staff to investigate Council's options with regards to leasing a portion of land in addition to investigating a change of purpose of the Reserved Lot 36 to an alternate purpose in order to taking action to facilitate development.*

Further to Council's resolution a request was made to State Land Services regarding changing the purpose of Reserve 44774 purpose from "Parklands" to "Transport and Freight Hub". This was approved on the 14 February 2013.

### COMMENTS/OPTIONS/DISCUSSIONS

As noted in the May 2012 agenda item there was an opportunity under Section 91 of the Lands Administration Act 1997, for Linfox to lease the land direct from the State Government however at this stage this option has not been pursued further. With the approval of the change of purpose to "Transport and Freight Hub", and including the provision of power to lease, Council now has the opportunity to develop this land itself.

A business case has therefore been developed for this project. A business case gives Council an opportunity to assess the development of any project further by providing the following:

1. Executive Summary
  2. Overview of the project
  3. Needs analysis
  4. Consultation
  5. Policy and Strategic Framework
  6. Financial Benefits Analysis
  7. Due Diligence Assessment
-

8. Risk Assessment
9. Governance, management and legal
10. Timelines, reporting and recommendations

The business case for the Transport and Freight Hub is attached.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Part 3 - Functions of local governments (Division 3 - Executive functions of local governments) (Subdivision 6 - Various executive functions) 3.58. Disposing of property.

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC COMMUNITY PLAN**

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

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

- 3.1 Business diversification and promotion
- 3.1.2 Build a thriving and diverse economy  
Responsible officer: DCEO  
Timing: 1-5 years

### **FINANCIAL IMPLICATIONS**

No financial resource impact at this time.

### **VOTING REQUIREMENTS**

Simple.

### **OFFICER'S RECOMMENDATION**

**THAT Council endorse the business case for the Transport and Freight Hub as presented and approve Officers to undertake further discussions with prospective clients ensuring all legislative requirements are observed.**

### 9.2.10 CREDITORS FOR PAYMENT

**File Ref:** FIN 10-2  
**Attachments:** [schedule of accounts eft.pdf](#)  
[schedule of accounts chq.pdf](#)  
[schedule of accounts written chq.pdf](#)  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mrs Candice Porro  
Expenditure Finance Officer  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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### REPORT PURPOSE

Council endorsement of payment to creditors.

### BACKGROUND

As per the attachment list, outlines payments made to creditors since the Council meeting on the 23rd August 2013.

### COMMENTS/OPTIONS/DISCUSSIONS

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments	EFT20600-EFT20889	3,099,411.18
	<b>Total</b>	<b>\$3,099,411.18</b>
Cheque Payments	22293-22308	121,903.78
Written Cheque Payments	92-105	8,508.90
	<b>Total</b>	<b>\$130,412.68</b>
	<b>GRAND TOTAL</b>	<b><u>\$3,229,823.86</u></b>

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

### CANCELLED AND UNUSED CHEQUES:

#### UNUSED CHEQUES

92, 94

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CANCELLED CHEQUES & EFTS

101

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Government (Financial Management) Regulations 1996  
Part 2 – General financial management  
Reg 11

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

Local Government (Financial Management) Regulations 1996  
Part 2 – General financial management  
Reg 12

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

**POLICY IMPLICATIONS/PLAN FOR THE FUTURE OF THE DISTRICT**

POLICY IMPLICATIONS

Nil.

PLAN FOR THE FUTURE OF THE DISTRICT

Nil.

**FINANCIAL IMPLICATIONS**

Total expenses of \$3,229,823.86

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

**THAT Council endorse the payments:**

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments	EFT20600-EFT20889	3,099,411.18
	<b>Total</b>	<b>\$3,099,411.18</b>
Cheque Payments	22293-22308	121,903.78
Written Cheque Payments	92-105	8,508.90
	<b>Total</b>	<b>\$130,412.68</b>
	<b>GRAND TOTAL</b>	<b><u>\$3,229,823.86</u></b>



**9.2.11 VARIATION TO FEES AND CHARGES NEWMAN AQUATIC CENTRE AND BUILDING AREA**

**File Ref:** FIN-24-1  
**Responsible Officer:** Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mrs Candice Porro  
Expenditure Finance Officer  
**Proposed Meeting Date:** 27 September 2013  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

To include price amendments to Newman Aquatic Centre and add additional fee within the Building area for the 2013/14 Fees and Charges.

**BACKGROUND**

2013/14 Fees and Charges were adopted by Council in August 2013. Subsequently changes have been made within the Newman Aquatic Centre and Building area.

