

**SHIRE OF EAST PILBARA**

These minutes were confirmed by the council  
as a true and accurate record at the ordinary  
council meeting held on 26 / 5 / 2023



**EAST PILBARA SHIRE COUNCIL**

**MINUTES**

**ORDINARY COUNCIL MEETING**

**NOTICE IS HEREBY GIVEN** that an  
ORDINARY Meeting of the Council will be held  
in Council Chambers, Newman,  
10.30am, FRIDAY, 28 APRIL 2023.

**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.

Please be advised this Agenda may include the names of people who are deceased.

Signed: \_\_\_\_\_  
Steven Harding  
Chief Executive Officer

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	1
2	ATTENDANCE VIA ELECTRONIC MEANS.....	1
3	RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE .....	1
3.1	ATTENDANCES .....	1
3.2	APOLOGIES .....	2
3.3	LEAVE OF ABSENCE .....	2
4	DISCLOSURES OF INTEREST .....	2
5	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....	3
6	PUBLIC QUESTION TIME .....	3
7	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	3
8	APPLICATIONS FOR LEAVE OF ABSENCE .....	3
9	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING.....	4
9.1	CONFIRMATION OF MINUTES.....	4
10	MEMBERS REPORTS .....	5
10.1	ITEMS FOR RECOMMENDATION .....	5
10.2	ITEMS FOR INFORMATION .....	5
11	OFFICER'S REPORTS .....	6
11.1	CHIEF EXECUTIVE OFFICER.....	6
11.1.1	STATUS OF COUNCIL DECISIONS.....	6
11.1.2	NEW POLICY – MEETING ATTENDANCE BY ELECTRONIC MEANS.....	8
11.1.3	ORDINARY COUNCIL MEETINGS - CHANGE OF DATE AND LOCATION.....	12
11.1.4	TROPICAL CYCLONE ILSA - IMPACTS AND RECOVERY .....	15

---

<b>11.2</b>	<b>DIRECTOR CORPORATE SERVICES .....</b>	<b>18</b>
11.2.1	CREDITORS FOR PAYMENT .....	18
11.2.2	MONTHLY FINANCIAL STATEMENTS INSURANCE AND INVESTMENT REPORT .....	21
11.2.3	NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2023 - 2024 .....	24
11.2.4	POLICY REVIEW – RECORDKEEPING .....	31
11.2.5	PROPOSED FEES AND CHARGES 2023-2024 .....	34
11.2.6	REVIEW OF MEETING ATTENDANCE AND MEMBER ALLOWANCES .....	37
<b>11.3</b>	<b>DIRECTOR COMMUNITY SERVICES .....</b>	<b>42</b>
11.3.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE – MINUTES AND COMMITTEE STRUCTURE .....	42
<b>12</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>46</b>
<b>13</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....</b>	<b>46</b>
<b>14</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL .....</b>	<b>47</b>
<b>14.1</b>	<b>CHIEF EXECUTIVE OFFICER .....</b>	<b>48</b>
14.1.1	TROPICAL CYCLONE ILSA – EMERGENCY BUDGET ALLOCATIONS AND PROCUREMENT .....	48
<b>15</b>	<b>CONFIDENTIAL MATTERS BEHIND CLOSED DOORS .....</b>	<b>54</b>
<b>15.1</b>	<b>DIRECTOR CORPORATE SERVICES .....</b>	<b>55</b>
15.1.1	SHIRE DEBT .....	55
<b>16</b>	<b>DATE OF NEXT MEETING .....</b>	<b>56</b>
<b>17</b>	<b>CLOSURE .....</b>	<b>56</b>

## 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Acting Shire President and Presiding Member declared the Shire of East Pilbara Ordinary Council Meeting of 28 April 2023 open at 10.31am at the Newman Council Chambers.

The Acting President acknowledged the Traditional Owners of the land on which the Council met, the Nyiyaparli People, and their continuing connection to the land, waters and community. Council also acknowledged the Martu People as the Custodians of Jigalong which sits in Nyiyaparli Country. The Council paid its respects to all their Elders, past, present and emerging.

All present were requested to turn off and refrain from using their mobile phones for the duration of the meeting. Tablets and laptops were permitted for the purpose of accessing agenda items.

All present were also advised that the meeting was being audio recorded and Council Members should refrain from making any defamatory statements.

## 2 ATTENDANCE VIA ELECTRONIC MEANS

Requests to attend the meeting via a virtual platform (MS Teams) had been received from:

- Cr Adrienne Mortimer
- Cr Langtree Coppin
- Cr Stacey Smith

These requests was approved by the Acting Shire President in accordance with regulation 14C of the *Local Government (Administration) Regulations 1996*.

## 3 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

### 3.1 ATTENDANCES

#### Councillors

Cr Wendy McWhirter-Brooks  
Cr Langtree Coppin OAM  
Cr Adrienne Mortimer  
Cr Stacey Smith  
Cr David Kular  
Cr Matthew Anick  
Cr Peta Baer  
Cr Lou Lockyer

Deputy Shire President (Presiding Member)  
Councillor (*MS Teams*)  
Councillor (*MS Teams*)  
Councillor (*MS Teams*)  
Councillor  
Councillor  
Councillor  
Councillor

Officers

Steven Harding  
Emma Landers

Steve Leeson  
Vic Etherington  
Eric Plet  
Etienne Vorster  
Joshua Brown

Sally Fry  
Tehsin Ali

Chief Executive Officer  
Director Organisational Development and  
Deputy Chief Executive Officer  
Director Corporate Services  
Director Aviation and Regulatory Services  
Director Community Services  
Acting Director Infrastructure Services  
Manager Governance, Risk and  
Procurement  
Governance Administration Officer  
Governance Administration Officer (*MS Teams*)

Public Gallery

Nil

**3.2 APOLOGIES**

Councillor Apologies

Cr Anthony Middleton  
Cr Annabell Landy

Leave of Absence granted on 24 February 2023  
Councillor

Officer Apologies

Nil

**3.3 LEAVE OF ABSENCE**

Cr Anthony Middleton has an approved leave of absence for the 28 April 2023 Ordinary Council Meeting.

**4 DISCLOSURES OF INTEREST**

The following Disclosure/s were made and documented:

Name	<b>Steve Leeson, Director Corporate Services</b>
Item No and Title of Report	11.2.1 Creditors for Payment
Nature of Interest	Pursuant to section of 5.60A of the <i>Local Government Act 1995</i> , the nature of the interest is <b><u>Financial</u></b>
Interest Description	Mr Leeson, as the report author disclosed a financial interest. Mr Leeson has expenses reimbursed detailed in the report.
Action Taken	Mr Leeson will remain in the Chambers to respond to questions arising from the report that do not relate to his disclosed interest.

Name	<b>Steven Harding, Chief Executive Officer</b>
Item No and Title of Report	11.2.1 Creditors for Payment
Nature of Interest	Pursuant to section of 5.60A of the <i>Local Government Act 1995</i> , the nature of the interest is <b><u>Financial</u></b>
Interest Description	Mr Harding disclosed a financial interest as his Spouse, Julie Harding had received a refund from Desexing Dogs who are listed as a payee.
Action Taken	Mr Harding will remain in the Chambers to respond to questions arising from the report that do not relate to his disclosed interest.

## **5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

## **6 PUBLIC QUESTION TIME**

Nil

## **7 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

## **8 APPLICATION FOR LEAVE OF ABSENCE**

An application for leave of absence was received from:

- Cr Annabel Landy

requesting that Council grant a leave of absence for the Ordinary Council Meeting of 28 April 2023. As such the following motion was put and passed:

**COUNCIL DECISION**

**Moved:** Cr Baer

**Seconded:** Cr Lockyer

**That a Leave of Absence for:**

- Cr Annabel Landy

**be granted for the Ordinary Council Meeting of 28 April 2023.**

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

**9 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING**

**9.1 CONFIRMATION OF MINUTES**

[Minutes March 24 2023 Council](#)

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2023/ 52)

**Moved:** Cr Kular

**Seconded:** Cr Anick

**That the Minutes of the Ordinary Meeting of Council held on 24 March 2023 as published on the Shire's website be confirmed as a true and correct record of proceedings.**

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Lockyer, Coppin

**Against:** Nil

## **10 MEMBERS REPORTS**

Cr McWhirter-Brooks attended:

- Anzac Day Events in Newman and Marble Bar.
- Linked WA Conference on community development

### **10.1 ITEMS FOR RECOMMENDATION**

Nil

### **10.2 ITEMS FOR INFORMATION**

Nil

## 11 OFFICER'S REPORTS

### 11.1 CHIEF EXECUTIVE OFFICER

#### 11.1.1 STATUS OF COUNCIL DECISIONS

**Attachment:** [Appendix 1 Status of Council Decision Register](#)

**Responsible Officer:** Steven Harding  
Chief Executive Officer

**Author:** Tehsin Ali  
Governance Administration Officer

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

#### COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 53)

**Moved:** Cr Coppin

**Seconded:** Cr Lockyer

**That Council notes the report.**

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

## REPORT PURPOSE

To provide Council with advice of the status of outstanding Council decisions from previous meetings.

## BACKGROUND

Council has previously requested it be informed of the progress of the implementation of its previous decisions.

## **COMMENTS/OPTIONS/DISCUSSIONS**

A list of the status of Council's decisions from the previous meeting is attached as **Appendix 1** to this report.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Recommendation is consistent with section 2.7 of the *Local Government Act 1995*.

## **POLICY IMPLICATIONS**

Consistent with past policy and practices of the Council.

## **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**

The continued reporting of the status of Council decisions mitigates compliance and reputational risks associated with Council decisions not been implemented.

## **FINANCIAL IMPLICATIONS**

No financial resource impact.

## **VOTING REQUIREMENTS**

Simple Majority.

## Status Of Council Decisions

[illegible]

14.1	Steven Harding Chief Executive Officer	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL	That Council: 1. Consider Item 14.1.1 as new business of an urgent nature in confidential session in accordance with section 5.23(2) of the Local Government Act 1995; 2. Following advice received from the WA Electoral Commission on 24 March 2023 prior to the commencement of Council Meeting relating to the conduct of the 2023 ordinary local government election, consider Item 14.2.1 as new business of an urgent nature immediately.	2023 / 43	Joshua Brown Manager Governance, Risk and Procurement	No further action	24/03/2023
14.2.1	Steven Harding Chief Executive Officer	CONDUCT OF 2023 LOCAL GOVERNMENT ORDINARY ELECTIONS	That Council: 1. Pursuant to section 4.20(4) of the Local Government Act 1995, declares the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required for the District of East Pilbara; and 2. Pursuant to section 4.61(2) of the Local Government Act 1995, determines that the method for conducting the 2023 ordinary elections for the District of East Pilbara is by way of a voting in person election, with multiple polling places, including in remote communities. 3. Authorises the Chief Executive Officer to design and undertake an evaluation of election performance.  BY ABSOLUTE MAJORITY	2023 / 44	Joshua Brown Manager Governance, Risk and Procurement	WA Electoral Commission advised of appointment and decision to hold in-person election. Meeting with WAEC scheduled for 21/4/2023	Ongoing
CONFIDENTIAL AGENDA							
DIRECTOR CORPORATE SERVICES			1. Consider Item 14.1.1 as new business of an urgent nature in confidential session in accordance with section 5.23(2) of the Local Government Act 1995;				
14.1.1	Steve Leeson Director Corporate Services	SHIRE DEBT	That Council: 1. Receives the report on Shire debt; 2. Writes off \$10,013.20 in sundry debt outstanding as per Confidential Appendix 2; and 3. Notes the commencement of legal recovery proceedings. BY ABSOLUTE MAJORITY	2023 / 45	Steve Leeson Director Corporate Services	Debts written off. Legal action underway	31/03/2023
15.1.1	Steve Leeson Director Corporate Services	RATES EXEMPTION APPLICATION	That Council authorises the rates exemption application for the assessment identified in the report in accordance with section 36 of the University of Western Australia Act 1911, and sections 6.26(2)(g) and (j) of the Local Government Act 1995.  BY ABSOLUTE MAJORITY	2023 / 46	Joanne Dimov Rates Revenue Finance Officer	Rates exemption application processed	31/03/2023
15.2.1	Steven Harding Chief Executive Officer	PROPOSED DEED OF EXTENSION NEWMAN AIRPORT	OFFICER'S RECOMMENDATION That Council: 1. Gives local public notice in accordance with s.3.58 of the Local Government Act 1995 of the proposed disposition of land in the form of a Deed of Assignment, Extension and Variation between the Shire of East Pilbara, Linkforce Engineering Pty Ltd and Linkforce Procurement Pty Ltd, granting an extension of Lease to Linkforce Procurement Pty Ltd over a portion of the Airport Reserve 44775 known as Lease Area One, for the Second Further Term of five (5) years expiring on 30 November 2027, for an annual rent of \$76,793.25 plus GST, subject to an annual increase of three percent; 2. Subject to no objections being received, authorises the Chief Executive Officer to enter into a Deed of Assignment, Extension and Variation in the terms of (1) of this resolution; 3. Notes the consent of the Minister for Lands under section 18 of the Land Administration Act 1997 has been granted, subject to the final Deed of Assignment, Extension and Variation being on the same terms as that provided to the Department of Planning, Lands and Heritage with the application for consent; 4. Approves the Chief Executive Officer to extend the Lease with the same conditions for a Final Further Term of five (5) years (2027 to 2032) on expiry of the Second Further Term; 5. Authorises the Chief Executive Officer to enter into any minor variations to the Lease and Licence.	2023 / 47	Vic Etherington Director Aviation and Regulatory Services	Public notice given on 30/3/2023. No public submissions received.	Ongoing
15.2.2	Steven Harding Chief Executive Officer	PROPOSED LICENCE NEWMAN AIRPORT	OFFICER'S RECOMMENDATION That Council: 1. Gives local public notice in accordance with s.3.58 of the Local Government Act 1995 of the proposed disposition of land in the form of a Licence between the Shire and Cedrent Enterprises Pty Ltd, trading as Enterprise Rent-A-Car over Licence Area 30, within Reserve 44775, Newman Airport, for \$7,000 per annum plus GST for a period of six (6) months. Each anniversary of any further term, based on a fixed percentage increase of 3% or CPI whichever is the greater; 2. Subject to no objections being received, authorises the Chief Executive Officer to enter into a licence in the terms of (1) of this resolution, subject to the necessary approval from the Minister for Lands; 3. Approves the Chief Executive Officer to extend the Licence with the same conditions for a further period of sixteen (16) months (2023 to 2025) on expiry of the initial Licence period; 4. Approves the Chief Executive Officer to enter into any minor variations to the Licence over the Licence term; and 5. Authorises the Chief Executive Officer to sign and execute the Licence.	2023 / 48	Vic Etherington Director Aviation and Regulatory Services	Public notice given on 30/3/2023. No public submissions received.	Ongoing
15.2.3	Steven Harding Chief Executive Officer	PROPOSED LEASE RADIO HILL	OFFICER'S RECOMMENDATION That Council: 1. Endorses the proposed community communications improvements to be funded by the Federal Government's RCP and rolled out by CipherTel Pty Ltd; 2. Gives local public notice in accordance with s.3.58 of the Local Government Act 1995 of the proposed disposition of land in the form of a Licence between the Shire and CipherTel Pty Ltd, over a portion of Reserve 37745, Lot 531, 1509 Howard Drive for an initial term of ten (10) years for a rent of \$8,000 per annum plus GST. Each anniversary, the rent shall increase based on a fixed percentage increase of 3% or CPI whichever is the greater; 3. Subject to no objections being received, authorises the Chief Executive Officer to enter into a Licence in the terms of (2) of this resolution, subject to the additional conditions attached as Appendix 2 to this report, and the necessary approval from the Minister for Lands; 4. Approves the Chief Executive Officer to enter into any minor variations to the Licence over the Licence term; and 5. Authorises the Chief Executive Officer to sign and execute the Licence between the Shire and CipherTel Pty Ltd.	2023 / 49	Vic Etherington Director Aviation and Regulatory Services	Public notice given on 30/3/2023. No public submissions received.	Ongoing
ACTING DIRECTOR INFRASTRUCTURE SERVICES							
15.3.1	Steven Harding Chief Executive Officer	NULLAGINE AQUATIC FACILITY - AWARD OF CONTRACT BY NEGOTIATION	OFFICER'S RECOMMENDATION That Council: 1. Not accept any Tender for award for RFT 07-2022/23 – Design, Construct and Install Engineered Panel System Pool at Nullagine in accordance with Regulation 18(5) of the Local Government (Functions and General) Regulations 1996; 2. Authorises the Chief Executive Officer (or delegate) to enter into direct negotiations with any suitably qualified supplier for a Contract for the design, construction and installation of an aquatic facility at Nullagine.	2023 / 50	Etienne Vorster Acting Director Infrastructure Services	Tenderers advised of outcome – Tender register updated.	30/03/2023
15.3.2	Etienne Vorster Acting Director Infrastructure Services	TENDER RFT 05-2019/20 - PROFILING & ASPHALT WORKS	OFFICER'S RECOMMENDATION That Council: 1. Notes the Contract executed on 27 August 2020 between the Shire of East Pilbara and Bitumen Sealing Services t/a Karratha Asphalt remains in force and unchanged; and a. Amends Resolution 201920/206 to: That Council: 1. Awards Tender RFT 05-2019/20 for Profiling and Asphalt Works for Shire of East Pilbara towns to Bitumen Sealing Services t/a Karratha Asphalt ABN 74 130 384 593 for an initial period of three years; 2. Authorises 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;	2023 / 51	Dawn Ronchi Coordinator Procurement	Contract extension approved by CEO.	19/04/2023

### 11.1.2 NEW POLICY – MEETING ATTENDANCE BY ELECTRONIC MEANS

**Attachments:** [Appendix 1 DLGSCI Guidelines for Developing Policies on Electronic Attendance and Meetings](#)  
[Appendix 2 Draft Meeting Attendance by Electronic Means Policy](#)

**Responsible Officer:** Steven Harding  
Chief Executive Officer

**Author:** Joshua Brown  
Manager Governance, Risk and Procurement

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

#### COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 54)

**Moved:** Cr Anick

**Seconded:** Cr Kular

**That Council adopts the Meeting Attendance by Electronic Means Policy attached as Appendix 2 to the report.**

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

### REPORT PURPOSE

For Council to consider adopting the draft Meeting Attendance by Electronic Means Policy.

### BACKGROUND

Council may from time to time adopt policies to establish agreed positions and to provide a framework for consistent decision making. Section 2.7(2)(b) of the *Local Government Act 1995* ("the Act") provides that a key role for a Council to determine the local government's policies.

Policies should be subject to timely reviews to ensure they are relevant and fit for purpose.

## COMMENTS/OPTIONS/DISCUSSIONS

On 9 November 2022, changes to the *Local Government (Administration) Regulations 1996* came into effect, to allow for attendance at council and committee meetings by videoconference and telephone, and other 'electronic means'. These arrangements will remain in place for twelve months from their introduction and then be subject to review.

### Attendance at meetings by electronic means

- The President or the Council may authorise Councillors to attend Ordinary and Special Council Meetings, and Committee Meetings by electronic means. This includes telephone and videoconference and must be in a suitable location as determined by the President or Council.
- There is no need for an approval by absolute majority decision of Council.
- Councillors do not have to be in Western Australia to attend by electronic means.
- There is a limit on the number of meetings that can be attended by electronic means. A Councillor who in the last twelve months has attended 50% of the previous meetings by phone or videoconference, will not be permitted to attend any other meetings by electronic means in that twelve month period.
- Councillors may attend a meeting by electronic means in the event of a public health emergency, state of emergency or natural disaster, and the Councillor is unable or considers it inappropriate to be present at the meeting in person. Any meeting attended by electronic means for this reason does not count towards the limit referred to above.
- Councillors with a disability as defined in section 3 of the *Disability Services Act 1993* may attend any meeting by electronic means. There is no cap on that number.
- Each Councillor attending a Closed Council session by electronic means must declare that they "can maintain confidentiality during the closed part of the meeting". This declaration must be recorded in the minutes.

Further information on the new rules can be found at the Department of Local Government's website:

<https://www.dlgsc.wa.gov.au/departments/publications/publication/guidelines-for-developing-policies-on-electronic-attendance-and-meetings>

### Convening Council meetings by electronic means

Council may also convene meetings by electronic means, with the same limits applying as above.

Such meetings must be livestreamed so the public can tune in.

### Other changes

The amended Regulation also clarifies that Councillor child care and travel expenses incurred in the course of undertaking mandatory training may be reimbursed.

The following website has further information on the amendments to the regulations.

[https://www.dlgsc.wa.gov.au/department/news/news-article/2022/11/08/local-government-\(administration\)-amendment-regulations-2022](https://www.dlgsc.wa.gov.au/department/news/news-article/2022/11/08/local-government-(administration)-amendment-regulations-2022)

### Policy Development

The Department has issued advice encourage local governments to develop a policy relating to the conduct of electronic attendance and meetings. The policy should include the process for managing requests to attend by electronic means, requirements for equipment and suitability of location, and other matters. Further details are available in the Department's Guidelines, attached at **Appendix 1**.

The draft policy, attached as **Appendix 2** addresses each of those matters, and provides a framework for the conduct of electronic meetings of Council, its committees and informal briefings. The Policy also provides clear guidance on Council's requirements for Members of Council and Committees attending meetings by electronic means, including defining:

- the requirements for requests for attendance at meetings by electronic means, and grounds for refusal;
- suitable locations for both open and confidential meetings;
- suitable equipment; and
- grounds for refusing an application to attend a meeting by electronic means.

The policy will also establish a register to record remote attendance and ensure compliance with the 50 percent cap on meetings attended by electronic means imposed by the *Local Government (Administration) Regulations 1996* ("the Regulations"), and attend to a number of consequential matters.

It is recommended that the policy be reviewed following each ordinary local government election.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Consistent with the regulation 14C and 14CA of the *Local Government (Administration) Regulations 1996*.

## **POLICY IMPLICATIONS**

Acceptance of the recommendation will establish a policy framework around electronic meetings.

## **STRATEGIC COMMUNITY PLAN**

### **5: Governance**

G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.

G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans

## **RISK MANAGEMENT CONSIDERATIONS**

Compliance - Insignificant

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple Majority.



Department of  
Local Government, Sport  
and Cultural Industries

# Guidelines for Developing Policies on Electronic Attendance and Meetings

Guide: The Department of Local Government, Sport and Cultural Industries (DLGSC) provides this content to assist local governments in preparing a policy relating to electronic attendance and meetings.

The information provided is general in nature and DLGSC encourages local governments to consider the information when developing a policy suitable for their organisation.

For consistency and transparency, it is recommended that local governments adopt a policy in relation to dealing with requests for electronic attendance at meetings and the expectations of council in relation to equipment and location. The policy should deal with the following:

- requests for remote attendance at meetings
- what may, or may not, constitute a suitable meeting location for the purposes of remote attendance
- what council regards as suitable equipment for the purposes of remote access
- the preferred electronic means for remote access
- the 50% cap on remote attendance.

In addition, the local government should also include in the policy the decision-making procedures for matters relating to the holding of meetings conducted by electronic means.

## Electronic attendance

### Requests for electronic attendance

A person may only attend an in-person meeting if they have been authorised to do so by either the mayor, shire president, or council.

As part of their policy, a local government should consider the process for dealing with requests for remote attendance.

For example, where possible a person may be required to provide a request to council to attend remotely. However, where this may not be possible, because the request has to be made at short notice, the person may provide a request to attend remotely to the mayor or shire president.

Print this page

## Tags

- [electronic meetings](#)  
[./department/publications/-in-tags/tags/electronic-meetings](#)

Council and committee members may need to travel for their work or care for loved ones when they are unwell, at times this may affect their ability to attend a meeting in-person. The intent of this amendment is to provide increased flexibility for council and committee members in meeting their obligations to attend meetings, this will also assist local governments in achieving meeting quorums.

A local government should account for other logistical requirements as part of their policy. This includes who is responsible for notifying the administration of an authorisation for remote attendance, and the provision of an electronic meeting invite to the attendee. A local government may also require that requests are made in writing (via email) for the purposes of records keeping and monitoring the 50% cap.

## **Location**

Previously under regulation 14A of the Local Government (Administration) Amendment Regulations 1996 the key requirements associated with a person's attendance included:

- The person attending remotely must be simultaneously in audio contact with each other person present at the meeting by telephone or other means of instantaneous communication.
- The person is in a suitable place (in a townsite/residential area and at least 150km away from the meeting) as determined by the council.
- Council has authorised the person to attend by electronic means.

These express requirements have been removed with the repeal of regulation 14A. However, council will be required to consider the location from which a person intends to attend the meeting with respect to their ability to effectively engage in deliberations and communications during the meeting.

In authorising a person's remote attendance, the local government may require that a person attending remotely must do so from a location that is quiet and private. For example, a private room in their house. If there will be other people at the location at the time of the meeting, council may require that the room has a door that can be closed during the meeting, and request that the person wear headphones if appropriate.

## **Electronic means**

Regulation 14CA(2) provides that the mayor, shire president, or council may determine the electronic means that a person may use to attend a council or committee meeting. Council should resolve to adopt the preferred electronic means for remote attendance. For example, council may elect to use Microsoft Teams as their preferred electronic communication means.

## **Equipment**

In deciding whether to authorise a person's remote attendance, the mayor, shire president, or council (the authorising authority) must also consider whether the person's equipment will support council's preferred choice of electronic communication.

## **50% cap**

A person may only attend a meeting remotely by electronic means, provided they have not attended more than half of all council meetings in the previous 12 months by this method. The 50% attendance cap ensures that elected members and committee members attend at least half of all meetings conducted over a 12 month period, in person. Council should resolve to adopt a method to record and monitor an individual's attendance to ensure they do not exceed the 50% cap. Council should record a person's remote attendance in the meeting minutes to ensure appropriate records keeping. A spreadsheet for the purposes of monitoring electronic attendance is also recommended.

## **Electronic meetings**

Consistent with the provisions that require the authorising authority to consider a person's intended location and equipment for remote attendance at in-person meetings, council must also consider these factors when deciding to conduct an electronic meeting. Council is still required to consult the CEO as part of the decision-making process for holding an electronic meeting.

## **Approval to conduct an electronic meeting**

A key difference between the requirements for authorising an electronic meeting during, or outside of an emergency is that only council may authorise meetings that are conducted outside of an emergency. As part of the local government's policy, council may consider and agree to the circumstances that may be appropriate to require an electronic meeting. For example, a wheatbelt shire may decide to hold an electronic meeting during harvest time to reduce the need for travel time. The reasons for deciding to conduct an electronic meeting outside of an emergency may be specific to the local government area.

Local governments must also consider their obligation to provide public notice of meetings under regulation 12 of the Admin Regs and changes to meeting dates as soon as practicable. For example, if a local government elects to change an in-person meeting to an electronic meeting they must provide appropriate public notice of this fact.

A local government should record the number of electronic meetings conducted to ensure appropriate records keeping. A spreadsheet for the purposes of monitoring the quota threshold is also recommended.

**Page reviewed 07 December 2022**

## x.x Meeting Attendance by Electronic Means

### Objective

To provide a framework for the conduct of electronic meetings of Council, its committees and informal briefings. The Policy also provides clear guidance on Council's requirements for Members of Council and Committees attending meetings by electronic means, including defining:

- the requirements for requests for attendance at meetings by electronic means, and grounds for refusal;
- suitable locations for both open and confidential meetings; and
- suitable equipment.

The policy also establishes a register to record remote attendance and ensure compliance with the 50 percent cap on meetings attended by electronic means imposed by the *Local Government (Administration) Regulations 1996* ("the Regulations"), and attends to a number of consequential matters.

### Definitions

**Council Briefing Session** means an informal briefing or workshop of Council Members organised by the Shire of East Pilbara.

**Electronic Meeting** means a Meeting convened entirely by electronic means under regulation 14D of the Regulations.

**Meeting** means an Ordinary Council Meeting, Special Council Meeting, or Committee Meeting, including the Audit, Risk and Governance Committee, Plant Committee, Shire Airports Committee and Local Emergency Management Committees of the Shire of East Pilbara, or any other Committee established by the Council.

**Member** means a Member of the Council or Committee of the Council.

**Policy** means this Meeting Attendance by Electronic Means Policy.

### Attendance at meetings by electronic means

1. Requests by Members to attend a Meeting or Council Briefing Session, must be made prior to the commencement of the Meeting or Council Briefing Session. Where possible, the request should be made in writing at least one (1) week prior to the meeting to the Shire's Governance staff. The Chief Executive Officer is authorised to develop and amend a form for such requests to be made.
2. All requests to attend by electronic means are to be considered by the President. If the President refuses the request, the Member may elect to have the request considered by Council.
3. A request must identify the location; confirm the Member will be in a private and quite space; and that the equipment and network to be used comply with this policy. The request may be refused if this information is not provided.
4. Requests must be refused if the Member's attendance by electronic means would result in the Member attending more than half of the meetings of Council or the Committee in the period of twelve (12) months from the day on which the Meeting requested to be attended by electronic means is proposed to be held.

5. In accordance with regulation 14C of the Regulations, neither the President nor Council may refuse a request to attend a meeting by electronic means by either:
  - a. a Member who is a person with a disability as defined by section 3 of the *Disability Services Act 1993*; or
  - b. by a Member who is unable, or considers it inappropriate, to be present in person at the Meeting in the circumstances of a public health emergency, state of emergency or natural disaster.
6. A request to attend by electronic means must be refused if the Member is not in a suitable location as defined by this Policy.
7. There is no limit on the number of Council Briefing Sessions a Member may attend by electronic means.

## Electronic Meetings

1. When Council determines to convene any electronic meeting (including but not limited to a Meeting or Council Briefing Session), Members may attend the meeting from either the Newman or Marble Bar Council Chambers, unless the circumstances of a public health emergency, state of emergency or natural disaster prevail.
2. Attendance by a Member at an Electronic Meeting is not counted towards the 50% cap in place on a Member's attendance by electronic means authorised under regulation 14C(b) of the Regulations.

## Suitable Networks and Equipment

1. Members attending a Meeting by electronic means should, where possible, connect to the Meeting through the videoconferencing software provided by the Shire, using their Shire issued device.
2. In recognition of frequently poor network conditions in remote parts of the District, Members may participate in Meetings by telephone, where no alternative is available.
3. It is the responsibility of Members to ensure their electronic device has sufficient battery power for the duration of the Meeting.
4. The equipment must have the capability of allowing the Member to clearly hear the Meeting proceedings, and to be heard. Where the equipment is video camera enabled, the video should be switched on.
5. Public wi-fi networks may be vulnerable to cybersecurity threats and are not to be used. A private home or business internet connection, or hotspot from a trusted source is suitable.

## Suitable Location

1. A Suitable Location for the purposes of this Policy is defined as being in Australia. Council may approve participation from a country outside of Australia, subject to network security confirmation by the qualified Shire Officers.
2. The Member should participate in the meeting within a private and quiet space.
3. For the purposes of a Confidential Session under 5.23(2) of the *Local Government Act 1996* ("the Act"), a Member must ensure they cannot be observed or overheard by any other person. If this cannot be

ensured, the Member must immediately seek the attention of the Presiding Member and advise they are leaving the meeting until they cannot be observed or overheard by any other person.

## Suspension of Meeting Procedures

In each instance of an Electronic Meeting, or where a Member is authorised to attend a Meeting by electronic means, clause 8.1(2) of the *Shire of East Pilbara Meeting Procedures Local Law 2019*, which requires each Member to occupy their allotted position at each Council meeting, is suspended for the duration of the Meeting. The Suspension of Meeting Procedures is to be recorded in the Minutes.

## Conflicts of Interest

Where a Member attending a Meeting by electronic means has disclosed an interest under Part 5, Division 6 of the Act, and are to leave the proceedings of the Meeting during the consideration of the relevant item, the Member must leave the Meeting (for example by exiting the videoconference or terminating the telephone call) so they cannot see nor hear any of the proceedings. This must be confirmed with Shire Officers by the Presiding Member before the Meeting will proceed further. Shire Officers will contact the Member at the conclusion of the item and invite them to resume their participation in the Meeting.

## Loss of connectivity

In the event of a loss of connectivity with a Member attending a Meeting by electronic means, the times of the loss and resumption of connectivity is to be recorded in the Minutes.

## Voting procedures

The Presiding Member at a Meeting with Members attending by electronic means, must call a roll of those Members to state whether they are 'for' or 'against' the motion under consideration.

## Register of Attendance by Electronic Means

The Chief Executive Officer will maintain a Register of Attendance by Electronic Means, as part of the Register of Meeting Attendance, which is to be published on the Shire's website.

## Authorisation Details

<b>References:</b>	<i>Local Government Act 1995</i> Regulations 14C, 14CA, 14D and 14E of the <i>Local Government (Administration) Regulations 1996</i>		
<b>Authorised by:</b>	Council		
<b>Date:</b>		<b>Item No.</b>	
<b>Review/Amendment Date</b>		<b>Item No.</b>	
<b>Next Review</b>	Following each Ordinary Election		
<b>Responsible Directorate</b>			
<b>Responsible Officer</b>			
<b>File No.</b>			

### 11.1.3 ORDINARY COUNCIL MEETINGS - CHANGE OF DATE AND LOCATION

**Responsible Officer:** Steven Harding  
Chief Executive Officer

**Author:** Joshua Brown  
Manager Governance, Risk and Procurement

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

#### **COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2023/ 55)

**Moved:** Cr Baer

**Seconded:** Cr Lockyer

**That Council:**

1. **Changes the location of the 26 May 2023 Ordinary Council Meeting to Newman.**
2. **Authorises the President to determine that the place of the 25 August 2023 Ordinary Council Meeting be either Parnngurr or Punmu;**
3. **Reschedules the 23 June 2023 Ordinary Council Meeting to 30 June 2023; and**
4. **Authorises the Chief Executive Officer to publish the changes on the Shire's website.**

**CARRIED BY AN ABSOLUTE MAJORITY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

#### **REPORT PURPOSE**

For Council to consider changing the date and location of three ordinary council meetings.

## **BACKGROUND**

At its ordinary meeting in October 2022, Council set the date and location of ordinary meetings and committee meetings for the following twelve months. At the March 2023 ordinary meeting, the location of the 26 May 2023 ordinary meeting was changed to either Parngurr or Punmu.

## **COMMENTS/OPTIONS/DISCUSSIONS**

Council is required to set the date, time and place of its ordinary meetings every twelve months.

At the March 2023 ordinary meeting, Council resolved to change the location of the May 2023 ordinary meeting from Newman to either Parngurr or Punmu as part of the Shire's commitment to enhancing its engagement with First Nations communities and to provide an opportunity for local people to participate in the Council's decision making, in line with best governance practice.

Following Tropical Cyclone Ilsa, the condition of roads, airstrips and community facilities in Parngurr and Punmu was, at the time of writing, unclear. In order to minimise possible disruption to recovery efforts, it is recommended that the ordinary meeting to be held in one of these two communities be delayed until 25 August 2023, pending the completion of any recovery works. It is recommended that instead the ordinary meeting on 26 May 2023 be held in Newman.

The change is supported by Jamukurnu Yapalikurnu Aboriginal Corporation (JYAC). Should Council accept this recommendation, discussions between the Administration, JYAC and each of the communities will continue on the preferred location. It is recommended that the President be delegated the authority to determine the location of the meeting.

It is also recommended to reschedule the June 2023 ordinary meeting from 23 June 2023 to 30 June 2023 in order to provide an additional week for the preparation of the 2023-2024 Annual Budget.

The Chief Executive Officer is required by the *Local Government (Administration) Regulations 1996* to publish on the Shire website any change to the meeting schedule as soon as practicable after the change is made.

## **OPTIONS**

1. Council accepts the recommendation to change of location for the May 2023 meeting to Newman, the August 2023 meeting to one of either Parngurr or Punmu, and to change of date for the June 2023 meeting to 30 June 2023.
2. Council may agree to change the location for the May 2023 meeting and retain the date for the June 2023 meeting as originally determined by Council; or
3. Council may reject the recommendation and retain the current schedule of dates and places for ordinary meetings.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

The recommended action is consistent with section 5.3(2) of the *Local Government Act 1995* and regulation 12(3) of the *Local Government (Administration) Regulations 1996*.

## **POLICY IMPLICATIONS**

The recommendation is consistent with Council's *Location of Council Meetings Policy* (1.14), although Council's policy decision of 24 March 2023 to convene an ordinary council meeting in either Parnngurr or Punmu is recommended to be changed from 26 May 2023 to 25 August 2023, and the scheduled date of the June meeting as determined by Council is recommended to change from 23 June 2023 to 30 June 2023.

## **STRATEGIC COMMUNITY PLAN**

### **5: Governance**

- G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.
- G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.
- G1.4 Ensure a high standard of organisational management and effectiveness.

## **RISK MANAGEMENT CONSIDERATIONS**

Compliance – Insignificant

## **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

## **VOTING REQUIREMENTS**

Absolute Majority.

#### 11.1.4 TROPICAL CYCLONE ILSA - IMPACTS AND RECOVERY

**Responsible Officer:** Steven Harding  
Chief Executive Officer

**Author:** Christopher Scanlan  
Manager Community Safety

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

#### **COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2023/ 56)

**Moved:** Cr Baer

**Seconded:** Cr Lockyer

**That Council receives the report and will consider the financial implications in the May 2023 Budget Review.**

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

#### **REPORT PURPOSE**

To provide a summary of the events from Tropical Cyclone Ilsa to Council along with actions taken by the Shire before, during and post-event up until the present.

#### **BACKGROUND**

On Thursday 6 April 2023 the Shire of East Pilbara was notified by the Bureau of Meteorology (BOM) and the Department of Fire and Emergency Service (DFES) that there was the likelihood of a tropical cyclone impacting the Shire of East Pilbara Local Government Area.

On Sunday, 9 April 2023 DFES convened an Operational Area Support Group (OASG) meeting which was organized to provide all relevant stakeholders with up to date information on what DFES was doing and what they required the stakeholders to do. These meeting continued each day until the 15 April 2023.

Cape Keraudren was closed at midday on Tuesday, 11 April 2023, with staff evacuated to Marble Bar early morning on Wednesday 12 April 2023.

A Yellow Alert status was issued for Pardoo, Marble Bar and Nullagine on Thursday, 13 April 2023 and evacuation centres were opened in Marble Bar, Nullagine and Newman in readiness for the WA Department of Communities to manage.

A Red Alert status was imposed for Pardoo and Marble Bar at 6.00 pm on Thursday, 13 April 2023 by which time evacuation centres in Marble Bar, Nullagine and Newman were accommodating members from Punmu, Warralong, Parngurr and surrounding remote Aboriginal communities.

DFES convened an Incident Support Group (ISG) meeting on the 13 and 14 April 2023 to provide key stakeholders in the expected impact area with relevant information.

Tropical Cyclone Ilsa crossed the coastline at Cape Keraudren/Pardoo around 11.45 pm on Thursday, 13 April 2023. There was significant damage to Shire infrastructure at Cape Keraudren as well as damage to private stations at Pardoo, Yarrie, Muccan and Warawagine, together with Pardoo Roadhouse.

The all clear for Pardoo and Marble Bar was issued at 12.00 noon on Friday, 14 April 2023.

Early reports indicate there was significant damage to Shire roads throughout the region, which at the time of writing this report is still being assessed. One Shire grader was damaged. The Marble Bar evacuation shelter suffered minor damage to the roof while there were no reports of damage in Nullagine or Newman, and no Shire staff displaced or injured during the event.

The damage to Cape Keraudren was significant, with the majority of buildings destroyed by Tropical Cyclone Ilsa and a large amount of personal property belonging to the Shire Ranger stationed at Cape Keraudren also destroyed or missing. DFES and SES assisted Shire staff with the clean-up of the Cape area and should be recognized and thanked for their assistance.

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

Immediately following TC Ilsa and the stand-down of Red Alert status, DFES deployed Urban Search and Rescue (USAR) units throughout the East Pilbara Local Government Area to conduct an impact assessment.

The evacuation centres were closed and the Department of Communities facilitated the relocation of evacuees either back to their homes or into more long-term temporary accommodation through commercial avenues.

A Local Recovery Group was formed on Wednesday, 19 April 2023 to coordinate the Shire recovery and to enable collaboration and sharing of resources between different stakeholders.

Shire staff have been redeployed to Cape Keraudren where clean up and detailed impact assessments have taken place. At the time of this report the impact assessment is nearing completion and Cape Keraudren is scheduled for reopening on Friday, 28 April 2023.

DFES provided its Impact Report for Tropical Cyclone Ilsa to the Shire on Monday, 24 April 2023. The next step will be for DFES to hand over the incident to the Shire to commence recovery activities.

The Shire is currently exploring financial assistance options for affected parties through the Lord Mayor's Distress Relief Fund (LMDRF).

## **POLICY IMPLICATION**

No known policy implications.

## **STRATEGIC COMMUNITY PLAN**

### **2: Social**

- 2 Safe, connected and family-friendly communities where all people thrive, and have their needs met at all ages and stages of life.
- 2.3 Advocacy and partnerships for addressing issues impacting safety of communities, and improving information sharing and coordination.
- 2.4 Promote healthy and safe lifestyle choices, and uphold public health and safety.

### **3. Built Environment**

- 3.5 Continue to invest in public spaces, amenities and heritage protection across the Shire.

## **RISK MANAGEMENT CONSIDERATIONS**

Health – Medium  
Service Interruption – Major  
Reputation – Major  
Compliance – Major  
Safety - Major

## **FINANCIAL IMPLICATIONS**

The Shire is currently going through the impact assessment process to ensure maximum use of the Disaster Relief Funding Arrangements WA (DRFAWA) and insurance to reduce the impact on the Shire.

## **VOTING REQUIREMENTS**

Simple Majority

## 11.2 DIRECTOR CORPORATE SERVICES

### 11.2.1 CREDITORS FOR PAYMENT

**Attachments:** [Appendix 1 - Payments for Council Endorsement March 2023](#)

**Responsible Officer:** Steve Leeson  
Director Corporate Services

**Author:** Sonia Morasutti  
Management Accountant

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** The Responsible Officer discloses a financial interest. He has expenses reimbursed detailed in the report. The author will remain in the Chambers to respond to questions arising from the report that do not relate to his disclosed interest.

#### COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 57)

**Moved:** Cr Kular

**Seconded:** Cr Baer

**That Council endorses the below payments for the period of 1 March 2023 to 31 March 2023:**

<b>Cheque Payments</b>	<b>\$756.50</b>
<b>EFT Payments</b>	<b>\$5,511,253.14</b>
<b>MasterCard Payments</b>	<b>\$47,770.65</b>
<b>Direct Payments</b>	<b>\$154,885.68</b>

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

---

## REPORT PURPOSE

To seek Council endorsement of payment to creditors.

## BACKGROUND

As per the attachment list, outlines payments made to creditors since the Council meeting on 24 March 2023.

## COMMENTS/OPTIONS/DISCUSSIONS

PAYMENT TYPE	VOUCHER	AMOUNT
Cheque	25228 - 25230	\$756.50
EFT Payments	EFT67674 - 68337	\$5,511,253.14
MasterCard		\$47,770.65
Direct Debit Payments	DD17915.1 – DD18004.36	\$154,885.68
<b>GRAND TOTAL</b>		<b><u>\$5,714,665.97</u></b>

*Please note the Shire's accounts payable system allows only a limited field for the description of goods/services purchased, therefore the description shown on the attached Schedule of Accounts may not be shown in its entirety.*

## CANCELLED AND UNUSED CHEQUES:

### Unused Cheques

Nil

### Cancelled Cheques & EFTs

Nil

## 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**

3.12 Corporate Credit Card

3.14 Procurement and Tender Procedures Policy

## **STRATEGIC COMMUNITY PLAN**

### **5: Governance**

G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.

G1.1 *Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.*

G1.4 *Ensure a high standard of organisational management and effectiveness*

## **RISK MANAGEMENT CONSIDERATIONS**

Compliance – Medium – Breach of *Local Government Act 1995*.