**COMMENTS/OPTIONS/DISCUSSIONS**

- CPI increase to the Newman Aquatic Centre had originally been miscalculated in error.
- An administration error withheld the additional fee within the Building Fees to be sent to Council originally.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil.

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation. This will result in addition revenue.

**VOTING REQUIREMENTS**

Absolute.

OFFICER'S RECOMMENDATION

	Correct Fee	Incorrect Fee	
<b>Newman Aquatic Centre</b>	<b>Inclusive</b>	<b>Inclusive</b>	
	<b>of GST \$</b>	<b>of GST \$</b>	
Child 5-16 years	3.50	3.4	
Concessions (HCC, Senior Card, Disability Card - <b>MUST BE SHOWN</b> )	3.50	3.4	
Children in school term classes	3.10	3	
Adult +16 years	4.50	4.4	
Hire of swimming mats/lockers	1.50	1.55	
Non swimming entry (special event)	2.20	2.25	
General Admission - for those not using water facilities, i.e bbq users, green space users, spectators (excludes adults spectating children participating in swimming lessons)	1.80	1.6	
10 Multi Entry Passes	135.00	138	
20 Multi Entry Passes	255.00	270	
50 Multi Entry Passes	645.00	648	
<u>ADULT:</u>			
10 Multi Entry Passes	40.50	41	
20 Multi Entry Passes	76.50	78	
50 Multi Entry Passes	193.50	189	
<u>CHILD: (5-16 yrs)</u>			
10 Multi Entry Passes	31.50	30	
20 Multi Entry Passes	59.50	58	
50 Multi Entry Passes	150.50	145	
<u>SENIORS:</u>			
10 Multi Entry Passes	31.50	30	
20 Multi Entry Passes	59.50	58	
50 Multi Entry Passes	150.50	145	
<u>SPECTATOR (non swimmer)</u>			
10 Multi Entry Passes	16.00	17	
20 Multi Entry Passes	32.00	33	
50 Multi Entry Passes	80.00	81	
<u>Lane Hire</u>	<del>42.00</del>	-	Already in fees and charges - double up
Water Playground - Private Hire	110.00	same	changed to no lifeguard provided
Inflatable - Private Hire	110.00	same	changed to lifeguard supervision provided
Casual Visit - Aerobics class - Newman Aquatic Centre and/or Recreation Centre (Full-time students aged 8-16 years of age)			changed to the age of 16

Application to Amend a Building Permit (Certified Application)			With amended Certificate of Design Compliance supplied by applicant - 0.09% of estimated additional construction value but not less than \$90. For applications that require Certificate of design Compliance to be amended also - 0.19% of estimated additional construction value but not less than \$180
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- 1. THAT Council set the above mentioned for Newman Aquatic Centre and Building Fees.**
- 2. Impose the fees effective from 27<sup>th</sup> September 2013.**
- 3. Provide notice of the adopted fees as advertised, pursuant to section 6.19 of the Local Government Act 1995.**

**9.3 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES**

**9.3.1 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES STATUS OF  
COUNCIL DECISIONS - AUGUST 2013**

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

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**REPORT PURPOSE**

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

**BACKGROUND**

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

**BACKGROUND**

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

**COMMENTS/OPTIONS/DISCUSSIONS**

That status list of Council decisions is included.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*

*Section 2.7*

*The role of the council*

*(1) The council –*

*(a) directs and controls the local government's affairs; and*

*(b) is responsible for the performance of the local government's functions.*

*(2) Without limiting subsection (1), the council is to -*

*(a) oversee the allocation of the local government's finances and resources; and*

*(b) determine the local government's policies.*

**POLICY IMPLICATIONS**

Nil

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**STRATEGIC COMMUNITY PLAN**

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

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

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

**THAT the “Status of Council Decisions” – Director Technical and Development Services for August 2013 be received.**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
16 December 2011	13.5	SIGNS – RECONGITION ON THE DESERT ROADS Cr Lang Coppin asked if it was possible to get plaques/signs about the history and stories of the desert roads e.g.: rabbit proof fence. People always stop to read on their travels and Shire of East Pilbara needs recognition for these roads.	MTS-R DTDS	Gathering of information to be included on signs/plaques	In Progress
28 September 2012	13.4	NEW ROAD LINKED TO LIGHT INDUSTRIAL AREA (LIA) – NEWMAN - Cr Shane Carter asked if the road will be going ahead for heavy traffic into the Light Industrial Area from Gunn Club Road.	DTDS	Tenure of land and alignments to be investigated and feasibility assessed Align options selected. Centrelines to be pegged.	In Progress
24 May 2013	13.5	UPDATE LOCAL SIGNS Cr Doug Stead asked if the signs around Newman can be updated as they are deteriorating.  Director Technical and Development Services to follow up.	DTDS MTS-Newman	A works request has been raised to inspect signage	In Progress
28 June 2013	9.3.3	EMERGENCY SERVICES REVIEW - OPTION TO TRANSFER LOCAL BUSH FIRE BRIGADES IMPACT ASSESSMENT	DDTS	DFES response received and being accessed.	In Progress
23 August 2013	13.3	WOODIE WOODIE AREA Cr Kevin Danks has asked if it was possible to have the correct names on the signs. Cr Kevin Danks will give the correct names.  Director Technical and Development Services to follow up.	MTS-R	To be actioned once manes received from Cr Danks	In Progress
23 August 2013	13.4	FOOTPATH MARBLE BAR Cr Dean Hatwell has asked if the footpath from the Marble Bar Community Resource Centre to the Memorial Wall be fixed as it is cracked and lifting and is becoming a	DTDS	Works Request Created	In Progress

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		<p>hazard.</p> <p>Director Technical and Development Services to follow up.</p>			
23 August 2013	13.6	<p><b>STREET NUMBERING MARBLE BAR</b> Cr Stephen Kiernan asked what was happening in regards to the street numbering in Marble Bar.</p> <p>Director Technical and Development Services to follow up.</p>	DTDS	Staff are investigating options and costing	In Progress
23 August 2013	13.7	<p><b>ROAD TRAIN ORE TRUCKS</b> Cr Lang Coppin asked if it was possible to write a letter to WA Main Roads and the companies as trucks are constantly breaking windows of vehicles due to no covers or incorrect covering over the loads.</p> <p>Director Technical and Development Services to follow up.</p>	DTDS	Letter to be written to MRWA	In Progress

**9.3.2 AFFIXING OF THE COMMON SEAL TO LEASE CONTRACT BETWEEN  
SHIRE OF EAST PILBARA AND AIRSERVICES AUSTRALIA**

**File Ref:** FAC 1-2  
**Responsible Officer:** Mr Rick Miller  
Director Technical and Development Services  
**Author:** Mr Leon Burger  
Manager Airport Services  
**Location/Address:** Newman Airport  
**Name of Applicant:** Airservices Australia  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

To inform Council that the Chief Executive Officer applied the common seal of the Shire of East Pilbara to the new lease agreement for Airservice Australia located at Newman Airport.

**BACKGROUND**

Shire of East Pilbara and Airservices Australia lease agreement at Lot 571 on Deposited Plan 71045 being the whole of the land comprised in Certificate of Title Volume LR3161 Folio 365. "Lease Area 5" for a term of 10 years commencing 1<sup>st</sup> September 2013.

**COMMENTS/OPTIONS/DISCUSSIONS**

Airservices Australia (AsA) has the regulatory responsibility to establish and operate Airport Rescue and Fire Fighting (ARFF) stations at airports with a demonstrated passenger flow of more than 350,000 per annum. This milestone was achieved at Newman Airport in September 2012. Following final negotiations with an unprepared but serviced block of land was identified that will provide direct access airside for emergency responses.

AsA is bearing all costs associated with the establishment and operation of the ARFF station. As with other AsA infrastructure that provides critical operational services or support, this land is offered to AsA at a peppercorn lease of \$1/annum.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

43.1 Western Australia Planning Commission Consent

This Lease is made expressly subject to and is conditional upon the granting of any consent of the Western Australian Planning Commission required to be obtained under the provisions of the *Planning Development Act 2005 (WA)*.

**POLICY IMPLICATIONS**

**Delegation From:** Council  
**Delegation To:** Chief Executive Officer

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**Council File Reference:** ADM 14-9

**Legislative Authority for Delegation** S 5.42 Local Government Act 1995

**Power/Duty/Authorisation Delegated:**

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

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

**Authority for exercise of Power/ Duty/ Authorisation**

**Conditions attached to Delegation**

Also refer to Council's Standing Orders Local Law.

**Date of Delegation** \_\_\_\_\_

**Delegator (Shire President)** \_\_\_\_\_

**EXECUTION OF DOCUMENTS**

**Minute No: Item 9.1.3**

**Date: 27th June 2003**

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

**STRATEGIC COMMUNITY PLAN**

**Goal 3 – Economic – Planned Actions**

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

3.1.2 Build a thriving and diverse economy

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

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

**THAT Council note the application of the common seal of the Shire of East Pilbara was affixed to the lease agreement between the Shire of East Pilbara and Airservices Australia at Newman Airport.**

- 10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL**
- 12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**
- 13 GENERAL BUSINESS**
- 14 DATE OF NEXT MEETING**  
25 October 2013, Newman
- 15 CLOSURE**