## **FINANCIAL IMPLICATIONS**

Total payments of \$5,714,665.97

## **VOTING REQUIREMENTS**

Simple Majority.

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
<b>Cheques</b>				
25228	16/03/2023	SOEP - REC CENTRE PETTY CASH	Recoup	\$ 140.00
25229	29/03/2023	Helen Mitchel	Rates refund for assessment A200511	\$ 546.50
25230	29/03/2023	SOEP - REC CENTRE PETTY CASH	Recoup	\$ 70.00
<b>Total Cheques</b>				<b>\$ 756.50</b>
<b>Electronic Fund Transfers (EFT)</b>				
EFT67674	01/03/2023	Adrienne Mortimer	Councillors Fees - February 2023	\$ 1,964.50
EFT67675	01/03/2023	Annabell Landy	Councillors Fees - February 2023	\$ 1,964.50
EFT67676	01/03/2023	Anthony Middleton	Councillors Fees - February 2023	\$ 7,328.50
EFT67677	01/03/2023	David Kular	Councillors Fees - February 2023	\$ 1,964.50
EFT67678	01/03/2023	Karen Lockyer	Councillors Fees - February 2023	\$ 1,964.50
EFT67679	01/03/2023	Lang Tree Eric Coppin	Councillors Fees - February 2023	\$ 1,964.50
EFT67680	01/03/2023	Matthew Anick	Councillors Fees - February 2023	\$ 1,964.50
EFT67681	01/03/2023	Peta Baer	Councillors Fees - February 2023	\$ 1,964.50
EFT67682	01/03/2023	Stacey Smith	Councillors Fees - February 2023	\$ 1,964.50
EFT67683	01/03/2023	Wendy McWhirter-Brooks	Councillors Fees - February 2023	\$ 3,149.92
EFT67684	01/03/2023	Coca-Cola Amatil (acct 6745685)	Drinks for Kiosk Resale	\$ 847.37
EFT67685	01/03/2023	HORIZON POWER	Supply address: LOT 9 FRANCIS STREET MARBLE BAR WA	\$ 5,656.10
EFT67686	01/03/2023	BUGAI WHYOUTLER	Artist Payment Ref # 14949	\$ 2,000.00
EFT67687	01/03/2023	CORBAN CLAUSE WILLIAMS	Artist Payment Ref # 14947	\$ 700.00
EFT67688	01/03/2023	DANIELLE BOOTH	Artist Payment Ref # 14944	\$ 465.00
EFT67689	01/03/2023	KUMPAYA GIRGIRBA	Artist Payment Ref # 14950	\$ 300.00
EFT67690	01/03/2023	MULYATINGKI MARNEY	Artist Payment Ref # 14951	\$ 300.00
EFT67691	01/03/2023	NOELEN GIBGIBA	Artist Payment Ref # 14945	\$ 306.79
EFT67692	01/03/2023	ROMA GIBSON	Artist Payment Ref # 14946	\$ 336.00
EFT67693	01/03/2023	TAMISHA WILLIAMS	Artist Payment Ref # 14948	\$ 65.00
EFT67694	01/03/2023	AHRENS GROUP PTY LTD	Kitchen renewal works	\$ 8,110.83
EFT67695	01/03/2023	ALLIED PICKFORDS (SIRVA PTY LTD)	Staff relocation expenses	\$ 220.00
EFT67696	01/03/2023	AVIAIR	Mail plane delivery Newman to Punmu, Parnngurr, Jigalong	\$ 123.40
EFT67697	01/03/2023	Annabell Landy	Travel reimbursement	\$ 339.55
EFT67698	01/03/2023	Austindo Engineering Pty Ltd	Staff housing Air Con Unit replacement	\$ 10,117.73

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT67699	01/03/2023	Australia Post - Credit Management	Monthly postage	\$ 102.50
EFT67700	01/03/2023	Australian Local Government Job Directory	Recruitment advertising	\$ 495.00
EFT67701	01/03/2023	Autopro Newman	Earpiece W/Vox Suit UH810S/820S/850S	\$ 799.80
EFT67702	01/03/2023	BEAUREPAIRES PORT HEDLAND	Supply tyres as per quote U526105428	\$ 3,071.14
EFT67703	01/03/2023	BJ YOUNG EARTHMOVING	Supply & Cart Topsoil Port Hedland to Newman	\$ 4,180.00
EFT67704	01/03/2023	BUDGET CAR & TRUCK RENTAL PERTH	Vehicle Hire	\$ 2,003.44
EFT67705	01/03/2023	Brianna Margaret Elton	Marketing services	\$ 1,000.00
EFT67706	01/03/2023	CADD Building Construction and Maintenance Pty Ltd	Staff housing concrete works parking area	\$ 4,492.68
EFT67707	01/03/2023	CHAPMAN & BAILEY	Framing of Artworks for Artbank project	\$ 11,370.61
EFT67708	01/03/2023	CLEANAWAY PTY LTD (acct 53651265)	Newman Streets Litter Control - Contract	\$ 74,952.02
EFT67709	01/03/2023	CM Technology Group t/a Trading as CMTG Networks	Veeam Backup including Offline Tape Storage	\$ 1,496.56
EFT67710	01/03/2023	COATES HIRE OPERATIONS PTY LTD	Generator hire (Diesel)	\$ 851.53
EFT67711	01/03/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Staff housing plumbing works	\$ 17,963.32
EFT67712	01/03/2023	Camera Electronic Pty Ltd	Service and Clean of camera kit lenses and camera bodies, 4 colour checkers 1 tripod 4 tripod attachment disks	\$ 1,044.00
EFT67713	01/03/2023	Cardile Fireworks	Delivery of fireworks display for Welcome to Newman event	\$ 16,500.00
EFT67714	01/03/2023	Centurion Transport Co Pty Ltd	Monthly Freight	\$ 185.71
EFT67715	01/03/2023	Corporate Travel Management Group Pty Ltd	Travel and accommodation	\$ 298.57
EFT67716	01/03/2023	Crisdale Group of Companies Pty Ltd ATF The Crisdale Unit Trust	Recruitment services	\$ 20,031.43
EFT67717	01/03/2023	Dick Tracey Contracting Pty Ltd	Maintenance contract RFT-05 2022/23	\$ 45,848.00
EFT67718	01/03/2023	ENVIRONMENTAL INDUSTRIES	Gardening services	\$ 4,641.67
EFT67719	01/03/2023	EXTERIA	Playground equipment Nullagine	\$ 55,829.40
EFT67720	01/03/2023	Enviropacific Services Limited	Supply and Deliver Sodium Hydroxide 8 x Flogard Corrosion Inhibitor 4 x Antiscalant	\$ 3,872.06
EFT67721	01/03/2023	GALVINS PLUMBING SUPPLIES	Parks & Gardens consumables	\$ 108.30
EFT67722	01/03/2023	Kunawarritji Aboriginal Corporation (Outback Stores)	Kunawarritji Art Shed rental charge 010123 - 300623	\$ 2,860.00
EFT67723	01/03/2023	Marble Bar Tourist Association	Quarterly MOU funding Q2 FY 2022/2023 1 Oct - 31 Dec 2022	\$ 7,500.00
EFT67724	01/03/2023	Minuteman Press Perth	NAIDOC 2022 Postcards	\$ 305.80
EFT67725	01/03/2023	NEWMAN HOME HARDWARE & ICE PLUS	Newman Depot consumables	\$ 833.57

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT67726	01/03/2023	NORTH WEST DISTRIBUTORS	Supplies for Kiosk Resale- Newman Aquatic Centre	\$ 2,134.33
EFT67727	01/03/2023	Newman Hotel Motel	Welcome to Newman security services	\$ 277.50
EFT67728	01/03/2023	Newman MM Pty Ltd - Mia Mia Newman	Welcome to Newman 2023. Accommodation booking x4 single rooms - 17th February - 19th February.	\$ 3,080.00
EFT67729	01/03/2023	PILBARA ELECTRICAL	Electrical items.	\$ 248.00
EFT67730	01/03/2023	PILBARA MOTOR GROUP	ARB Recovery kit and x-long recovery hitch and shackle	\$ 521.11
EFT67731	01/03/2023	Paul Miller	Reimbursement	\$ 100.00
EFT67732	01/03/2023	Pilbara Food Services	Supplies for Kiosk Resale- Newman Aquatic Centre	\$ 115.06
EFT67733	01/03/2023	Ragin Cajuns	Welcome to Newman event 2023 - Food vendor travel incentive	\$ 500.00
EFT67734	01/03/2023	Royal Life Saving Society - Western Australia	Short Sleeve Rashies	\$ 937.40
EFT67735	01/03/2023	SCOPE BUSINESS IMAGING	January 2023 - Printing costs	\$ 451.00
EFT67736	01/03/2023	SIGMA CHEMICALS	Hydrochloric acid 1000 LT	\$ 1,075.09
EFT67737	01/03/2023	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical	\$ 699.60
EFT67738	01/03/2023	SWAN TOWING	Collection of abandoned vehicles	\$ 660.00
EFT67739	01/03/2023	Shane Hayes	Reimbursement	\$ 101.43
EFT67740	01/03/2023	Shift Diesel and Earth	Maintenance service	\$ 462.00
EFT67741	01/03/2023	Specialist Apps Pty Ltd	Interactive Kiosk solutions	\$ 27,500.00
EFT67742	01/03/2023	Spick and Span Commercial Property Maintenance Pty Ltd	Cleaning as per fortnightly schedule for 2022/23	\$ 282.74
EFT67743	01/03/2023	Sportspower Newman	Whistles	\$ 312.00
EFT67744	01/03/2023	T J Depiazzi & Sons	120 m3 of Garden Mix delivered to Newman Caravan Park	\$ 11,968.55
EFT67745	01/03/2023	TELIA BILICH VANSELOW	Reimbursement	\$ 161.00
EFT67746	01/03/2023	TENDERLINK	Upload of RFT 09-2022/23 (Pest Management Services)	\$ 369.60
EFT67747	01/03/2023	Terrence Ray Sargent - Sole Trader	Contractual EHO Services - 16th January - 15th February-	\$ 7,950.00
EFT67748	01/03/2023	The Good Grocer Newman IGA	Cultural Awareness Training Catering	\$ 607.84
EFT67749	01/03/2023	VIVEK LOHAKARE - DJ	DJ - Welcome to Newman 2023 event	\$ 625.00
EFT67750	01/03/2023	WATER CORPORATION	Water Charges	\$ 296.00
EFT67751	03/03/2023	Austindo Engineering Pty Ltd	Newman Youth Centre works	\$ 3,856.05
EFT67752	03/03/2023	BHP BILLITON IRON ORE PTY LTD	Electricity Charges 150822 to 171022	\$ 40,700.00
EFT67753	03/03/2023	Buckman Enterprises t/a Code Hire	Drainage repairs	\$ 9,680.00
EFT67754	03/03/2023	CADD Building Construction and Maintenance Pty Ltd	Water Leak Investigation	\$ 4,629.44

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT67755	03/03/2023	CHILD SUPPORT AGENCY	Payroll deductions	\$ 1,282.44
EFT67756	03/03/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Water leak investigation and reports	\$ 25,711.42
EFT67757	03/03/2023	Complete Office Supplies	Stationery	\$ 636.11
EFT67758	03/03/2023	Dick Tracey Contracting Pty Ltd	Vegetation control at Newman airport	\$ 6,875.00
EFT67759	03/03/2023	Dunnings	Supply and Deliver 8000 litres to Newman Depot Distillate Bulk Qty 8200 Litres	\$ 60,286.37
EFT67760	03/03/2023	EAST PILBARA VETERINARY SERVICE	Vetinary services	\$ 60.00
EFT67761	03/03/2023	Enviropacific Services Limited	Newman airport reverse osmosis servicing	\$ 7,548.75
EFT67762	03/03/2023	Flowtek Plumbing and Gas Pty Ltd	Newman Aquatic Centre hot water system repairs	\$ 137.50
EFT67763	03/03/2023	Kambarang Services Pty Ltd	Training Sessions - 16/02/2023, 17/02/2023,	\$ 18,013.86
EFT67764	03/03/2023	Kelly Structural Design (Inyanga Investments)	Inspection and report of Newman Recreation Centre Whaleback Court, Basketball frames and walls	\$ 2,805.00
EFT67765	03/03/2023	LANDGATE (DOLA)	Land administration services	\$ 127.50
EFT67766	03/03/2023	MARBLE BAR HOLIDAY PARK	Refill BBQ gas bottle for VFES Community BBQ - RSL Park	\$ 65.00
EFT67767	03/03/2023	MCLEODS BARRISTERS & SOLICITORS	Provision of Legal Advice	\$ 846.90
EFT67768	03/03/2023	NEWMAN HOME HARDWARE & ICE PLUS	Supply Paint, Potting Mix & Fertiliser for Aquatic Centre	\$ 1,444.40
EFT67769	03/03/2023	Newman MM Pty Ltd - Mia Mia Newman	Cultural Awareness Trainer - Accommodation	\$ 243.50
EFT67770	03/03/2023	PILBARA META MAYA	Electricity Charges - 25 October to 21 November 2022	\$ 218.72
EFT67771	03/03/2023	PILBARA MOTOR GROUP	Maintenance service & repair	\$ 4,743.52
EFT67772	03/03/2023	RGR ROAD HAULAGE (NEWMAN)	Freight for Maddington Concrete Products	\$ 11,611.51
EFT67773	03/03/2023	SIGMA CHEMICALS	Sigma Liquid Chlorine 1000LT 1791	\$ 724.90
EFT67774	03/03/2023	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical	\$ 305.80
EFT67775	03/03/2023	Spick and Span Commercial Property Maintenance Pty Ltd	Internal Clean	\$ 1,897.43
EFT67776	03/03/2023	Sportspower Newman	36 x gift cards for the 2023 Newman Triathlon - Competitor prizes	\$ 3,885.00
EFT67777	03/03/2023	T-QUIP	SUPPLY AND DELIVER PARTS	\$ 591.80
EFT67778	03/03/2023	The Good Grocer Newman IGA	Cultural Awareness Training Catering on 16 February 2023	\$ 220.00
EFT67779	03/03/2023	UNIFORMS AT WORK PTY LTD	Freight Cost Uniform Orders - October 2022 - February 2023	\$ 361.53
EFT67780	03/03/2023	WESTRAC PTY LTD	Supply cutting edges for graders as per quote #04Q040695	\$ 18,825.62

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT67781	09/03/2023	BUGAI WHYOULTER	Artist Payment Ref # 15008	\$ 2,000.00
EFT67782	09/03/2023	CORBAN CLAUSE WILLIAMS	Artist Payment Ref # 14994	\$ 400.00
EFT67783	09/03/2023	CYRIL WHYOULTER	Artist Payment Ref # 15006	\$ 231.00
EFT67784	09/03/2023	Cheyenne Taylor	Artist Payment Ref # 14953	\$ 337.50
EFT67785	09/03/2023	DANIELLE BOOTH	Artist Payment Ref # 15005	\$ 93.75
EFT67786	09/03/2023	Derrick Butt	Artist Payment Ref # 14995	\$ 200.00
EFT67787	09/03/2023	KUMPAYA GIRGIRBA	Artist Payment Ref # 15010	\$ 300.00
EFT67788	09/03/2023	LORNA LINMURRA	Artist Payment Ref # 14996	\$ 993.00
EFT67789	09/03/2023	MARIANNE BURTON	Artist Payment Ref # 14956	\$ 1,000.00
EFT67790	09/03/2023	MULYATINGKI MARNEY	Artist Payment Ref # 15009	\$ 300.00
EFT67791	09/03/2023	Mary Larry	Artist Payment Ref # 14954	\$ 417.00
EFT67792	09/03/2023	Peggy Gibbs	Artist Payment Ref # 14993	\$ 231.00
EFT67793	09/03/2023	ROMA GIBSON	Artist Payment Ref # 14955	\$ 420.00
EFT67794	09/03/2023	Yvonne Mandijalu	Artist Payment Ref # 15007	\$ 500.00
EFT67795	09/03/2023	Austindo Engineering Pty Ltd	Repairs Newman Aquatic Centre	\$ 428.45
EFT67796	09/03/2023	BEAUREPAIRES PORT HEDLAND	Fit 8 Drive Tyres to Kenworth T650	\$ 623.60
EFT67797	09/03/2023	Blackwoods	WWTP Supplies	\$ 4,052.44
EFT67798	09/03/2023	CAM MANAGEMENT SOLUTIONS (CAMMS)	Annual Licence Fee for CAMMS Project Module	\$ 5,500.00
EFT67799	09/03/2023	CHAPMAN & BAILEY	RFT 10-202021 - Art Supplies	\$ 1,425.00
EFT67800	09/03/2023	CJD EQUIPMENT	Supply parts as per quote 0050409959	\$ 223.32
EFT67801	09/03/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Installation of New Solar System.	\$ 4,426.05
EFT67802	09/03/2023	Centurion Transport Co Pty Ltd	Freight for Reticulation parts from Perth - Newman.	\$ 504.01
EFT67803	09/03/2023	Dick Tracey Contracting Pty Ltd	Vegetation maintenance	\$ 13,200.00
EFT67804	09/03/2023	ENVIRONMENTAL INDUSTRIES	Weed Spraying and General Tidying	\$ 790.82
EFT67805	09/03/2023	ES2 Enterprise Solutions	WiFi 6 supply	\$ 4,125.22
EFT67806	09/03/2023	EUROFINS ARL PTY LTD	ARL Main Account for September 2021	\$ 1,728.65
EFT67807	09/03/2023	Flowtek Plumbing and Gas Pty Ltd	NEWMAN AQUATIC CENTRE - SOLAR HWS REPAIR	\$ 677.38
EFT67808	09/03/2023	Fortescue Golf Club Inc.	Contribution for Business After Hours event	\$ 582.73
EFT67809	09/03/2023	Fuji Xerox Australia Pty Ltd	Fujifilm Copier Monthly Charges - Rental & Usage	\$ 148.50
EFT67810	09/03/2023	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Tyres for NWMF trailer.	\$ 577.50
EFT67811	09/03/2023	HART SPORT	2023 Newman Triathlon Medallions and Trophies	\$ 1,637.00
EFT67812	09/03/2023	Incite Security Pty Ltd	Supply and Deliver to Newman Airport various programmed keys and remotes	\$ 199.44

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT67813	09/03/2023	KOMATSU AUSTRALIA PTY LTD	Supply parts as per quote #Q003050918	\$ 9,948.24
EFT67814	09/03/2023	MCHAFFIE TRANSPORT AUSTRALIA PTY LTD	Transport of mattress's from Newman Waste Management Facility to Soft Landing - Wangara	\$ 1,150.74
EFT67815	09/03/2023	MCLEODS BARRISTERS & SOLICITORS	Professional and legal advice	\$ 949.37
EFT67816	09/03/2023	MSS SECURITY PTY LTD	Provide Security Screeners	\$ 141,549.43
EFT67817	09/03/2023	Marble Bar General Store	Supply groceries for bush crew	\$ 609.54
EFT67818	09/03/2023	Marble Bar Roadhouse and Travellers Rest	Accommodation and meals	\$ 330.00
EFT67819	09/03/2023	Mark Keogh Pty Ltd tas Mark Keogh Training	Pool Lifeguard Training Course	\$ 1,696.00
EFT67820	09/03/2023	Minuteman Press Perth	Printing of artwork onto canvas	\$ 269.18
EFT67821	09/03/2023	NEWMAN HOME HARDWARE & ICE PLUS	Safety gear including gloves, servicing of rifles, firearms awareness course.	\$ 1,281.56
EFT67822	09/03/2023	NEWMAN VETERINARY HOSPITAL	Animal treatment from Newman Vets.	\$ 280.50
EFT67823	09/03/2023	Nintex Pty Ltd	Yearly Subscription - Promapp Enterprise	\$ 24,558.64
EFT67824	09/03/2023	OFFICEWORKS BUSINESS DIRECT	Office Supplies	\$ 458.95
EFT67825	09/03/2023	Osborne Autos Pty Ltd	Supply and Deliver Isuzu Ute D-Max 22MY SX	\$ 65,050.64
EFT67826	09/03/2023	PARKER BLACK & FORREST PTY LTD	Supply and deliver 10x A-F Padlock	\$ 2,273.15
EFT67827	09/03/2023	PARNGGURR ABORIGINAL	Food vouchers for artist painting on Bushfoods painting in Parnngurr community	\$ 137.50
EFT67828	09/03/2023	PILBARA ELECTRICAL	Supplies for Newman Waste Management Facility	\$ 38.00
EFT67829	09/03/2023	PILBARA MOTOR GROUP	Carry Out 120 months/200,000km service	\$ 3,963.75
EFT67830	09/03/2023	PIRTEK NEWMAN	Hydraulic repairs NWMF	\$ 259.05
EFT67831	09/03/2023	Paul Miller	Reimbursement	\$ 24.00
EFT67832	09/03/2023	RGR ROAD HAULAGE (NEWMAN)	Freight 4 pallets of plants from Perth to Newman	\$ 2,719.72
EFT67833	09/03/2023	SIGMA CHEMICALS	Sigma Liquid chlorine 1000lt 1791	\$ 2,045.45
EFT67834	09/03/2023	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical	\$ 2,062.50
EFT67835	09/03/2023	STOCKMAN ENGINEERING	For the supply of 10 x sets of wire for couplings at WWTP	\$ 6,204.00
EFT67836	09/03/2023	Spick and Span Commercial Property Maintenance Pty Ltd	AIRPORT FACILITIES - CLEANING SERVICES	\$ 40,542.23
EFT67837	09/03/2023	Sungem Investments T/as Marina Bricklayers	Repair paving	\$ 3,366.00
EFT67838	09/03/2023	TENDERLINK	Upload RFT 13-2022/23 (Architectural Services Terminal Expansion) to Tenderlink Portal	\$ 184.80
EFT67839	09/03/2023	TYREPOWER NEWMAN	Carry out diagnostics and tyre replacement	\$ 2,404.55
EFT67840	09/03/2023	UNIFORMS AT WORK PTY LTD	Uniform Order January 2023	\$ 1,297.17

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT67841	09/03/2023	VicFlow Pty Ltd	Dry hire of water truck for 12 months at Newman Waste Management Facility	\$ 36,686.10
EFT67842	09/03/2023	WESTRAC PTY LTD	Supply parts for 329 DL excavator	\$ 16,910.91
EFT67843	09/03/2023	WURTH AUSTRALIA PTY LTD	Supply parts	\$ 186.18
EFT67844	09/03/2023	Water Infrastructure Science And Engineering (WISE)	Detailed Design and Project Superintendent Services for Solare Photovoltaic (PV) System	\$ 3,311.00
EFT67845	09/03/2023	Work Health Professionals	Audiometric Testing for outdoor staff	\$ 3,003.00
EFT67939	09/03/2023	BOC GASES	Container Service - Daily Tracking for Period 29.12.2022 to 28.01.2023 Air Indust G Size	\$ 264.30
EFT67940	13/03/2023	ALL-RID PEST MANAGEMENT	Termite barrier treatment	\$ 2,129.20
EFT67941	13/03/2023	Andrea Ahipene	Electricity Reimbursement	\$ 440.58
EFT67942	13/03/2023	Atlas Iron Pty Ltd	Construction of Marble Bar Aerodrome Upgrade	\$ 615,206.74
EFT67943	13/03/2023	Austindo Engineering Pty Ltd	Laundry repairs Marble Bar Units	\$ 725.56
EFT67944	13/03/2023	BROOKS HIRE SERVICES PTY LTD	Hire of WA320 Loader Newman Landfill	\$ 11,721.60
EFT67945	13/03/2023	BUDGET CAR & TRUCK RENTAL PERTH	Car Hire	\$ 1,602.41
EFT67946	13/03/2023	Christopher Scanlan	Reimbursement	\$ 165.93
EFT67947	13/03/2023	ENVIRONMENTAL INDUSTRIES	Garden services	\$ 2,017.08
EFT67948	13/03/2023	Eric Plet	Reimbursement	\$ 3,100.35
EFT67949	13/03/2023	Ertech Pty Ltd	Liquid Waste Facility Upgrade Solar Power System	\$ 772,061.61
EFT67950	13/03/2023	Frank Ashworth	Reimbursement	\$ 595.58
EFT67951	13/03/2023	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Carry out tyre replacement	\$ 470.50
EFT67952	13/03/2023	Gordon Bell	Reimbursement	\$ 102.38
EFT67953	13/03/2023	JH Computer Services	Supply 5x HP Elite books	\$ 9,772.40
EFT67954	13/03/2023	Jamie Gibson	Reimbursement	\$ 835.65
EFT67955	13/03/2023	Joshua Brown	Reimbursement	\$ 1,129.30
EFT67956	13/03/2023	KMART AUSTRALIA LTD	Supply white goods for caravan camp	\$ 119.00
EFT67957	13/03/2023	Kellbush Pty Ltd Northside Rentals / NSR Hire	Machine Hire	\$ 8,866.55
EFT67958	13/03/2023	LGIS Liability Scheme	Excess on insurance claim	\$ 500.00
EFT67959	13/03/2023	LISA DAVIS	Reimbursement	\$ 848.88
EFT67960	13/03/2023	LISA DEVEREUX	Reimbursement	\$ 63.00
EFT67961	13/03/2023	MCHAFFIE TRANSPORT AUSTRALIA PTY LTD	Transport of mattress's from Newman Waste Management	\$ 9,871.26
EFT67962	13/03/2023	MCINTOSH & SON	Supply parts	\$ 2,003.73

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT67963	13/03/2023	MCLEODS BARRISTERS & SOLICITORS	Legal Advice	\$ 1,427.80
EFT67964	13/03/2023	Marble Bar General Store	Supply groceries for grader camps	\$ 2,468.25
EFT67965	13/03/2023	Marble Bar Roadhouse and Travellers Rest	Diesel	\$ 570.66
EFT67966	13/03/2023	Mathew Scott Pennington	Reimbursement	\$ 170.79
EFT67967	13/03/2023	Max Trowbridge	Reimbursement	\$ 1,061.74
EFT67968	13/03/2023	Michael Zion	Reimbursement	\$ 243.13
EFT67969	13/03/2023	NEWMAN HOME HARDWARE & ICE PLUS	Parks and Gardens supplies	\$ 2,209.54
EFT67970	13/03/2023	Natural Power Solutions Pty Ltd	Eaton 9PX 6KVA UPS - Replacement for Newman Town Square	
			Comms and Radio Hill	\$ 33,924.00
EFT67971	13/03/2023	Nully Capital Pty Ltd	Supply 400 litres of unleaded for Nullagine depot	\$ 1,117.82
EFT67972	13/03/2023	PILBARA ELECTRICAL	65IN UHD SMART LED TV- Depot Meeting Room	\$ 1,395.00
EFT67973	13/03/2023	PILBARA MOTOR GROUP	Vehicle service	\$ 977.87
EFT67974	13/03/2023	PIRTEK NEWMAN	Service to Newman Waste Facilities	\$ 321.62
EFT67975	13/03/2023	Paramount Earthmoving Pty Ltd	Hire of Landfill Compactor	\$ 28,600.00
EFT67976	13/03/2023	Pilbara Food Services	Kiosk supplies	\$ 182.84
EFT67977	13/03/2023	Pilbara Solutions Pty Ltd T/A Hedland Mobile Windscreens	Carry out windscreen replacement	
				\$ 550.00
EFT67978	13/03/2023	Pilbara Trees Pty Limited	Fell and Stump- Tall Palm Tree	\$ 10,319.82
EFT67979	13/03/2023	RGR ROAD HAULAGE (NEWMAN)	Delivery of 2X Dongas from Newman to Marble Bar Depot	
				\$ 5,743.27
EFT67980	13/03/2023	Redfish Technologies Pty Ltd	Newman Council Live Streaming Addition to main system	
				\$ 14,920.40
EFT67981	13/03/2023	Repco Auto Parts (Port Hedland)	Supply parts as per quote VU53789	\$ 52.80
EFT67982	13/03/2023	SEEK LIMITED	SEEK Job Ad	\$ 1,677.50
EFT67983	13/03/2023	SIGMA CHEMICALS	CALHYPO40 5 x 45kg Granular Chlorine	\$ 5,940.30
EFT67984	13/03/2023	STOCKMAN ENGINEERING	Replacement of bearings on failed shaft at the Newman WWTP.	
				\$ 32,710.70
EFT67985	13/03/2023	SWAN TOWING	Collection of abandoned vehicles	\$ 660.00
EFT67986	13/03/2023	Shane Hayes	Reimbursement	\$ 330.59
EFT67987	13/03/2023	Sungem Investments T/as Marina Bricklayers	Repairs to paved walkways	\$ 8,393.00
EFT67988	13/03/2023	TNT Australia Pty Limited	Monthly Freight	\$ 6,086.98
EFT67989	13/03/2023	UNIFORMS AT WORK PTY LTD	PPE Uniforms	\$ 959.75
EFT67990	13/03/2023	Veronica Hains	Reimbursement	\$ 452.14

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT67991	13/03/2023	WATERCHOICE (AUST) PTY LTD	Newman Admin Building 2 water filtration systems lease	\$ 1,300.00
EFT67992	13/03/2023	WESTRAC PTY LTD	Maintenance service & repairs for aircon	\$ 7,642.30
EFT67993	16/03/2023	AMY FRENCH	Artist Payment Ref # 15013	\$ 257.81
EFT67994	16/03/2023	BUGAI WHYOUTLER	Artist Payment Ref # 15022	\$ 2,000.00
EFT67995	16/03/2023	CORBAN CLAUSE WILLIAMS	Artist Payment Ref # 15014	\$ 1,042.60
EFT67996	16/03/2023	Curtis Taylor	Artist Payment Ref # 15026	\$ 4,000.00
EFT67997	16/03/2023	ELIZABETH TOBY	Artist Payment Ref # 15018	\$ 777.60
EFT67998	16/03/2023	JUDITH ANYA SAMSON	Artist Payment Ref # 15017	\$ 50.00
EFT67999	16/03/2023	JULIA BURTON	Artist Payment Ref # 15019	\$ 300.00
EFT68000	16/03/2023	Julie Sailor	Artist Payment Ref # 15012	\$ 654.00
EFT68001	16/03/2023	KUMPAYA GIRGIRBA	Artist Payment Ref # 300	\$ 300.00
EFT68002	16/03/2023	Lynette Rowlands	Artist Payment Ref # 15020	\$ 1,142.40
EFT68003	16/03/2023	MARIANNE BURTON	Artist Payment Ref # 15021	\$ 160.00
EFT68004	16/03/2023	MULYATINGKI MARNEY	Artist Payment Ref # 15023	\$ 300.00
EFT68005	16/03/2023	Marlene Anderson	Artist Payment Ref # 15016	\$ 52.00
EFT68006	16/03/2023	THELMA JUDSON	Artist Payment Ref # 15015	\$ 297.00
EFT68007	16/03/2023	ADD Business Group Pty Ltd ADD Electrical Pty Ltd	Carry out Maintenance Electrical Test and Tag	\$ 2,442.29
EFT68008	16/03/2023	ALLIED PICKFORDS (SIRVA PTY LTD)	Relocation Expenses	\$ 5,841.00
EFT68009	16/03/2023	AUSTRALIAN ART COLLECTOR MAGAZINE	AC IAGG DPS Editorial 2023	\$ 2,090.00
EFT68010	16/03/2023	AUSTSWIM	AUSTSWIM Teacher & Water Safety Course	\$ 365.00
EFT68011	16/03/2023	Austindo Engineering Pty Ltd	17x maintenance and repair works invoices	\$ 16,372.45
EFT68012	16/03/2023	Australian Local Government Job Directory	LG Jobs Directory Job Advertising	\$ 990.00
EFT68013	16/03/2023	Autopro Newman	EARPIECE MIC W/VOX	\$ 84.97
EFT68014	16/03/2023	BENARA NURSERIES	Supply plants as per quote	\$ 4,353.82
EFT68015	16/03/2023	Beyond Clarity	Monthly ProPlus Subscription - GPS units	\$ 1,859.55
EFT68016	16/03/2023	Blackwoods	WWTP Supplies	\$ 36.48
EFT68017	16/03/2023	Buckman Enterprises t/a Code Hire	Hire of plant and operators for Airport taxiway repair	\$ 1,375.00
EFT68018	16/03/2023	COATES HIRE	Hire Lighting Tower for Airport Maintenance	\$ 715.17
EFT68019	16/03/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Maintenance, repairs and installations. 14 invoices.	\$ 22,576.36
EFT68020	16/03/2023	Cheryl Wainwright	Reimbursement	\$ 1,605.71
EFT68021	16/03/2023	Corporate Travel Management Group Pty Ltd	Travel and accommodation	\$ 1,658.40
EFT68022	16/03/2023	Corsign WA Pty Ltd	Supply 10 x 1.1 Mtr Springy Posts with Base Plates and R2-3A Keep Left Signs	\$ 3,560.15

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68023	16/03/2023	Danthonia Designs	SoEP Entrance Signage - Bolt Cages	\$ 1,964.60
EFT68024	16/03/2023	Darryl Wayne Ball	Camp Groceries	\$ 500.95
EFT68025	16/03/2023	Dick Tracey Contracting Pty Ltd	ADDHOC VEGETATION WORKS	\$ 71,104.00
EFT68026	16/03/2023	EAST PILBARA EARTHMOVING PTY LTD	Plant Hire operators and camp for stage 2 gravel resheet Jigalong Road	\$ 111,155.00
EFT68027	16/03/2023	ENVIRONMENTAL INDUSTRIES	Newman Airport inc Park area near housing, and Car Park - Landscape Maintenance	\$ 37,504.84
EFT68028	16/03/2023	Farmarama Pty Ltd	Supply Yara Mila Complex NPK Fertilizer 4x Pallets	\$ 10,982.40
EFT68029	16/03/2023	Fiona Robinson	Reimbursement	\$ 1,600.21
EFT68030	16/03/2023	Flowtek Plumbing and Gas Pty Ltd	WATER SUPPLY REPAIR DEPOT	\$ 1,673.00
EFT68031	16/03/2023	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Truck repair and disposal	\$ 491.70
EFT68032	16/03/2023	Gerard Dhu	Reimbursement	\$ 584.58
EFT68033	16/03/2023	HOSPITALITY INN PORT HEDLAND	RPT Bus - Accommodation and meals	\$ 2,613.00
EFT68034	16/03/2023	Hedland Auto Electrics Pty Ltd	Diagnose aircon fault	\$ 1,919.50
EFT68035	16/03/2023	Karen Lesley Hunter	Rates advisory services	\$ 1,440.00
EFT68036	16/03/2023	LG Community Partners Pty Ltd	Finance Consultancy Services	\$ 8,800.00
EFT68037	16/03/2023	MARBLE BAR HOLIDAY PARK	Marble Bar accommodation	\$ 320.00
EFT68038	16/03/2023	MARKETFORCE	Advertising in West Australian	\$ 2,617.64
EFT68039	16/03/2023	MOMAR AUSTRALIA PTY LTD	Supply products for Marble Bar Depot	\$ 8,252.81
EFT68040	16/03/2023	MT NEWMAN FURNITURE & BEDDING	Officer Furniture	\$ 3,927.00
EFT68041	16/03/2023	Mathew Scott Pennington	Reimbursement	\$ 100.00
EFT68042	16/03/2023	MoJo Active Australia	Custom branded Mojo hooded gym towels Mesh bag with company logo included	\$ 1,421.42
EFT68043	16/03/2023	NEWMAN HOME HARDWARE & ICE PLUS	Supply Turf - Sir Walter Turf Roll 1362m2	\$ 37,015.39
EFT68044	16/03/2023	Newman Crushers Rugby League Club	Community group to provide BBQ catering for Australia Day pool party.	\$ 500.00
EFT68045	16/03/2023	Nully Capital Pty Ltd	RPT Bus - meals and accommodation	\$ 322.00
EFT68046	16/03/2023	PARKER BLACK & FORREST PTY LTD	A-F PADLOCK STAMPED WITH 38MM SHACKLE X15	\$ 3,395.98
EFT68047	16/03/2023	PILBARA ELECTRICAL	Minor electrical equipment items for the field- Parnngurr and Punmu	\$ 557.95
EFT68048	16/03/2023	PILBARA MOTOR GROUP	Carry Out installation of dual wheel carrier, Solar panel	\$ 9,749.14
EFT68049	16/03/2023	Paul Miller	Reimbursement	\$ 100.00
EFT68050	16/03/2023	Phillip Quartermaine	Food for Bush Crew	\$ 42.09

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68051	16/03/2023	Pilbara Food Services	Kiosk supplies	\$ 2,058.35
EFT68052	16/03/2023	Pilbara Solutions Pty Ltd T/A Hedland Mobile Windscreens	Windscreen replacement and recalibration	\$ 2,786.00
EFT68053	16/03/2023	Pilbara Trees Pty Limited	Remove- Stump- Shape- Crown Trees	\$ 3,622.66
EFT68054	16/03/2023	RKT Maintenance Service RKT Maintenance Service	Garden reticulation repairs	\$ 85.00
EFT68055	16/03/2023	Red Sands Tavern	Social Club Events October - December 2022	\$ 464.00
EFT68056	16/03/2023	SONIC HEALTHPLUS PTY LTD	Pre-employment Medical	\$ 393.80
EFT68057	16/03/2023	Saxon Smaill	Successful Excellence Grant - WACA 2023 Under 14's Regional Development Carnival	\$ 500.00
EFT68058	16/03/2023	Shane Hayes	Reimbursement	\$ 100.00
EFT68059	16/03/2023	Specialist Apps Pty Ltd	Pilbara East mobile phone app development	\$ 25,850.00
EFT68060	16/03/2023	Spick and Span Commercial Property Maintenance Pty Ltd	GROUP 2 - COMMUNITY FACILITIES - CLEANING SERVICES	\$ 42,944.57
EFT68061	16/03/2023	TRAFFIC FORCE	Newman Triathlon - Traffic Management Plan	\$ 378.40
EFT68062	16/03/2023	TYREPOWER NEWMAN	Service & Parts	\$ 2,293.43
EFT68063	16/03/2023	Tari Jeffers	Reimbursement	\$ 586.31
EFT68064	16/03/2023	UNIFORMS AT WORK PTY LTD	PPE Uniforms	\$ 334.02
EFT68065	16/03/2023	Water Infrastructure Science And Engineering (WISE)	Newman Liquid Waste Facility Upgrade & Solar Power System	\$ 33,907.19
EFT68066	16/03/2023	Wormald Australia Pty Ltd	Supply and Install 2x Fire Extinguishers- Disposal Of Used Units- Supply and Install FB Sign	\$ 2,408.56
EFT68067	17/03/2023	Helene Pty Ltd T/as LO-GO APPOINTMENTS WA""	Labour Hire	\$ 3,590.98
EFT68068	17/03/2023	Theresa Foster ta Newman Graffiti Removal	Town Maintenance. Graffiti Removal	\$ 1,676.40
EFT68069	17/03/2023	WATER CORPORATION	WATER CHARGES	\$ 93,422.91
EFT68070	23/03/2023	Angus Butt	ARTIST PAYMENT-15053	\$ 123.00
EFT68071	23/03/2023	BEVERLEY ROGERS	ARTIST PAYMENT 15035	\$ 600.00
EFT68072	23/03/2023	BUGAI WHYOULTER	ARTIST PAYMENT 15056	\$ 2,000.00
EFT68073	23/03/2023	CORBAN CLAUSE WILLIAMS	ARTIST PAYMENT 15036	\$ 900.00
EFT68074	23/03/2023	Chloe Jadai	ARTIST PAYMENT-15030	\$ 200.00
EFT68075	23/03/2023	Ciarn Dean-Bullen	ARTIST PAYMENT 15042	\$ 550.00
EFT68076	23/03/2023	Curtis Taylor	ARTIST PAYMENT 15046	\$ 2,500.00
EFT68077	23/03/2023	DANIELLE BOOTH	ARTIST PAYMENT-15043	\$ 187.50
EFT68078	23/03/2023	Derrick Butt	ARTIST PAYMENT,15040	\$ 800.00

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68079	23/03/2023	Desmond Taylor	ARTIST PAYMENT 15041	\$ 4,000.00
EFT68080	23/03/2023	IGNATIUS PAUL TAYLOR	ARTIST PAYMENT 15032	\$ 1,000.00
EFT68081	23/03/2023	JUDITH ANYA SAMSON	ARTIST PAYMENT 15034	\$ 1,500.00
EFT68082	23/03/2023	Jenny Butt	ARTIST PAYMENT-15037	\$ 600.00
EFT68083	23/03/2023	KUMPAYA GIRGIRBA	ARTIST PAYMENT-15058	\$ 300.00
EFT68084	23/03/2023	Kiarah Jadaï	ARTIST PAYMENT- 15029	\$ 318.13
EFT68085	23/03/2023	Levina Biljabu	ARTIST PAYMENT-15044	\$ 256.05
EFT68086	23/03/2023	MULYATINGKI MARNEY	ARTIST PAYMENT 15045	\$ 800.00
EFT68087	23/03/2023	NOLA TAYLOR	ARTIST PAYMENT 15038	\$ 500.00
EFT68088	23/03/2023	Nedwinna Girgirba Oates	ARTIST PAYEMNT-15055	\$ 279.00
EFT68089	23/03/2023	ROXANNE NEWBERRY	ARTIST PAYMENT-15033	\$ 39.60
EFT68090	23/03/2023	Robina Clause	ARTIST PAYMENT 15047	\$ 400.00
EFT68091	23/03/2023	Sarafina Dickie	ARTIST PAYMENT 15049	\$ 61.50
EFT68092	23/03/2023	Shaylene Taylor	ARTIST PAYMENT 15051	\$ 76.88
EFT68093	23/03/2023	YIKARTU BUMBA	ARTIST PAYMENT 15039	\$ 732.60
EFT68094	23/03/2023	ADVAM PTY LTD	Credit Card payment processing services for Car Park Stations at Newman Airport	\$ 363.70
EFT68095	23/03/2023	AHRENS GROUP PTY LTD	Staff housing upgrade works	\$ 42,466.45
EFT68096	23/03/2023	ALL-RID PEST MANAGEMENT	Annual Termite inspection and treatment	\$ 220.00
EFT68097	23/03/2023	AMIAD WATER SYSTEMS	Filter Elements for Wastewater Treatment Plant	\$ 7,409.60
EFT68098	23/03/2023	AQUACELL PTY LTD	Auger replacement - WWTP	\$ 28,540.60
EFT68099	23/03/2023	Amalgamated Movies Non Theatrical Film Distributors	Purchase of Twilight Movie Screening rights for Jasper Jones	\$ 165.00
EFT68100	23/03/2023	Austindo Engineering Pty Ltd	Repairs, maintenance and installations. 34 invoices.	\$ 50,323.08
EFT68101	24/03/2023	Andrea Ahipene	Reimbursement	\$ 59.80
EFT68102	24/03/2023	Anna Spencer	Reimbursement	\$ 930.09
EFT68103	24/03/2023	Austindo Engineering Pty Ltd	Newman Airport- Building Maintenance	\$ 11,571.99
EFT68104	24/03/2023	Autopro Newman	Supply Coolant	\$ 266.94
EFT68105	24/03/2023	BEAUREPAIRES PORT HEDLAND	Supply and fit new tyre	\$ 290.33
EFT68106	24/03/2023	BHP BILLITON IRON ORE PTY LTD	Electricity charges	\$ 48,846.09
EFT68107	24/03/2023	BROOKS HIRE SERVICES PTY LTD	Hire Smooth Drum Roller for Newman	\$ 4,175.82
EFT68108	24/03/2023	Beyond Clarity	GPS Monthly Subscription	\$ 1,859.55
EFT68109	24/03/2023	Binbirri Contracting Pty Ltd	Supply dozer and operator to win gravel for project	\$ 36,311.00

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68110	24/03/2023	Blackwoods	Supply goods as per quote	\$ 1,171.86
EFT68111	24/03/2023	Brianna Margaret Elton	Marketing services	\$ 1,500.00
EFT68112	24/03/2023	Buckman Enterprises t/a Code Hire	Carry out Civil works around new depot building	\$ 9,680.00
EFT68113	24/03/2023	CADD Building Construction and Maintenance Pty Ltd	Staff housing Capital Works Upgrade to bathroom, laundry, toilet, kitchen and storeroom	\$ 125,636.70
EFT68114	24/03/2023	CJD EQUIPMENT	Hosetenna - Chrome and Boot-Shift Levers as per Quote 0050418869	\$ 520.99
EFT68115	24/03/2023	CLEANAWAY PTY LTD (acct 53963365)	Newman Streets Litter Control - Contract	\$ 74,952.02
EFT68116	24/03/2023	CUSTOM GEAR	Custom protein shakers merchandise	\$ 1,719.47
EFT68117	24/03/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Staff housing investigation and repairs	\$ 21,308.43
EFT68118	24/03/2023	Cheryl Wainwright	Reimbursement	\$ 947.27
EFT68119	24/03/2023	Corporate Travel Management Group Pty Ltd	Travel and accommodation	\$ 2,116.60
EFT68120	24/03/2023	Creative Ten Family Trust	Airport FIDS - CloudTen Server Hosting	\$ 1,524.69
EFT68121	24/03/2023	DESIGNA AUSTRALIA PTY LTD	Provision of comprehensive car park maintenance services at Newman Airport	\$ 6,457.10
EFT68122	24/03/2023	Dick Tracey Contracting Pty Ltd	Vegetation maintenance works	\$ 48,507.50
EFT68123	24/03/2023	ES2 Enterprise Solutions	Meraki MR Enterprise License for depot access point	\$ 432.70
EFT68124	24/03/2023	EUROFINS ARL PTY LTD	RFQ-05 2021/22 PROVISION OF WATER SAMPLING ANALYSIS	\$ 1,734.15
EFT68125	24/03/2023	Enviropacific Services Limited	Supply and Deliver Sodium Hydroxide and Hypochlorite for Airport - Including Freight (Dangerous Goods)	\$ 13,413.95
EFT68126	24/03/2023	FLEX FITNESS	Armortech Attachment Storage Tree	\$ 309.10
EFT68127	24/03/2023	FMG Pilbara Pty Ltd	Rates refund for assessment A704320 LOT E46/01349 EXPLORATION LICENCE	\$ 19,676.43
EFT68128	24/03/2023	Farmarama Pty Ltd	Supply 20L Glyphix Max 540 as per Quote	\$ 9,768.00
EFT68129	24/03/2023	Flowtek Plumbing and Gas Pty Ltd	LOT 38 IRON ORE PARADE (RESERVE) OPPOSITE NEWMAN HOUSE - BACKFLOW PIPE TEST LEAK REPAIR	\$ 1,783.78
EFT68130	24/03/2023	Fuji Xerox Australia Pty Ltd	STATIONERY & PRINTING- NEWMAN	\$ 624.25
EFT68131	24/03/2023	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	SUPPLY AND FIT TYRES AS PER QUOTE 00045214	\$ 6,651.00
EFT68132	24/03/2023	GALVINS PLUMBING SUPPLIES	Monthly Purchase Order for Newman Depot - March 2023	\$ 476.85
EFT68133	24/03/2023	GOESCAPE Pty Ltd	Carry out electrical repairs to caravan #2771	\$ 4,111.84
EFT68134	24/03/2023	Gianna Mazzeo	Waru and Arts worker film work	\$ 3,300.00
EFT68135	24/03/2023	HEDLAND EMPORIUM PTY LTD	Supply goods as per quote #17472	\$ 431.00

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68136	24/03/2023	HOSPITALITY INN PORT HEDLAND	1 nights accommodation and meals	\$ 367.00
EFT68137	24/03/2023	Hedland Home Hardware	LPG Cylinder 45Kg Vapor-Kleenheat-standard 12V air compressor	
			169LPM Booster Cable 1000A S/Protect	\$ 1,642.50
EFT68138	24/03/2023	Holocene Pty Ltd	Rates refund for assessment A704212 LOT E69/03585	
			EXPLORATION LICENCE	\$ 99.32
EFT68139	24/03/2023	IPEC PTY LTD (NG5040)	Monthly Freight Account For NG5040 - November	\$ 3,667.33
EFT68140	24/03/2023	JH Computer Services	LOGITECH MEETUP 4K CONFERENCECAM	\$ 1,617.00
EFT68141	24/03/2023	KOMATSU AUSTRALIA PTY LTD	Diagnose and repair oil leak on GD655-5 grader	\$ 2,334.05
EFT68142	24/03/2023	Kristy Brown	Reimbursement	\$ 460.90
EFT68143	24/03/2023	LG Community Partners Pty Ltd	Finance Consultancy Services	\$ 7,920.00
EFT68144	24/03/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG Finance Professionals Conference	\$ 1,290.00
EFT68145	24/03/2023	Links Modular Solutions	RFID Fob - 600 Blue as per Quote 1224	\$ 1,771.00
EFT68146	24/03/2023	Local Government NSW ta Careers at Council	Careers at Council Subscription Renewal - 21 Dec 2022 to 21 Dec 2023	\$ 3,520.00
EFT68147	24/03/2023	MAJOR MOTORS PTY LTD	Carry out repairs	\$ 12,075.34
EFT68148	24/03/2023	MCINTOSH & SON	Supply starter motor for case backhoe	\$ 1,300.83
EFT68149	24/03/2023	Manning Pavement Services Pty Ltd t/a Karratha Asphalt	Reseal of Woodie Woodie Road	
				\$ 336,758.40
EFT68150	24/03/2023	Marble Bar General Store	Food and goods for grader camp	\$ 639.71
EFT68151	24/03/2023	Millennium Minerals PTY LTD	Rates refund for assessment A702795	\$ 1,265.45
EFT68152	24/03/2023	Minuteman Press Perth	Design and print of Newman Administration front reception wrap project	\$ 1,349.70
EFT68153	24/03/2023	NEWMAN HOME HARDWARE & ICE PLUS	Tools	\$ 5,587.95
EFT68154	24/03/2023	NORTH WEST DISTRIBUTORS	Kiosk supplies	\$ 1,496.66
EFT68155	24/03/2023	National College of Management	Staff Training	\$ 790.00
EFT68156	24/03/2023	Newman Hotel Motel	Catering	\$ 655.00
EFT68157	24/03/2023	Newman MM Pty Ltd - Mia Mia Newman	Councillor accommodation	\$ 1,750.00
EFT68158	24/03/2023	Nully Capital Pty Ltd	Meals	\$ 97.00
EFT68159	24/03/2023	ONSITE RENTAL GROUP	Supply Temporary Fence Panels for Admin Building	\$ 969.82
EFT68160	24/03/2023	Osborne Autos Pty Ltd	Supply Vehicle parts	\$ 3,585.00
EFT68161	24/03/2023	PARKER BLACK & FORREST PTY LTD	Supply and Deliver A-F Padlock shackle stamped F12 & Cut Key	
				\$ 3,722.40
EFT68162	24/03/2023	PARNGURR ABORIGINAL	Goods for Parngurr studio	\$ 63.90

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68163	24/03/2023	PERMEATE PARTNERS PTY LTD (CONEXA)	Newman Airport WTP Operational Support for FY 22/23	\$ 6,923.40
EFT68164	24/03/2023	PIERCE POOL SUPPLIES	2x Toddler Swim Island- Double Sided 1200mm	\$ 2,700.50
EFT68165	24/03/2023	PILBARA ELECTRICAL	Newman House Supplies (Waste Services Team)	\$ 547.60
EFT68166	24/03/2023	PILBARA MOTOR GROUP	Repairs and servicing. 9 invoices.	\$ 10,329.96
EFT68167	24/03/2023	PathWest Laboratory Medicine WA	Chemical water sampling for Newman Airport RO Plant	\$ 229.90
EFT68168	24/03/2023	Pilbara Food Services	Kiosk supplies	\$ 2,244.81
EFT68169	24/03/2023	Pilbara Solutions Pty Ltd T/A Hedland Mobile Windscreens	Carry out windscreen replacement	\$ 550.00
EFT68170	24/03/2023	Professional Arts Management - (Jack C Pam)	Install of exhibition and AACHWA gallery professional development, 13-17th March 2023 including travel	\$ 14,269.20
EFT68171	24/03/2023	Prudential Investment Services Corp Pty Ltd	Investment Advisory Services	\$ 1,870.00
EFT68173	24/03/2023	RGR ROAD HAULAGE (NEWMAN)	Collect Pallets of plants and deliver to Newman	\$ 1,454.34
EFT68174	24/03/2023	ROSMECH SALES & SERVICE PTY LTD	Supply and deliver main broom for Sweeper truck	\$ 5,061.19
EFT68175	24/03/2023	RUTH LEIGH	Stocktake 2023	\$ 3,185.00
EFT68176	24/03/2023	Rachel Green	Staff training consultancy	\$ 6,279.00
EFT68177	24/03/2023	Regional Airport Management Services PL TA RAMS	Provide Management Services	\$ 320,990.28
EFT68178	24/03/2023	Repco Auto Parts (Port Hedland)	Supply Parts as per quote vu70166	\$ 2,153.84
EFT68179	24/03/2023	Ronice Preston	Reimbursement	\$ 136.72
EFT68180	24/03/2023	Rosemary Jasper Your Life Live it Your Way	Work Health Safety Services	\$ 2,898.50
EFT68181	24/03/2023	SHERIDANS	Freeman of the Shire Plaque	\$ 244.97
EFT68182	24/03/2023	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical	\$ 787.60
EFT68183	24/03/2023	STOCKMAN ENGINEERING	General Repairs WWTP	\$ 1,380.50
EFT68184	24/03/2023	Seasons Hotel - Jerry (Business) CT Pty Ltd aft Newman Hotel (Business) Trust	Accommodation and meals	\$ 913.50
EFT68185	24/03/2023	Staykool Airconditioning & Electrical Services (MDL Elect & AC P/L)	Data Cabling to Council Chambers for Live Streaming setup.	\$ 928.95
EFT68186	24/03/2023	Steven Tweedie	Introduction to LG and Accountable and Ethical Decision Making	\$ 4,400.00
EFT68187	24/03/2023	TYREPOWER NEWMAN	Staff Training	\$ 4,411.31
EFT68188	24/03/2023	Terrence Ray Sargent - Sole Trader	Carry out Replacement of right drive shaft leaking	\$ 7,800.00
EFT68189	24/03/2023	The Good Grocer Newman IGA	EHO Services	\$ 140.00
EFT68190	24/03/2023	Tooltech Plastics Pty Ltd	Catering	\$ 8,729.60
EFT68191	24/03/2023	Tyrecycle Pty Ltd	Supply and Deliver Luggage Tray (Red), Including Freight.	\$ 12,774.99
			Tyre disposal from Marble Bar	

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68192	24/03/2023	UNIFORMS AT WORK PTY LTD	PPE and Uniform Order February 2023	\$ 3,061.52
EFT68193	24/03/2023	University of Western Australia	Renewal of KIDDO Subscription	\$ 529.00
EFT68194	24/03/2023	VORGE	Kiosk supplies	\$ 2,626.80
EFT68195	24/03/2023	VPG Property Pty Ltd	Rates refund for assessment A409985	\$ 743.03
EFT68196	24/03/2023	WATER CORPORATION	Water charges	\$ 23,565.97
EFT68197	24/03/2023	Wilson Parking Australia 1992 Pty Ltd	Provide Car Park Monitoring Services at Newman Airport	\$ 1,650.00
EFT68198	24/03/2023	Wormald Australia Pty Ltd	Call out to fix FIP - System Fault	\$ 440.00
EFT68200	24/03/2023	HORIZON POWER	Marble Bar Street Lighting	\$ 4,616.14
EFT68202	24/03/2023	Property Gallery - Strata	T2 Marilanna - Strata Fees 2022/23	\$ 3,732.75
EFT68203	30/03/2023	BEVERLEY ROGERS	artist payment-15087	\$ 300.00
EFT68204	30/03/2023	BIANCA SIMPSON	artist payment-15069	\$ 200.00
EFT68205	30/03/2023	BUGAI WHYOUTLER	artist payment-15084	\$ 2,000.00
EFT68206	30/03/2023	CAROL WILLIAMS	artist payment-15067	\$ 200.00
EFT68207	30/03/2023	CORBAN CLAUSE WILLIAMS	artist payment -15062	\$ 2,000.00
EFT68208	30/03/2023	Curtis Taylor	artist payment-15083	\$ 494.57
EFT68209	30/03/2023	Derrick Butt	artist payment-15078	\$ 600.00
EFT68210	30/03/2023	IGNATIUS PAUL TAYLOR	artist payment-15079	\$ 1,500.00
EFT68211	30/03/2023	JUDITH ANYA SAMSON	artist payment-15076	\$ 417.89
EFT68212	30/03/2023	Jenny Butt	artist payment-15072	\$ 1,800.00
EFT68213	30/03/2023	KUMPAYA GIRGIRBA	artist payment	\$ 300.00
EFT68214	30/03/2023	LORNA LINMURRA	artist payment-15064	\$ 135.00
EFT68215	30/03/2023	Lynette Rowlands	artist payment-15082	\$ 110.40
EFT68216	30/03/2023	MARIANNE BURTON	artist payment-15081	\$ 200.00
EFT68217	30/03/2023	MARY ROWLANDS	artist payment-15077	\$ 715.20
EFT68218	30/03/2023	MULYATINGKI MARNEY	artist payment 15085	\$ 300.00
EFT68219	30/03/2023	Marilyn Bullen	artist payment-15065	\$ 2,702.45
EFT68220	30/03/2023	Marlene Anderson	artist payment-15075	\$ 1,507.80
EFT68221	30/03/2023	Mary Larry	artist payemnt-15061	\$ 400.00
EFT68222	30/03/2023	Muuki Taylor	artist payment -15071	\$ 2,000.00
EFT68223	30/03/2023	NOLA TAYLOR	artist payment-15074	\$ 500.00
EFT68224	30/03/2023	Nuria Shirley Jadai	artist payment -15063	\$ 2,000.00
EFT68225	30/03/2023	PAULINE WILLIAMS	artist payment-15073	\$ 499.20
EFT68226	30/03/2023	Robina Clause	artist payment-15080	\$ 553.80

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68227	30/03/2023	TAMISHA WILLIAMS	artist payment-15066	\$ 170.00
EFT68228	30/03/2023	ALL-RID PEST MANAGEMENT	Annual Pest inspection and treatments	\$ 7,452.50
EFT68229	30/03/2023	AMY MUKHERJEE	Reimbursement	\$ 266.94
EFT68230	30/03/2023	Aiden Akerman	Reimbursement	\$ 1,494.21
EFT68231	30/03/2023	Annabell Landy	Travel reimbursement	\$ 962.74
EFT68232	30/03/2023	Austindo Engineering Pty Ltd	5x maintenance and repairs invoices	\$ 3,528.34
EFT68233	30/03/2023	Autopro Newman	Purchase x4 Dash cams	\$ 2,036.00
EFT68234	30/03/2023	BOC GASES	Helium Bottle 124G BALLOON GAS	\$ 878.70
EFT68235	30/03/2023	Bevan Klein	Reimbursement	\$ 1,636.40
EFT68236	30/03/2023	Blackwoods	Supply Polyethylene Bunded Pallets	\$ 10,783.20
EFT68237	30/03/2023	Blueforce P/L	CCTV Phase 3	\$ 171,787.44
EFT68238	30/03/2023	Brent Downes	Reimbursement	\$ 1,065.40
EFT68239	30/03/2023	Broome Circle	Art materials used by Martumili artists at Broome Circle studio	\$ 447.00
EFT68240	30/03/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Repairs, maintenance and installations . 6x invoices.	\$ 13,762.71
EFT68241	30/03/2023	Coastmac Pty Ltd ta Coastmac Trailers	Supply and Deliver a plant trailer	\$ 16,380.00
EFT68242	30/03/2023	Complete Office Supplies	Stationery	\$ 1,145.42
EFT68243	30/03/2023	Corsign WA Pty Ltd	Supply road signs for Nullagine	\$ 1,428.90
EFT68244	30/03/2023	Crisdale Group of Companies Pty Ltd ATF The Crisdale Unit Trust	Recruitment Expenses	\$ 45,299.10
EFT68245	30/03/2023	Crusader National Pty Limited	Relocation Expenses	\$ 2,300.00
EFT68246	30/03/2023	Department of Premier & Cabinet	Publication in the Government Gazette	\$ 265.20
EFT68247	30/03/2023	Department of Water and Environmental Regulation	Licence Amendment Fee	\$ 816.00
EFT68248	30/03/2023	Dick Tracey Contracting Pty Ltd	Vegetation maintenance services. 10x invoices.	\$ 117,102.70
EFT68249	30/03/2023	ELGAS	Service Charge 45kg	\$ 222.20
EFT68250	30/03/2023	Eta Rodriguais	Welcome to Newman performance fees	\$ 250.00
EFT68251	30/03/2023	Etienne Vorster	Reimbursement	\$ 698.03
EFT68252	30/03/2023	Flowtek Plumbing and Gas Pty Ltd	Shire Dog Pound- Flowtek- Repairs to Leaking Underground Copper Pipe.	\$ 1,529.40
EFT68253	30/03/2023	Fox Transportables Pty Ltd	Depot administration offices	\$ 66,584.65
EFT68254	30/03/2023	Frank Ashworth	Reimbursement	\$ 69.00
EFT68255	30/03/2023	Froggy Property Solutions Pty Ltd	Town square maintenance, cleaning and restock	\$ 3,478.75
EFT68256	30/03/2023	Fuji Xerox Australia Pty Ltd	Stationary & printing	\$ 148.50

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68257	30/03/2023	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Service & Repairs	\$ 198.00
EFT68258	30/03/2023	GALVINS PLUMBING SUPPLIES	Supply goods	\$ 2,574.99
EFT68259	30/03/2023	HOLCIM (AUSTRALIA) PTY LTD	Supply and deliver road base	\$ 4,568.65
EFT68260	30/03/2023	Hedland Auto Electrics Pty Ltd	Supply parts	\$ 1,232.00
EFT68261	30/03/2023	INDEPENDANT PARTS	Supply X 2 spring packs and X4 U-bolts	\$ 776.69
EFT68262	30/03/2023	Ixom Operations Pty Ltd	Service fee for Chlorine	\$ 391.16
EFT68263	30/03/2023	JH Computer Services	LOGITECH RALLY BAR VIDEO CONFERENCING CAMERA - Newman	
			House Conference Room Setup	\$ 12,285.90
EFT68264	30/03/2023	Jaz Creative	Reprinting the Corporate Presentation folders - 500 Units	\$ 2,480.50
EFT68265	30/03/2023	Karen Lesley Hunter	Rating consultancy	\$ 1,860.00
EFT68266	30/03/2023	LG Community Partners Pty Ltd	Finance Consultancy Services	\$ 4,400.00
EFT68267	30/03/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Financials Professionals Annual Conference	\$ 1,430.00
EFT68268	30/03/2023	Madeline Sharrock	Reimbursement	\$ 369.30
EFT68269	30/03/2023	Magicorp Pty Ltd	On Hold Messages service	\$ 858.63
EFT68270	30/03/2023	Malcolm Somers	Reimbursement	\$ 212.93
EFT68271	30/03/2023	Mark Keogh Pty Ltd tas Mark Keogh Training	HEARTSINE SAMARITAN PAD 360P	\$ 8,400.00
EFT68272	30/03/2023	Marsh Pty Ltd	WHS Support Contract	\$ 25,150.57
EFT68273	30/03/2023	Mathew Scott Pennington	Reimbursement	\$ 92.49
EFT68274	30/03/2023	Matthew Anick	Travel reimbursement	\$ 640.56
EFT68275	30/03/2023	Minuteman Press Perth	Supply of signage	\$ 410.30
EFT68276	30/03/2023	Miss Jane Catering Services	Catering for International Women's Day 2023	\$ 3,536.82
EFT68277	30/03/2023	Mitchell Ferris	Transport to and from airport for training	\$ 244.10
EFT68278	30/03/2023	Moore Australia (WA)	2023 LOCAL GOVERNMENT ANNUAL BUDGET WORKSHOPS	
				\$ 1,155.00
EFT68279	30/03/2023	Moore Australia Audit (WA)	Financial audit of Martumili 2021/2022 IVAIS funding	\$ 2,200.00
EFT68280	30/03/2023	NEWMAN HOME HARDWARE & ICE PLUS	Depot supplies	\$ 1,587.03
EFT68281	30/03/2023	NEWMAN JUNIOR SOCCER ASSOCIATION	Twilight movie - 20th November 2022	\$ 500.00
EFT68282	30/03/2023	Newman Women's Shelter	Clothes for Martumili Artists	\$ 470.00
EFT68283	30/03/2023	OWEN MARK QUIGLEY	Reimbursement	\$ 324.53
EFT68284	30/03/2023	PILBARA GLAZING SERVICES	Temp board up and replace shattered glass panel on airport	
			terminal building	\$ 4,463.80
EFT68285	30/03/2023	PIRTEK NEWMAN	Service & Repairs	\$ 99.73
EFT68286	30/03/2023	Paul Hudson	Reimbursement	\$ 1,365.95

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68287	30/03/2023	Paul Miller	Reimbursement	\$ 648.19
EFT68288	30/03/2023	Pilbara Food Services	Kiosk supplies	\$ 437.90
EFT68289	30/03/2023	Pitipan Sutiwan	Reimbursement	\$ 2,037.58
EFT68290	30/03/2023	Punmu Aboriginal Corporation	Electrical items for art shed	\$ 760.00
EFT68291	30/03/2023	RID	192 units x 50ml Med Roll on + 192 units x 50ml Kids roll on + freight	\$ 1,371.22
EFT68292	30/03/2023	RKT Maintenance Service RKT Maintenance Service	Reticulation repairs	\$ 100.00
EFT68293	30/03/2023	Rosina Tuck-Davidson	Reimbursement	\$ 1,951.44
EFT68294	30/03/2023	SARAH STAMPFLI/SERENE BEDLAM	Photo booth hire	\$ 1,210.00
EFT68295	30/03/2023	SEEK LIMITED	Job Advertisement	\$ 1,699.50
EFT68296	30/03/2023	SIGMA CHEMICALS	Sodium hypochlorite, pallets, and trichlor tabs	\$ 3,132.58
EFT68297	30/03/2023	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical	\$ 612.70
EFT68298	30/03/2023	SURVEY GROUP	Data Collection Shire Drainage Network	\$ 8,167.50
EFT68299	30/03/2023	Samava Tilt Tray & Services	Towing services	\$ 400.00
EFT68300	30/03/2023	Sophie Tudor-Roberts	Food Costs for volunteer program	\$ 413.67
EFT68301	30/03/2023	Sportspower Newman	Gift vouchers for all award winners	\$ 800.00
EFT68302	30/03/2023	Stacey Smith	Travel reimbursement	\$ 403.73
EFT68303	30/03/2023	Stephen Leeson	Reimbursement	\$ 1,041.48
EFT68304	30/03/2023	Steve Dhu	Reimbursement	\$ 207.11
EFT68305	30/03/2023	Susan Abouav	Reimbursement	\$ 119.57
EFT68306	30/03/2023	T-QUIP	Supply Peruzzo Parts	\$ 1,330.45
EFT68307	30/03/2023	TYREPOWER NEWMAN	Service & Parts	\$ 1,141.25
EFT68308	30/03/2023	The Butcher Shop	Art materials for Warrarnku Ninti project work	\$ 695.40
EFT68309	30/03/2023	UNIFORMS AT WORK PTY LTD	PPE Uniform	\$ 4,067.08
EFT68310	30/03/2023	Vault IQ AU Pty Ltd	Enterprise Plat Licence Annual 2022	\$ 2,399.19
EFT68311	30/03/2023	WATER CORPORATION	Water Charges 010323 to 300423	\$ 28,425.78
EFT68312	30/03/2023	White Knight Industries	Keys for Rec Shed - 2 x Front Door - 2 x Padlock - 2 x Personnel & Internal Keys for Main Office - 1 x Auto Front Door	\$ 59.40
EFT68313	30/03/2023	Yee Ping Lee ta Prairie's Kitchen	Tuesday 21st March 2023 - Harmony Day Cupcakes - 300 Cupcakes	\$ 1,200.00
EFT68314	30/03/2023	ZIPFORM STATIONERY	Standing Order for Rate Notice/Instalment notice production and distribution	\$ 2,492.05

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
EFT68315	31/03/2023	BEAUREPAIRES PORT HEDLAND	Supply and fit tyres to Mitsubishi Fuso Truck	\$ 1,883.07
EFT68316	31/03/2023	Blackwoods	WHS Stock Items	\$ 804.37
EFT68317	31/03/2023	Blueforce P/L	CCTV Phase 3 - Supply/Install cctv cameras to Newman Skate Park, Boomerang Oval, Miner's Promise Park, Town Centre, Youth Centre, Newman House	\$ 25,771.02
EFT68318	31/03/2023	COATES HIRE	Building. New Depot Office Hire Multi Tyre Roller 20days	\$ 2,674.00
EFT68319	31/03/2023	COATES HIRE OPERATIONS PTY LTD	Hire of small Electric Breaker	\$ 100.67
EFT68320	31/03/2023	HOLCIM (AUSTRALIA) PTY LTD	Supply and deliver Road base	\$ 1,707.75
EFT68321	31/03/2023	Hedland Home Hardware	LPG Cylinder 45Kg Vapor-Kleenheat-standard 12V air compressor	
			169LPM Booster Cable 1000A S/Protect	\$ 507.00
EFT68322	31/03/2023	Julie Harding	Refund for part registration fees	\$ 150.00
EFT68323	31/03/2023	LANDGATE (DOLA)	Imagery Extract for Newman and Cape Keraudren	\$ 491.70
EFT68324	31/03/2023	MAJOR MOTORS PTY LTD	Supply parts as per quote #816828	\$ 476.38
EFT68325	31/03/2023	NEWMAN HOME HARDWARE & ICE PLUS	Supply Paint, Potting Mix & Fertiliser for Aquatic Centre	\$ 1,000.00
EFT68326	31/03/2023	NEWMAN VETERINARY HOSPITAL	Animal treatment services	\$ 841.50
EFT68327	31/03/2023	PILBARA ELECTRICAL	Supply and Deliver Car Fridge	\$ 2,174.00
EFT68328	31/03/2023	Rachel Green	Staff training services	\$ 10,045.00
EFT68329	31/03/2023	Ranger Contracting Services WA	Ranger Contracting Services	\$ 12,253.10
EFT68330	31/03/2023	Shindaiwa Generator Welders	Supply parts for grader camp gensets	\$ 4,039.20
EFT68331	31/03/2023	Sonia Morasutti	Reimbursement	\$ 921.14
EFT68332	31/03/2023	Stephen Leeson	Reimbursement	\$ 448.78
EFT68333	31/03/2023	TYREPOWER NEWMAN	Service & Repairs	\$ 609.00
EFT68334	31/03/2023	The Hub Marketing Communications Pty Ltd	Annual fees related to website hosting	\$ 233.20
EFT68335	31/03/2023	VicFlow Pty Ltd	monthly hire of plant for Newman Waste Management Facility	\$ 36,686.10
EFT68336	31/03/2023	WATER CORPORATION	Electricity Charges 091122 to 120123	\$ 172.34
EFT68337	31/03/2023	WHALEBACK LADIES DARTS CLUB	Litter Collection for the Shire of East Pilbara	\$ 2,000.00
<b>Total EFT</b>				<b>\$ 5,511,253.14</b>

### Direct Debits

DD17915.1	03/03/2023	BP AUSTRALIA PTY LTD	Service station fuel account. Multiple vehicles.	\$ 6,031.26
DD17915.2	21/03/2023	BP AUSTRALIA PTY LTD	Toyota Hilux SR TD ECC AT with ranger pod (1GMV454) CRES	\$ 6,583.58
DD17941.1	05/03/2023	Aware Super	Payroll deductions	\$ 34,924.87

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
DD17941.2	05/03/2023	ANZ SMART CHOICE SUPER	Payroll deductions	\$ 1,071.41
DD17941.3	05/03/2023	Shane Donation Super Fund	Superannuation contributions	\$ 262.30
DD17941.4	05/03/2023	PLUM SUPERANNUATION	Superannuation contributions	\$ 353.37
DD17941.5	05/03/2023	BT SUPER FOR LIFE	Payroll deductions	\$ 1,098.47
DD17941.6	05/03/2023	EQUIPSUPER	Payroll deductions	\$ 1,576.93
DD17941.7	05/03/2023	Voyage Superannuation	Superannuation contributions	\$ 608.29
DD17941.8	05/03/2023	UNISUPER	Payroll deductions	\$ 2,170.50
DD17941.9	05/03/2023	ESSENTIAL SUPER	Superannuation contributions	\$ 408.89
DD17942.1	05/03/2023	Aware Super	Superannuation contributions	\$ 145.07
DD17943.1	05/03/2023	Hostplus	Superannuation contributions	\$ 183.06
DD17944.1	05/03/2023	Aware Super	Superannuation contributions	\$ 238.54
DD17945.1	05/03/2023	Aware Super	Superannuation contributions	\$ 315.00
DD17946.1	05/03/2023	Aware Super	Superannuation contributions	\$ 1,017.77
DD17949.1	05/03/2023	Aware Super	Superannuation contributions	\$ 416.47
DD17987.1	18/03/2023	WESTNET	NBN12 Satellite 250 - Billed period 240323 to 240423	\$ 59.99
DD18004.1	19/03/2023	Aware Super	Payroll deductions	\$ 37,527.68
DD18004.2	19/03/2023	IOOF Investments Services Ltd	Superannuation contributions	\$ 32.28
DD18004.3	19/03/2023	PLUM SUPERANNUATION	Superannuation contributions	\$ 353.37
DD18004.4	19/03/2023	ANZ SMART CHOICE SUPER	Payroll deductions	\$ 1,019.06
DD18004.5	19/03/2023	UNISUPER	Payroll deductions	\$ 3,747.43
DD18004.6	19/03/2023	Voyage Superannuation	Superannuation contributions	\$ 608.29
DD18004.7	19/03/2023	ESSENTIAL SUPER	Superannuation contributions	\$ 408.90
DD18004.8	19/03/2023	Australian Retirement Trust	Superannuation contributions	\$ 889.32
DD18004.9	19/03/2023	TWU Super	Payroll deductions	\$ 508.56
DD18013.1	19/03/2023	Aware Super	Superannuation contributions	\$ 364.75
DD18014.1	19/03/2023	Aware Super	Superannuation contributions	\$ 161.37
DD18015.1	19/03/2023	REST SUPERANNUATION	Superannuation contributions	\$ 29.91
DD18016.1	19/03/2023	AUSTRALIAN SUPER	Superannuation contributions	\$ 163.98
DD18017.1	19/03/2023	Aware Super	Superannuation contributions	\$ 24.01
DD18018.1	19/03/2023	Aware Super	Superannuation contributions	\$ 194.31
DD17941.10	05/03/2023	Australian Retirement Trust	Superannuation contributions	\$ 864.66
DD17941.11	05/03/2023	TWU Super	Payroll deductions	\$ 508.56
DD17941.12	05/03/2023	AUSTRALIAN SUPER	Payroll deductions	\$ 11,419.88

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
DD17941.13	05/03/2023	ANZ Smart Choice Super ( Retirement Portfolio Service)	Superannuation contributions	\$ 319.83
DD17941.14	05/03/2023	AMP Signature Super	Superannuation contributions	\$ 122.13
DD17941.15	05/03/2023	Insignia Financial Ltd	Superannuation contributions	\$ 107.87
DD17941.16	05/03/2023	The Trustee for Hesta	Superannuation contributions	\$ 274.69
DD17941.17	05/03/2023	Mercer Super Trust	Superannuation contributions	\$ 311.47
DD17941.18	05/03/2023	ESSENTIAL SUPER	Payroll deductions	\$ 559.81
DD17941.19	05/03/2023	AMP Super Fund	Superannuation contributions	\$ 548.96
DD17941.20	05/03/2023	Brighter Super	Superannuation contributions	\$ 249.88
DD17941.21	05/03/2023	Sun Super	Superannuation contributions	\$ 404.37
DD17941.22	05/03/2023	GESB	Superannuation contributions	\$ 219.34
DD17941.23	05/03/2023	Hostplus	Payroll deductions	\$ 4,870.87
DD17941.24	05/03/2023	HESTA SUPER FUND	Superannuation contributions	\$ 292.77
DD17941.25	05/03/2023	Mobisuper	Superannuation contributions	\$ 310.96
DD17941.26	05/03/2023	Future Super Fund	Superannuation contributions	\$ 175.29
DD17941.27	05/03/2023	Chandler and Stewart Superannuation Fund	Superannuation contributions	\$ 292.79
DD17941.28	05/03/2023	Spirit Super	Superannuation contributions	\$ 26.65
DD17941.29	05/03/2023	The Trustee for Retail Employees Superannuation Trust	Superannuation contributions	\$ 339.74
DD17941.30	05/03/2023	Hostplus Superannuation Fund	Superannuation contributions	\$ 50.85
DD17941.31	05/03/2023	COLONIAL FIRST STATE	Payroll deductions	\$ 766.04
DD17941.32	05/03/2023	AMP	Superannuation contributions	\$ 1,052.11
DD17941.33	05/03/2023	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	\$ 993.16
DD17941.34	05/03/2023	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	\$ 50.22
DD17941.35	05/03/2023	IOOF Investments Services Ltd	Superannuation contributions	\$ 156.03
DD17941.36	05/03/2023	REST SUPERANNUATION	Superannuation contributions	\$ 774.65
DD18004.10	19/03/2023	ANZ Smart Choice Super ( Retirement Portfolio Service)	Superannuation contributions	\$ 319.83
DD18004.11	19/03/2023	AMP Signature Super	Superannuation contributions	\$ 122.13
DD18004.12	19/03/2023	AUSTRALIAN SUPER	Payroll deductions	\$ 10,167.68
DD18004.13	19/03/2023	Insignia Financial Ltd	Superannuation contributions	\$ 129.06
DD18004.14	19/03/2023	The Trustee for Hesta	Superannuation contributions	\$ 354.65
DD18004.15	19/03/2023	Mercer Super Trust	Superannuation contributions	\$ 311.47
DD18004.16	19/03/2023	ESSENTIAL SUPER	Payroll deductions	\$ 559.81
DD18004.17	19/03/2023	AMP Super Fund	Superannuation contributions	\$ 541.25
DD18004.18	19/03/2023	Brighter Super	Superannuation contributions	\$ 249.88

## SHIRE OF EAST PILBARA

### List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
DD18004.19	19/03/2023	Sun Super	Superannuation contributions	\$ 404.37
DD18004.20	19/03/2023	GESB	Superannuation contributions	\$ 219.34
DD18004.21	19/03/2023	HESTA SUPER FUND	Superannuation contributions	\$ 286.39
DD18004.22	19/03/2023	Mobisuper	Superannuation contributions	\$ 310.96
DD18004.23	19/03/2023	Hostplus	Payroll deductions	\$ 4,704.63
DD18004.24	19/03/2023	Future Super Fund	Superannuation contributions	\$ 21.19
DD18004.25	19/03/2023	Chandler and Stewart Superannuation Fund	Superannuation contributions	\$ 248.49
DD18004.26	19/03/2023	Spirit Super	Superannuation contributions	\$ 106.61
DD18004.27	19/03/2023	The Trustee for Retail Employees Superannuation Trust	Superannuation contributions	\$ 339.74
DD18004.28	19/03/2023	Aware Super	Superannuation contributions	\$ 42.39
DD18004.29	19/03/2023	Hostplus Superannuation Fund	Superannuation contributions	\$ 218.83
DD18004.30	19/03/2023	AUSTRALIANSUPER	Superannuation contributions	\$ 283.96
DD18004.31	19/03/2023	COLONIAL FIRST STATE	Payroll deductions	\$ 766.04
DD18004.32	19/03/2023	AMP	Superannuation contributions	\$ 1,052.11
DD18004.33	19/03/2023	REST SUPERANNUATION	Superannuation contributions	\$ 1,108.40
DD18004.34	19/03/2023	BT SUPER FOR LIFE	Superannuation contributions	\$ 1,674.18
DD18004.35	19/03/2023	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	\$ 771.35
DD18004.36	19/03/2023	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	\$ 8.37
<b>Total Direct Debits</b>				<b>\$ 154,885.68</b>

#### Credit Cards

##### Amy Mukhaje

1/3/2023	WOOLWORTHS	4381	NEWMAN	AU	\$ 577.40
2/3/2023	SPOT	8666517768	LA30.69	USD	\$ 45.83
3/3/2023	WOOLWORTHS	4381	NEWMAN	AU	\$ 276.15
3/3/2023	SKYMESH		Fortitude Val	AU	\$ 69.95
3/3/2023	WOOLWORTHS	4381	NEWMAN	AU	\$ 50.00
3/3/2023	WOOLWORTHS	4381	NEWMAN	AU	\$ 304.63
3/3/2023	WOOLWORTHS	4381	NEWMAN	AU	\$ 471.71
6/3/2023	PAYPAL *THE LESTER	4029357733		AU	\$ 45.00
6/3/2023	AMAZON WEB SERVICES		SYDNEY	NS	\$ 40.76
6/3/2023	WOOLWORTHS	4381	NEWMAN	AU	\$ 297.61
6/3/2023	WOOLWORTHS	4381	NEWMAN	AU	\$ 110.47

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
	6/3/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 520.94
	6/3/2023	HADLEYS ART PRIZE HOBART TA		\$ 50.00
	6/3/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 436.65
	7/3/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 119.83
	9/3/2023	ETHICALJOBS.COM.AU COLLINGWOOD VI		\$ 154.00
	9/3/2023	MYOB AUSTRALIA BURWOOD EAST		\$ 160.00
	10/3/2023	MAILCHIMP *MISC MAILCHIMP.COMGA		\$ 132.82
	13/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 303.80
	13/03/2023	Optus PrePaid MELBOURNE AU		\$ 10.00
	14/03/2023	ADOBE PHOTOGRAPHY PLAN Sydney AU		\$ 14.29
	16/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 12.70
	16/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 2.00
	16/03/2023	PARNAWARRIIGA L0033 NEWMAN AU		\$ 36.98
	17/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 67.25
	20/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 75.63
	20/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 143.15
	24/03/2023	ADOBE PRODUCTS Sydney AU		\$ 28.59
	28/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 209.36
	28/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 22.00
	28/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 435.79
	28/03/2023	PARNAWARRIIGA L0033 NEWMAN AU		\$ 41.98
	28/03/2023	Optus PrePaid MELBOURNE AU		\$ 14.00
	30/03/2023	PIRTEK NEWMAN NEWMAN WA		\$ 265.10
	30/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 88.40
	30/03/2023	SPOT 8666517768 LA55500363088083969245648 30.69US		\$ 46.28
	30/03/2023	PLASDENE GLASS PAK PTY Milperra		\$ 316.10
	31/03/2023	SMARTMART NEWMAN NEWMAN WA		\$ 39.95
	31/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 190.04
				<b>Total \$ 6,227.14</b>

### Vic Etherington

2/3/2023	BLOGVAULT/MALCARE WILMINGTON DE799.00 USD	\$ 1,192.13
3/3/2023	BUFFER PLAN SAN FRANCISCOCA180.00 USD	\$ 268.56

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
	6/3/2023	ENVATO 65055124	61383766284 UT370.86 USD	\$ 553.33
	29/03/2023	EB *Destination Pilbar	801-413-7200 VI	\$ 285.00
	30/03/2023	SNAP ST GEORGES TERRA	PERTH	\$ 187.00
				<b>Total \$ 2,486.02</b>

### Eric Plet

	1/3/2023	OFFICEWORKS	BENTLEIGH EAS	-\$ 75.00
	2/3/2023	WOOLWORTHS	4381 NEWMAN AU	\$ 475.17
	8/3/2023	EB *Personal Effective	801-413-7200 VI	\$ 395.00
	8/3/2023	EB *Management Develop	801-413-7200 VI	\$ 534.00
	8/3/2023	FACEBK *6L8U4N7HR2	fb.me/ads IR	\$ 26.59
	10/3/2023	WOOLWORTHS	4381 NEWMAN AU	\$ 778.65
	15/03/2023	EVENT AND CONFERENCE C	WENBLEY WA	\$ 955.00
	20/03/2023	SNAP ST GEORGES TERRA	PERTH	\$ 176.00
	21/03/2023	Woolworths Online	BELLA VISTA AU	\$ 239.50
	21/03/2023	Woolworths Online	BELLA VISTA AU	\$ 998.38
	24/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 5.00
	24/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 18.00
	24/03/2023	KARRATHA INT HOTEL	KARRATHA WA	\$ 1,102.30
	27/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 7.20
	27/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 29.00
	27/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 183.01
	28/03/2023	TRI AUST VIA OSP	SURRY HILLS NS	\$ 342.67
	30/03/2023	SP JB HI-FI ONLINE	SOUTHBANK VI	\$ 1,006.99
	30/03/2023	OFFICEWORKS	BENTLEIGH EAS	\$ 571.46
				<b>Total \$ 7,768.92</b>

### Bevan Klein

	1/3/2023	DOT - LICENSING	NEWMAN	\$ 126.70
	3/3/2023	Woolworths Online	BELLA VISTA AU	\$ 893.20
	8/3/2023	WOOLWORTHS	4381 NEWMAN AU	\$ 67.40
	9/3/2023	WOOLWORTHS	4381 NEWMAN AU	\$ 41.75
	9/3/2023	DOT - LICENSING	NEWMAN	\$ 30.50

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
	10/3/2023	SQ *PERTH SURGICAL SHO Wembley WA		\$ 272.00
	15/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 180.49
	16/03/2023	Marble Bar General St Marble Bar WA		\$ 274.85
	24/03/2023	DOT - LICENSING NEWMAN		\$ 37.00
	29/03/2023	WOOLWORTHS 4381 NEWMAN AU		\$ 103.19
				<b>Total \$ 2,027.08</b>

### Steven Harding

	3/3/2023	H.I. West Perth SPI West Perth WA		\$ 13.70
	3/3/2023	MW PALACE PERTH WA		\$ 67.08
	3/3/2023	UBER *TRIP Sydney AU		\$ 9.09
	3/3/2023	UBER *TRIP Sydney AU		\$ 9.27
	3/3/2023	UBER *TRIP Sydney AU		\$ 15.61
	3/3/2023	UBER *TRIP Sydney AU		\$ 8.53
	3/3/2023	UBER *TRIP Sydney AU		\$ 1.00
	6/3/2023	DOME WESTRALIA PLAZA PERTH		\$ 15.10
	6/3/2023	OFFICEWORKS 0615 PERTH AU		\$ 86.18
	6/3/2023	Barretts Bakery Perth WA		\$ 27.50
	6/3/2023	Barretts Bakery Perth WA		\$ 9.60
	6/3/2023	UBER *TRIP Sydney AU		\$ 14.47
	6/3/2023	DOME WESTRALIA PLAZA PERTH		\$ 75.20
	6/3/2023	DOME WESTRALIA PLAZA PERTH		\$ 9.15
	6/3/2023	UBER *TRIP Sydney AU		\$ 55.40
	7/3/2023	ITAL ST KITCHRAINESQ PERTH WA		\$ 47.61
	9/3/2023	DOME PORT HEDLAND PORT HEDLAND		\$ 54.80
	10/3/2023	JANIAUS PTY LTD SOUTH HEDLAND		\$ 20.70
	13/03/2023	AUSKI TRADING PTY LT KARIJINI WA		\$ 127.57
	13/03/2023	CabFare Payments North MelbourVI		\$ 52.50
	14/03/2023	UBER *TRIP Sydney AU		\$ 9.63
	14/03/2023	UBER *TRIP Sydney AU		\$ 10.58
	15/03/2023	MEISTERLABS VATERSTETTEN DE		\$ 501.34
	15/03/2023	UBER *TRIP Sydney AU		\$ 9.25
	15/03/2023	UBER *TRIP Sydney AU		\$ 9.09

# SHIRE OF EAST PILBARA

## List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
	15/03/2023	DOME WESTRALIA PLAZA PERTH		\$ 16.90
	15/03/2023	NICHOLAS&P EVANGELELLI PERTH		\$ 15.00
	16/03/2023	UBER *TRIP Sydney AU		\$ 8.85
	16/03/2023	UBER *TRIP Sydney AU		\$ 8.36
	16/03/2023	UBER *TRIP Sydney AU		\$ 9.09
	16/03/2023	UBER* TRIP SYDNEY NS		\$ 9.24
	16/03/2023	EINSTEINS COFFEE AND F WEST PERTH		\$ 15.50
	17/03/2023	UBER *TRIP Sydney AU		\$ 55.46
	17/03/2023	GRILLD PTY LTD PERTH		\$ 50.00
	20/03/2023	KMART MULGRAVE		-\$ 110.00
	20/03/2023	KMART MULGRAVE		\$ 711.50
	21/03/2023	Live Payments*Live Pa Barangaroo AU		\$ 55.86
	21/03/2023	QANTAS AIRWAYS LIMITED MASCOT		\$ 15.00
	22/03/2023	2 FAT INDIANS PTY LT NORTHBRIDGE WA		\$ 45.45
	22/03/2023	UBER *TRIP Sydney AU		\$ 9.04
	23/03/2023	Optus PrePaid MELBOURNE AU		\$ 30.00
	24/03/2023	Marble Bar Travellers Marble Bar WA		\$ 17.20
	27/03/2023	APPLE.COM/BILL SYDNEY AU		\$ 1.49
	27/03/2023	Live Payments*Live Pa Barangaroo AU		\$ 44.84
	27/03/2023	UBER *TRIP Sydney AU		\$ 25.76
	30/03/2023	MILKY BURGERS BRADDON Braddon AC		\$ 78.29
	31/03/2023	WOOLWORTHS 1073 DICKSON AU		\$ 15.40
	31/03/2023	DEPT. OF PARLIAMENTA CANBERRA AC		\$ 10.00
	31/03/2023	NATIONAL CAPITAL AUTH PARKES		\$ 16.00
	31/03/2023	ACT GOV PARKING FEES CANBERRA		\$ 5.39
	31/03/2023	AMPOL CANBERRA 20006F CANBERRA AIRP		\$ 25.15
				<b>Total \$ 2,444.72</b>

### Steve Leeson

6/3/2023	BookEasy Australia	Australia Fa WA	\$ 548.90
6/3/2023	ADVANCEDPROTECTIONPLUS	JANDAKOT WA	\$ 1,566.95
6/3/2023	SurveyMonkeyCore	0035315920752IR	\$ 384.00
6/3/2023	BookEasy Australia	Australia Fa WA	\$ 548.90

## SHIRE OF EAST PILBARA

### List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
	6/3/2023	OFFICEWORKS	BENTLEIGH EAS	\$ 138.45
	6/3/2023	REMARKABLE	OSLO DU	\$ 4.99
	9/3/2023	WESTERN AUSTRALI	EAST PERTH	\$ 147.00
	13/03/2023	PARTY SOURCE	CANNING VALE WA	\$ 137.32
	13/03/2023	TURBOSCAFFO	0297255233 AU	\$ 3,355.87
	14/03/2023	SATPHONERENTAL	MULGRAVE VI	\$ 2,537.00
	17/03/2023	SP JB HI-FI ONLINE	SOUTHBANK VI	\$ 557.74
	17/03/2023	4CABLING AU	HOMEBUSH WESTNS	\$ 597.27
	20/03/2023	BookEasy Australia	Australia Fa WA	\$ 548.90
	22/03/2023	PARTY SOURCE	CANNING VALE WA	-\$ 137.32
	22/03/2023	SQ *CHILL	Newman WA	\$ 500.00
	24/03/2023	SPOTTO WA	DARLINGHURST AU	\$ 30.14
	24/03/2023	BLACK ROCK CARAVAN P	SOUTH HEDLANDWA	\$ 170.00
	27/03/2023	MANGROVE RESORT	BROOME WA	\$ 9,216.20
	27/03/2023	WANEWSDTI	Osborne Park WA	\$ 28.00
				<b>Total \$ 20,880.31</b>

#### Emma Landers

	6/3/2023	WEB BUSINESS HUB	PORT HEDLAND WA	\$ 70.00
	6/3/2023	SP RECONCILIATION BANN	WEST PERTH WA	\$ 3,400.00
	9/3/2023	DOMESTIC PORT HEDLAND	PORT HEDLAND	\$ 6.30
	9/3/2023	HOSPITALITY PL	PORT HEDLAND WA	\$ 136.00
	9/3/2023	HOSPITALITY PL	PORT HEDLAND WA	\$ 558.00
	14/03/2023	KARRATHA INT HOTEL	KARRATHA WA	\$ 925.70
	14/03/2023	KARRATHA INT HOTEL	KARRATHA WA	\$ 657.70
	14/03/2023	UBER *TRIP	Sydney AU	\$ 15.16
	14/03/2023	TRANSPERTH TICKET BAYS	BAYSWATER	\$ 3.30
	15/03/2023	TRANSPERTH TICKET WILL	PERTH	\$ 5.00
	15/03/2023	TRANSPERTH TICKET BAYS	BAYSWATER	\$ 3.30
	16/03/2023	DELAWARE NORTH RETAQPS	REDCLIFFE	\$ 19.90
	17/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 21.50
	20/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 5.00
	20/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 21.50

SHIRE OF EAST PILBARA

List of Payments Made - March 2023

Reference	Date	Name	Description	Amount
	24/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 24.70
	27/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 26.40
	27/03/2023	Marble Bar Travellers	Marble Bar WA	\$ 37.00
Total				\$ 5,936.46
Total Credit Card Payments				\$ 47,770.65
Total Payments March 2023				\$ 5,714,665.97

## 11.2.2 MONTHLY FINANCIAL STATEMENTS INSURANCE AND INVESTMENT REPORT

**Attachments:** [Appendix 1 Financial Statements March 2023](#)  
[Appendix 2 Investments Report March 2023](#)

**Responsible Officer:** Steve Leeson  
Director Corporate Services

**Author:** Francis Mammone  
Acting Manager Corporate Services

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

### COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 58)

**Moved:** Cr Baer

**Seconded:** Cr Lockyer

That Council adopts the Monthly Financial Statements for the period ending 31 March 2023 of the 2022/23 financial year included as Appendix 1 to the report.

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

### REPORT PURPOSE

The Monthly Financial Statements provide details of the Shire of East Pilbara's (the Shire's) current year to date financial position in relation to the 2022-2023 Annual Budget, as amended from time to time, 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* ("the Act") and regulation 34 of the *Local Government (Financial Management) Regulations 1996* ("the Regulations").

**Appendix 1** details the financial activities of the Shire for the period 1 July 2022 to 31 March 2023 of the current financial year.

There are four sections to 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 Capital Projects schedule detailing all expenditure.

**Appendix 2** is the Monthly Investments Report.

Any immediate annual budget considerations are also presented within the monthly financial report.

## COMMENTS/OPTIONS/DISCUSSIONS

### Variances

Material variances in the Shire 2022 - 2023 annual budget are disclosed within **Appendix 1**.

### Investments

The Shire's portfolio accrued over \$245k in interest and returned 3.90%pa, up from 3.37% last month, and exceeded the bank bill benchmark's 3.39%. The Shire had \$12m in TDs mature which had an average weighted yield 1.50%pa and made new deposits totalling \$11m at an average weighted yield of 4.86%pa during the month. For the past 12 months, the portfolio has returned 2.09%, exceeding the bank bill index benchmark's 2.04%.

Investment portfolio details are disclosed within **Appendix 2**.

### Insurance Report

For the month of March 2 property and motor vehicle claims were closed / settled to the value of approximately \$17,000. There are 29 claims still open in various stages of completion.

3 Public liability claims are in the process of being closed / settled. They stay open for 3 months after the last of the communications with the Third Party.

## 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  
3.9 Investments Policy

## **STRATEGIC COMMUNITY PLAN**

Governance

- G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community’s assets and resources.
- G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.
- G1.4 Ensure a high standard of organisational management and effectiveness

## **RISK MANAGEMENT CONSIDERATIONS**

Legislative - Medium

## **FINANCIAL IMPLICATIONS**

Should Council not adopt the financial statements or defer consideration of the officer’s recommendation, the Shire may be considered non-compliant with its statutory obligations with respect to its reporting of financial activity statements.

## **VOTING REQUIREMENTS**

Simple Majority

# Shire Of East Pilbara

## Monthly Financial Statements

For The Period Ending 31 March 2023

**31 March 2023**

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

### TABLE OF CONTENTS

Statement of Financial Activity by Nature or Type	1
Rate Setting Statement	2
Note 1                      Net Assets	3
Note 2                      Explanation of Material Variances	4

Produced

13/04/2023 16:12

**SHIRE OF EAST PILBARA**  
**Statement of Financial Activity By Nature and Type**  
**For The Period Ending 31 March 2023**

Description	2022/2023 Adopted Budget	2022/2023 Amended Budget	2022/2023 YTD Budget	2022/2023 YTD Actual	Monthly Budget vs Actual \$ Variance
<b>OPERATING REVENUE</b>					
Rates	28,202,472	28,302,372	28,302,372	28,283,774	(18,598)
Grants And Subsidies	5,207,450	5,797,830	4,348,373	6,148,569	1,800,197
Contributions, Reimbursements and Donations	0	0	0	0	0
Gain On Asset Disposals	223,839	253,721	190,291	0	(190,291)
Fees and Charges	23,881,336	22,861,066	17,145,800	17,225,471	79,671
Interest	1,065,450	1,858,350	1,393,763	37,066	(1,356,696)
Other Revenue/Income	1,483,101	977,151	732,863	1,082,545	349,682
Service Charges	124,800	124,800	124,800	120,328	(4,472)
<i>Total Operating Revenue</i>	<b>60,188,448</b>	<b>60,175,290</b>	<b>52,238,261</b>	<b>52,897,753</b>	<b>659,493</b>
<b>Less: OPERATING EXPENDITURE</b>					
Employee Costs	16,910,139	16,727,158	12,545,369	9,548,649	(2,996,720)
Materials And Contracts	22,982,229	23,528,857	17,646,643	12,042,457	(5,604,186)
Depreciation On Non Current Assets	15,511,700	15,465,900	11,599,425	10,675,800	(923,625)
Insurance Expenses	1,201,700	1,490,000	1,117,500	1,489,946	372,446
Loss On Asset Disposal	0	0	0	0	0
Interest Expenses	170,348	128,448	96,336	49,092	(47,244)
Utilities (Gas, Electricity, Water Etc)	2,416,200	2,427,910	1,820,933	1,025,862	(795,070)
Other Expenditure	1,387,747	1,357,989	1,018,492	520,460	(498,031)
<i>Sub Total</i>	<b>60,580,063</b>	<b>61,126,262</b>	<b>45,844,697</b>	<b>35,352,266</b>	<b>(10,492,431)</b>
<b>Less: Applicable To Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Total Operating Expenditure</i>	<b>60,580,063</b>	<b>61,126,262</b>	<b>45,844,697</b>	<b>35,352,266</b>	<b>(10,492,431)</b>
<b>NET PROFIT/(LOSS) RESULT</b>	<b>(391,615)</b>	<b>(950,972)</b>	<b>6,393,564</b>	<b>17,545,488</b>	<b>11,151,924</b>
<b>Other Comprehensive Income</b>	<b>0</b>			<b>0</b>	
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(391,615)</b>	<b>(950,972)</b>	<b>6,393,564</b>	<b>17,545,488</b>	<b>11,151,924</b>

Rate Setting Statement  
Operating Revenue and Expenses  
For The Period Ending 31 March 2023

OPERATING REVENUE	Budget	Amended Budget	YTD Budget	YTD Actual
General Purpose Funding	31,281,472	31,482,682	23,612,000	29,650,191
Governance	66,400	239,345	189,864	38,589
Law, Order & Public Safety	189,100	179,707	332,019	152,905
Health	86,800	70,600	52,938	18,959
Education & Welfare	4,001	62,001	105,921	37,036
Housing	344,600	312,500	234,351	306,583
Community Amenities	6,804,536	5,657,350	4,487,163	4,421,365
Recreation and Culture	2,572,300	2,792,300	4,259,232	2,037,677
Transport	16,757,700	16,329,351	12,246,978	11,716,605
Economic Services	1,047,500	1,684,495	1,018,071	601,696
Other Property & Services	810,200	1,070,000	873,567	468,503
<b>Total Operating Revenue</b>	<b>59,964,609</b>	<b>59,880,331</b>	<b>47,412,104</b>	<b>49,450,109</b>
<b>Less: OPERATING EXPENSES</b>				
General Purpose Funding	531,069	567,734	410,778	250,793
Governance	2,017,254	2,067,571	1,314,768	(211,265)
Law, Order & Public Safety	1,218,110	1,098,471	823,761	942,409
Health	651,451	629,581	472,131	382,971
Education & Welfare	2,767,871	2,805,114	2,062,539	1,746,233
Housing	1,047,549	1,027,549	770,589	902,387
Community Amenities	6,852,977	7,887,069	5,916,423	5,234,701
Recreation and Culture	14,507,316	14,678,552	1,929,842	10,284,618
Transport	26,703,596	24,574,931	18,695,585	17,515,840
Economic Services	2,413,876	2,997,373	2,243,410	2,033,243
Other Property & Services	1,868,999	2,327,533	1,929,842	1,165,028
<b>Total Operating Expenditure</b>	<b>60,580,068</b>	<b>60,661,478</b>	<b>36,569,668</b>	<b>40,246,957</b>
<b>Add:</b>				
<i>Capital Grants and Contributions</i>	42,098,283	26,701,181	12,588,514	3,520,941
<i>Sale of Assets</i>	618,750	627,750	-	-
<i>Non - cash amounts excluded from operating activities</i>	15,511,700	15,511,700	13,344,630	12,010,275
	<b>58,228,733</b>	<b>42,840,631</b>	<b>25,933,144</b>	<b>15,531,216</b>
<b>Less: CAPITAL WORKS PROGRAMME</b>				
Governance	586,500	721,209	602,660	162,529
Law, Order & Public Safety	631,685	851,354	(751,348)	218,948
Health	-	-	-	-
Education & Welfare	108,000	219,635	107,419	29,526
Housing	2,413,000	2,444,377	1,083,283	1,473,255
Community Amenities	39,150,000	13,874,673	8,689,005	7,824,252
Recreation and Culture	4,242,503	8,400,533	5,431,738	2,065,773
Transport	25,131,564	32,370,105	21,689,863	12,041,799
Economic Services	743,000	826,067	441,647	-
Private Works Overhead	459,000	455,174	373,912	233,197
	<b>73,465,252</b>	<b>60,163,127</b>	<b>37,668,179</b>	<b>24,049,279</b>
<b>Less: OTHER</b>				
Repayments of Debentures	384,436	764,500	14,459	189,761
<i>Less Contributions to Loan Principal</i>	-	-	-	-
<i>Payments for principle portion of lease liability</i>	-	-	-	-
Transfers to Reserves	1,733,201	2,980,300	34,076	-
	<b>2,117,637</b>	<b>3,744,800</b>	<b>48,535</b>	<b>189,761</b>
<b>Add: FUNDING SOURCES</b>				
Reserves Utilised	2,969,611	2,543,900	7,692	-
Proceeds from New Debentures	15,000,000	15,000,000	-	-
Estimated Surplus/(Deficit) July 1 b/fwd	-	4,304,543		4,218,176
	<b>17,969,611</b>	<b>21,848,443</b>	<b>7,692</b>	<b>4,218,176</b>
Estimated Surplus/(Deficit) June 30 c/fwd	-	-	<b>(933,443)</b>	<b>4,713,505</b>

Adjusted Net Current Assets	YTD Actuals 2022/2023
<b>Current Assets</b>	\$
<b>Cash</b>	
Municipal Fund Cash At Bank	1,868,856
Municipal Fund Cash On Hand	12,950
Municipal Fund Cash Invested	(3,173,647)
Reserve Funds	76,180,559
<b>Total Cash</b>	<b>74,888,719</b>
<b>Stock on Hand</b>	
Fuels	111,646
History Books	3,247
Martumili Baskets	15,806
<b>Total Stock</b>	<b>130,699</b>
<b>Debtors</b>	
Rates	4,113,927
Sundry Debtors	2,694,359
ATO	3,486,158
Aust Securities Commission	0
<b>Total Debtors</b>	<b>10,294,444</b>
<b>Total Current Assets</b>	<b>85,313,862</b>
<b>Current Liabilities</b>	
<b>Creditors &amp; Provisions</b>	
Sundry Creditors	(2,216,587)
Accruals - Employee Entitlements	(1,245,399)
Accruals - Other	(7,170,707)
Trust Accounts	(1,329,234)
Tax Liability	(199,015)
ESL Levy	156,075
Other Liabilities	0
<b>Total Current Liabilities</b>	<b>(12,004,868)</b>
<b>Total Net Current Assets</b>	<b>73,308,994</b>
<b>Less Restricted Cash - Reserves</b>	<b>76,180,559</b>
<b>Net Current Assets less Restricted Cash</b>	<b>(2,871,566)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For The Period Ending 31 March 2023**

**NOTE 2**  
**EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2022/2023 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>VARIANCE BY FUNCTION &amp; ACTIVITY</b>	\$	%			
<b><u>Revenue from operating activities</u></b>					
Governance	151,275	80	▼	Timing	Sundry income revenue to be considered as part of the May 2023 Budget Review
General Purpose Funding - Other	1,072,931	49	▼	Timing	Interest on investments still to be realised
Law, Order & Public Safety	179,114	54	▼	Timing	CCTV Grant outstanding; review required to determine whether income is capital or operating
Health	33,979	64	▼	Timing	Health Fees to be rased
Education and Welfare	86,714	70	▼	Timing	Timing of Grant income
Housing	(72,232)	(31)	▲	Timing	Revenue received from rental income higher than budget; to be considered as part of May 2023 Budget Review
Community Amenities	806,552	14	▼	Timing	WWTP Contribution outstanding; review required to determine whether income is capital or operating
Recreation and Culture	2,221,186	52	▼	Timing	Funding from Education Department & LRCIP still to be received; Aquatics facility revenue down due to closure
Transport	6,462,108	31	▼	Timing	Road Funding & Airport Contribution not yet received
Economic Services	416,375	41	▲	Timing	Tourism revenue (Parks & Camping) higher than budget; to be considered as part of May 2023 Budget Review
Other Property and Services	405,064	46	▼	Timing	Insurance & Other Recoups less than budget; to be considered as part of May 2023 Budget Review
<b><u>Expenditure from operating activities</u></b>					
Governance	191,447	112	▲	Timing	Expenditure lower than budget; to be considered as part of May 2023 Budget Review
General Purpose Funding	159,985	39	▲	Timing	Rates Write-off to be processed at year end
Law, Order and Public Safety	(50,579)	(6)	▼	Timing	Reduction in budgeted expenditure; to be considered as part of May 2023 Budget Review
Health	89,160	19	▲	Timing	Expenditure lower than budget; to be considered as part of May 2023 Budget Review
Education and Welfare	316,306	15	▲	Timing	Expenditure less than anticipated due to timing,
Housing	(131,798)	(17)	▼	Timing	Internal & depreciation charges to be processed.
Community Amenities	681,722	12	▲	Timing	Expenditure slightly higher than budgeted for this time of year
Recreation and Culture	726,186	7	▲	Timing	Expenditure less than anticipated due to timing,
Transport	1,179,745	6	▲	Timing	Expenditure less than anticipated due to timing,
Economic Services	210,167	9	▲	Timing	Salaries & wage & operating expenditure lower than budget; to be considered as part of May 2023 Budget Review
Other Property and Services	1,166,521	60	▲	Timing	Internal charges to be processed.
<b>VARIANCE BY NATURE &amp; TYPE</b>					
<b><u>Operating Revenue</u></b>					
Grants And Subsidies	1,800,197	(41)	▲	Timing	Ahead of budget forecast but reduced during budget review due to more information available
Fees and Charges	79,671	(0)	▲	Permanent	Impacted by budget review; will be considered as part of May 2023 Budget Review
Interest	(1,356,696)	97	▼	Timing	Interest earnings not accrued; will correct when investments mature & EOFY completed
Other Revenue/Income	349,682	(48)	▲	Permanent	To be considered as part of May 2023 Budget Review
<b><u>Operating Expenditure</u></b>					
Employee Costs	(2,996,720)	(243)	▲	Timing	Employee costs adjusted in recent budget review; to be considered as part of the May 2023 Budget Review
Materials And Contracts	(5,604,186)	(207)	▲	Timing	Materials & contracts adjusted in recent budget review; to be considered as part of May 2023 Budget Review
Depreciation On Non Current Assets	(923,625)	(314)	▲	Timing	Depreciation is currently manually calculated until final EOFY statements are adopted
Insurance Expenses	372,446	(69)	▼	Permanent	Insurance adjusted in recent budget review; to be considered as part of May 2023 Budget Review
Interest Expenses	(47,244)	(129)	▲	Timing	Minor variation to loan due date set up in budget timing
Utilities (Gas, Electricity, Water Etc)	(795,070)	(154)	▲	Permanent	Utilities higher than budget; to be considered as part of May 2023 Budget Review
Other Expenditure	(498,031)	(130)	▲	Timing	To be considered as part of May 2023 Budget Review

---

## **APPENDIX 2**



Shire of EAST  
**Pilbara**  
AUSTRALIA'S LARGEST SHIRE

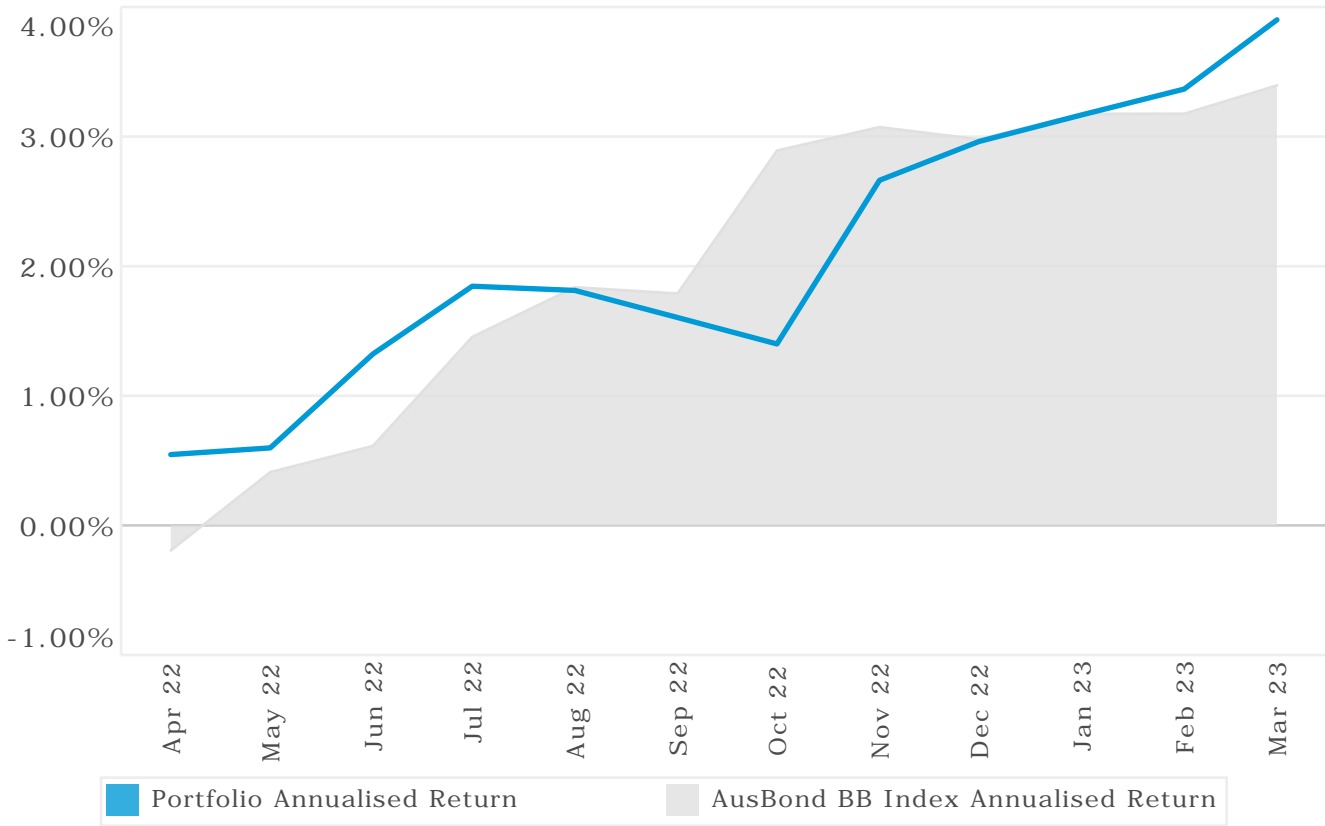
### Investment Summary Report March 2023



Investment Holdings

Investment Performance

	Face Value (\$)	Current Value (\$)	Current Yield (%)
Cash	5,583,523	5,583,523	0.0033
Term Deposit	68,000,000	69,051,706	4.3851
	73,583,523	74,635,229	4.0527

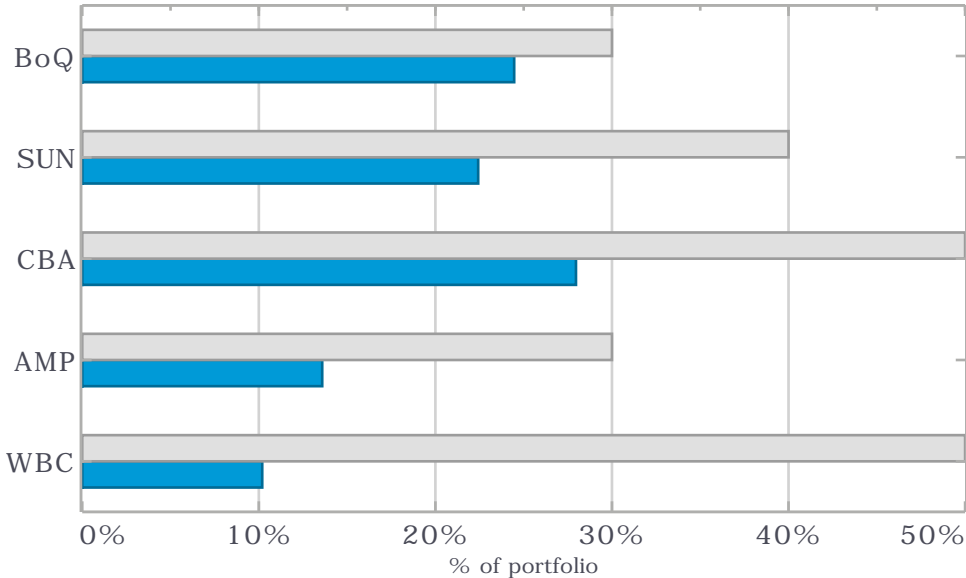
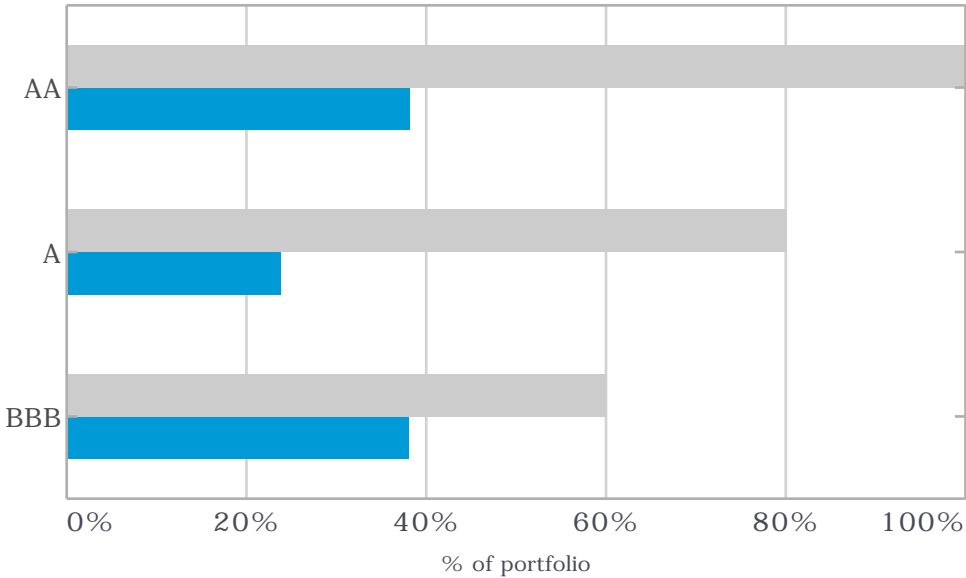


Investment Policy Compliance

Total Credit Exposure

Individual Institutional Exposures

Term to Maturities



	Face Value (\$)	Policy Max
Between 0 and 1 years	73,583,523	100%
	73,583,523	

Portfolio Exposure

Investment Policy Limit

Shire of East Pilbara  
Investment Holdings Report - March 2023



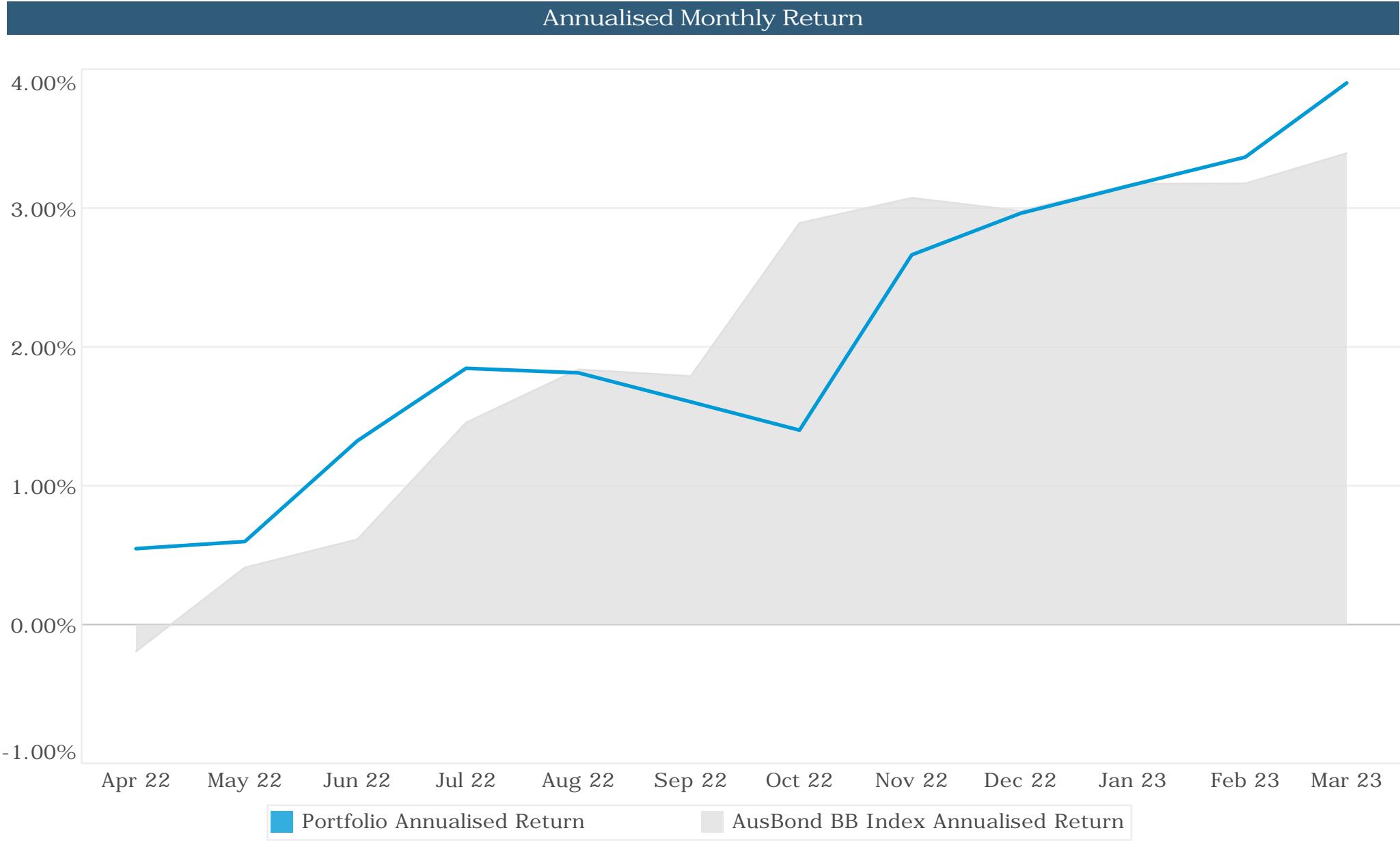
Cash Accounts											
	Face Value (\$)	Current Rate (%)	Institution	Credit Rating			Current Value (\$)	Deal No.			Reference
	8,450.78	2.1837%	Macquarie Bank	A+			8,450.78	541691			Accelerator
	5,575,071.78	0.0000%	Bankwest	AA-			5,575,071.78	541653			
	5,583,522.56	0.0033%					5,583,522.56				

Term Deposits											
Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
12-Apr-23	3,000,000.00	3.9200%	Suncorp Bank	A+	3,000,000.00	11-Nov-22	3,045,429.04	543542	45,429.04	At Maturity	
20-Apr-23	2,500,000.00	4.0000%	Suncorp Bank	A+	2,500,000.00	23-Nov-22	2,535,342.47	543582	35,342.47	At Maturity	
10-May-23	1,500,000.00	4.2000%	Commonwealth Bank of Australia	AA-	1,500,000.00	8-Feb-23	1,508,975.34	543801	8,975.34	At Maturity	
10-May-23	3,000,000.00	4.1300%	Suncorp Bank	A+	3,000,000.00	11-Nov-22	3,047,862.74	543543	47,862.74	At Maturity	
1-Jun-23	5,000,000.00	3.1300%	Commonwealth Bank of Australia	AA-	5,000,000.00	1-Jun-22	5,130,345.21	542826	130,345.21	At Maturity	
7-Jun-23	1,500,000.00	4.3300%	Commonwealth Bank of Australia	AA-	1,500,000.00	8-Feb-23	1,509,253.15	543802	9,253.15	At Maturity	
14-Jun-23	3,000,000.00	4.1400%	Suncorp Bank	A+	3,000,000.00	11-Nov-22	3,047,978.63	543544	47,978.63	At Maturity	
15-Jun-23	8,000,000.00	4.1500%	Bank of Queensland	BBB+	8,000,000.00	15-Jun-22	8,263,780.82	542870	263,780.82	At Maturity	
21-Jun-23	5,000,000.00	4.5500%	AMP Bank	BBB	5,000,000.00	22-Nov-22	5,081,027.40	543570	81,027.40	At Maturity	
10-Jul-23	1,000,000.00	4.4500%	Macquarie Bank	A+	1,000,000.00	10-Mar-23	1,002,682.19	543926	2,682.19	At Maturity	
18-Jul-23	5,000,000.00	4.4700%	Suncorp Bank	A+	5,000,000.00	11-Jan-23	5,048,986.30	543696	48,986.30	At Maturity	
9-Aug-23	3,000,000.00	4.5200%	Commonwealth Bank of Australia	AA-	3,000,000.00	9-Feb-23	3,018,946.85	543836	18,946.85	At Maturity	
4-Nov-23	5,000,000.00	4.7200%	Westpac Group	AA-	5,000,000.00	4-Nov-22	5,095,693.15	543568	95,693.15	At Maturity	
7-Nov-23	5,000,000.00	4.8000%	AMP Bank	BBB	5,000,000.00	7-Nov-22	5,095,342.47	543521	95,342.47	At Maturity	
8-Nov-23	2,500,000.00	4.7000%	Westpac Group	AA-	2,500,000.00	8-Nov-22	2,546,356.16	543569	46,356.16	At Maturity	
12-Dec-23	2,500,000.00	4.4000%	Commonwealth Bank of Australia	AA-	2,500,000.00	12-Dec-22	2,533,150.68	543646	33,150.68	At Maturity	
13-Feb-24	1,500,000.00	5.0100%	Commonwealth Bank of Australia	AA-	1,500,000.00	13-Feb-23	1,509,676.85	543823	9,676.85	At Maturity	
12-Mar-24	10,000,000.00	4.9000%	Bank of Queensland	BBB+	10,000,000.00	9-Mar-23	10,030,876.71	543919	30,876.71	At Maturity	
	68,000,000.00	4.3851%			68,000,000.00		69,051,706.16		1,051,706.16		

Shire of East Pilbara  
Accrued Interest Report - March 2023



Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Cash									
Bankwest	541653					0.00	0	0.00	0.00%
Macquarie Bank	541691					15.49	0	15.49	2.18%
						15.49		15.49	0.00%
Term Deposits									
Bank of Queensland	542428		10,000,000.00	10-Mar-22	9-Mar-23	109,698.63	8	2,410.96	1.10%
Bank of Queensland	543810		1,500,000.00	10-Feb-23	14-Mar-23	4,405.48	13	1,789.73	3.35%
Macquarie Bank	542429		1,000,000.00	10-Mar-22	10-Mar-23	10,000.00	9	246.58	1.00%
Suncorp Bank	543542		3,000,000.00	11-Nov-22	12-Apr-23	0.00	31	9,987.94	3.92%
Suncorp Bank	543582		2,500,000.00	23-Nov-22	20-Apr-23	0.00	31	8,493.15	4.00%
Commonwealth Bank of Australia	543801		1,500,000.00	8-Feb-23	10-May-23	0.00	31	5,350.68	4.20%
Suncorp Bank	543543		3,000,000.00	11-Nov-22	10-May-23	0.00	31	10,523.01	4.13%
AMP Bank	543570		5,000,000.00	22-Nov-22	21-Jun-23	0.00	31	19,321.92	4.55%
Bank of Queensland	542870		8,000,000.00	15-Jun-22	15-Jun-23	0.00	31	28,197.26	4.15%
Commonwealth Bank of Australia	542826		5,000,000.00	1-Jun-22	1-Jun-23	0.00	31	13,291.79	3.13%
Commonwealth Bank of Australia	543802		1,500,000.00	8-Feb-23	7-Jun-23	0.00	31	5,516.30	4.33%
Suncorp Bank	543544		3,000,000.00	11-Nov-22	14-Jun-23	0.00	31	10,548.49	4.14%
Macquarie Bank	543926		1,000,000.00	10-Mar-23	10-Jul-23	0.00	22	2,682.19	4.45%
Suncorp Bank	543696		5,000,000.00	11-Jan-23	18-Jul-23	0.00	31	18,982.19	4.47%
Commonwealth Bank of Australia	543836		3,000,000.00	9-Feb-23	9-Aug-23	0.00	31	11,516.71	4.52%
AMP Bank	543521		5,000,000.00	7-Nov-22	7-Nov-23	0.00	31	20,383.57	4.80%
Westpac Group	543568		5,000,000.00	4-Nov-22	4-Nov-23	0.00	31	20,043.83	4.72%
Westpac Group	543569		2,500,000.00	8-Nov-22	8-Nov-23	0.00	31	9,979.45	4.70%
Commonwealth Bank of Australia	543646		2,500,000.00	12-Dec-22	12-Dec-23	0.00	31	9,342.46	4.40%
Commonwealth Bank of Australia	543823		1,500,000.00	13-Feb-23	13-Feb-24	0.00	31	6,382.60	5.01%
Bank of Queensland	543919		10,000,000.00	9-Mar-23	12-Mar-24	0.00	23	30,876.71	4.90%
						124,104.11		245,867.52	4.22%
Grand Totals						124,119.60		245,883.01	3.90%



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Mar 2023	3.90%	3.39%	0.51%
Last 3 months	3.48%	3.25%	0.23%
Last 6 months	2.90%	3.11%	-0.21%
Financial Year to Date	2.51%	2.63%	-0.12%
Last 12 months	2.09%	2.04%	0.05%

# Shire of East Pilbara

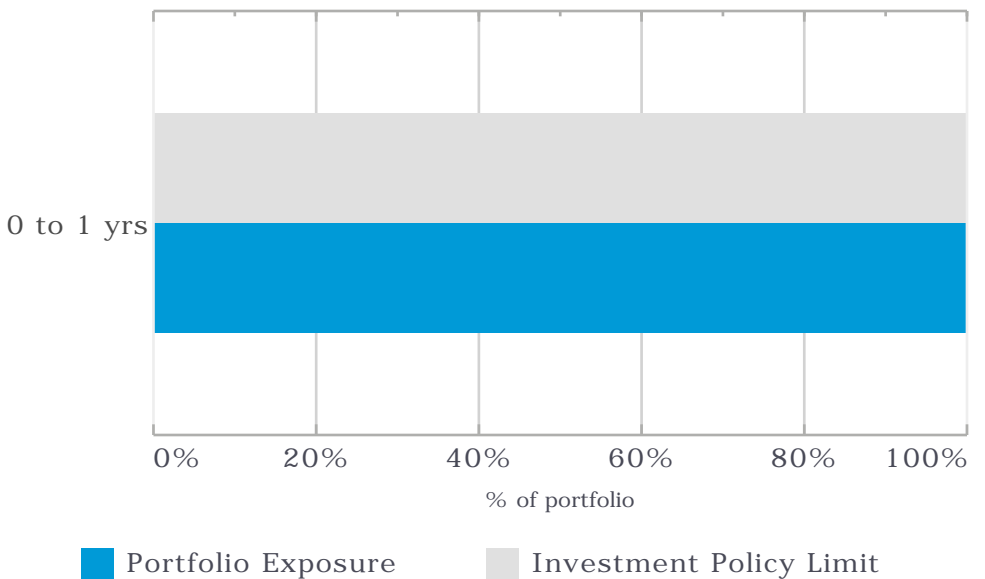
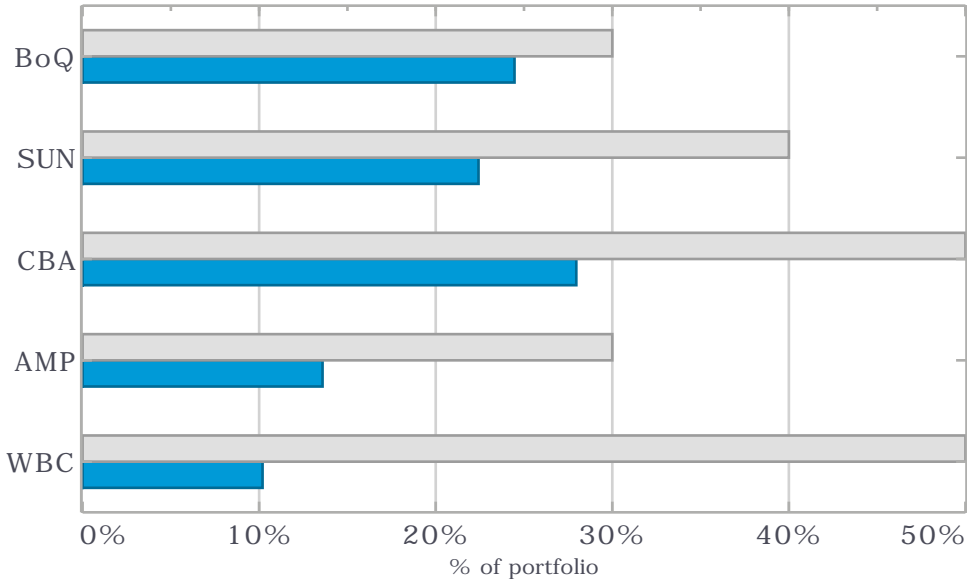
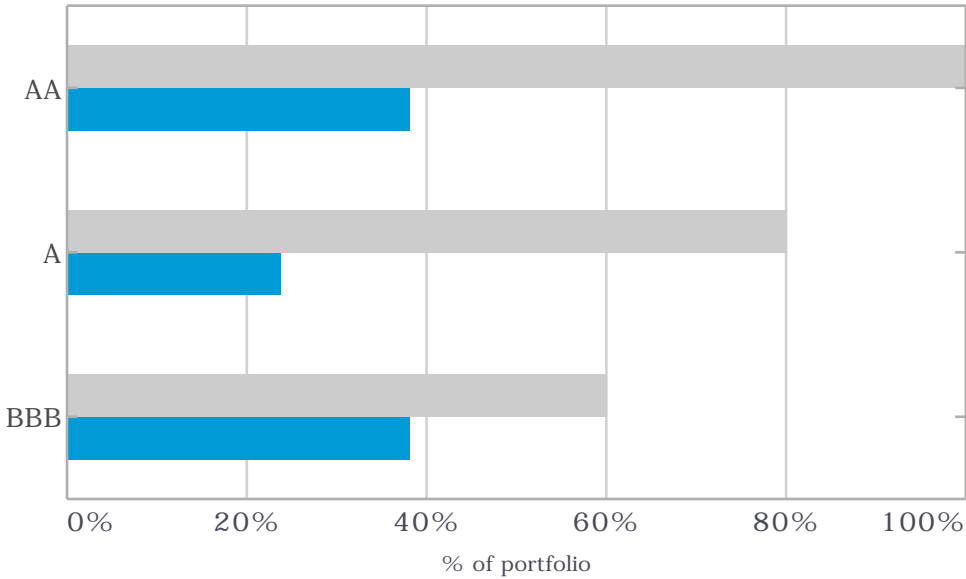
## Investment Policy Compliance Report - March 2023



Total Credit Exposure

Individual Institutional Exposures

Term to Maturities



Credit Rating Group	Face Value (\$)	Policy Max
AA	28,075,072	38% 100% a
A	17,508,451	24% 80% a
BBB	28,000,000	38% 60% a
	73,583,523	

Institution	% of portfolio	Investment Policy Limit
Bank of Queensland (BBB+)	24%	30% a
Suncorp Bank (A+)	22%	40% a
Commonwealth Bank of Australia (AA-)	28%	50% a
AMP Bank (BBB)	14%	30% a
Westpac Group (AA-)	10%	50% a
Macquarie Bank (A+)	1%	40% a

	Face Value (\$)	Policy Max
Between 0 and 1 years	73,583,523	100% 100% a
	73,583,523	

a = compliant  
r = non-compliant

Shire of East Pilbara

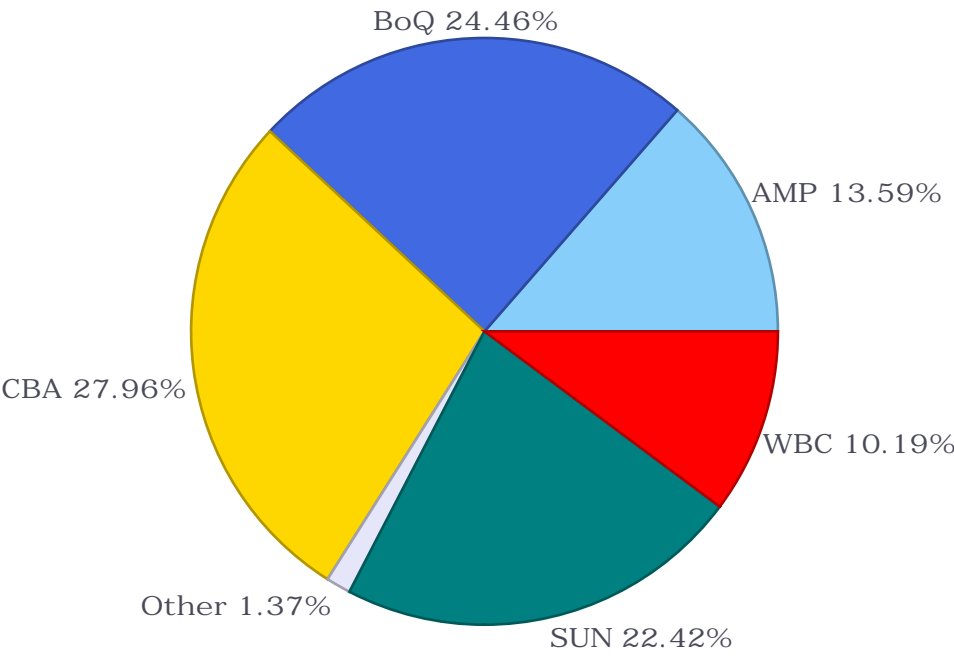
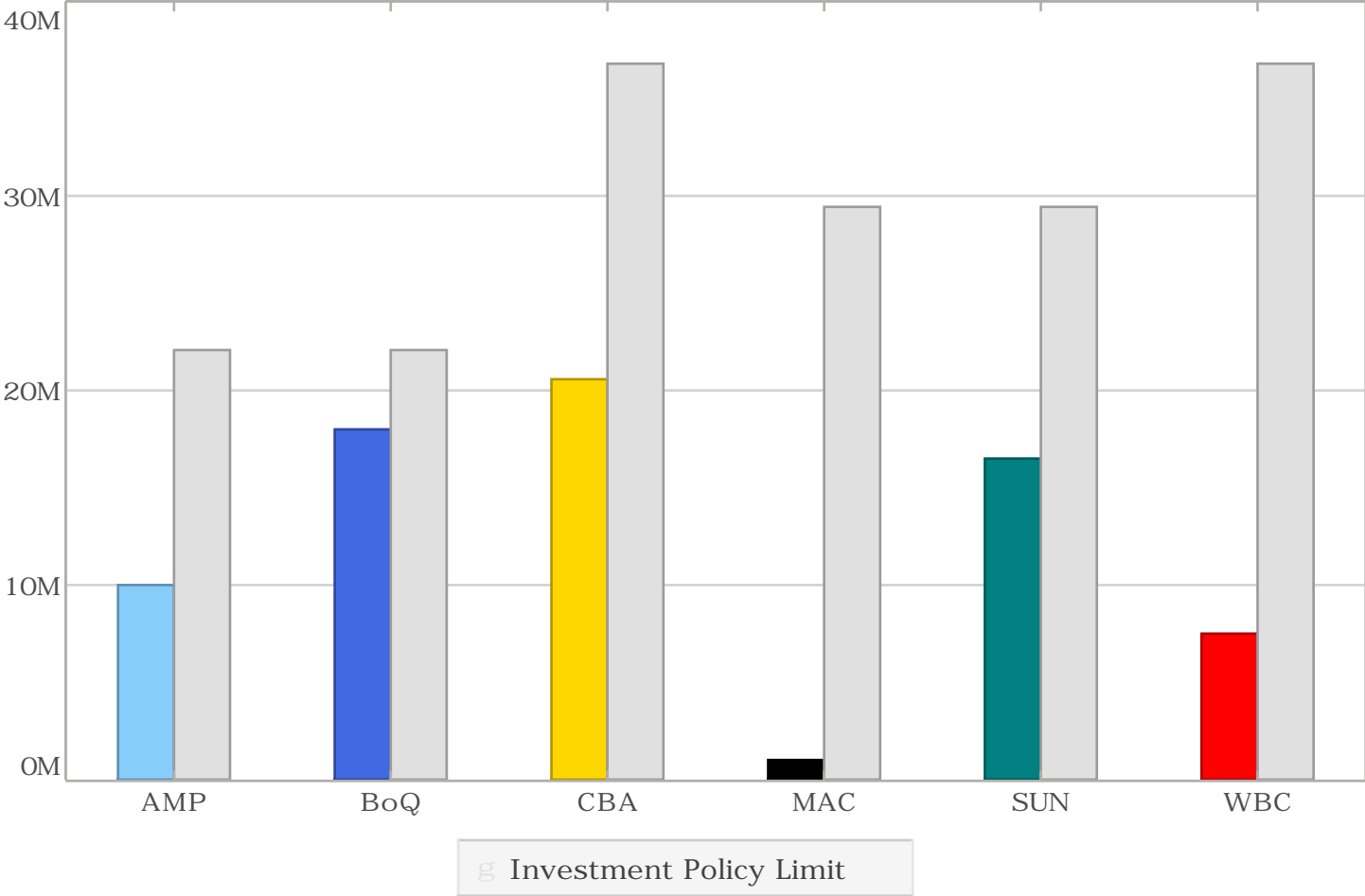
Individual Institutional Exposures Report - March 2023



Individual Institutional Exposures

Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB)	10,000,000	14%	22,075,057	30%	12,075,057
Bank of Queensland (BBB+)	18,000,000	24%	22,075,057	30%	4,075,057
Commonwealth Bank of Australia (AA-)	20,575,072	28%	36,791,761	50%	16,216,689
Macquarie Bank (A+)	1,008,451	1%	29,433,409	40%	28,424,958
Suncorp Bank (A+)	16,500,000	22%	29,433,409	40%	12,933,409
Westpac Group (AA-)	7,500,000	10%	36,791,761	50%	29,291,761
	73,583,523				



# Shire of East Pilbara

## Cashflows Report - March 2023



Actual Cashflows for March 2023						
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount	
9-Mar-23	542428	Bank of Queensland	Term Deposit	Maturity: Face Value	10,000,000.00	
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	109,698.63	
				<u>Deal Total</u>	<u>10,109,698.63</u>	
9-Mar-23	543919	Bank of Queensland	Term Deposit	Settlement: Face Value	-10,000,000.00	
				<u>Deal Total</u>	<u>-10,000,000.00</u>	
Day Total					109,698.63	
10-Mar-23	542429	Macquarie Bank	Term Deposit	Maturity: Face Value	1,000,000.00	
		Macquarie Bank	Term Deposit	Maturity: Interest Received/Paid	10,000.00	
				<u>Deal Total</u>	<u>1,010,000.00</u>	
10-Mar-23	543926	Macquarie Bank	Term Deposit	Settlement: Face Value	-1,000,000.00	
				<u>Deal Total</u>	<u>-1,000,000.00</u>	
Day Total					10,000.00	
14-Mar-23	543810	Bank of Queensland	Term Deposit	Maturity: Face Value	1,500,000.00	
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	4,405.48	
				<u>Deal Total</u>	<u>1,504,405.48</u>	
Day Total					1,504,405.48	
<u>Total for Month</u>					<u>1,624,104.11</u>	

Forecast Cashflows for April 2023						
Date	Deal No.		Cashflow Counterparty	Asset Type	Cashflow Description	Amount
12-Apr-23	543542		Suncorp Bank	Term Deposit	Maturity: Face Value	3,000,000.00
			Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	48,973.15
					<u>Deal Total</u>	<u>3,048,973.15</u>
Day Total						3,048,973.15
20-Apr-23	543582		Suncorp Bank	Term Deposit	Maturity: Face Value	2,500,000.00
			Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	40,547.95

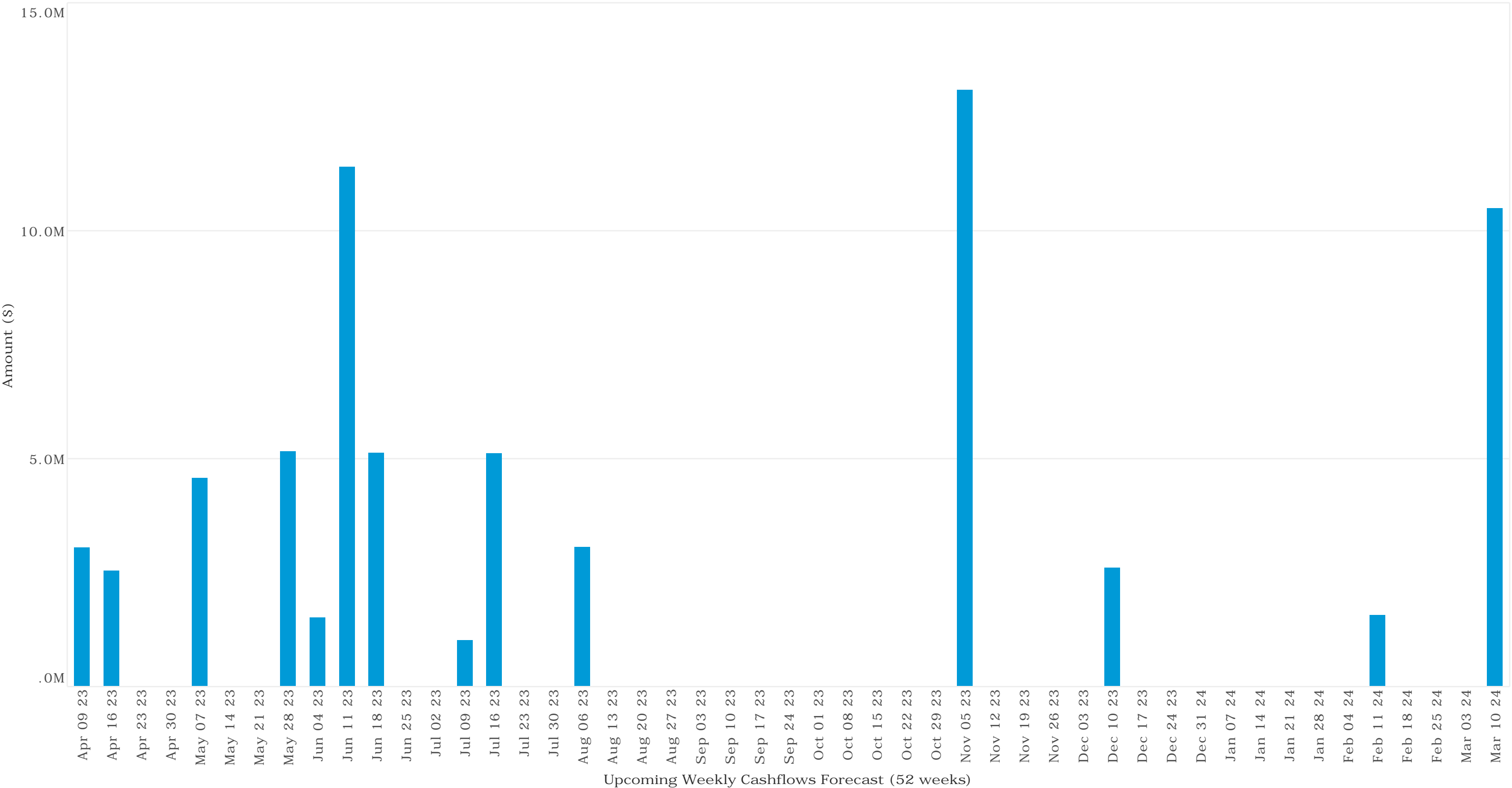
Shire of East Pilbara  
Cashflows Report - March 2023



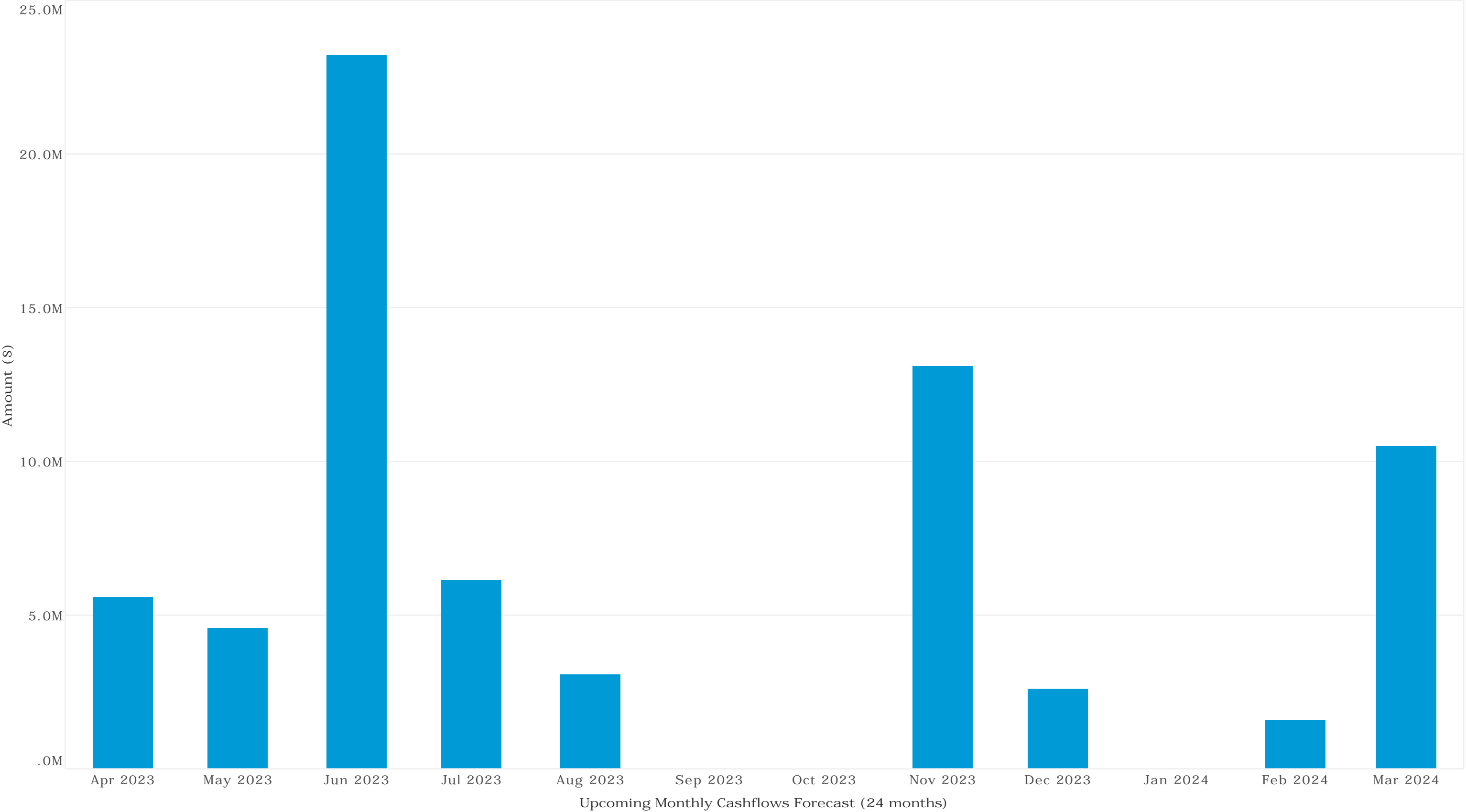
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
				<u>Deal Total</u>	<u>2,540,547.95</u>
				Day Total	2,540,547.95
				<u>Total for Month</u>	<u>5,589,521.10</u>

# Shire of East Pilbara

## Cashflows Report - March 2023



Shire of East Pilbara  
Cashflows Report - March 2023



11.2.3 NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2023 - 2024

Attachments: [Appendix 1 Objects and Reasons 2023-2024](#)  
Responsible Officer: Steven Harding  
Chief Executive Officer  
Author: Steve Leeson  
Director Corporate Services  
Proposed Meeting Date: 28 April 2023  
Location/Address: N/A  
Name of Applicant: N/A  
Author Disclosure of Interest: Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2023/ 59)

**Moved:** Cr Baer

**Seconded:** Cr Anick

**That Council:**

1. In accordance with section 6.36(3A) of the *Local Government Act 1995* endorses the Statement of Objects and Reasons for 2023-2024 rating year (as corrected Appendix 1 to the report).
2. In accordance with to section 6.36(1) of the *Local Government Act 1995*, gives local public notice of its intention to impose the following differential rates and minimum charges for 2023-2024, in accordance with the 2023-24 Statement of Objects and Reasons:

Rate Category	Rate in the Dollar charge	Minimum rate charge
GRV Residential	0.0652	\$1,100
GRV Non-Residential	0.0652	\$1,300
GRV Transient Workforce Accommodation	0.1304	\$1,300
UV - Pastoral	0.1629	\$1,300
UV – Mining / Other	0.3258	\$1,300
UV – Prospecting	0.2971	\$ 850

3. Authorises the Chief Executive Officer to publish the 2023-2024 Statement of Objects and Reasons on the Shire's website, and to make it available for inspection at the Newman and Marble Bar Administration Offices.
4. Invites submissions to be made by any elector or ratepayer with respect to the propose rate or minimum payment, and any other related matters within 21 days of the notice
5. Considers all submissions received before imposing the proposed rates or minimum payments with or without modification.

**CARRIED**  
**RECORD OF VOTE: 6/2**

**For:** Deputy Shire President, Crs Anick, Kular, Smith, Baer, Lockyer  
**Against:** Crs Coppin, Mortimer

## REPORT PURPOSE

For Council to consider the draft differential rating model for the 2023 - 2024 financial year for the purpose of advertising and seeking public submissions in accordance with the *Local Government Act 1995* ("the Act").

## BACKGROUND

Council typically adopts the Shire of East Pilbara ("the Shire") Annual Budget in June each year. A required component of the setting the budget is the consideration of rate revenue for the year to meet the estimate of the budget deficiency.

It is proposed to continue with differential rating in accordance with section 6.36 of the Act. It is proposed to continue with the Rating Strategy and three year time frame to achieve an operating surplus and rating parity with other Pilbara local governments.

Council is required to consider the Shire's differential rates, and have these advertised, prior to adoption of the budget. This report establishes a targeted rating amount towards the drafting of the 2023-2024 annual budget, to advertise for community and ratepayer feedback. The actual rating levels that will be adopted may differ to those advertised.

## COMMENTS/OPTIONS/DISCUSSIONS

### Budget Strategy

2023-2024 will be the third consecutive year of a three year plan with set objectives. The current three year plan aims to achieve:

- A targeted reduction in operating deficits (setting a three year plan to achieve a balanced position).
- Implement a new Shire Rating Strategy 2021-2026.
- Reduced reliance upon Airport Services allocations to fund recurrent municipal services and projects.
- No reliance upon Waste Services net proceeds.
- Reduced reliance upon reserves to fund new capital works and to accumulate greater reserve balances.
- Exclude prior year carry forward projects and surplus funds from next year's proposed annual budget. Each year to be independent.

- Distinguishing the three major Shire operations as being distinct and separate from Shire Municipal operations and projects, being:
    - Airport Operations;
    - Waste Services; and
    - Martumili Artist Gallery.
- That these service operations and capital works do not impact upon Shire rating.
- Achieving improved Financial Health Indicator scores.

#### 2023-2024 Forecast

As part of the process towards drafting the 2023-2024 annual budget, the Shire's operating expenditure has been forecast towards maintaining current levels of service to ratepayers and the community, along with planned capital works and funding for Shire reserves established towards meeting future needs. The net deficit after considering all available sources of income is currently targeted to be \$30.5 million.

Factors impacting upon Shire operating expenditures are:

- Salaries and wages within a tight labour market;
- General inflation;
- Transport costs;
- Insurance premium increases.

Revenue growth is foreseen through

- Higher interest rates, although returns on investment are mostly transferred into reserves;
- General increase in service fees and charges;
- Modest increase in the security charge, also mostly transferred to reserve.

#### Rating Strategy

The Rating Strategy 2021-2026 was adopted at the 28 May 2021 Ordinary Council Meeting. It seeks to uphold the rating principals of objectivity, consistency, transparency, equity and efficiency within its approach to apportioning the rating burden across land owners in the district. This guided the Shire's 2021-2022 budget, through the use of increased differential rating categories, setting a three year goal towards achieving an operating surplus and parity with other Pilbara local governments.

The first year of the Rating Strategy 2021-2026 implemented a change in rating categories, through distinguishing separately from the previous general rate, all residential, non-residential and transient workforce accommodation type of properties. A financial hardship policy was also adopted.

The second year aligned minimum and general rate in the dollar amounts with neighbouring local governments, along with ceasing the use of concessions. Also, the introduction of separate security charge for CCTV operation and maintenance.

The third year seeks to achieve an operation surplus and support the Shire's long-term financial sustainability

Rating Apportionment

To make up the initial budget deficiency through rating of \$30.957M requires an average increase in rating of 8% across property categories.

The following model maintains a comparative rating burden distribution across existing rating categories.

		2022 - 2023			2022 - 2023		
		Minimum	Rate in \$	Amount	Minimum	Rate in \$	Amount
Gross Rental Valuation							
	Residential	\$ 1,000	\$ 0.0600	\$ 3,835,021	\$ 1,100	\$ 0.06520	\$ 4,167,156
	Non-Residential	\$ 1,200	\$ 0.0600	\$ 1,450,431	\$ 1,300	\$ 0.06520	\$ 1,574,421
	Transient Workers Accommodation	\$ 1,200	\$ 0.1200	\$ 3,477,480	\$ 1,300	\$ 0.13040	\$ 4,929,968
Unimproved Valuaution							
	Pastoral	\$ 1,000	\$ 0.1500	\$ 1,594,337	\$ 1,300	\$ 0.1629	\$ 1,734,709
	Mining / Other	\$ 1,200	\$ 0.3000	\$ 16,351,844	\$ 1,300	\$ 0.3258	\$ 18,303,477
	Mining Prospecting	\$ 715	\$ 0.2829	\$ 220,249	\$ 850	\$ 0.2971	\$ 248,095
Interim and back rates				\$ 1,273,110			
Budget Rating Forecast Needs				\$ 28,202,472			\$ 30,957,825

The 2023-2024 notice of intention to levy differential rating approach, impacts upon average ratepayers as follows:

- GRV – Residential                      Proposed      \$0.0652  
   Previous      \$0.0600

*Increase \$2.25 a week on the average residential property (an equivalent average increase of 8.6%)*

*The minimum rate proposed being \$1,100 up from \$1,000*

- GRV – Non-residential                      Proposed      \$0.0652  
   Previous      \$0.0600

*Increase \$13.44 a week on the average non-residential property (an equivalent average increase of 8.6%).*

*The minimum rate proposed being \$1,300 up from \$1,200*

- GRV – Transient Workforce Accommodation (TWA)  
   Proposed      \$0.1304  
   Previous      \$0.1200

*Increase \$304.94. a week on the average village / camp property (an equivalent average increase of 8.6%).*

*The minimum rate proposed being \$1,300 up from \$1,200*

*Establishes near rate in the dollar and minimum charge parity with other Pilbara local governments.*

- UV – Pastoral / Special Leases      Proposed      \$0.1629  
   Previous      \$0.1500

*Increase \$38.83 a week on the average pastoral property (an equivalent average increase of 8.6%).*

*The minimum rate proposed being \$1,300 up from \$1,200 to establish parity with other rating categories*

- UV – Mining / Other                              Proposed      \$0.350  
   Previous      \$0.300

*Increase \$14 a week on the average mining and other property (an equivalent average increase of 8.6%).*

*The minimum rate proposed being \$1,300 up from \$1,200*

- Prospecting    Proposed      \$0.2971  
   Previous      \$0.2829

*Increase \$0.72 a week on the average prospecting property (an equivalent average increase of 5%).*

*Establishes a lower rate in the dollar compared to other Pilbara local governments.*

*The minimum rate proposed being \$850 up from \$715.*

#### Comparative charges and increases

Achieving parity for rate in the dollar and minimum charges with other Pilbara local governments, requires larger rating increases in the short-term, then more gradual and consistent increases in following years.

- 2021 – 2022    50%
- 2022 – 2023    30%
- 2023 – 2024    8%

Whilst the nominal percentage increases are high, in real dollar terms they may be considered modest, compared to benefits that accumulated after maintaining comparatively low levels over previous years.

Other Charges

**Sewerage Rate**

The Shire charges Newman townsite properties (excluding light and general industrial properties without deep sewerage) a separate sanitary rate for deep sewerage under section 41 of the *Health (Miscellaneous Provisions) Act 1911*. An increased amount of servicing and maintenance is required on the network. It is proposed to increase the rate from \$0.011899 to \$0.013000 to raise \$900,000 for operational costs of the waste water treatment plant. This represents weekly increase of 48 cents per week or \$24.74 per annum to the average residential property.

**Waste Collection Fee**

An estimated \$116 per annum increase from \$330 to \$446 to recover the actual cost of contracted service provision is proposed for residential properties. The proposed increase is primarily attributable to the need to accumulate reserve funds towards the future rehabilitation of the landfill sites. This is currently estimated at \$19M in today's value.

**Property Surveillance and Security Service Charge**

The Shire has recently upgraded and expanded its CCTV network, through funding received from the Federal Safer Communities Fund and BHP Collective Impact grants.

To fund the ongoing operation, maintenance and renewal of the network, pursuant to Section 6.38(1) of the Act and Regulation 54 of the Local Government (Financial Management) Regulations 1996, it is recommended to impose a service charge for Property Surveillance and Security of \$62 (GST Free) on the town site of Newman. With intended expansions of the Shire's CCTV network during 2023 - 2024, it is intended this service charge will in future apply to Marble Bar and Nullagine properties also.

In accordance with Section 6.38 (5)(b) of the Act, if the Shire was to receive more money than it requires from the annual charge imposed, any surplus will be used to offset against future years' charges, along with the purchase of plant and equipment used for the service. A reserve would be established as part of the annual budget process for this purpose.

Non-payment of rates

The Shire has in place policy 3.15 Financial Hardship which outlines the scope and criteria for determining applications for rating relief.

Local Public Notice

Council is required to provide local public notice of its intention to levy differential rating, containing an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days.

Council must consider all submissions received and determine the appropriate level of differential rating. Council may modify the proposed rates or minimum payments after considering any submissions and is not required to give further local public notice of that modified rate or minimum payment.

**POLICY IMPLICATIONS**

Rating Strategy 2021-2026

DLGSC Rating Policy: Differential Rates

**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**

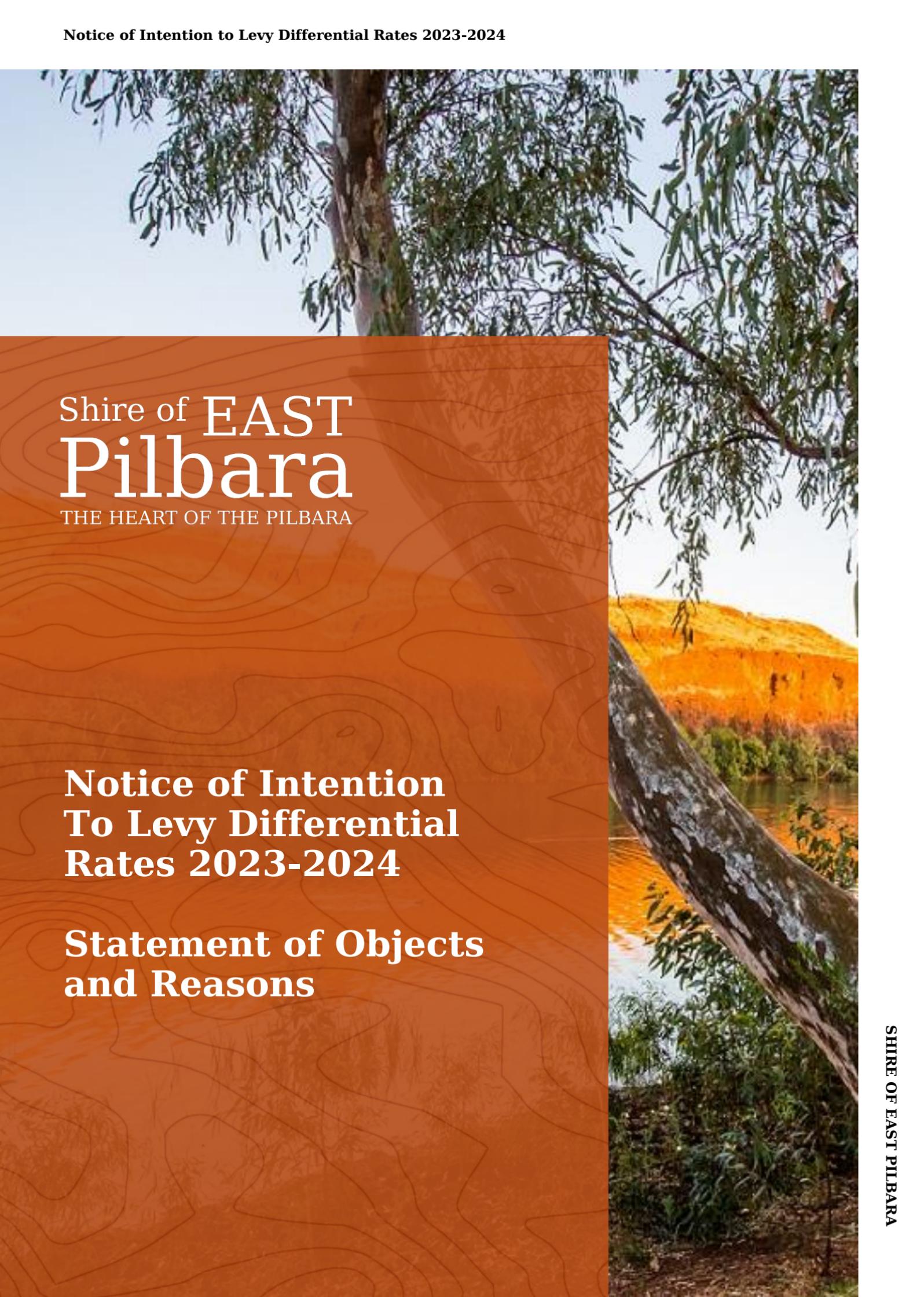
Legislative – High

Council must consider its ability to fund expected outcomes in the Community Strategic Plan.

Rating provides for the net funding requirements of the Shire's services, activities, financing costs and the current and future capital requirements, after taking into account all other forms of revenue. As the costs incurred to provide services and infrastructure increases overtime, so does the need for and pressure towards raising rates to support the Shire's long-term financial sustainability.

**VOTING REQUIREMENT**

Simple Majority.

The background of the document is a photograph of a river scene. In the foreground, a large tree with green leaves and a thick trunk is visible on the right side. The river flows through the middle ground, reflecting the light. In the background, a prominent yellow-orange hill, likely a sandstone escarpment, rises above the river. The sky is a pale blue. The left half of the image is overlaid with a semi-transparent orange rectangle that contains the Shire of East Pilbara logo and the title text.

Shire of EAST  
**Pilbara**  
THE HEART OF THE PILBARA

**Notice of Intention  
To Levy Differential  
Rates 2023-2024**

**Statement of Objects  
and Reasons**

In accordance with section 6.36 of the *Local Government Act 1995* (the Act), the Shire of East Pilbara (the Shire) is required to publish its Objects and Reasons for implementing Differential Rates.

## 1. Introduction

Rates are a tax levied on all rateable properties within the boundaries of the District of East Pilbara in accordance with the Act. The overall objective of the proposed rates for the drafting of the Shire's 2023 - 2024 Annual Budget is to provide towards the net funding requirements for provision of the Shire's services, activities, financing costs, current and future capital requirements. Consideration of the required rates yield forecast is after taking into account all revenue sources, expenditure and efficiency measures as part of budget deliberations.

The importance of achieving an operating surplus towards the Shire's long-term financial sustainability, is recognised as considered planning for our future community needs and aspirations. The Department of Local Government Sport and Cultural Industries have prescribed guidelines for local governments to achieve. This is the third year of a three year objective to address the Shire's operating budget deficit that was in deficit over previous years.

## 2. Rating Strategy 2021 - 2026

The Shire's rating strategy establishes a framework to address the following key elements:

- a) That the basis of valuation for rating purposes continues to be the independently determined Gross Rental

Value (GRV) and Unimproved Value (UV) method.

*\* Landgate values all properties in the State independently.*

- b) Recognise the individual characteristics of land use as the basis for differentially rating properties within the Shire.

- Residential
- Non-Residential
- Transient Workers Accommodation
- Pastoral
- Mining / Other

*\* The use of differential rating is considered a means to achieve greater uniformity in annual rate revenue apportionment across property types, being subject to fluctuations in their triennial revaluation reviews.*

- c) To maintain transparency and consistency each year in annual rating.

*\* The Shire charges separately for rates, waste and State Emergency Services Levy (ESL).*

- d) That electronic communication methods are more efficient and effective.

*\* Sustainable, cost effective and a digital Shire.*

In response to ratepayer submissions which established a sixth (6<sup>th</sup>) category of differential rating:

- Mining – Prospecting

## **2.1 Overall Objective**

Achieving comparative rating consistency with neighbouring local governments in the short-term will support the Shire's long-term financial sustainability. Following with a gradual and consistent approach towards future increasing rates, avoids the need to raise rates outside of an acceptable range and or comparison over the long-term.

Being the third year of a three year plan towards achieving the objectives of a balanced operating budget and comparative rating parity, it includes lifting minimal rate charges across all existing rating categories, without the use of rating concessions.

## **2.2 Basis of Rating**

The basis for calculating the apportionment of Shire rates is the Gross Rental Values (GRV) and Unimproved Values (UV) provided for each individual property independently by the Valuer General's Office. Properties are grouped according to Town Planning Scheme zonings and predominant land use with each having a separately calculated rate in the dollar and minimum charge to achieve greater equity across all categories.

## **2.3 Key Values**

The key values contained within the Department of Local Government Sport and Cultural Industries Rating Policy Differential Rates (s.6.33) March 2016 are as follows, being:

### - Objectivity

The predominant use of land should determine the basis for an objective assessment of relevant criteria. External parties should be able to understand how and why a determination was made.

### - Fairness & Equity

Rating principles should be applied fairly and equitably. Each property should make a fair contribution to rates based on a method of valuation appropriately reflecting predominant use.

### - Consistency

Rating principles should be applied and determinations should be made in a consistent manner. Similar properties should be treated in a similar manner. *The rating approach taken within neighbouring local governments shall be taken into account.*

### - Transparency and efficiency

Systems and procedures for determining the method of valuation of land should be clearly documented and available for the public to inspect. This is fundamental to the "good government" principle upon which the Act is based. The right to govern accompanies the obligation to do so openly and fairly.

### 3. Revenue Requirements

Council has reviewed its available revenues and expenditure requirements and considered efficiency measures as part of its budget deliberations. The key points for the drafting of the 2023 - 2024 annual budget being to:

- Raise sufficient rates income to maintain current services and future infrastructure renewal to meet community expectations as per the revised Strategic Community Plan considered and to be adopted;
- Reduce reliance on year end surpluses to fund the following year's budgets, instead transferring these to the surplus;
- Progress towards achieving an operational surplus, to then
- Fund new capital works without fully relying on debt and reserves, and
- Ensure a balanced budget.

In particular, to improve efficiency and reduce expenditure the Shire undertakes on a continuous basis, to:

- Review the need for and remuneration of each position as vacancies arise;
- Review capital expenditure and deferred as appropriate;
- Continue to install energy efficient fixtures and equipment;
- Review light fleet and plant; and
- Undertake reviews of public amenity usage and service levels.

It is recognised the need to accommodate within the drafting of the 2023-2024 annual Shire budget:

- Workforce labour market demand and competition
- Cost Price Index (CPI) increases already experienced and forecast
- Increased demand for trades and continuing supply issues driving up prices
- Need to accumulate reserve funding for future capital works and obligations

Therefore the short-term measure, in addition to seeking greater external funding sources, which most effectively closes the Shire's operating deficit, comes from a further uplift in rating income to make up the Shire's current budget deficiency and future long term sustainability.

Having considered the forecast rates yield required after reviewing all revenue sources, expenditure and continued efficiency measures, as part of its budget deliberations. The table below details the total intended yield to be derived from each differential category as proposed:

The table below details the rate in the dollar and minimum amounts of the recommended 2023 – 2024 rating model as proposed:

---

Rate Category	Rate in Dollar charge 2023 - 2024	Minimum rate charge 2023 - 2024	Rate in Dollar charge 2022 - 2023	Minimum rate charge 2022 - 2023
GRV Residential	\$0.0652	\$1,100	\$0.0600	\$1,000
GRV Non-Residential	\$0.0652	\$1,300	\$0.0600	\$1,200
GRV Transient Workforce Accommodation	\$0.1304	\$1,300	\$0.1200	\$1,200
UV Pastoral / Special Lease	\$0.1629	\$1,300	\$0.1500	\$1,200
UV Mining / Other	\$0.3258	\$1,300	\$0.3000	\$1,200
UV Mining Prospecting	\$0.2971	\$ 850	\$0.2829	\$715

## 4. Differential Rating

Section 6.33 of the Act provides local governments with the option of implementing differential rates. The Shire's 2023 – 2024 rating will be based on land use, being;

- GRV - Residential
- GRV - Non-residential
- GRV - Transient workforce accommodation
- UV - Pastoral / Special Lease
- UV - Mining / Other
- UV – Mining / Prospecting

The objects and reasons for differential rate charges are as follows;

### 4.1 GRV - Residential

This incorporates residential single dwellings, duplex, multi-unit and strata improved properties.

*\* To ensure that the proportion of total rate revenue derived from residential properties remains essentially consistent with previous years and also includes the ongoing maintenance and service provision of Shire assets and services primarily used by residential ratepayers. This will ensure a reasonable contribution to the cost of local government services and facilities available to residents.*

### 4.2 GRV – Non-residential

This incorporates all light industry, general industry, commercial including hotel/motel and mixed use properties.

*\* To ensure that the proportion of total rate revenue derived from non-residential properties remains essentially consistent with previous years and to recognise the additional costs of servicing these types of properties. Non-residential properties generate higher volumes of pedestrian and traffic movements than residential properties which results in increased road and streetscape maintenance requirements, additional on street parking needs and the requirement to install additional traffic treatments. Due to the increased presence of litter surrounding non-residential land the Shire is also required to*

*provide additional litter collection services to these areas. Patrons and employees of commercial and industrial premises are consumers of Shire services but unless they are also property owners within the Shire, are not contributing to the cost of services which they use. No concessions are intended.*

#### **4.3 GRV – Transient Workforce Accommodation (TWA)**

This incorporates all mass accommodation facilities provided for a workforce that is not permanently located within the district.

*\* To ensure rates are distributed equitably across property used for residential and non-residential workers. Temporary workers are consumers of Shire services but unless they are also property owners within the Shire, are not contributing to the cost of services which they use. Mass accommodation properties have the potential to have a greater impact on Shire services and assets than other property types due to their number of occupants in a relatively small land parcel.*

#### **4.4 UV – Pastoral**

This incorporates all properties issued with pastoral leases granted by the State Government.

OR Does not have the characteristics of any other UV differential rate category.

*\* To ensure rates are reflective of the level of service utilized by ratepayers in this category and further reflects the additional costs associated with gravel road maintenance albeit to a lesser extent than that of mining. No concessions are intended.*

#### **4.5 UV – Mining / Other**

This incorporates mining tenements, permits, drilling reservations, leases or licenses held, extracting, stock piling, processing or refining of minerals and the extraction, processing or refining of fuel sources, and any other land use, not including prospecting tenements.

*\* To ensure rates are reflective of the ongoing costs involved in maintaining the road network across broad Shire boundaries, and towards supporting regional communities.*

#### **4.6 UV – Mining Prospecting**

This incorporates all mining prospecting tenements, as defined under the Mining Act 1978 s.40 to 56 as prospecting land use.

*\* The rate in the dollar and minimum charge are comparatively lower than UV Mining / Other, due to having a lesser impact upon the road network, and their operations may not be intended as commercially income-producing.*

### **5 The Application of a Minimum Rate**

The Act allows councils to impose a minimum rate, which may not apply to more than 50% of rateable properties within a rating category. The effect is to increase the rates payable by lower valued properties so that every ratepayer makes a minimum contribution considered equitable to the cost of the services and infrastructure provided, commensurate with other local governments.

*It is proposed to increase minimum rates across rating categories to support the three year plan to achieve an operating surplus and parity in comparative rating.*

## **6 Other Fees and Charges**

With reference to the Shire's Rating Strategy 2021-2026:

### 1.5 Waste Service Fee

A waste service which includes the removal of rubbish and recycling, as well as the need to provide waste services to public areas, is required to be funded by residential ratepayers throughout the Shire. It is considered appropriate to separately identify this charge. The annual 2023 – 2024 charge is proposed to be \$446 and increase of \$2.23 per week / \$ annually towards meeting all operational and capital expenditure requirements and any surplus or deficit to be taken to reserve at year end.

### 1.7.1 Property Surveillance and Security Service Charge

A property surveillance and security service is provided at some locations throughout the Shire. It is considered appropriate to separately identify this charge to ratepayers receiving this service at an annual charge of \$62 could meet operational and capital expenditure requirements with any surplus or deficit to be taken to reserve at year end.

### 4 Rates Notifications

The Shire has implemented a cost recovery fee of \$5 for postage and handling of its rate instalment notices. The fee would be waived for pensioners and all ratepayers receiving the rates notice by email or online banking.

## **7 Submissions Invited**

Whilst the weekly and annual dollar increase are considered reasonable, it is recognized that the percentage increases are considered high

Submissions are invited from all electors, ratepayers and our community with respect to the proposed rates and any related matter, within a minimum 21 days of the date of this notice.

Submissions should be addressed to the Chief Executive Officer, Shire of East Pilbara, PMB 22, NEWMAN WA 6753 or emailed to [admin@eastpilbara.wa.gov.au](mailto:admin@eastpilbara.wa.gov.au) and clearly marked Submission – Differential Rating 2023 - 2024.

All submissions should be received no later than 4.00pm on 24 May 2023.

**Steven Harding**

**Chief Executive Officer**

#### 11.2.4 POLICY REVIEW – RECORDKEEPING

**Attachments:** [Appendix 1 – 1.13 Local Government Elected Members' Recordkeeping Policy](#)  
[Appendix 2 – Draft Recordkeeping Policy](#)

**Responsible Officer:** Steve Leeson  
Director Corporate Services

**Author:** Ayelen Delovo  
Records & Administration Support Officer

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

#### COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 60)

**Moved:** Cr Baer

**Seconded:** Cr Lockyer

**That Council:**

1. **Accepts the Recordkeeping Policy review;**
2. **Revokes the Local Government Elected Members' Recordkeeping Policy (as per Appendix 1 to the report); and**
3. **Adopts the new Record Keeping Policy as per Appendix 2 to the report.**

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

#### REPORT PURPOSE

The purpose of this report is for Council to consider a review of the Recordkeeping Policy.

## BACKGROUND

Council may from time to time adopt policies to establish agreed positions and to provide a framework for consistent decision making. Section 2.7(2)(b) of the *Local Government Act 1995* ("the Act") provides that a key role for a Council to determine the local government's policies.

Policies should be subject to timely reviews to ensure they are relevant and fit for purpose.

## COMMENTS/OPTIONS/DISCUSSIONS

Officers have conducted a review of the following policy adopted 23 July 2003:

- 1.13 Local Government elected Members' Recordkeeping policy (**Appendix 1**)

The review was undertaken with reference to State Records Commission (SRC), Office of the Auditor General (OAG) and other local government adopted policies.

A revised policy proposed as **Appendix 2** would effect the following changes:

- Applicable to Council and Staff
- Introduce recordkeeping principles
- Be supported with a record keeping improvement plan of which progress is reported annually to the Audit, Risk & Governance Committee

Better practice in Shire record keeping will be achieved through an improvement plan aimed towards policy objectives and the OAG six principles which represent good practice expectations of the SRC, being:

1. Proper and Adequate Records
2. Policies and Procedures
3. Language Control
4. Preservation
5. Retention and Disposal
6. Compliance

## STATUTORY IMPLICATIONS/REQUIREMENTS

Council may from time to time adopt policies to establish agreed positions and to provide a framework for consistent decision making pursuant to s.2.7(2)(b) of the Act.

## POLICY IMPLICATIONS

Adoption of the new and reviewed policies will provide a framework for future decision making and practices.

## **STRATEGIC COMMUNITY PLAN**

### **5: Governance**

*Demonstrated accountability and corporate 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**

Compliance - Minor

## **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

## **VOTING REQUIREMENTS**

Simple Majority.

## 1.13 Local Government Elected Members' Recordkeeping Policy

Responsible Directorate	Executive Services
Responsible Officer	Chief Executive Officer
File Number	ADM 4-1

### Objective

The purpose of this policy is to:

1. Ensure that Councillors create and keep proper and adequate records of the activities and decisions made during the course of their official duties for Council;
2. To ensure good governance; and
3. Ensure that the Shire of East Pilbara complies with the *State Records Act 2000* and associated State Records Commission Policies.

### Policy

#### 1. Scope of this policy

This policy has been developed to assist Councillors in meeting their recordkeeping responsibilities in accordance with the *State Records Act 2000*, and associated State Records Commission Policies.

Shire of East Pilbara employees should refer to the Record Keeping Plan for guidance.

#### 2. Definitions

In this policy, unless the contrary otherwise requires – “**Government record**” means a record created or received by –

- a. A government organisation; or
- b. A government organisation employee in the course of the employee's work for the organisation,

But does not include an exempt record - “**Parliamentary record**” means a record created or received by –

- a. A parliamentary department; or
- b. A person in the course of the person's work for the department, whether the person is employed under a contract of service or is engaged under a contract for services or otherwise;

**“Record”** means any record of information however recorded and includes

- a. Anything on which there is writing or Braille;
- b. A map, plan, diagram or graph;
- c. A drawing, pictorial or graphic work, or photograph;
- d. Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- e. Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f. Anything on which information has been stored or recorded, either mechanically, magnetically or electronically;

**“State record”** means –

- a. A parliamentary record; or
- b. A government record.

### **3. Which records should be captured?**

Examples of records that should be captured include (but are not limited to):

- a. communications from ratepayers;
- b. complaints and compliments;
- c. correspondence concerning corporate matters;
- d. submissions, petitions and lobbying;
- e. information for Council's interest relating to local government business activity and functions;
- f. telephone, meetings and other verbal conversations between an elected member and another party regarding local government projects or business activities;
- g. work diaries containing information that may be significant to the conduct of the elected member on behalf of the local government;
- h. Presentations and speeches delivered as part of an elected member's official duties.
- i. Records which are created, sent or received by Councillors when they are not discharging the functions of Council are not considered to be State records for the purposes of the *State Records Act 2000*.

Examples of records that do not need to be captured include (but are not limited to):

- a. duplicate copies of Council meeting agenda items, minutes and working papers;
- b. draft documents or working papers which are already captured by the local government;
- c. publications such as newsletters, circulars and journals;
- d. invitations to community events where an elected member is not representing Council or the local government;
- e. telephone, meetings and other verbal conversations which convey routine information only or do not relate to local government business or functions;
- f. electioneering or party political information;
- g. Personal records not related to an elected member's official duties.

#### **4. Legislative context**

Public offices are bound by the *State Records Act 2000* ("the Act"), which establishes rules for recordkeeping in Western Australian Government. Councils are identified as public offices under the Act [Schedule 1, (12)].

When discharging the functions of Council, Councillors are subjected to the *State Records Act 2000* when they create or receive State records.

The State Records Commission Policy relating to Councillor Records is:

*"In relation to the recordkeeping requirements of local government, elected members' records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council."*

*This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.*

*Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."*

#### **5. Application of this policy**

All Councillors are required to comply with this policy in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This policy applies to records in all formats, including electronic records.

## 6. Creation and capture of records

Councillors should create and capture proper and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business includes (but is not limited to):

- a. providing advice, instructions or recommendations;
- b. drafts of documents for Council containing significant annotations or submitted for comment or approval by others; and
- c. correspondence received and/or sent relating to their work undertaken for Council.

The Shire of East Pilbara is responsible for:

- a. creating and capturing records of Council and Committee meetings; and
- b. capturing any State records it sends to or receives from Councillors regarding Council business.

## 7. Capture of records into the records system

### 7.1. Email

Where Councillors send or receive emails, and the emails are considered to be State records, Councillors are required to forward electronic copies to the Shire of East Pilbara Administration Records Officer at: [cas@eastpilbara.wa.gov.au](mailto:cas@eastpilbara.wa.gov.au)

The subject of the email should say “*Elected Members’ State record*”.

### 7.2. Faxes and hard copy records

All incoming mail for Councillors received by the Shire administration with no privacy markings will be opened by records staff. Mail considered to be a State record will be recorded into the Shire’s recordkeeping system before being forwarded to the Councillor.

Mail with privacy markings will be forwarded to the Councillor unopened. It is the Councillor’s responsibility to return any mail that is considered to be a State Record and requires registration in the Shire of East Pilbara’s recordkeeping system.

Where a Councillor receives a letter or fax at their personal address, and the document is a State record, the Councillor is to provide the original or an annotated copy to the Shire of East Pilbara Administration within two months. If the original document is supplied, the Shire Administration will copy the document for the Councillor. If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only whilst needed for current Council business. The routine destruction of duplicate records is permitted under the General Disposal Authority for Local Government.

Notes created by Councillors, which relate to the Councillor’s decision making function, or which may affect the decision making function (such as meetings with Developers /Residents, phone conversation notes, notes made at Council and Committee meetings), are State records. These records are required to be provided to the Shire of East Pilbara Administration within two months.

## 7.3. Disposal of records

Documents that are duplicate State records (e.g. agendas and minutes with no notes added by the Councillor) may be destroyed as the Councillor wishes. Documents that are not public documents should be destroyed either by pulping or shredding of the documents. If the Councillor has the facilities available, they may dispose of the records themselves otherwise, the records can be given to the Shire of East Pilbara Administration for destruction.

References	<i>State Records Act 2000</i>		
Related Procedures	Nil		
Date Adopted by Council	23 July 2003	Item No	9.3.6
Review/Amendment Date		Item No	
Next Review			

## x.x Recordkeeping

### Objective

To comply with the requirements of the *State Records Act 2000* and the *Local Government Act 1995*.

To ensure recordkeeping is undertaken in a manner that provides for adequate storage and retrieval of information required for the conducting of business, and allows for fast and efficient service of all the organisations' stakeholders.

### Definitions

**Record** means information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

A record may have any, or all of the following attributes:

- a. Information which is of evidentiary or historical value and is not recorded elsewhere;
- b. Formal communications and/or transactions between officers or between an officer and another party; or
- c. It may document the rationale behind organisational policy, decisions or directives.

**Recordkeeping Plan** ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

**General Disposal Authority (GDA) for Local Government Records** ("the schedule") is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

### Policy Statement

Records are an important information resource within the Shire of East Pilbara ("the Shire"), and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records:

- Protects the interests of the Shire of East Pilbara and the rights of its customers, stakeholders and employees;
- Supports informed decision making;
- Provides evidence of achievements; and
- Increases efficiency in administration and service delivery across the organisation.

### Scope

This policy applies to all Council Members, employees and all contractors employed by the Shire to fulfil specific business functions.

## Policy

This Policy provides direction on the creation and management of records and to clarify responsibilities for recordkeeping within the Shire of East Pilbara.

This policy and related recordkeeping procedures/guidelines are the framework for ensuring records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

### 1. Ownership

All records created or received during the course of business belong to the Shire, and not to the individuals who created them.

### 2. Creation of Proper and Adequate Records

All employees and Council Members will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the Shire of East Pilbara recordkeeping system.

### 3. Language Control

The following principles are to be followed for the creation and management of records:

- Records will be created and maintained in clear and concise language, free from jargon, acronyms and technical terms.
- The Organisation will provide training and support to staff to promote awareness of the importance of language control in recordkeeping.

The Shire is committed to ensuring that all records are created, managed and used in a manner that promotes language control and ensures effective communication with stakeholders.

### 4. Capture and Control of Records

All records created and received in the course of Shire business will be captured at the point of creation (wherever possible), regardless of format, with required metadata entered into the recordkeeping system or appropriate business system.

Records created when using social media applications will also be captured in the Shire's recordkeeping system.

### 5. Preservation of Records

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule or they are in the custody of an officer performing official business.

All records should be categorised as to their level of sensitivity, and adequately secured and protected from violation, unauthorised access or destruction.

### 6. Access to Records

Access to the Shire's records by staff will be in accordance with designated access and security classifications and in accordance with the requirements of their role.

Access to records by the general public will be made in accordance with the *Freedom of Information Act 1992* and *Local Government Act 1995*.

Access to records by Council Members for the purpose of Council business will be authorised by the Chief Executive Officer in accordance with the *Freedom of Information Act 1992*, the *Local Government Act 1995* and the *Shire of East Pilbara Code of Conduct for Council Members, Committee Members and Candidates*.

## 7. Appraisal, Retention and Disposal of Records

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Employees, contractors and Council Members must not personally undertake the destruction of any record. Records identified for destruction will be subject to review and approval by the Records Officer, the Manager of the business unit the records relate to, and the Chief Executive Officer. The Records Officer is responsible for the appropriate destruction of such records.

## 8. Compliance

Training in recordkeeping practices and the use of the Shire's document and records management system will be provided to all new employees, contractors and Council Members upon commencement. Refresher training is available upon request (to the CEO in the case of Council Members and the Records Officer for employees).

## 9. Procedures and Practice Guidelines

The Chief Executive Officer will develop, maintain and review recordkeeping procedures, programs, work instructions, guidelines, etc as required, for employees and contractors to support compliance with this Policy.

Employees and contractors must comply with the Recordkeeping Plan when creating, maintaining and disposing of records. All records must be accurate, complete and kept in accordance with this Policy.

## 10. Recordkeeping Plan

The Chief Executive Officer will prepare an annual Recordkeeping Plan to be approved by the State Records Commission, to achieve the outcomes of this policy. The Plan will identify areas for improvement and establish objectives, strategies and action plans to achieve those objectives.

Progress against the Plan and any significant recordkeeping issues will be reported to the Audit, Risk and Governance Committee annually for review and consideration.

## Authorisation Details

<b>References:</b>	<i>State Records Act 2000</i> <i>Criminal Code Act Compilation Act 1913</i> <i>Electronic Transactions Act 2011</i> <i>Evidence Act 1906</i>
--------------------	---

	<i>Freedom of Information Act 1992</i> <i>Interpretation Act 1984</i> <i>Local Government Act 1995</i> State Records Commission: Principles and Standards		
<b>Authorised by:</b>	Council		
<b>Date:</b>		<b>Item No.</b>	
<b>Review/Amendment Date</b>		<b>Item No.</b>	
<b>Next Review</b>	Every four years		
<b>Responsible Directorate</b>	Corporate Services		
<b>Responsible Officer</b>	Records Officer		
<b>File No.</b>			

#### 11.2.5 PROPOSED FEES AND CHARGES 2023-2024

**Attachments:** [Appendix 1 Fees and Charges 2023-24](#)  
**Responsible Officer:** Steve Leeson  
Director Corporate Services  
**Author:** Khush Kumar  
Finance Consultant  
**Proposed Meeting Date:** 28 April 2023  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

#### COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 61)

**Moved:** Cr Baer

**Seconded:** Cr Kular

**That Council:**

1. Endorses the proposed Schedule of 2023-2024 Fees and Charges, included as Appendix 1 to the report; for advertising; and
2. Includes the proposed schedule within the drafting of the Shire's 2023 - 2024 annual budget, subject to further consideration.

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

#### REPORT PURPOSE

To seek Council endorsement of the proposed fees and charges for advertising, to apply for the drafting of the Shire's 2023-2024 Annual Budget, included as Attachment 1.

#### BACKGROUND

The *Local Government Act 1995* s6.16. Imposition of fees and charges, enables a local government to collect revenue for the goods or services it provides.

The schedule included as Attachment 1, proposes fees and charges for in-principal adoption only at this stage and will assist towards the preparation of the 2023 - 2024 budget. Formal adoption of the fees and charges occurs as part of the budget adoption process.

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

The proposed schedule of fees and charges for 2023 - 2024 is included as **Appendix 1**.

Notable changes are itemised below:

Domestic Waste & Recycling Additional Waste Bin Additional Recycling Bin	From \$330 to \$446 From \$265 to \$356 From \$225 to \$300 To cover the cost of service delivery and future landfill rehabilitation
Waste Disposal Fees & Charges	Fees to increase to cover CPI / Fuel Index and future landfill rehabilitation
Recreation Centre: Equipment Hire Recreation Centre: Memberships Recreation Centre: Crèche	Increases due to CPI Increases due to CPI Aligning with Industry pricing and simplification
Cemeteries - Application for Burial	From \$50 to \$1,025 To cover cost incurred and comparative charge with neighbouring local governments
Aquatic Centre	Increases due to CPI and simplification in price structure
Airport Landing Fees Airport Apron Parking Fees Airport Service Charge & Screening	7% increase 7% increase 7% increase
Swimming Pool Inspections Inspections at request	From \$65 to \$58.45 From \$150.00 to \$230.00
Building Inspections	Increase to cost recovery
Private Works – Plant Hire	Increase due to cover fuel price rise

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Part 6 - Financial Management (Division 5 - Financing Local Government activities)  
(Subdivision 2 - Fees and Charges) 6.16. Imposition of Fees and Charges.

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC COMMUNITY PLAN**

Governance

G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.

G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.

G1.4 Ensure a high standard of organisational management and effectiveness

**RISK MANAGEMENT CONSIDERATIONS**

Financial – Should Council decide not to endorse the proposed fees and charges for advertising, officers will be unable to determine accurate income figures when preparing the Draft Budget.

**FINANCIAL IMPLICATIONS**

Towards funding the Shire's 2023 - 2024 Operations.

**VOTING REQUIREMENTS**

Simple Majority.

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>RATES &amp; LEVIES</b>				
<b>Function 3 - General Purpose Funding</b>				
<b>Rate in the dollar - Cents</b>				
Gross Rental Value	No	TBA	TBA	Cents In The Dollar
UV - Pastoral / Special Leases	No	TBA	TBA	Cents In The Dollar
UV - Mining/ Other Leases	No	TBA	TBA	Cents In The Dollar
<b>Minimum Rate</b>				
Gross Rental Value	No	TBA	TBA	Per Assessment
UV - Pastoral / Special Leases	No	TBA	TBA	Per Assessment
UV - Mining/ Other Leases	No	TBA	TBA	Per Assessment
<b>Penalties</b>				
Penalty interest rate on Rates unpaid 35 days from service date ( <i>non instalment option</i> )	No	7.00%	7.00%	
Minimum penalty ( <i>non instalment option</i> )	No	5.00	5.00	
Debt Collection Recovery Charge on Outstanding Rates	No	99.00	99.00	
<i>Credit on Debt Collection Recovery Charge when full payment received within 14 days</i>	No	-66.00	-66.00	
Mining Tenement Debt Collection Recovery Charge on Outstanding Rates	No	275.00	275.00	
General Procedure Claim cost recovery	No	At court costs	At court costs	
Caveat lodgement on rate debtor property title	No	191.40 + Landgate charges	191.40 + Landgate charges	
Caveat removal from rate debtor property title	No	27.50 + Landgate charges	27.50 + Landgate charges	
<b>Instalment Option</b>				
Administration Fee Per Instalment	No	6.00	6.00	
Interest on Instalment	No	4.00%	5.00%	
Dishonoured payment	No	\$ 15.00	\$ 15.00	
<b>Property Enquiries</b>				
Reprint of Rate Notice or Statement of Rates (current financial year)	No	0.00	0.00	
Reprint of Rate Notice or Statement of Rates (prior financial year)	No	15.00	15.00	

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Function 10 - Community Amenities Rates</b>				
Special Rate GRV - Sewage (Newman)	No	TBA	TBA	Cents In The Dollar
<b>Rubbish</b>				
Domestic Bins (Waste and Recycling)	No	330.00	446.00	Two Collections Per Week (One In Winter) and recycling collection fortnightly
Additional Waste Bin	No	265.00	275.00	Per Annum (2 x collection per week in summer, 1 x collection per week in winter)
Additional Recycle Bin	No	225.00	235.00	Per Annum (1 x collection per fortnight)
<b>OTHER FEES &amp; CHARGES</b>				
<b>Function 4 - Governance</b>				
<b>Photocopying and Scanning - Newman &amp; Marble Bar Admin Offices, Recreation Centre, Aquatic Centre and Newman Library</b>				
<b>Photocopying</b>				
A4 ( 1 - 9 copies)	Yes	0.10	0.10	Per Copy
A4 ( 10+ copies)	Yes	0.05	0.05	Per Copy
A4 ( 1 - 9 copies) Colour	Yes	0.20	0.20	Per Copy
A4 ( 10 + copies) Colour	Yes	0.10	0.10	Per Copy
A3 ( 1 - 9 copies)	Yes	0.10	0.10	Per Copy
A3 ( 10+ copies)	Yes	0.05	0.05	Per Copy
A3 (1 - 9 copies) Colour	Yes	0.40	0.40	Per Copy
A3 ( 10+ copies) Colour	Yes	0.30	0.30	Per Copy
A5 (1 - 9 copies)	Yes	0.10	0.10	Per Copy
A5 ( 10+ copies)	Yes	0.05	0.05	Per Copy
A5 (1 - 9 copies) Colour	Yes	0.20	0.20	Flat Rate
A5 ( 10+ copies) Colour	Yes	0.10	0.10	Per Copy
<b>Scan and Email</b>				
Scan and Email - A3 and A4 size	Yes	FREE	FREE	
<b>Photocopying &amp; Scanning (Large Sizes) - Newman Admin Office Only</b>				
Photocopying of A2 size - Black & White	Yes	22.50	22.50	First copy
	Yes	17.50	17.50	Per copy thereafter
Photocopying of A2 size - Colour	Yes	45.00	45.00	First copy
	Yes	35.00	35.00	Per copy thereafter
Photocopying of A1 Size - Black & White	Yes	20.00	20.00	First copy
	Yes	15.00	15.00	Per copy thereafter
Photocopying of A1 size - Colour	Yes	40.00	40.00	First copy
	Yes	30.00	30.00	Per copy thereafter
Photocopying of A0 size - Black & White	Yes	25.00	25.00	First copy
	Yes	20.00	20.00	Per copy thereafter

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Photocopying of A0 size - Colour	Yes	50.00	50.00	First copy
	Yes	40.00	40.00	Per copy thereafter
Scan and Email - AO size	Yes	10.00	10.00	Per copy
Scan and Email - A1 and A2 size	Yes	5.00	5.00	Per copy
<b>Laminating - Marble Bar Admin Office &amp; Newman Library</b>				
A5	Yes	3.40	3.40	Per Sheet
A4	Yes	3.40	3.40	Per Sheet
A3	Yes	4.50	4.50	Per Sheet
<b>Laminating - Newman Library Only</b>				
A1	Yes	10.00	10.00	Per Sheet
A2	Yes	5.00	5.00	Per Sheet
<b>Reports on Sale</b>				
Electoral Roll	Yes	FREE	FREE	Per Copy
Rate Book	Yes	FREE	FREE	Per Copy
<b>Other Documents</b>				
Council Agenda - Single Meeting	Yes	FREE	FREE	Available to download on Shire website
Council Minutes - Single Meeting	Yes	FREE	FREE	Available to download on Shire website
Council Agenda or Minutes - Single Meeting	Yes	FREE	FREE	Available to download on Shire website
Council Agenda - Full Year July to June	Yes	FREE	FREE	Available to download on Shire website
Council Minutes - Full Year July to June	Yes	FREE	FREE	Available to download on Shire website
Policy Manual	Yes	FREE	FREE	Available to download on Shire website
Policy Manual	Yes	FREE	FREE	Available to download on Shire website
Council Annual Budget	Yes	FREE	FREE	Available to download on Shire website
Council Annual Financial Statements	Yes	FREE	FREE	Available to download on Shire website
Council Local Laws	Yes	FREE	FREE	Available to download on Shire website
Planning / Building Application Register	No	FREE	FREE	This is to veiw the register only, no copies of plans or proposals to be given out.
Consolidated Roll	Yes	FREE	FREE	Complete Roll
<b>Number Plates</b>				
Plate Administration Fee	Yes	50.00	50 plus Department of Tranport fee	Fee Does Not Include fee set by Dept. Transport
<b>Other</b>				
Seed Collection <b>Permit</b>	No	50.00	60.00	Per application, Per year
Administration Fee on Cancellation	Yes			20% of total fee
<b>Marble Bar Office Rental</b>				
Hire of Single back office room with access to meeting room	Yes	250.00	250.00	Per Week Inc Electricity And Water
Hire of two back office rooms with access to meeting room	Yes	350.00	350.00	Per Week Inc Electricity And Water
Bond for rental of Office	No	1160.00	1160.00	Refundable At The End Of The Tenancy

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Cleaning	Yes			Tenants Cost
Installation of Telephone	Yes			Tenants Cost
Newman Library Meeting Rooms	Yes	25.00	25.00	Per hour - commercial rate
Newman Library Meeting Rooms (not for profits/ hobbyist/ community/ schools)	Yes	15.00	15.00	40% discount off commerical rate per hour
<b>Function 5 - Law, Order, Public Safety</b>				
<b>Animal Control</b>				
Impound Fees - Registered Dogs and Cats	No	85.00	90.00	Charged once per animal on impound
Impound Fees - Other Animals Unspecified Other Animals	No	85.00	90.00	Charged once per animal on impound
Kennelling Fees - Sustenance Fees Dog and Cats	No	20.00	25.00	Per Animal, Per Day
Seizure & return of dog/cat without impounding	No	N/A	N/A	Per Animal
Impound Fee for Other	No	125.00	125.00	Per Item
Charges for Ranger/ESO Services	No	100.00	100.00	Per Hour
Travel	No	1.85	1.85	Per Kilometre
Dog/Cat registration tag replacement	No	N/A	N/A	Per Item
Application to keep more than two dogs/cats	No	110.00	110.00	Per Application
Surrender of Dog	No	85.00	90.00	Per Animal, inclusive of Rangers time & travel costs to euthanise
Surrender of Cat	No	85.00	90.00	Per Animal, inclusive of Rangers time & travel costs to euthanise
Surrender of Other Animal	No	242.00	242.00	Recoverable Cost ( <i>Minimum charge \$60.00 plus travel costs</i> ) - <i>inclusive of Rangers time &amp; travel costs to euthanise</i>
Small animal trap hire - deposit (outside of Newman/Marble Bar Townsites only)	No	120.00	120.00	GST Exempt unless forfeited
Small animal trap hire - weekly (outside of Newman/Marble Bar Townsites only)	Yes	30.00	30.00	7 days concluding (8.30am) of the following day
Late return	Yes	16.50	16.50	Per day
Kennel Licence Application Fee	Yes	374.00	374.00	
Dangerous Dog Collar - Medium	Yes	38.50	38.50	For declared dangerous dogs
Dangerous Dog Collar - Large	Yes	52.80	52.80	For declared dangerous dogs
Dangerous Dog Sign	Yes	38.50	38.50	Per set of two
Dangerous Dog Inspections	No	120.00	120.00	
Dog Muzzle - XS to L	Yes	30.00	30.00	For declared dangerous dogs
Dog Muzzle - XL to XXXL	Yes	50.00	50.00	For declared dangerous dogs

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Stock - Fifteenth Schedule of Local Government (Misc. Provisions) Act 1960</b>				
Impound Fee for all stock ( <i>any type or species per head</i> ) - First 24hrs or part thereof	No	85.00	85.00	6am - 6pm
Impound Fee for all stock ( <i>any type or species per head</i> )	No	120.00	120.00	6pm - 6am
Daily Fee ( <i>any type or species per head</i> ) Subsequent 24hrs or part thereof	No	12.00	12.00	
Sustenance Fee per head per day	No	20.00	20.00	
Ranger Fee for impounding of stock	No	70.00	70.00	Per Hour
Fees for moving impounded animal more than 3km	No	27.50	27.50	Per kilometre
Rate for damage by Trespass by stock	No	60.00	60.00	Head per day
<b>Miscellaneous</b>				
Security & Surveillance Service Charge	No	52.00	52.00	New Charge on Newman Town Properties
Impound Fee for Shopping Trolleys	No	30.00	30.00	Per Trolley
Impound Fee for Vehicle	No	275.00	300.00	Per Vehicle - includes admin fee
Daily Impound Fee for Vehicle	No	6.00	10.00	Per Vehicle per day
Admin Fee - Sale of Impounded vehicles & goods	Yes	66.00	66.00	Per offer to purchase plus admin fee
Storage fees for impounded items up to 100kg ( <i>e.g.: trolleys</i> )	No	2.00	2.00	Per day
General storage for impounded goods > 100kg	No	2.00	2.00	Per day
Storage Fee for stored goods or items plus cost of collection, transport etc.	No	2.00	2.00	Per Item per day (excluding trolleys and cars)
Recoverable Inspection Costs ( <i>normal office hours</i> )	No	145.20	145.20	Per Hour
Recoverable Inspection Costs ( <i>other than normal office hours</i> )	No	215.60	215.60	Per Hour
Admin Fee - Block Slashing	No	50.00	50.00	Per Property

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Function 7 - Health</b>				
<b>Inspections (General)</b>				
Recoverable Inspection Costs ( <i>normal office hours</i> )	No	120.00	120.00	Per Hour
Recoverable Inspection Costs ( <i>other than normal office hours</i> )	No	185.00	185.00	Per Hour
Travel Costs	No	2.50	3.50	Per Kilometre other than first 20km
<b>Inspections (Plumbing)</b>				
Local Government Reporting Fee	No	100.00	120.00	Per Hour
<b>Liquor Permits, Certificates and Gaming Certificates</b>				
Liquor Act Section 39 Certificate ( <i>Health</i> )	No	100.00	150.00	Liquor Control Act 1988
Liquor Act Section 40 Certificate ( <i>Planning</i> )	No	100.00	100.00	Liquor Control Act 1988
Liquor Act Section 50 Certificate ( <i>Gaming</i> ) Charities & Community Grp	No	Free	Free	Liquor Control Act 1988
Liquor Act Section 55 Certificate ( <i>Gaming</i> ) Business or Commercial	No	150.00	150.00	Liquor Control Act 1988 - Planning Approval may also be required
Liquor Permit Approval Application For Consumption of Alcohol	No	20.00	25.00	For all applications for <u>Consumption</u> Only of Alcohol on Shire Property/Reserves. <b>NO TRADING IN ALCOHOL PERMITTED UNDER THIS APPLICATION</b>
Annual Liquor Permit Approval Application For Consumption of Alcohol	No	150.00	150.00	For the annual (within a calendar year) applications for <u>Consumption</u> Only of Alcohol on Shire Property/Reserves. <b>NO TRADING IN ALCOHOL PERMITTED UNDER THIS APPLICATION</b>
Liquor Permit - Individual Application For the Trade and Consumption of Alcohol - Not For Profit Community Organisation	No	50.00	50.00	SoEP Local Law 2011 - Per Application Approval to Consume and to Sell Alcohol on Shire Property/Reserve - One Application - <b>Note: Liquor Permit is required from Dept. Racing, Gaming &amp; Liquor</b>
Liquor Permit - For the Trade and Consumption of Alcohol - Multiple Dates - Not for Profit Community Organisation	No	150.00	150.00	SoEP Local Law 2011 - Annual charge (within a calendar year) for Approval to Consume and to Sell Alcohol on Shire Property/Reserve - <b>Note: Liquor Permit is required from Dept. Racing, Gaming &amp; Liquor</b>
Liquor Permit - Commercial - Per Application ( <i>If this charge is selected, do not charge the \$20 Liquor Permit Application</i> )	No	150.00	150.00	SoEP Local Law 2011 - Commercial Organisations - One Application for Approval to Consume and to Sell Alcohol on Shire Property/Reserve - <b>Note: Liquor Permit is required from Dept. Racing, Gaming &amp; Liquor</b>

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Liquor Permit - Late Application Fee (NFP & Community)	No	20.00	20.00	Less than 7 days before event
Liquor Permit - Late Application Fee (Commercial)	No	20.00	20.00	Less than 7 days before event
Property Enquiries - work notices	No	60.00	100.00	
Food Condemnation Certificates	No	50.00	75.00	
Food Safe Audits ( <i>Community Projects</i> )	No	FREE	FREE	
Food Safe Audits ( <i>Commercial</i> )	No	200.00	200.00	Minimum fee ( <i>otherwise time required plus travel</i> )
Public Building Certificates	Yes	200.00	200.00	Minimum fee ( <i>otherwise time required plus travel</i> )
<b>Health (Miscellaneous Provisions) Act 1911</b>				
Lodging House Registration Fee	No	200.00	200.00	Local Law
Laundries / Dry Cleaners Licence	No	150.00	150.00	Public Health Act 2016
Local Government Septic Application Fee	No	118.00	As per Public health Act	Public Health Act 2016
Local Government Report for a Septic Tank Application	No	110.00	118.00	Public Health Act 2016
Local Government Permit to Use a Septic Apparatus	No	118.00	As per Public health Act	Public Health Act 2016
Copies of Septic Tank Plans or Disposal Systems Plans	No	25.00	50.00	Per Copy Per Set
<b>Caravan Parks and Camping Grounds</b>				
Caravan Parks and Camping Grounds Annual Licence Fee	No	200.00	As per Public health Act	Caravan Parks & Camping Grounds Act 1995. Minimum charge & additional charge for number of caravans
<b>Swimming Pool Inspection and Sampling Fees</b>				
Sampling for Compliance Fee ( <i>if operator does not do monthly sampling themselves</i> )	Yes	200.00	250.00	Public Health Act 2016. Minimum per inspection ( <i>otherwise time required plus Travel</i> ).
<b>Food Premises Registration/Notification Assessment Fees</b>				
Notification of Food Premise Fee ( <i>Non Profit/Community Groups Exempt</i> )	No	50.00	50.00	Food Act 2008
High Risk Food Premises	No	450.00	200.00	Food Act 2008 - Invoiced July each year
Medium Risk Food Premises	No	350.00	200.00	Food Act 2008 - Invoiced July each year
Low Risk Food Premises	No	200.00	200.00	Food Act 2008 - Invoiced July each year
Very Low Risk Food Premises	No	FREE	50.00	Food Act 2008
Food Condemnation Certificates	Yes	51.00	75.00	
Food Safe Audits ( <i>Community Projects</i> )	No	FREE	Free	
Food Safe Audits ( <i>Commercial</i> )	No	201.00	200.00	Minimum fee ( <i>otherwise time required plus travel</i> )

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
<b>Food Premises Annual Surveillance Fees</b>				
High Risk Food Premises	No	500.00	500.00	Food Act 2008 - Invoiced July each year
Medium Risk Food Premises	No	400.00	400.00	Food Act 2008 - Invoiced July each year
Low Risk Food Premises	No	250.00	250.00	Food Act 2008 - Invoiced July each year
Registration of Home Food Preparation Business	No	100.00	100.00	Food Act 2008 - Invoiced July each year
Annual Surveillance Fee for Home Food Business	No	50.00	100.00	
Registration of Non Profit Community Organisations and School Canteens	No	FREE	FREE	
1 day Permit-Conducting an activity on Local Government Property (Not for Profit/Community Groups)	No	20.00	25.00	Local Gov Act 1995
1 day Permit-Conducting an activity on Local Government Property (For Profit/Community Groups)	No	45.00	50.00	Local Gov Act 1995
Late Application fee-1 day Permit-Conducting an activity on Local Government Property (Not for Profit/Community Groups)	No	20.00	25.00	Local Gov Act 1995
Late Application fee-1 day Permit-Conducting an activity on Local Government Property (For Profit/Community Groups)	No	20.00	25.00	Local Gov Act 1995
Conducting an activity on Local Government Property				Local Gov Act 1995
<b>Temporary Food Permit For Not For Profit Community Groups &amp; Trading in Public Places</b>				
Daily Fee for Junior Sporting or Community Organisations	No	20.00	25.00	SoEP Local Law 2011
Seasonal Fee for Junior Sporting or Community Organisations	No	100.00	100.00	SoEP Local Law 2011 - Within any calendar year
Seasonal Fee for Senior Sporting or Community Organisations	No	200.00	200.00	SoEP Local Law 2011 - Within any calendar year
<b>Temporary Food Permit and Trading in Public Places</b>				
Daily Fee	No	45.00	50.00	SoEP Local Law 2011
1 week or part of	No	100.00	150.00	SoEP Local Law 2011
1 month or part of	No	200.00	250.00	SoEP Local Law 2011
Seasonal Fee (up to 6 months)	No	300.00	350.00	SoEP Local Law 2011 - Seasonal fee for organisations other than community groups
1 year or part of	No	500.00	600.00	SoEP Local Law 2011
Late Application Fee	No	20.00	20.00	SoEP Local Law 2011 - Less than 7 days before event
<b>Alfresco - Public Land</b>				
Application Fee	No	100.00	100.00	SoEP Local Law 2011
Renewal Fee - per square metre outdoor area	No	35.00	35.00	SoEP Local Law 2011
<b>Public Events - Application</b>				
Application Fee (exclusive use)	No	50.00	50.00	Local Government Act 1995, s 6.16(2)(a)
Late Application Fee	No	50.00	50.00	

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Fireworks Application Fee	No	50.00	50.00	
<b>Private function</b>				
Category 1 (<100 people)	No	FREE	FREE	SOeP Local Law 2011
Category 2 (100 - 500 people)	No	50.00	50.00	SOeP Local Law 2011
Category 3 ( >500 people)	No	100.00	100.00	SOeP Local Law 2011
<b>Fundraising Raffles and related activities</b>				
One Day Permit - not for profit & community organisations	No	FREE	FREE	
One Day Permit - other	No	20.00	25.00	SOeP Local Law 2011
Late Application Fee (Less than 2 days before the event)	No	10.00	20.00	SOeP Local Law 2011
<b>Gambling &amp; Wadgering</b>				
Permit application	No	45.00	50.00	SOeP Local Law 2011
<b>Public Events - Permit Fee</b>				
Category 1 (,500 patrons)	No	FREE	100.00	
Category 2 (500-2500 patrons)	No	150.00	200.00	
Category 3 (2500-5000 patrons)	No	300.00	300.00	
Category 4 (5000-8000 patrons)	No	500.00	500.00	Local Government Act 1995, s 6.16(2)(a)
Category 5 (8000-12000 patrons)	No	700.00	700.00	
Late Application Fee	No	50.00	50.00	Less than stipulated time frame for event
<b>Public Buildings</b>				
Application to Construct, Extend and Alter a Public Building	No	100.00	150.00	Health (Public Building) Regulations 1992 (Schedule 1)
Application for a Public Building Certificate	No	100.00	150.00	Health (Public Building) Regulations 1992 (Schedule 1)
Reissue of a Certificate of Approval	No	50.00	50.00	Local Government Act 1995
Late Application Fee	No	50.00	50.00	Less than 7 days before event
<b>Environmental Protection</b>				
Application Fee for Approval Under Regulation 18(6)(b)	No	100.00	150.00	Environmental Protection (Noise) regulations 1997
Late Application Fee for Approval Under Regulation 18(6)(b)	No	100.00	100.00	Local Government Act 1995
Out of hours work permit fee (weekly)	No	150.00	150.00	Environmental Protection (Noise) regulations 1998
Out of hours work permit fee (monthly)	No	500.00	500.00	Environmental Protection (Noise) regulations 1999
Out of hours permit fee (seasonal)	No	800.00	800.00	Environmental Protection (Noise) regulations 2000

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Public Places &amp; Local Government Property Local Law 2011 - Trading in Public Places</b>				
One Day Permit - not for profit & community organisations	No	20.00	25.00	Local Government Act 1995, s 6.16(2)(a)
One Day Permit - other	No	45.00	50.00	Local Government Act 1995, s 6.16(2)(a)
Late Application Fee - not for profit groups	No	20.00	25.00	Less than 7 days
Late Application Fee - other	No	20.00	25.00	Less than 7 days
Mould sampling	Yes	At cost (Mould sampling consumables +sample freighting +analysis) + admin costs	At cost (Mould sampling consumables +sample freighting +analysis) + admin costs	Health (Miscellaneous Provisions) Act 1911
<b>Function 8 - Education and Welfare</b>				
<b>Out of School Hours Care</b>				
Sports Holiday Camp	No	N/A	N/A	Per Day (Hours 9am - 3pm)
<b>Newman Youth Centre</b>				
Long Term Hire for <b>not for profit</b> organisations: Category 1	Yes	300.00	300.00	Up to 120 hours (to be pre booked) through out the year
Long Term Hire for <b>not for profit</b> organisations: Category 2	Yes	600.00	600.00	Up to 248 hours (to be pre booked) through out the year
Long Term Hire for <b>not for profit</b> organisations: Category 3	Yes	900.00	900.00	Up to 372 hours (to be pre booked) through out the year
Long Term Hire for <b>not for profit</b> organisations: Category 4	Yes	1,200.00	1,200.00	Up to 496 hours (to be pre booked) through out the year
Exclusive use of a designated storage room/space	Yes	150.00	150.00	For long-term tenants with User Agreements in place
Periodic Hire for <b>not for profit</b> organisations:	Yes	40.00	40.00	Per occasion: 2 - 7 occasions (up to four hours per occasion) throughout the year
Casual Hire for <b>not for profit</b> organisations:	Yes	20.00	20.00	Single hourly rate throughout the year
Casual Hire for <b>commercial</b> users:	Yes			Same charge as Newman House
Periodic and casual hire for <b>not for profit</b> organisations and individuals - Hilditch Fenced Grass Area	Yes	10.00	10.00	Per occasion - Up to two hours per occasion.
Funky Bus Hire (all year)	Yes	500.00	500.00	Per Week - OSHC by negotiation
Funky Bus Hire	Yes	60.00	60.00	Per Day

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Group Accommodation</b>				
Minimum 1 night stay. Minimum 10 people.	Yes	24.00	24.00	Per Person/Per Night. For users who are not regular hirers.
Utilities charges	Yes	55.00	55.00	Per Night. For users who have a Conditions of Usage for Regular Hire Agreement. (users must do their own cleaning - no cleaning fee will be charged).
Accommodation Bond (sleep over) up to 40 people	No	250.00	250.00	Fee waived for users who have a Conditions of usage for regular Hire Agreement
Accommodation Bond (sleep over) 50 or more people	No			Fee waived for users who have a Conditions of usage for regular Hire Agreement
<b>Marble Bar Youth Shed Hire (also known as Rec Shed)</b>				
<b>Lessee/Licence/Regular Hirers</b>				
<b>Building Service Fee (Junior sporting/community organisations only)</b>				
Annual - 52 weeks	Yes	1150.00	1150.00	
Commercial/Private Functions	Yes	120.00	120.00	1/2 Day (up to 4 hrs.)
	Yes	240.00	240.00	Full Day (up to 8 hrs.)
Non Profit/Community Organisations	Yes	66.00	66.00	40% discount from commercial rates
	Yes	132.00	132.00	Full Day (up to 8 hrs.)
Seasonal / Term bookings	Yes	30.00	30.00	Weekly Hire
<b>Newman House</b>				
Tenancies and Leases	Yes		As agreed	As per independent valuation for market rates as agreed by Council
<b>Short Term Office Hire</b>				
Casual Weekly	Yes	250.00	265.00	Weekly - business hours only. Does not include data or phone service
Casual Daily	Yes	75.00	80.00	Daily - business hours only. Does not include data or phone service
<b>Conference Room Hire</b>				
<b>Commercial/Private</b>				
Small Room	Yes	40.00	45.00	Per Hour
	Yes	144.00	150.00	1/2 day venue hire (of up to 4 hours)
	Yes	288.00	300.00	Full day venue hire (of up to 8 hours)
Large Room	Yes	55.00	60.00	Per Hour
	Yes	198.00	210.00	1/2 day venue hire (of up to 4 hours)
	Yes	396.00	415.00	Full day venue hire (of up to 8 hours)
Both Rooms	Yes	75.00	80.00	Per Hour
	Yes	270.00	280.00	1/2 day venue hire (of up to 4 hours)
	Yes	540.00	570.00	Full day venue hire (of up to 8 hours)

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Non Profit/Community Organisations</b>				
Meeting Room (s)				40% discount from commercial rates
<b>Equipment Hire</b>				
Video Conference	Yes		110.00	Daily
PA System with wireless microphone	Yes	50.00	110.00	Daily
<b>Function 9 - Housing</b>				
<b>Shire - Contactor/ Service Provider Accommodation</b>				At cost recovery for cleaning, supplies and equipment
Marble Bar - Short Term Accommodation - SPQ	No	100.00	100.00	First Night \$100, thereafter \$50.00 p/n per person
Marble Bar - Weekly Short Term Accommodation -SPQ/Greenhouse	No	350.00	350.00	Weekly, \$350 per person per week
Private Booking - Subject to approval - SPQ/Greenhouse	No	100.00	100.00	First Night \$100, thereafter \$50.00 p/n per person
Newman - Short Term Accommodation	No	150.00	150.00	First Night \$150, thereafter \$50.00 p/n per person
Newman- Weekly Short Term Accommodation	No	400.00	400.00	Weekly, \$400 per person per week
Additional Cleaning	No	100.00	100.00	At cost recovery per booking
Employee - Partner accompanying employee, subject to approval	No	30.00	30.00	Per person per night - Adult
<b>Function 10 - Community Amenities</b>				
<b>WASTE DISPOSAL FEES &amp; CHARGES</b>				
* <b>NOTE</b> :Per tonne price applies for all items when weighbridge is in operation Weight reverts to cubic metres or itemised items when weighbridge not in operation unless otherwise noted				
<b>Domestic Kerbside Collections</b>				
Kerbside service - Weekly 240 litre waste bin & fortnightly 240 litre recycle bin	No	330.00	446.00	Per Annum
Additional Waste Bin - 1 waste service per week	No	265.00	356.00	Per Annum
Additional Recycle Bin	No	225.00	300.00	Per Annum
Replacement Bin (lost/stolen/damaged)	No	85.00	90.00	Per Bin
Missed Bin return service	No	20.00	Remove	Per Service
<b>Event &amp; Short Term Hire 120 or 240 litre Wheelie Bins</b>				

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
Event & Short Term Hire 120 or 240 litre waste and/or recycle bins - includes delivery, 1 x empty and collection of bins - minimum charge of 2 bins. Maximum 2 days	Yes	65.00	70.00	Charge is Per 2 Bins / Day
<b>Weighbridge Only</b>				
Weighbridge - Reprint Dockets (per docket)	Yes	20.00	25.00	Each
Weighbridge - Use for weight only (no disposal) Non Certification Weight Only - Visual Only - No Certificate	Yes	25.00	25.00	Each
Weighbridge - Use for weight only (no disposal) Certified Weight	Yes	75.00	80.00	Each
General Minimum	Yes	15.00	15.00	Where otherwise not specified
<b>C &amp; D - Construction &amp; Demolition</b>				
C & D Waste - includes bricks and building rubble (minus concrete)	Yes	67.00	71.00	Per Cubic Metre*
C & D Waste - includes bricks and building rubble (minus concrete)	Yes	160.00	165.00	Per Tonne
C & D Unspecified (assess & approval required)	Yes	POA	POA	Determined per item
C & D Waste - Concrete	Yes	130.00	135.00	Per Tonne
<b>C &amp; I - Commercial &amp; Industrial</b>				
C & I Commercial Contractor - Putrescible Waste	Yes	61.00	66.00	Per Cubic Metre*
C & I Commercial Contractor - Putrescible Waste	Yes	145.00	150.00	Per Tonne
C & I Green Waste, co-mingled intended for landfill	Yes	46.00	50.00	Per Cubic Metre*
C & I Green Waste, co-mingled intended for landfill	Yes	108.00	112.00	Per Tonne
C & I Bulk or Large Waste	Yes	67.00	72.00	Per Cubic Metre*
C & I Bulk or Large Waste	Yes	160.00	165.00	Per Tonne
Mattresses	Yes	40.50	55.00	Per Mattress minimum charge one mattress
C & I Co-mingled dry recyclables excluding organics for separation	Yes	55.00	60.00	Per Cubic Metre*
C & I Co-mingled dry recyclables excluding organics for separation	Yes	130.00	140.00	Per Tonne
C & I Other rubber or unspecified (assess & approval required)	Yes	POA	POA	Per Item minimum charge \$340
<b>Wood</b>				
Wood - clean pallets, wire wheels, structural timber and other wood	Yes	65.00	70.00	Per Cubic Metre*
Wood - clean pallets, wire wheels, structural timber and other wood	Yes	270.00	275.00	Per Tonne
Wood - contaminated	Yes	372.00	380.00	Per Tonne

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Commercial E Waste</b>				
Commercial E Waste	Yes	320.00	350.00	Per Cubic Metre*
Commercial E Waste	Yes	880.00	900.00	Per Tonne
Animal carcasses	Yes	21.00	25.00	Per Cubic Metre*
Animal carcasses - Minimum charge \$16.00	Yes	45.00	50.00	Per Tonne
Medical - Minimum charge \$20.00	Yes	62.00	67.00	Per Cubic Metre*
Medical - Minimum charge \$20.00	Yes	155.00	160.00	Per Tonne
<b>Clean Fill</b>				
Clean bricks and clean soil suitable for re-use. Minimum charge \$16.00	Yes	21.00	26.00	Per Cubic Metre*
Clean bricks and clean soil suitable for re-use	Yes	45.00	50.00	Per Tonne \$ 20 Min charge
<b>Green Waste</b>				
Green waste (separated) - Clean green waste arising from commercial activities (including servicing domestic and residential premises)	Yes	21.00	25.00	Per Cubic Metre*
Green waste (separated) - minimum charge 1 tonne	Yes	45.00	50.00	Per Tonne Min Charge
Green waste Domestic - (Townsite Only)	Yes			No Charge
<b>Vehicle Batteries</b>				
Vehicle Batteries - including car, truck, motorcycle and boat - Lead Acid batteries only up to 10 batteries	Yes	20.00	22.00	Each
Vehicle Batteries in bulk numbers of 10+	Yes	380.00	390.00	Per Tonne
<b>Vehicle Bodies</b>				
Car	Yes	170.00	180.00	Per Car
Cars Per Tonne	Yes	170.00	175.00	Per Tonne
Light Truck	Yes	320.00	500.00	Per Truck
Light Trucks Per Tonne	Yes	170.00	180.00	Per Tonne
Large Truck	Yes	420.00	600.00	Per Truck
Large Truck Per Tonne	Yes	170.00	190.00	Per Tonne
Trailers (Each when weighbridge not operational)	Yes	145.00	150.00	Each
Trailers Per Tonne	Yes	170.00	175.00	Per Tonne
Boats (Each when weighbridge not operational)	Yes	145.00	150.00	Each
Boats Per Tonne	Yes	170.00	175.00	Per Tonne

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Tyres</b>				
Car or 4WD - Domestic Customers maximum 5 tyres only	Yes			Max 5 Tyres
Car - Commercial	Yes	15.00	20.00	Each
Car - Commercial minimum charge 1 tonne	Yes	525.00	950.00	Per Tonne
Light Truck	Yes	27.00	32.00	Each
Light Truck - Commercial minimum charge 1 tonne	Yes	525.00	1,140.00	Per Tonne
Large Truck	Yes	38.00	43.00	Each
Large Truck - Commercial minimum charge 1 tonne	Yes	525.00	1,520.00	Per Tonne
Tyres assorted and mixed - minimum charge 1 tonne	Yes	525.00	1,670.00	Per Tonne
<b>Steel products (recyclable)</b>				
Steel products ( <i>recyclable</i> )	Yes	25.00	30.00	Per Cubic Metre*
Steel products ( <i>recyclable</i> )	Yes	55.00	60.00	Per Tonne
White Goods (Air conditioners, fridges etc must be degassed)	Yes	25.00	30.00	Per Item
White Goods (Air conditioners, fridges etc must be degassed)	Yes	55.00	60.00	Per Tonne
<b>Hazardous and Other Waste</b>				
Asbestos (Building Products)	Yes	105.00	175.00	Per Cubic Metre*
Asbestos (Building Products) - minimum charge 1 tonne	Yes	255.00	280.00	Per Tonne
Asbestos (Contaminated Soils)	Yes	130.00	190.00	Per Cubic Metre*
Asbestos (Contaminated Soils) - minimum charge 1 tonne	Yes	305.00	355.00	Per Tonne
Liquid waste (Charged in 1000L increments)	No	175.00	180.00	Per 1000 Litre (May to September)
Liquid waste (Charged in 1000L increments)	No	163.00	168.00	Per 1000 Litre (October to April)
Liquid waste (Charged in tonne increments)	No	188.00	193.00	Per Tonne (May to September)
Liquid waste (Charged in tonne increments)	No	170.00	175.00	Per Tonne (October to April)
Oil Contaminated Soils (Drilling Mud requires MSDS)	Yes	82.00	87.00	Per Cubic Metre*
Oil Contaminated Soils (Drilling Mud requires MSDS) - minimum charge 1 tonne	Yes	200.00	225.00	Per Tonne
<b>Note:</b> Oils not accepted; toxic liquids only accepted upon approval of Manager Health Services or Director Technical & Development Services				

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>WASTE DISPOSAL FEES &amp; CHARGES DOMESTIC - Items that fit in a car, utility and/or household trailer only (7'x 5'trailer size maximum)</b>				
General Waste, putrescibles, foodstuffs, cans, paper, cardboard - car, utility and/or household trailer only (7'x 5'trailer size maximum)	Yes	FREE	FREE	No Charge
Green Waste - Personal domestic green waste only - Not green waste collected by a commercial operator - car, utility and/or household trailer only (7'x 5'trailer size maximum)	Yes	FREE	FREE	No Charge
Vehicle bodies - Car/4WD - single car body only towed in on domestic car trailer behind private vehicle. Any other variations, refer to commercial vehicle charges above	Yes	FREE	FREE	No Charge
Vehicle Bodies - Larger than a car - refer to commercial vehicle charges	Yes		FREE	Each
White Goods (Air conditioners & Fridges must be degassed)	Yes	FREE	FREE	No Charge
Tyres - Car	Yes	FREE	FREE	No Charge
Tyres - Light Truck or larger - refer to commercial tyre charges above	Yes			Each
<b>Waste Disposal Fees - Marble Bar and Nullagine (Domestic Putrescible &amp; Green Waste Only)</b>				
Domestic General Waste, putrescibles, foodstuffs, cans, paper, cardboard, rubble (Townsite Only)	Yes	FREE	FREE	No Charge
Domestic Green Waste (Townsite Only)	Yes	FREE	FREE	No Charge
C & I and Putrescible Waste from Commercial Operations incl Minesite Vehciles or Commercial Contractors excl town based operations by prior arrangement only (Tel: 9175 8000)	Yes	105.00	125.00	Per Cubic Metre*
C & I Other (assess & approval required)	Yes	POA	POA	
C & D (Construction & Demolition) Waste - includes bricks, concrete & building rubble (assess & approval required)	Yes	POA	POA	
<b>Note:</b> Excludes asbestos and liquid waste - refer to gate signage for further details of wastes accepted				
<b>Other</b>				
Sale of Mulch	Yes	POA	POA	
Commerical Refuse Collection (240 Litre Wheelie Bin) - Nullagine and Marble Bar	Yes	5.00	7.00	Per Bin

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Town Planning Fees</b>				
<b>Development Applications</b>				
(a) Development Cost < \$50,000	No	148.00	147.00	
(b) Development Cost \$50,000 - \$500,000	No	@	@	.32% of the estimate cost of development
(c) Development Cost \$500,000 - \$2.5 million	No	@	@	\$1700 + 0.257% per \$ over \$500,000
(d) Development Cost \$2.5 million - \$5 million	No	@	@	\$7161 + 0.206% per \$ over \$2.5m
(e) Development Cost \$5 million - \$21.5 million	No	@	@	\$12633 + 0.123% per \$ over \$5m
(f) Development Cost > \$21.5 million	No	34,196.00	34,196.00	
(g) Extractive Industry	No	739.00	739.00	
(h) Development Application ( <i>other than Extractive Industry</i> ) where the development has commenced or been carried out	No	@	@	The application fee as required by a,b,c,d,e or f above plus, by way of penalty, twice that fee
(i) Development Application - Extractive Industry - where the development has commenced or been carried out	No	@	@	fee in (g) above plus by way of penalty, twice that fee
(j) Amended plans and extensions of time where Development cost is below \$500,000	No	147.00	295.00	
(k) Amended plans and extensions of time where Development cost is \$500,000 above	No	294.00	295.00	
(l) Application for Change of Use or for alteration or change of a non conforming use to which Development Application(s) items (a) to (g) do not apply	No	295.00	295.00	
(m) Unauthorised Change of use. If the change of use has commenced or been carried out	No	@	@	The application fee as above plus, by way of penalty, plus twice that fee
<b>Home Business/Occupation Applications</b>				
(a) Initial application where the home business/occupation has not commenced	No	222.00	222.00	
(b) Initial application where the home business/occupation has already commenced	No	666.00	666.00	
(c) Renewal fee - where the application is made before the approval expires	No	73.00	73.00	
(d) Renewal Fee - where the application is made after the approval expires	No	@	@	The application fee as above plus, by way of penalty, plus twice that fee
<b>Provision of Subdivision Clearance -</b>				
(a) not more than 5 lots - fee per lot	No	74.00	73.00	
(b) 6-195 lots - fee per lot	No	@	@	\$73 per lot for the first 5 lots, and then \$35 per lot
(c) more than 195 lots	No	7,394.00	7,393.00	
<b>Miscellaneous</b>				
Issue of Zoning Certificate	No	73.00	73.00	
Replying to a property settlement questionnaire	No	73.00	73.00	

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Issue of written planning advice	No	73.00	73.00	
<b>Scheme Amendments and Structure Plans</b>				
(a) Request for support for Scheme Amendment (Informal)	No	500.00	650.00	
(b) Scheme Amendment Initiation Application Fee (Formal)	No	500.00	650.00	
(c ) Basic Amendment Processing Fee (payable if initiated)	No	750.00	900.00	Plus advertising costs
(d) Standard Amendment Processing Fee (payable if initiated)	No	2,500.00	2,750.00	Plus advertising costs
(e ) Complete Amendment Processing Fee (payable if initiated)	No	@	@	Fee to be determined using P&D Regulations 2009 (as amended)
(a) Initiation of Town Planning Scheme Amendment	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
(b) Final Adoption of Town Planning Scheme Amendment	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
(c ) Amended Scheme Amendment	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
<b>Structure/Activity Centre/Local Development Plans</b>				
(a) Minor (Less than 20 lots)	No	750.00	900.00	Plus advertising costs
(b) Major (More than 20 lots)	No	1,500.00	1,750.00	Plus advertising costs
(c ) Amended Plan	No	@	@	50% of fee as required by (a) or (b)
(a) Adoption of Structure/Activity Centre/Local Development Plan	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
(b) Final Adoption of Structure/Activity Centre/Local Development Plan	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
(c ) Amended Plan Structure/Activity Centre/Local Development Plan	No		@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Early Title Release Administration Fee	No	550.00	750.00	Per Application

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Camping Other than In a Caravan Park</b>				
Initial application fee	No	205.00	205.00	
If the camping has commenced without an approval, an additional amount of \$370 by way of penalty	No	615.00	615.00	The application fee as above plus, by way of penalty,
Renewal fee	No	66.00	75.00	
If the approval to be renewed has expired	No	198.00	200.00	
<b>Inspections (General)</b>				
Recoverable Inspection Costs (normal office hours)	Yes	120.00	120.00	Per Hour
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per hour
Travel Costs	Yes	2.50	2.50	Per Kilometre other than first 20kms
<b>Camping Other than In a Caravan Park</b>				
Initial application fee	No	205.00	220.00	
If the camping has commenced without an approval, an additional amount of \$370 by way of penalty	No	615.00	630.00	The application fee as above plus, by way of penalty,
Renewal fee	No	66.00	70.00	
If the approval to be renewed has expired	No	198.00	210.00	
<b>Inspections (General)</b>				
<b>Cemeteries</b>				
Funeral Directors Annual Licence (per year)	No	200.00	240.00	
Single Funeral <b>Permit</b> (per funeral)	No	55.00	100.00	
Application for Burial	No	50.00	1,025.00	
Late application of Burial ( <i>less than 24 hours notice</i> )	No	100.00	100.00	In addition to charges for application
Grant of Right of Burial	No	50.00	160.00	
Interment in Grave 1.8m Deep ( <i>Digging &amp; prep'n of grave</i> )	Yes	400.00	1,320.00	
If grave is required to be dug deeper than 1.8m ( <i>as for double depth grave</i> )	Yes	560.00	137.50	
Interment of Ashes ( <i>in grave site only</i> )	Yes	55.00	110.00	
Interment of Ashes - addition to existing grave	Yes	165.00	165.00	
Backfill grave after burial (no charge if Council Employees are not required to backfill)	Yes	150.00	150.00	
Re-open grave - new interment ( <i>only if grave originally was dug to double depth</i> )	Yes	275.00	On application	
Exhumation of Body - ( <i>Reopening Grave</i> )	Yes	275.00	On application	
<b>Memorial Works - All works to be Supervised/Approved by Building Surveyor</b>				
Mason's Annual Licence (per year)	No	30.00	220.00	
Permission to erect a headstone or monument	No	22.00	100.00	
Permission to erect a brick grave	No	22.00	70.00	

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Permission to enclose with a kerb	No	22.00	70.00	
<b>Function 11 - Recreation &amp; Culture</b>				
<b>Shire History Books</b>				
To the Bar Bonded	Yes	33.00	33.00	Per Copy
Gold Dust & Iron Mountains	Yes	38.50	38.50	Per Copy
Yiwarra Kuji - The Canning Stock Route	Yes	59.00	59.00	Per Copy
Miscellaneous Courses / Programs / Shows / Activities - Recreation Centre, Aquatic Centre, Youth Centre, Libraries, Miscellaneous Courses, Programs, Shows, Activities	Yes	\$10 - \$250	On application	Per program
<b>Newman Recreation Centre Commercial/Private Functions (Does not include equipment hire)</b>				
Gymnasium 1 or 2	Yes	130.00	130.00	Per Hour
Gymnasium 1 or 2	Yes	300.00	300.00	1/2 day venue hire (of up to 4 hours)
Gymnasium 1 or 2	Yes	500.00	500.00	Full day venue hire (of up to 8 hours)
Badminton court hire (Commercial)			25.00	Per hour per badminton court
Performing Arts Room	Yes	90.00	90.00	Per Hour
Performing Arts Room	Yes	230.00	230.00	1/2 day venue hire (of up to 4 hours)
Performing Arts Room	Yes	460.00	460.00	Full day venue hire (of up to 8 hours)
Cancellation Fee	No	100.00	100.00	Non Refundable UNLESS 2 weeks notice of cancellation is given
Kitchenette Area	Yes	60.00	60.00	Per day
Function Coffee and Tea Set Up	Yes	30.00	30.00	Caters for up to 30 people
<b>Non Profit/Community Organisations (Does not include equipment hire)</b>				
Gymnasium 1 or 2	Yes	50.00	50.00	Per Hour
Gymnasium 1 or 2	Yes	120.00	120.00	1/2 day venue hire (of up to 4 hours)
Gymnasium 1 or 2	Yes	200.00	200.00	Full day venue hire (of up to 8 hours)
Badminton court hire (Non profit)	Yes		15.00	Per hour per badminton court
Performing Arts Room	Yes	30.00	30.00	Per Hour
Performing Arts Room	Yes	100.00	100.00	1/2 day venue hire (of up to 4 hours)
Performing Arts Room	Yes	160.00	160.00	Full day venue hire (of up to 8 hours)
<b>Functions (Does not include equipment hire)</b>				
Gymnasium 1 or 2 - Junior sports fee			35.00	Per Hour, players up to 16 years old
<b>After hours Functions/Bookings</b>				
Commercial/Private	Yes	100.00	100.00	One off fee in edition to Facility & Equipment hire charges
Callout charge for after hours bookings (functions & fitness)	Yes	75.00	75.00	Per Hour

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
Newman High School Ball	Yes	FREE	FREE	No Charge for Room or Equipment hire: Gym 1 Only. Does not include usage of EWP

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Group Accommodation				
Minimum 1 nights stay. Minimum 10 people	Yes	25.00	25.00	Per Person/Per Night
Accommodation <i>Bond (Sleep overs)</i> of up to 50 people	No	250.00	250.00	Up to 50 people
Accommodation <i>Bond (Sleep overs)</i> 50 or more people	No	500.00	500.00	50 or more people
Casual Sport - Entry	Yes	5.50	5.50	Per Entry Per Person. <i>Consession rate can apply (see below) Members who hold a Rec Centre or Combined facility membership receive casual sport entry at no charge</i>
Casual Sport - Entry (CONCESSION)	Yes	4.50	4.50	Per Entry Per Person. <i>Consession rate can apply (see below) Members who hold a Rec Centre or Combined facility membership receive casual sport entry at no charge</i>
Additional Cleaning Charge	Yes			At Cost Recovery
Failure to restack tables and chairs at venue	Yes	35.00	35.00	Per Hour
Equipment Replacement	Yes	@	@	Cost Recovery
Accommodation <i>(Sleep overs)</i> Replacement Cost for Damage	Yes	@	@	Cost Recovery
Ticket sales for organisations.	Yes	5%	5%	Percentage of total ticket sales - to cover administration time
<b>Sport Competitions</b>				
New Sport Competition Registration Fee - Senior	Yes	60.00	60.00	Includes first game per team
Forfeit Fee - Senior	Yes	60.00	60.00	Per team/Per game: If team is a no-show on game night (minimum 3 hours notice required)
Game Fee - Senior	Yes	60.00	60.00	Per Team, Per Game
New Sport Competition Registration Fee - Junior	Yes	35.00	35.00	Includes first game per team
Forfeit Fee - Junior	Yes	35.00	35.00	Per team/Per game: If team is a no-show on game night (minimum 3 hours notice required)
Game Fee - Junior	Yes	35.00	35.00	Per Team, Per Game
<b>Equipment Hire - Per Day</b>				
<b><i>Free to Community Groups (not for profit groups) by Application. Commercial Users: 50% discount given off table &amp; chair hire for any event that attracts 100 or more paying customers.</i></b>				
Small Equipment Bond	No		150.00	Per Booking (non refundable if chairs not returned clean)
Medium Equipment Bond	No		250.00	Per Booking (non refundable if chairs not returned clean)
Large Equipment Bond	No		500.00	Per Booking (non refundable if chairs not returned clean)

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Chairs	Yes	1.65	2.00	Per item
Fabric chair covers	Yes	2.20	2.50	Each / Per day. Must be returned laundered and folded, or additional charges apply.
Fabric /Blue Plastic Covered Chairs	Yes	2.20	2.50	In Centre Use Only per item
Round Tables	Yes	8.80	10.00	Per item
Rectangular Tables	Yes	8.80	10.00	Per item
Tablecloths	Yes	8.80	10.00	Each / Per day . Table cloths must be returned laundered and folded, or additional charges apply.
Staging Per Unit	Yes	10.00	12.00	Per item
Evaporative cooler	Yes		20.00	Per item / per day
Extension Cord	Yes		7.00	Per item / per day
Fans - small industrial fans	Yes		15.00	Per item / per day
Fans - large pedestal fans	Yes		50.00	Per item / per day
White boards	Yes		90.00	Per item / per day
Lectern	Yes		70.00	Per item / per day
Digital Projector	Yes	55.00	60.00	Per event, per day
Projector Screen	Yes	20.00	25.00	Per event, per day
Lift - Elevated work platform (internal use only)	Yes	50.00	50.00	Per Hour ( <i>EWP ticket required</i> )
Retractable Barriers	Yes	11.00	12.00	Per Day/per barrier
Helium Gas for balloons ( <i>small</i> )	Yes	2.20	3.00	Per balloon
Helium Gas for balloons ( <i>large</i> )	Yes	4.00	5.00	Per balloon
Commercial Fridge (internal use only)	Yes	110.00	125.00	Full Day Use
Commercial Fridge (internal use only)	Yes	82.50	85.00	Half Day Use (max 4 hours)
Urn	Yes	20.00	25.00	Each / Per day
Large Eskies	Yes	15.00	20.00	Per Item per day
Partition hire	Yes	22.00	25.00	Each / Per day
Portable PA System	Yes	60.00	75.00	Per Day
Portable Cinema - Hire Charge	Yes	495.00	500.00	Per Screening
Cinema System & Inflatable Screen Bond	No	550.00	600.00	Per event
Cinema System & Inflatable Screen Set Up (when available)	Yes	88.00	90.00	Per Hour
Inflatable Screen Only	Yes	110.00	115.00	Per event, Per Day (To approved customers only)

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Rec Centre Membership - Newman</b>				
Rec Centre Membership/ 1 week	Yes	66.00	68.00	Photo ID must be shown <i>(includes induction &amp; access card). Unlimited access to Fitness Centre &amp; Group Fitness Classes only</i>
Rec Centre Membership/ 1 month	Yes	157.50	160.00	Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus induction &amp; access card). Unlimited access to Fitness Centre ,Group Fitness Classes and Casual sports</i>
Rec Centre Membership/ 3 month	Yes	352.00	360.00	Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card). Unlimited access to Fitness Centre ,Group Fitness Classes and Casual sports</i>
Rec Centre Membership/ 6 month	Yes	506.00	515.00	Photo ID must be shown <i>(includes 1 assessment &amp; individual program plus induction &amp; access card). Unlimited access to Fitness Centre ,Aerobics Classes and Casual sports</i>
Rec Centre Membership/ 12 month	Yes	836.00	845.00	Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card). Unlimited access to Fitness Centre ,Group Fitness Classes and Casual sports</i>
Rec Centre Membership - direct debit	Yes	36.75	37.65	Per Fortnight. Ongoing membership with minimum term of 6 months. Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card). Unlimited access to Fitness Centre,Group Fitness Classes, and Casual sports entry</i>
Group Fitness Membership/ 1 month	Yes	105.00	107.00	Photo ID must be shown <i>(includes access card and 1 x referral). Unlimited access to Group Fitness Classes only</i>
Group Fitness Membership/ 3 month	Yes	192.50	197.00	Photo ID must be shown <i>(includes access card and 1 x referral). Unlimited access to Group Fitness Classes only</i>

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Group Fitness Membership/ 6 month	Yes	280.50	285.00	Photo ID must be shown <i>(includes access card and 1 x referral). Unlimited access to Group Fitness Classes only</i>
Group Fitness Membership/ 12 month	Yes	462.00	470.00	Photo ID must be shown <i>(includes access card and 1 x referral). Unlimited access to Group Fitness Classes only</i>
Group Fitness Membership - direct debit	Yes	25.30	26.00	Per Fortnight. Ongoing membership with minimum term of 6 months. Photo ID must be shown <i>(includes access card and 1 x referral). Unlimited access to Group Fitness Classes only</i>
Fitness Centre Membership/ 1 month	Yes	137.50	140.00	Photo ID must be shown <i>(includes 1 assessment &amp; individual program plus induction &amp; access card and 1 x referral). Unlimited access to Fitness Centre only</i>
Fitness Centre Membership/ 3 month	Yes	291.50	300.00	Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card and 1 x referral). Unlimited access to Fitness Centre only</i>
Fitness Centre Membership/ 6 month	Yes	418.00	425.00	Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card and 1 x referral). Unlimited access to Fitness Centre only</i>
Fitness Centre Membership/ 12 month	Yes	687.50	700.00	Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card and 1 x referral). Unlimited access to Fitness Centre only</i>
Fitness Centre Membership - direct debit	Yes	30.45	31.20	Per Fortnight. Ongoing membership with minimum term of 6 months. Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus induction &amp; access card and 1 x referral). Unlimited access to Fitness Centre only</i>

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Combined Facility Membership/ 1 month	Yes	180.00	185.00	Photo ID must be shown <i>(includes 1 assessment &amp; individual program plus induction &amp; access card and 1 x referral). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.</i>
Combined Facility Membership/ 3 month	Yes	432.00	440.00	Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card and 1 x referral and 1 x 10 creche pass). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.</i>
Combined Facility Membership/ 6 month	Yes	742.50	757.00	Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card and 1 x referral and 1 x 20 creche pass). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.</i>
Combined Facility Membership/ 12 month	Yes	1188.00	1,210.00	Photo ID must be shown <i>(includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card and 1 x referral and 1 x 50 creche pass). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.</i>
Combined Facility Membership - direct debit	Yes	54.60	56.00	Photo ID must be shown <i>(includes 1 assessment &amp; individual program plus induction &amp; access card and 1 x referral plus 5 creche passes per month). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics, casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.</i>

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
Membership Cancellation Fee	Yes	50.00	50.00	Applicable only to term membership holders. Not applicable to Direct Debit memberships prior to the 6 month minimum term (these memberships must be paid out as per terms & conditions) unless proof of change of relocation from Newman or medical certificate is supplied
Membership Freeze	Yes	10.00	10.00	Per Term. Minimum 1 week - must apply prior to date of departure. Does not apply to 1 week/1 month memberships
Promotions/ discounts off membership fees	Yes	10%-20%	10%-20%	
Promotional Visit Passes	Yes	FREE	FREE	One free entry / 7 day pass
Membership Renewal Discount	Yes	10%	0.10	
After Hours Replacement Access Tags	Yes	15.00	15.00	Per tag
<b>Fitness Packages/ Personal Training</b>				
Personal Training Session - Single person	Yes	45.00	45.00	Per Person, Per 30 Minutes
Personal Training Session - Additional person (max 2 people per session)	Yes	30.00	30.00	Per Person, Per 30 Minutes
Personal Training - Concession Book - Single Person	Yes	700.00	700.00	20 x 30 minute session (booklet discount)
Personal Training - Concession Book - Single Person	Yes	400.00	400.00	10 x 30 minute session
Independent PT Contractor -Clients	Yes			Clients of an Independent PT Contractor must hold a current membership. Independent PT Contractor can train clients inside and outside of reception hours subject to signing PT Subcontractor agreement prior. A maximum of 2 clients to be training with Independent Contractor at one time.
Independent PT Contractor -Weekly floor rental	Yes	70.00	70.00	Conditions apply
Corporate and FIFO Membership	Yes	25%	25%	25% Discount for 3, 6, 12 month and direct debit memberships.(Corporate memberships must have a minimum of 10 members) Proof of continued corporate concession situation may be required at any point.

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Concessions Rates ( <i>To approved customers</i> )	Yes	30%	20%	20% discount on all memberships and casual entries, both at NRC and Rural Fitness facilities. Approved Customers are those under 18, full time students, healthcare concession, seniors concession or centrelink card. Proof of continued concession situation may be required at any point.
Staff Discount (as per Policy - Staff use of Recreation Facilities)	Yes	@	@	1. All permanent (full-time and part-time) Shire of East Pilbara staff are entitled to 50% discount on memberships and casual entries. 2. All casual Shire of East Pilbara staff are entitled to 50% discount on casual entries. 3. All casual Shire of East Pilbara staff are entitled to 25% discount on memberships (Corporate Discount). 4. Immediate family of permanent Shire of East Pilbara staff are entitled to 25% discount on memberships.
Casual Group Fitness Classes	Yes	15.00	15.00	Group Fitness Classes or Gym Entry only during operational hours, excludes 24hr use
Casual Off Peak Gym Entry	Yes	10.00	10.00	Per Person (12 noon to 3pm entry only)
Casual Visit for Special Events	Yes	FREE	FREE	Special events such as (but not limited to) Senior's week; International Women's Day and Open Day
Fitness Centre & Group Fitness 10 Visit Pass	Yes	135.00	135.00	10 Visits
ADULT:				
10 Multi Entry Passes	Yes	49.50	49.50	Casual Court Usage
20 Multi Entry Passes	Yes	93.50	93.50	Casual Court Usage
50 Multi Entry Passes	Yes	220.00	220.00	Casual Court Usage
CONCESSION / CHILD: (5-16 yrs.)				
10 Multi Entry Passes	Yes	40.50	40.50	Casual Court Usage
20 Multi Entry Passes	Yes	76.50	76.50	Casual Court Usage
50 Multi Entry Passes	Yes	180.00	180.00	Casual Court Usage
<b>Loyalty Program (Newman Recreation Centre Gym) for Individual members <i>*not valid with any other offer*</i></b>				
5 yrs. continuous membership	Yes	25%	25%	An individual will receive 25% of their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
10 yrs. continuous membership	Yes	30%	30%	An individual will receive 30% of their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.
15 yrs. continuous membership	Yes	35%	35%	An individual will receive 35% off their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.
20 yrs. continuous membership	Yes	50%	50%	An individual will receive 50% off their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.
25 yrs. continuous membership	Yes	100%	100%	An individual will receive free life membership to the Gym.
Casual visit (per child, per session, up to 90 min)	Yes	4.50	5.00	
10 Visit Crèche Pass (per session, up to 90 min)	Yes	40.50	45.00	10% Discount
20 Visit Crèche Pass (per session, up to 90 min)	Yes	76.50	85.00	15% Discount
50 Visit Crèche Pass (per session, up to 90 min)	Yes	180.00	200.00	20% Discount

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Rural Fitness Centre - Marble Bar or Nullagine</b>				
Gym Membership / 1 Month	Yes	31.50	32.50	
Gym Membership / 3 month	Yes	68.00	70.00	
Gym Membership / 6 month	Yes	100.00	105.00	
Gym Membership / 12 month	Yes	130.00	135.00	
Key Bond for remote gym facilities	No	50.00	50.00	Key must be returned at the end of membership term
<b>Season and Other Usage Fees - Sporting Groups - (seasonal Bookings have Preference over Individuals for use of Ovals, Green Spaces and Courts) MUST be booked at the Shire Administration Office (Facilities Officer) by the Association, Team, Casual User or Club. (Seasonal Bookings have Preference over Individuals for use of Ovals, Green Spaces and Courts)</b>				
Associations / Other	Yes	105.00	105.00	Per Week (e.g. NNFL, Netball, Basketball, Senior Soccer)
Teams	Yes	12.00	12.00	Per Hour, per Team
Junior Clubs / Sports	Yes	FREE	FREE	Excludes waste removal
Schools	Yes	FREE	FREE	
Individuals	Yes	FREE	FREE	
<b>Casual Oval Hire Rates</b>				(Please refer and charge applicable bonds in BONDS Section)
Non Profit	Yes	65.00	65.00	Per day, per Oval, does not include Oval Lighting or Waste Removal
Commercial Organisation	Yes	130.00	130.00	Per day, per Oval, does not include Oval Lighting or Waste Removal
Lions Fortescue Festival - Capricorn Oval Only	Yes			Oval hire only - as per policy
Outdoor exercise licence	Yes	45.00	45.00	Daily per location
	Yes	100.00	100.00	Weekly per location
	Yes	200.00	200.00	Monthly per location
	Yes	300.00	300.00	Seasonal up to 6 months per location
	Yes	500.00	500.00	Annual per location
Commercial usage i.e. - travelling shows	Yes	330.00	330.00	Per Day (excludes power & waste removal)

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Oval Lighting</b>				
Training	Yes	35.00	35.00	Per Hour
Competition	Yes	50.00	50.00	Per Hour
				25% discount on hourly rate of training and/or competition lighting on all ovals if a team/association require the hire of a second set of lights on an adjoining oval
<b>Court Bookings</b>				
Associations - Long Term Booking (13 weeks or greater)	Yes	105.00	105.00	Per Week (e.g. Senior Netball, Basketball, Tennis)
Associations - Game	Yes	27.00	27.00	Per Game (Max 2 hours) Friday night competition
Teams	Yes	8.00	8.00	Per team, per Hour, per court
Junior Clubs/Sports	Yes	FREE	FREE	Excludes waste removal
Schools	Yes	FREE	FREE	
Individuals	Yes	FREE	FREE	
<b>Court Lighting</b>				
Tennis Courts, Netball Courts, Basketball Courts	Yes	15.00	15.00	Per court, per hour
<b>East Pilbara Art Centre</b>				
<b>Commercial/Private Functions</b>				
Meeting room including kitchen & toilets	Yes	35.00	35.00	Per hour (minimum one hour)
Void area including toilets	Yes	80.00	80.00	Per hour (minimum one hour)
	Yes	210.00	210.00	1/2 Day (up to 4 hrs.)
	Yes	400.00	400.00	Full Day (up to 8 hrs.)
Non Profit/Community Organisations	Yes			40% discount from commercial rates
<b>Leases/Licences/Hire of Buildings on Council Reserves</b>				
Annual Service Fee (for leases only)	Yes	565.00	565.00	All community & sporting leases from 1/1/09
Annual - 52 weeks	Yes	1100.00	1100.00	
Annual - Sporting Storage Unit (per sqm.)	Yes	25.00	25.00	Hire of storage units annually, total sqm per year
<b>Newman Junior Sports Pavilion</b>				
Seasonal Junior Sports - Building Service Fee	Yes	25.00	25.00	Per Week
Casual Room Hire - Toilets	Yes	25.00	25.00	Per Hour
Casual Room Hire - Change Rooms	Yes	25.00	25.00	Per Hour
Cleaning Fee (Changerooms only) *	Yes	150.00	150.00	Minimum charge per booking per day (if requested or if required after insp) at cost recovery

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Cleaning Fee (Internal building only - including kitchen and toilets) *	Yes	150.00	150.00	Minimum charge per booking per day (if requested of if required after insp) at cost recovery
Casual Room Hire - Kitchen and Function Room	Yes	25.00	25.00	Per Hour
<b>Newman Senior Sports Pavilion - Non Profit - Community Organisation (Does not include Equipment Hire)</b>				
Seasonal Senior Sports - Building Service Fee - Kitchen, Servery and Function Room (internal building)	Yes	130.00	130.00	Per Week
Casual Room Hire - Change Rooms (External building)	Yes	27.00	27.00	40% discount from commercial rates
Casual Room Hire - Kitchen, Servery and Function Room (internal building)	Yes	48.00	48.00	40% discount from commercial rates
	Yes	144.00	144.00	40% discount from commercial rates
	Yes	288.00	288.00	40% discount from commercial rates
Cleaning Fee (Changerooms only)*	Yes	150.00	150.00	Charge per booking per day (if requested of if required after insp)
Cleaning Fee (Internal building only - including kitchen and toilets)*	Yes	150.00	150.00	Charge per booking per day (if requested of if required after insp)
Booking Fee deposit	Yes	50.00	50.00	Non-refundable unless 2 weeks notice is given
<b>Newman Senior Sports Pavilion - Commercial/ Private Functions (Does not include Equipment Hire)</b>				
Casual Room Hire - Change Rooms (External building)	Yes	45.00	45.00	Per Hour
Casual Room Hire - Kitchen, Servery and Function Room (internal building)	Yes	80.00	80.00	Per Hour
	Yes	240.00	240.00	1/2 Day (up to 4 hrs.)
	Yes	480.00	480.00	Full Day (up to 8 hrs.)
Booking Cancellation Fee	Yes	100.00	100.00	Non-refundable unless 2 weeks notice is given
Cleaning Fee (Changerooms only)*	Yes	150.00	150.00	Minimum charge per booking per day (if requested of if required after insp) at cost recovery
Cleaning Fee (Internal building only - including kitchen and toilets)*	Yes	150.00	150.00	Minimum charge per booking per day (if requested of if required after insp) at cost recovery
Additional Cleaning Charges - All Organisations *	Yes	150.00	150.00	At cost recovery - In addition to regular cleaning fee * \$150.00 minimum charge per booking, any additional cleaning on inspection will be at cost recovery.

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
<b>Council Facility Hire - Bonds - Refundable</b>				
Individual Hire (alcohol and non-alcohol)	No			50% discount from Commercial Rates
Not for Profit Hire (alcohol and non-alcohol)	No			50% discount from Commercial Rates
Commercial Hire (non-alcohol)	No	1000.00	1100.00	
Commercial Hire (alcohol)	No	2000.00	2200.00	
Oval / Green Space - Commercial usage Bond	No	2000.00	2200.00	Travelling Shows etc
Key Bond	No	100.00	100.00	All Council Facilities
Cleaning Fee	Yes	150.00	150.00	Minimum charge per booking per day (if requested or if required after insp) at cost recovery.
<b>Nullagine Gallop Hall</b>				
<b>Nullagine Gallop Hall - Commercial/Private Functions (includes equipment hire &amp; Kitchenette use)</b>				
Hourly (1 to 3 hours)	Yes	100.00	100.00	
Half Day (4 hours)	Yes	145.00	145.00	
Full Day (8 hours)	Yes	200.00	200.00	
Kitchenette Area Only	Yes	40.00	40.00	Per Hour
Not For Profit Community Groups				40% discount from commercial rates in all categories
Local Residents	Yes	10.00	10.00	Per Hour For Local Residents
Government Agencies	Yes	22.00	50.00	Per Hour For Government Agencies
Commercial Groups	Yes	25.00	50.00	Per Hour For Commercial Groups
Key Bond	No	20.00	100.00	
<b>Newman Town Square Precinct - The Edge Kitchen (includes the Food Court and the Mezzanine) Commercial</b>				
Hourly	Yes	50.00	55.00	
Half Day (4 hours)	Yes	160.00	170.00	
Full Day (8 hours)	Yes	300.00	320.00	
Weekly	Yes	1400.00	1500.00	
Monthly	Yes	5000.00	5250.00	
<b>Food Court Only</b>				
Hourly	Yes	25.00	30.00	
Half Day (4 hours)	Yes	80.00	85.00	
Full Day (8 hours)	Yes	150.00	160.00	
Weekly	Yes	700.00	750.00	
Monthly	Yes	2500.00	2625.00	

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Mezzanine Only</b>				
Hourly	Yes	40.00	45.00	
Half Day (4 hours)	Yes	120.00	130.00	
Full Day (8 hours)	Yes	220.00	230.00	
Weekly	Yes	1000.00	1050.00	
Monthly	Yes	3500.00	4000.00	
<b>Shop/Office A and B</b>				
Hourly	Yes	10.00	20.00	Per Office
Half Day (4 hours)	Yes	45.00	70.00	Per Office
Full Day (8 hours)	Yes	90.00	120.00	Per Office
Weekly	Yes	400.00	600.00	Per Office
Monthly	Yes	1400.00	2000.00	Per Office
<b>Edge Co-Working Office Space (Includes the Mezzanine But excludes the Kitchen)</b>				
Casual Co-Working For 1 Day	Yes	25.00	40.00	For 1 Day
Part Time Co-Working	Yes	40.00	60.00	Up to 2 Days Per Week
Full Time Co-Working	Yes	90.00	120.00	Up to 5 Days Per Week
<b>Grassed Area / Paved Area / Car Park</b>				
Hourly	Yes	FREE	FREE	
Not For Profit; Home Based Businesses; Individuals; Community Groups				40% discount from commercial rates Note: <i>This does not apply to users who are classified as Co-Workers</i>
Bonds Apply				Note: <i>This does not apply to users who are classified as Co-Workers</i>
<b>Civic Centre - Marble Bar Commercial/Private Functions (includes equipment hire &amp; Kitchenette use)</b>				
Hourly (1 to 3 hours)	Yes	100.00	120.00	
Half Day (4 hours)	Yes	145.00	160.00	
Full Day (8 hours)	Yes	200.00	225.00	
Kitchenette Area Only	Yes	40.00	50.00	Per Hour
Not For Profit Community Groups				40% discount from commercial rates in all categories
<b>Libraries</b>				
Internet Access	Yes			Per Hour
<b>Non Profit/Community Organisations Functions (includes equipment hire &amp; kitchenette use)</b>				
Hire rates	Yes			40% discount from commercial rates
<b>Furniture Hire Only (including outside hire)</b>				

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Tables	Yes			Each
Chairs	Yes			Each
<b>Martumili Art Centre</b>				
Martumili Artwork	Yes	As displayed	As displayed	As displayed
Martumili Artist Commission	Yes	Up to 50% of artwork sale price	Up to 50% of artwork sale price	
Martumili Artist Commission - Christmas Sale	Yes	25% of artwork sale price	25% of artwork sale price	
Agency fee for licenses	Yes	20% of negotiated fee	20% of negotiated fee	
Artwork sale price - Recommended Retail Price (RRP)	Yes	As per industry standard RRP formula	As per industry standard RRP formula	
Artwork sale price - Direct Price	Yes	20% discount on RRP	20% discount on RRP	
Artwork sale price - Wholesale Price	Yes	40% discount on RRP	40% discount on RRP	
Artwork sale price - Martumili Christmas Sale	Yes	40% discount on RRP	40% discount on RRP	
Merchandise	Yes	At cost + 50%	At cost + 50%	
<b>Newman Aquatic Centre Gate Entry</b>				
Child 0-4 years	Yes	FREE	FREE	Per Entry (when accompanied by an adult paying fee)
Child 5-16 years	Yes	4.50	4.50	Per Entry
Concessions (HCC, Senior Card, Disability Card - MUST BE SHOWN)	Yes	4.50	4.50	Per Entry
School Term Programs	Yes	4.00	4.00	Per Entry
Adult +16 years	Yes	5.50	5.50	Per Entry
Family entry (2 adults + 2 children or 1 adult + 3 children)	Yes	19.00	19.00	Per Entry
Carers Card Holder/Companion Card	Yes	FREE	FREE	
Locker Hire	Yes	1.50	2.00	Per item (\$5.00 Deposit)
Adult Spectator (non swimming)	Yes	2.00	2.50	Per person
Child Spectator (non swimming 5-16 years)	Yes	1.00	1.50	Per person
Public Inflatable Use	Yes	3.50	4.00	Per person in addition to entry fee

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>MULTI PASS: Note: No pass, No entry</b>				
FAMILY: (2 adults + 2 children {5-16yrs})				
10 Multi Entry Passes	Yes	180.00	180.00	\$18 per visit
20 Multi Entry Passes	Yes	340.00	340.00	\$17 per visit
50 Multi Entry Passes	Yes	800.00	800.00	\$16 per visit
ADULT:				
10 Multi Entry Passes	Yes	49.50	49.50	\$4.95 per visit
20 Multi Entry Passes	Yes	93.50	93.50	\$4.65 per visit
50 Multi Entry Passes	Yes	220.00	220.00	\$4.40 per visit
CONCESSION / CHILD: (5-16 yrs.)				
10 Multi Entry Passes	Yes	40.50	40.50	\$4.05 per visit
20 Multi Entry Passes	Yes	76.50	76.50	\$3.80 per visit
50 Multi Entry Passes	Yes	180.00	180.00	\$3.60 per visit
<b>Function Bookings (Private Use)</b>				
Lane Hire	Yes	17.00	17.00	Per lane Per hour
Hourly rate outside normal pool hours (includes 2 staff)	Yes	330.00	350.00	Per Hour Plus Daily Entry For Each Person
Private Inflatable Hire - Crocodile Junior	Yes	140.00	150.00	Per hour plus entry fees for each person, Includes 2 x LIFEGUARDS
Private Inflatable Hire - Dual Racer	Yes	160.00	180.00	Per hour plus entry fees for each person, Includes 2 x LIFEGUARDS
<b>Newman Amateur Swimming Club:</b>				
<b>Activities (Centre Run)</b>				
Aqua Aerobics	Yes	15.00	15.00	Per Class
Aqua Aerobics - concession	Yes	12.00	12.00	Per Class
Aqua Aerobics - 10 Pass	Yes	135.00	135.00	Per Class
Aqua Aerobics - 10 Pass concession	Yes	108.00	108.00	Per Class
Swimming Lesson - Group	No	15.00	16.00	Per Child includes entry fee
Swimming Lesson - Private	No	60.00	64.00	for one 30 minute lesson
Extra Lifeguard (Private Function)	Yes	75.00	85.00	Per Hour per staff for private function
Local telephone Call	Yes	0.50	1.00	Landline
Trestle Table Hire	Yes	8.00	10.00	Per table
Podium Hire	Yes	8.00	10.00	Per event per day
BBQ Hire	Yes	FREE	FREE	
Noodles, flotation belts and kick boards	Yes	FREE	FREE	
Australia Day Celebrations/Depending on Location	Yes	FREE	FREE	
School Swimming Carnival	Yes	450.00	500.00	per 6 lanes, per carnival - entry not included
Program Cancellation Fee (Conditions apply)	Yes	@	@	25% of total fee
Special Events Days	Yes	FREE	FREE	Free
<b>Marble Bar Aquatic Centre</b>				

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Gate Entry</b>				
Child 0-4 years	Yes	FREE	FREE	Per Entry (when accompanied by an adult paying fee)
Child 5-16 years	Yes	0.50	FREE	Per Entry
Concessions (HCC, Senior Card, Disability Card - MUST BE SHOWN)	Yes	0.50	FREE	Per Entry
Aqua Aerobics	Yes	15.00	15.00	Per Class
Aqua Aerobics - concession	Yes	12.00	12.00	Per Class
Aqua Aerobics - 10 Pass	Yes	135.00	135.00	Per Class
Aqua Aerobics - 10 Pass concession	Yes	108.00	108.00	Per Class
Adult +16 years	Yes	1.00	FREE	Per Entry
Carers Card Holder/Companion Card	Yes	FREE	FREE	
<b>Annual Pass (From 1 January to 31 December)</b>				
<b>Function Bookings (Private Use including swimming lessons)</b>				
Hourly rate outside normal pool hours (includes 1 staff)	Yes	100.00	150.00	Per Hour includes entry for participants
<b>Activities (Centre Run)</b>				
BBQ Hire	Yes	FREE	FREE	
Noodles, flotation belts and kick boards	Yes	FREE	FREE	
Australia Day Celebrations/Depending on Location	Yes	FREE	FREE	
<b>Art Rooms (located next to Library)</b>				
<b>Private Hire for Commercial/Community Use (Pending Building Inspection)</b>				
Art rooms 1 & 2 (inc Ceramics workshop)	Yes	20.00	20.00	per hour (2 hour minimum)
Art rooms 1 & 2 (inc Ceramics workshop)	Yes	60.00	60.00	1/2 day hire (of up to 4 hours)
Art rooms 1 & 2 (inc Ceramics workshop)	Yes	100.00	100.00	Full day hire (of up to 8 hours)
Kiln firing fee (Whole Kiln)	Yes	100.00	100.00	
Kiln firing fee (per 100g)	Yes	1.00	1.00	
Not for profit/Community organisations/hobbyist	Yes			40% discount off commercial rates
Co-Working space				
Art rooms 1 & 2	Yes	5.00	5.00	per hour (2 hour minimum)
Art rooms 1 & 2	Yes	10.00	10.00	1/2 day hire (of up to 4 hours)
Art rooms 1 & 2	Yes	22.00	22.00	Full day hire (of up to 10 hours)
<b>Key Bond</b>				
Art rooms 1 & 2	No	100.00	100.00	
<b>Miscellaneous</b>				
Cleaning fee (conditions apply)	Yes	90.00	90.00	per hour

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
<b>Events Equipment Hire Fees</b>				
Equipment Bond - small equipment	No	100.00	150.00	Per event
Equipment Bond - large equipment	No	500.00	600.00	Per event
Inflatable arch/finish line	Yes	100.00	110.00	Per day per event
Retractable barriers	Yes	10.00	11.00	Per day per barrier
Bean Bags	Yes	5.00	6.00	Per day per event
Giant Games (Connect 4 or Tumbling Towers)	Yes	10.00	12.00	Per game per day
Popcorn Machine	Yes	60.00	65.00	Per day per event (includes bags)
Crowd control barriers	Yes	15.00	17.00	per panel per event
Chafing dishes	Yes	20.00	22.00	Per day per dish (includes two fuel burners)
<b>Function 12 - Transport</b>				
<b>Airports</b>				
<b>Landing Fees</b>				
All landing aircraft 10,000kg MTOW and above	Yes	25.71	27.61	Per 1,000 Kg Pro-Rata
All landing aircraft 5,000 - 10,000kg MTOW	Yes	18.00	19.33	Per 1,000 Kg Pro-Rata
All landing aircraft up to 5,000kg MTOW	Yes	14.14	15.18	Per 1,000 Kg Pro-Rata
Aircraft exempted from Landing Fees	Yes	FREE	FREE	As Approved By The CEO
Resident Operators Discount	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.
New Route Concession	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.
Minimum monthly charge per invoice	Yes	11.00	11.81	
<b>Apron Parking Fees</b>				
All aircraft up to 5,000kg MTOW	Yes	11.28	12.11	Per day or part thereof
All aircraft > 5,000kg MTOW	Yes	2.85	3.06	Per 1,000kg Pro-Rata, Per day or port thereof
Resident Operators Discount	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.
New Route Concession	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.
Airside Escort Duties	Yes	95.00	100.00	Per Hour; minimum charge for 30 minutes, with 15 minute increments. (If ARO not on duty and/or weekend, overtime rate multiplier applies).

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
<b>Car Parking Fees</b>				
Short term car park - 0 to 1 hour	Yes	FREE	FREE	
Short term car park - 1 to 2 hours	Yes	5.00	5.00	
Short term car park - 2 to 3 hours	Yes	10.00	10.00	
Short term car park - 3 to 4 hours	Yes	15.00	15.00	
Short term car park - 4 to 5 hours	Yes	20.00	20.00	
Short term car park - 5 to 6 hours	Yes	25.00	25.00	
Short term car park - 6 to 7 hours	Yes	30.00	30.00	
Short term car park - 7 to 8 hours	Yes	35.00	35.00	
Short term car park - 8 to 9 hours	Yes	40.00	40.00	
Short term car park - 9 to 10 hours	Yes	45.00	45.00	
Short term car park - 10 to 24 hours	Yes	120.00	120.00	
Short term car park – upto 48 hours	Yes	240.00	240.00	new added March 2023
Long term car park - 0 to 1 hour	Yes	FREE	FREE	new added March 2023
Long term car park - 1 to 7 days	Yes	12.00	12.00	Per day or part thereof
Long term car park - 8 to 14 days	Yes	10.00	10.00	Per day or part thereof
Long term car park - 15 days or more	Yes	9.00	9.00	Per day or part thereof
Staff Parking	Yes	As per Service Contract	As per Service Contract	Multiple entries per day
Annual Permit – LongTerm Car Park	Yes	1,895.00	1,895.00	new added
Resident Pass – LongTerm Car Park	N/A	FREE	FREE	14 days per annum. Single entry per day
Hire Car Bays	Yes	0.00	0.00	As per agreement
<b>Tenancies and Leases</b>	Yes	As per Agreement	As per Agreement	As per Agreement
<b>ASIC Card</b>				
Authority to Drive Airside (ADA) <b>Permits</b>	Yes	40.00	50.00	Initial Issue
Authority to Drive Airside (ADA) <b>Permits</b>	Yes	25.00	30.00	Renewal & re-issue
<b>Passenger Service Charge - seating configuration of &gt;9 seats</b>				
Departing & Arriving	Yes	26.81	28.79	Per passenger
New Route Concession	Yes	17.78	19.09	Per passenger arriving or departing
Children Under 12 years of age	Yes	FREE	FREE	
Transit Passengers	Yes	FREE	FREE	
<b>Screening Fees</b>				
Departing Passengers Over 2 years of age	Yes	18.44	19.80	All RPT Flights to be screened. All Non-RPT flights of MTOW>20,000 kgs to be also charged screening fee
Infants under 2 years of age	Yes	FREE	FREE	
Transit Passengers	Yes	FREE	FREE	

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Datalink Commercial</b>				
Connection Fees	Yes	198.00	210.00	As per user agreement
Data Package/Month	Yes	95.00	105.00	Capped at 100 GB/month. Invoiced annually in advance
Per GB above package	Yes	0.90	1.00	No Cap
<b>Residential</b>				
Connection Fee	Yes	-	-	As per user agreement
Data Package/Month	Yes	60.00	70.00	Capped at 85 GB
Per GB above package	Yes	-	-	No Cap
<b>Patrons/Passengers</b>				
0 - 30 minutes	Yes	FREE	FREE	Restricted to 200 KBPS for basic internet usage such as social media, emails and web surfing
31 - 60 minutes	Yes	5.00	6.00	Restricted to 200 KBPS for basic internet usage such as social medial.
61 - 120 minutes	Yes	8.00	9.00	Restricted to 200 KBPS for basic internet usage such as social medial.
<b>Other</b>				
<b>Concessional Loading Bulk Products Scheme (CLBPS)</b>				
<b>Roads and Streets</b>				
Road Train and Extra Mass Permit	No	0.00	0.00	Per Application
AMMS Road Usage Fee	No	0.0044	0.0050	Per tonne per kilometer (one-way) for every tonne of ore transported under AMMS/CLBPS if no other road use/upgrade/maintenane agreement in place
Marble Bar/Nullagine Street Number Plate	Yes	7.00	8.00	Actual cost with 50% discount
Marble Bar/Nullagine Street Number Plate Installation (road kerb only)	Yes	25.00	30.00	Includes Plate
<b>Road Closure Local Government Processing</b>				
(a) Initiation Fee	Yes			
(b) Processing Fee (payable if initiated)	Yes			Plus advertising costs
<b>Subdivisional Works Supervision Fee</b>				
Roads, Drainage and Bulk Earthworks not supervised by consulting engineer	No	As agreed	As agreed	3% Cost of Construction
Roads, Drainage and Bulk Earthworks supervised by consulting engineer	No	As agreed	As agreed	1.5% Cost of Construction

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Function 13 - Economic Services</b>				
<b>Cape Keraudren</b>				
Vehicle Entry	Yes	12.00	13.00	Per Vehicle (Maximum 7 Adults ie Prado)
	Yes	5.00	6.00	Per Additional Adult
Motorcycle Entry	Yes	10.00	11.00	Per motorcycle
Towing - boats only	Yes	10.00	11.00	Additional to entry fees
Camping Fee	Yes	10.00	11.00	Per adult per night (18 years and over)
	Yes	7.50	8.00	Per adult / night for SOEP resident
	Yes	7.50	8.00	Per adult / night for Concession Card Holders
	Yes	3.00	3.50	School children 6 to 17 years
	Yes	FREE	FREE	Under 6 years - FREE
Recovery of bogged vehicles	Yes	150.00	160.00	Per Vehicle
<b>Newman Yurlu Caravan Park</b>				
<b>POWERED SITES</b>				
Overnight - Hardstand site	Yes	35.00	40.00	For One Or Two People - Recreational Vehicle (RV) , Caravan, Camper trailers
Overnight - Grassed site	Yes	45.00	50.00	For One Or Two People - Caravan, Camper trailers, Tents only
Additional People (above allowance per site)	Yes	5.00	6.00	For An Extra Person (not including children under 2 years of age)
Weekly - Hardstand site	Yes	210.00	220.00	For One Or Two People
Weekly - Grassed site	Yes	270.00	280.00	For One Or Two People - Tent Area
Weekly - Extra Person	Yes	30.00	35.00	For An Extra Person
<b>UNPOWERED SITES</b>				
Overnight - Hardstand site	Yes	25.00	30.00	For One Or Two People - Recreational Vehicle (RV) , Caravan, Camper trailers
Overnight - Grassed site	Yes	30.00	35.00	For One Or Two People - Caravan, Camper trailers, Tents only
Additional People (above allowance per site)	Yes	5.00	6.00	For An Extra Person
Weekly - Hardstand site	Yes	150.00	160.00	For One Or Two People
Weekly - Grassed site	Yes	180.00	190.00	For One Or Two People - Tent Area
Weekly - Extra Person	Yes	30.00	35.00	For An Extra Person
<b>MISCELLANEOUS</b>				
Key Deposit	No	10.00	20.00	Per Key
<b>YURLU CARAVAN PARK PAYMENT SURCHARGES</b>				
Online Bookings	Yes	2%	2%	Yurlu caravan park internet payments
Offline & Agent Fees	Yes	1.00	1.00	Per booking

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Nullagine Caravan Park</b>				
<b>POWERED SITES</b>				
Overnight - Van Site	Yes	35.00	40.00	For One Or Two People (eff 1/10/09)
Overnight - Camping Site	Yes	25.00	30.00	For One Or Two People - Tent Area
Additional People (above allowance per site)	Yes	5.00	6.00	For An Extra Person (not including children under 2 years of age)
Weekly - Van Site	Yes	210.00	220.00	For One Or Two People
Weekly - Camping Site	Yes	150.00	160.00	For One Or Two People - Tent Area
Weekly - Extra Person	Yes	30.00	35.00	For An Extra Person
<b>UNPOWERED SITES</b>				
Overnight	Yes	15.00	18.00	For One Or Two People
	Yes	5.00	6.00	For An Extra Person
Weekly - Van Site	Yes	90.00	100.00	For One Or Two People
Extra Person	Yes	30.00	35.00	For An Extra Person
<b>MISCELLANEOUS</b>				
Key Deposit	No	10.00	20.00	Per Key
Showers - Non Residents	Yes	5.00	6.00	Each Shower
Showers - Prospectors (on presentation of Prospector documentation)	Yes	10.00	12.00	Each Shower
Washing Machine	Yes	5.00	6.00	Each Load
Washing Machine - Prospectors (on presentation of Prospector documentation)	Yes	10.00	12.00	Each Load
<b>Building Fees</b>				
<b>Private Swimming Pools</b>				
Inspection - Yearly Charge	No	65.00	58.45 per year	Inspections Required Every Four Years
Inspections at the request of others	Yes	150.00	230.00	
<b>Building Licence and Other Applications</b>				
Reissue of Building Permit with changed details	No	75.00	110.00	Plus cost of photocopying plans
Request to provide a Certificate of Construction Compliance. Include one on-site inspection	Yes	250.00	500.00	For each building when the Certificate of Design Compliance has been issued by SOEP. Plus travel costs
	Yes	500.00	750.00	For each building when the Certificate of Design Compliance has been issued externally. Plus travel costs
Request to provide a Certificate of Building Compliance (to formalise existing building works). Includes one site inspection)	Yes	250.00	500.00	For Class 1 or 10 buildings. Plus travel costs.
Request to provide a Certificate of Building Compliance (to formalise existing building works). Includes one site inspection)	Yes	500.00	750.00	For Class 2 to 9 buildings. Plus travel costs.

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Request to provide a Certificate of Building Compliance (for Strata purposes). Includes one site inspection	Yes	150.00	150.00	Application Fee. Additional \$75 for each strata unit covered by the application but not less than \$150
Copies of Permits, Building Approval Certificates (s129 Building Act 2011)	No	88.00	88.00	
Copies of Building Records to an interested person (s131 Building Act 2011)	No	88.00	88.00	
Professional Advice Request from a Qualified surveyor, or request seeking confirmation for Environmental Health, Planning or Technical Services	Yes	180.00	500.00	
Copies of plans (per set of A3 drawings)	No	60.00	88.00	Per Set of A3 drawings
Approval of Park Home Installation and Annex Construction	No	@	@	0.19% of the estimated construction value but not less than \$200.
<b>Building Act fees</b>				
<b>Applications for occupancy permits and building approval certificates</b>				
Application for an occupancy permit for a completed building (s. 46)	Yes		110.00	Statutory Fees
Application for a temporary occupancy permit for an incomplete building (s. 47)	Yes		110.00	Statutory Fees
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	Yes		110.00	Statutory Fees
Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	Yes		110.00	Statutory Fees
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51 (2))	Yes		The fee is 0.18% of the estimated value of the unauthorised work as	Statutory Fees
Application for a building approval certificate for a a building in respect of which unauthorised work has been done (s. 51(3))	Yes		0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$110.00	Statutory Fees

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
Application to replace an occupancy permit for an existing building (s. 52(1))	Yes		110.00	Statutory Fees
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2))	Yes		110.00	Statutory Fees
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	Yes		110.00	Statutory Fees
<b>Applications for building permits and demolition permits</b>				
Certified application for a building permit (s.16(1))	Yes		For building work for a Class 1 or Class 10 Building or incidental structure the fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00  For building work for a Class 2 to Class 9 building or incidental structure the fee is 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00	
Uncertified application for a building permit (s.16(1))	Yes		The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00	
Application for a demolition permit (s. 16(1))	Yes		For demolition work in respect of a Class 1 or Class 10 building or incidental structure the fee is \$110.00  For demolition work in respect of a Class 2 to Class 9 building the fee is \$110.00 for each storey of the building	
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))	Yes		110.00	Statutory Fees
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)	Yes		2,160.15	Statutory Fees
Application for approval of battery powered smoke alarms (regulation	Yes		179.40	Statutory Fees
<b>Building Services Levy</b>				
<b>Building Services Levy - \$45,000 or less</b>				
Building permit	Yes		61.65	Statutory Fees
Demolition permit	Yes		61.65	Statutory Fees
Occupancy permit or building approval certificate for approved building work under s47, 49 or 52 of the Building Act	Yes		61.65	Statutory Fees
Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act	Yes		123.30	Statutory Fees
Occupancy permit under s46 of the Building Act			No levy is payable	Statutory Fees

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
Modification of occupancy permit for additional use of building on temporary basis under s48 of the Building Act			No levy is payable	Statutory Fees

<b>Shire Of East Pilbara Fees &amp; Charges 2023/24</b>	<b>GST Applic</b>	<b>22/23 Fee Incl GST</b>	<b>23/24 Proposed Fee Incl GST</b>	<b>Description</b>
<b>Building Services Levy - Over \$45,000</b>				
Building permit	Yes		0.137% of the value of the work	Statutory Fees
Demolition permit	Yes		0.137% of the value of the work	Statutory Fees
Occupancy permit or building approval certificate for approved building work under s47, 49 or 52 of the Building Act	Yes		61.65	Statutory Fees
Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act	Yes		0.274% of the value of the work	Statutory Fees
Occupancy permit under s46 of the Building Act	Yes		No levy is payable	Statutory Fees
Modification of occupancy permit for additional use of building on temporary basis under s48 of the Building Act	Yes		No levy is payable	Statutory Fees
<b>Construction Training Fund (CTF)</b>				
Construction Training Fund (CTF)	Yes		Value of Construction x .2% only payable if construction value is \$20,000 or more	
<b>Inspections</b>				
Recoverable Inspection Costs (normal office hours)	Yes	185.00	185.00	Per Hour plus travel costs
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per Hour plus travel costs
Travel cost per km	Yes	3.50	4.00	Per km other than first 20km
<b>Miscellaneous</b>				
Orders & Requisitions for Sale of Properties	No	128.00	128.00	Replying to a property settlement questionnaire and providing zoning and planning information
Road and Road Verge Bond	No	5,000.00	5,000.00	Refundable
Road and Road Verge Bond Administration Fee	No	150.00	160.00	

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>Function 14 - Other Property &amp; Services</b>				
<b>Private Works - Plant Hire</b>				
<b>(All Charges Per Hour Including Operator)</b>				
Prime Mover & Float	Yes	287.50	300.00	
Prime Mover & Side Tipper	Yes	287.50	300.00	
Prime Mover & Double Side Tipper	Yes	322.00	350.00	
Prime Mover & 30,000 Litre Water Cart	Yes	287.50	300.00	
Prime Mover	Yes	230.00	250.00	
Road Graders	Yes	322.00	350.00	
Suction Road Sweeper	Yes	345.00	360.00	
Cat 950H Loader	Yes	310.50	325.00	
Roller 18 tonne Smooth Drum	Yes	253.00	270.00	
Skid Steer Loader	Yes	230.00	250.00	
Cat 329 DL Excavator	Yes	345.00	360.00	
22 Tonne Tipper	Yes	253.00	270.00	
Service Truck	Yes	230.00	250.00	
7 Tonne Tipper	Yes	218.50	230.00	
3 Tonne Water Truck	Yes	218.50	230.00	
3 Tonne Tipper	Yes	218.50	230.00	
Forklift	Yes	218.50	230.00	
Rubbish Truck	Yes	218.50	230.00	
Back Hoe	Yes	218.50	230.00	
Elevated Work Platform (EWP)	Yes	230.00	250.00	Dry Hire, Excluding Operator/day
Weed Sprayer	Yes	172.50	190.00	Per hour (Wet Hire)
4WD Tractor	Yes	218.50	230.00	
Light Vehicle 4wd	Yes	161.00	175.00	
Small Tractor	Yes	161.00	175.00	
Box Trailer	Yes	46.00	55.00	Dry Hire
Trencher	Yes	126.50	135.00	Dry Hire
Small Generator Kva	Yes	115.00	125.00	Dry Hire
Large Generator Kva	Yes	138.00	150.00	Dry Hire
Lawn Mower (Ride on)	Yes	172.50	190.00	
Lawn Mower	Yes	149.50	160.00	
Whipper / Snipper	Yes	149.50	160.00	
Water from Standpipes	No	195.50	210.00	Once off Admin Fee
Water from Standpipes	No	5.69	7.00	Per kilolitre
Provision of Labour Only (O/T Rates applied as needed)	Yes	103.50	110.00	
Fuel	Yes	2.30	3.00	Per Litre
Materials - will be charged at cost plus 20%				

Shire Of East Pilbara Fees & Charges 2023/24	GST Applic	22/23 Fee Incl GST	23/24 Proposed Fee Incl GST	Description
<b>State Government Determination</b>				
<b>Cat/Dog Registrations</b>				
All new dog registrations need to be microchipped				
All existing dogs need to be microchipped by 1 November 2015				
Unsterilised Dog - 1 Year	No	50.00	50.00	Pensioners Fee receive 50% off the type of registration they apply for
Sterilised Dog - 1 Year	No	20.00	20.00	
Unsterilised Dog - 3 Year	No	120.00	120.00	
Sterilised Dog - 3 Year	No	42.50	42.50	
Unsterilised Dog - Lifetime	No	250.00	250.00	
Sterilised Dog - Lifetime	No	100.00	100.00	
<b>All cat registrations must be sterilised</b>				
Cat - 1 Year	No	20.00	20.00	Pensioners Fee receive 50% off the type of registration they apply for
Cat - 3 Year	No	42.50	42.50	
Cat - Lifetime	No	100.00	100.00	
Application of approval to breed cats	No			per breeding cat (male or female)
<b>Bus Service</b>				
<b>Passenger Fares:</b>				
Marble Bar - Port Hedland	Yes	30.00	30.00	Per Person
Nullagine - Newman	Yes	30.00	30.00	Per Person
Newman - Marble Bar	Yes	40.00	40.00	Per Person
Port Hedland - Nullagine	Yes	40.00	40.00	Per Person
Nullagine - Marble Bar	Yes	10.00	10.00	Per Person
<b>Concession - Passenger Fares:</b>				
Marble Bar - Port Hedland	Yes	25.00	25.00	Per Person
Nullagine - Newman	Yes	25.00	25.00	Per Person
Newman - Marble Bar	Yes	30.00	30.00	Per Person
Port Hedland - Nullagine	Yes	30.00	30.00	Per Person
Nullagine - Marble Bar	Yes	5.00	5.00	Per Person

**11.2.6 REVIEW OF MEETING ATTENDANCE AND MEMBER ALLOWANCES**

**Attachments:** [Appendix 1 Local Government CEOs and Elected Members Determination No 1 of 2023](#)

**Responsible Officer:** Steven Harding  
Chief Executive Officer

**Author:** Steve Leeson  
Director Corporate Services

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2023/ 62)

**Moved:** Cr Baer

**Seconded:** Cr Lockyer

**That Council:**

1. Endorse the following annual allowances and meeting attendance fees for inclusion in the drafting of the 2023- 2024 annual budget, to be paid monthly in arrears:
  - a. Councillor's Meeting Fees \$241,700 (An Annual Fee of \$24,170 per Councillor)
  - b. President's Meeting Fees \$32,410
2. A Telecommunications Allowance per annum to be paid monthly in arrears of \$3,500 to all councillors and the Shire President.
3. A Presidential Allowance of \$65,915 per annum be paid monthly in arrears.
4. A Deputy Presidential Allowance of \$16,478 per annum be paid monthly in arrears.

**CARRIED BY AN ABSOLUTE MAJORITY  
RECORD OF VOTE: 6/2**

**For:** Deputy Shire President, Crs Kular, Mortimer, Smith, Baer, Lockyer

**Against:** Crs Coppin, Anick

---

## REPORT PURPOSE

To determine the amount to be provided for in the drafting of the Shire of East Pilbara (the Shire) 2023-2024 annual budget, for Elected Members meeting attendance fees and reimbursement of allowable expenses.

## BACKGROUND

The *Local Government Act 1995* ("the Act") provides for the payment to Members of fees for attending Council Meetings on either per meeting, or annual basis. The amounts are set annually by the Salaries and Allowances Tribunal (SAT). Each Council is placed into a band to determine applicable fees. The Shire of East Pilbara is categorised as band two (2).

The Act also allows for the reimbursement of, or an allowance for, covering certain expenses incurred by council members.

The remuneration amounts are independently set by SAT, are commensurate with the responsibilities, duties and effort required to fulfil the role of an elected member for the Shire of East Pilbara. It is not considered a fair expectation upon Council to perform their roles at a discount for the district's ratepayers and community.

The current budget approach seeks to adopt the maximum permissible amounts allowable to be paid to elected members, transitioned to over a three year period. 2023-2024 will be the third year of the plan.

Current 2022-2023 Shire of East Pilbara Fees paid to its elected Members are as follows:

(a)	Councillor's Meeting Fees	\$20,907
(b)	President's Meeting Fees	\$28,039
(c)	Presidential Allowance	\$56,903
(d)	Deputy Presidential Allowance	\$14,225
(e)	Telecommunications Allowance	\$2,667 (Councillors)
	Telecommunications Allowance	\$3,000 (President)

The SAT has recently released its latest annual Determination, which has increased the range payable for fees and allowances of Elected Members by 1.5% to the nearest \$5.

The SAT has also increased the remuneration bands for CEOs by 3.5% and the maximum Regional/Isolation Allowance payable to the CEO has been increased by \$10,000 per annum in the case of East Pilbara to a maximum of \$55,000 per annum

## COMMENTS/OPTIONS/DISCUSSIONS

SAT has released its Local Government Chief Executive Officer and elected Members Determination as follows:

Allowance	SAT Maximum Amount	SoEP 2022-2023 Amount
President Meeting Fees	\$32,410	\$28,039
Councillor Meeting Fees	\$24,170	\$20,907
President's Allowance	\$65,915	\$56,903
Deputy President's Allowance	\$16,478	\$14,225
Telecommunications (President)	\$ 3,500	\$ 3,000
Telecommunications (Councillors)	\$ 3,500	\$ 2,667

Historically, Shire Councillors have been paid "Annual attendance fees in lieu of per council meeting, committee meeting and prescribed meeting attendance fees". There is the option to change to a pay by meeting scenario.

The Shire's current Council meeting and allowance fees are within the Salaries and Allowances Tribunal permissible range. Council does have the option to set their allowances within the prescribed range at other than the current levels.

When considering setting the meeting and allowance fees payable which may be paid to Councillors, several considerations exist:

- SAT permissible range
- The unique circumstances of the Shire: - its size, location, isolation, and unique challenges, which would exceed those of other smaller local governments and those closer to, or based in, the metropolitan area.
- The commitment in both time, predominantly in preparing for and attending meetings, the associated travel, foregone opportunities and expenses incurred
- The significance of the role of Councillor: - remuneration as incentive to encourage competitive community participation to benefit the Shire
- The comparative meeting and allowance fees paid at neighbouring local governments.

## OPTIONS

Suggested options that Council could consider towards setting 2023-2024 meeting and allowance fees payable are below, not being all scenarios that may be determined:

### **Option One**

No change – maintain Councillor Remuneration at the current 2022-2023 amounts

### **Option Two**

Continue with the planned implementation of SAT maximum permissible allowances.

### **Option Three**

Apply a percentage increase or other set amount, within SAT prescribed amounts.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Section 5.98 entitles Council Members to be paid fees and reimbursed expenses up to the amount determined by the Salaries and Allowances Tribunal ('SAT') under the *Salaries and Allowances Act 1975* (S&A Act), Section 7B.

Section 5.98(5) allows the Mayor to be paid an additional allowance up to the amount determined by the Salaries and Allowances Tribunal under the S&A Act Section 7B.

Section 5.98A allows the Deputy Mayor may to be paid an additional allowance up to the amount determined by the Salaries and Allowances Tribunal under the S&A Act Section 7B.

Section 5.99 allows Council Members to be paid annual allowance instead of meeting fees up to the amount determined by the Salaries and Allowances Tribunal under the S&A Act Section 7B, subject to an absolute majority decision.

Administration Regulations

30 Meeting Attendance Fees

31 Expenses that are to be reimbursed

32 Expenses that may be reimbursed

33 Annual Allowance for President

33A Annual Allowance for Deputy President

34 Annual Attendance Fees

34A Allowances in Lieu of Reimbursements of Telecommunications Expenses

Salaries and Allowances Tribunal – Local Government Chief Executive Officer and Elected Members Review 6 April 2023.

Proposed changes to the *Local Government Act 1995* that may reduce the number or elected members to the Shire of East Pilbara's council may reduce the allowances to be budgeted.

## **POLICY IMPLICATIONS**

The recommendation is in accordance with previous decisions of Council.

## **STRATEGIC COMMUNITY PLAN**

Governance

G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.

G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.

G1.4 Ensure a high standard of organisational management and effectiveness

## **RISK MANAGEMENT CONSIDERATIONS**

Compliance – Moderate

Financial – Moderate

Reputational - Moderate

**FINANCIAL IMPLICATIONS**

To be considered as part of next budgetary process.

**VOTING REQUIREMENTS**

Absolute Majority.

**WESTERN AUSTRALIA**  
**SALARIES AND ALLOWANCES ACT 1975**  
**DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL**  
**ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS**  
**Pursuant to Section 7A and 7B**  
**6 April 2023**

**PREAMBLE**

**Statutory Context**

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
  - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
  - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
  - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

**Considerations**

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.

6. Eleven submissions were received. All submissions received were considered within the Tribunal's deliberations.

### **Band allocation model**

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

### **Christmas and Cocos Islands**

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

### **CONCLUSIONS**

11. The Tribunal has determined that CEO remuneration Bands be increased by 3.5%. The Tribunal considered this appropriate given the economic conditions, the wider public service framework and the mandatory 0.5% superannuation increase from July 2023.
12. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase, within the bands, must be determined by each local government through its own assessment of whether changes are justified.
13. In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification. The Tribunal considers no change is warranted for any local government at this time.
14. When establishing eligibility for a Regional/Isolation Allowance and the rates as part of the 2012 inquiry, the Tribunal considered the District Allowance (Government Officers) General Agreement 2010 amount and boundaries. The Tribunal also considered the regional price index, isolation as measured by the Accessibility/Remoteness Index of Australia, climate as measured by the Bureau of Meteorology's Relative Strain Index, and market and recruitment pressures in these regions. Specific issues associated with a Local Government brought to the

Tribunal's attention through either submissions or the Tribunal's meetings was also considered.

15. A formula was developed using maximum district allowance rates, market recruitment pressures, and an additional allowance based on specific local issues. The quantum of this formula and boundary has been reviewed in previous inquiries, and again in this inquiry with the Tribunal determining it remains as the most appropriate method for determining eligibility and rates for the Regional/Isolation Allowance.
16. The Regional/Isolation Allowance rates have been reviewed and increased up to a maximum of \$10,000, reflecting market conditions and pressures.
17. The application of motor vehicles provided to Chief Executive Officers as a tool of the trade is being reviewed to determine if it should be applied to a wider group of regional local governments.
18. The reimbursement of motor vehicle expenses for members has been updated to reflect application of the 1600cc Motor Vehicle Allowance (MVA) rate under the *Local Government Officers' (Western Australia) Award 2021* for members seeking reimbursement for use of their personal Electric Vehicle. This follows advice received from Government Sector Labour Relations, Department of Mines, Industry Regulation and Safety. The Tribunal is keeping abreast of changes to the MVA rates as they relate to Electric Vehicles and will update the determination accordingly should these be amended in the future.
19. The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 1.5%, rounded to the nearest \$5. The Tribunal considered this appropriate given the expectation of a degree of voluntary service as an elected member, and as fees and allowances are not intended to be full time salaries.
20. The Tribunal received submissions requesting changes to annual allowances provided to elected members in lieu of expenses. The annual allowance for travel and accommodation expenses has been increased to \$100. All other allowances remain unchanged.
21. Clarity had been sought on the annual allowance for ICT expenses. The annual allowance is intended to provide councils with flexibility and recognises the varied scenarios and preferences local governments may have in providing ICT to elected members, to enable them to undertake their duties.
22. If an annual ICT allowance is preferred over reimbursement of costs, councils must calculate, with consideration to their internal policies and procedures, including asset management, an amount within the ICT allowance range (currently \$500 - \$3,500) that considers the total cost of ICT and ensures payment will not result in a windfall gain for council members. It is not intended for the maximum ICT allowance to be paid in addition to providing equipment and hardware.
23. It is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to elected members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected members are provided these fees and allowances to

recognise the commitment of their time and to ensure there are no out of pocket expenses incurred in the fulfilment of their duties. The Tribunal's original 2013 determination stated that "fees and allowances provided to elected members are not intended to be full time salaries for members". The Tribunal continues to recognise the degree of voluntary community service in the role of elected members.

24. The explanatory notes have been updated providing clarity on instances where a deputy is performing the functions of a mayor or president.

The Determination will now issue.

# **DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE *SALARIES AND ALLOWANCES ACT 1975***

## **PART 1: INTRODUCTORY MATTERS**

*This Part deals with some matters that are relevant to the determination generally.*

### **1.1 Short title**

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2023*.

### **1.2 Commencement**

This determination comes into operation on 1 July 2023.

### **1.3 Content and intent**

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
  - a. Chief Executive Officers (CEOs);
  - b. Acting Chief Executive Officers; and
  - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995*

(‘the LG Act’) Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected members.

#### 1.4 Terms used

In this determination, unless the contrary intention appears -

***chair*** means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

***committee meeting*** means a meeting of a committee of a council where the committee comprises –

(a) council members only; or

(b) council members and employees of the local government or regional local government;

***council***, in relation to:

(a) a local government, means the council of the local government;

- (b) a regional local government, means the council of the regional local government;

**council member**, in relation to:

- (a) a local government –

- (i) means a person elected under the LG Act as a member of the council of the local government; and
- (ii) includes the mayor or president of the local government;

- (b) a regional local government –

- (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
- (ii) includes the chair of the regional local government;

**LG Regulations** means the *Local Government (Administration) Regulations 1996*;

**mayor** means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

**president** means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

## **1.5 Pro rata payments**

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

## **1.6 Local government band allocations**

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

## **PART 2: TOTAL REWARD PACKAGE**

*This Part deals with the remuneration payable to Chief Executive Officers.*

### **2.1 GENERAL**

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
  - (a) Base salary;
  - (b) Annual leave loading;
  - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
  - (d) Association membership fees;
  - (e) Attraction/retention allowance, not being provided under Part 3;
  - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
  - (g) Cash bonus and performance incentives;
  - (h) Cash in lieu of a motor vehicle;
  - (i) Fitness club fees;
  - (j) Grooming/clothing allowance;
  - (k) Health insurance;
  - (l) School fees and/or child's uniform;
  - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
  - (n) Travel or any other benefit taken in lieu of salary;
  - (o) Travel for spouse or any other member of family;
  - (p) Unrestricted entertainment allowance;
  - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
  - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
  - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

## 2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

**Table 1: Local government band classification – Total Reward Package range**

Band	Total Reward Package
1	\$265,616 - \$404,488
2	\$219,071 - \$340,778
3	\$167,533 - \$276,327
4	\$136,023 - \$213,356

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government Councils have been classified in Table 2 below.

**Table 2: Regional local government councils band classification**

Regional Local Government Councils	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$219,071 - \$340,778).

## **PART 3: REGIONAL/ISOLATION ALLOWANCE**

*This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.*

### **3.1 GENERAL**

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

### **3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE**

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
  - a) *Remoteness* - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
  - b) *Cost of living* - the increased cost of living highlighted specifically in the Regional Price Index.
  - c) *Social disadvantage* - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- d) *Dominant industry* - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- e) *Attraction/retention* - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- f) *Community expectations* - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

### 3.3 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

**Table 3: Regional/Isolation Allowance**

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$12,900
Kondinin Shire	\$12,900
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

## **PART 4: HOUSING ALLOWANCE**

*This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.*

### **4.1 GENERAL**

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

### **4.2 APPLICABLE HOUSING ALLOWANCE**

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

## **PART 5: MOTOR VEHICLE**

*This Part deals with the provision of motor vehicles to Chief Executive Officers.*

### **5.1 GENERAL**

- (1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

### **5.2 PRIVATE BENEFIT VALUE**

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

## **PART 6: MEETING ATTENDANCE FEES**

*This Part deals with fees payable to council members for attendance at council and other meetings*

### **6.1 GENERAL**

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
  - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
  - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
  - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
  - (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
  - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council

members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

- (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
  - (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
  - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
  - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
  - (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
  - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
  - (c) particular responsibilities associated with the types of meetings attended;
  - (d) responsibilities of a mayor, president or chair to preside over meetings; and
  - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

## **6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING**

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

**Table 4: Council meeting fees per meeting – local governments**

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$640	\$825	\$640	\$1,240
2	\$390	\$610	\$400	\$815
3	\$205	\$430	\$205	\$660
4	\$95	\$250	\$95	\$510

**Table 5: Council meeting fees per meeting – regional local governments**

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$95	\$250	\$95	\$510

### **6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING**

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
  - (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
  - (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

**Table 6: Committee meeting and prescribed meeting fees per meeting – local governments**

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$325	\$415
2	\$195	\$305
3	\$100	\$215
4	\$50	\$125

**Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments**

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$50	\$125

#### **6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES**

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

**Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments**

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$25,600	\$32,960	\$25,600	\$49,435
2	\$15,470	\$24,170	\$15,470	\$32,410
3	\$8,000	\$17,030	\$8,000	\$26,370
4	\$3,735	\$9,890	\$3,735	\$20,325

**Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments**

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,870	\$10,990	\$2,055	\$16,480

## **PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

*This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.*

### **7.1 GENERAL**

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
  - (a) the leadership role of the mayor, president or chair;
  - (b) the statutory functions for which the mayor, president or chair is accountable;
  - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
  - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
  - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
  - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

## 7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$62,432 to \$139,327.

**Table 10: Annual allowance for a mayor or president of a local government**

For a mayor or president		
Band	Minimum	Maximum
1	\$53,330	\$93,380
2	\$16,000	\$65,915
3	\$1,070	\$38,450
4	\$535	\$20,875

**Table 11: Annual allowance for a chair of a regional local government**

For a chair		
	Minimum	Maximum
All regional local governments	\$535	\$20,875

## 7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the office of mayor or president is vacant under section 5.34(a) of the Local Government Act 1995, and the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. Refer to the explanatory notes.

## **PART 8: EXPENSES TO BE REIMBURSED**

*This Part deals with expenses for which council members are entitled to be reimbursed.*

### **8.1 GENERAL**

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
  - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
  - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
  - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
  - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
  - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

## 8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
  - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
  - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
    - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
    - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

## **PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES**

*This Part deals with annual allowances that a local government or regional local government may decide to pay.*

### **9.1 GENERAL**

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
  - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
  - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
  - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
  - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

## **9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES**

(1) In this section:

***ICT expenses*** means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected members.

***travel and accommodation expenses*** means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
  - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

## SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 6 April 2023.

M Seares AO  
CHAIR

B A Sargeant PSM  
MEMBER

Hon J Day  
MEMBER

**SALARIES AND ALLOWANCES TRIBUNAL**

## LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

*This section does not form part of the determination*

### **1. Entitlements**

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

### **2. Local governments to set amounts within the range determined**

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

### **3. Superannuation**

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

### **4. Performing functions of mayor or president if vacant**

If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short term period of acting becomes a continuous period of acting for four months or more.

**11.3 DIRECTOR COMMUNITY SERVICES**

**11.3.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE – MINUTES AND COMMITTEE STRUCTURE**

**Attachments:** [Appendix 1 Marble Bar LEMC Minutes](#)  
[Appendix 2 Nullagine LEMC Minutes](#)  
[Appendix 3 Newman LEMC Minutes](#)  
[Appendix 4 LEMC Amalgamation Briefing Paper](#)

**Responsible Officer:** Eric Plet  
Director Community Services

**Author:** Christopher Scanlan  
Manager Community Safety

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2023/ 63)

**Moved:** Cr Lockyer

**Seconded:** Cr Anick

**That Council:**

- 1. Receives the Minutes of the following meetings of the Local Emergency Management Committees:**
  - (a) Marble Bar LEMC – 8 March 2023;
  - (b) Nullagine LEMC – 9 March 2023; and
  - (c) Newman LEMC – 10 March 2023, and
- 2. Reaffirms the current structure for its Local Emergency Management Committees, being the:**
  - (a) Marble Bar LEMC;
  - (b) Nullagine LEMC; and
  - (c) Newman LEMC.

**CARRIED BY AN ABSOLUTE MAJORITY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

## REPORT PURPOSE

The purpose of this report is to present to Council the confirmed minutes from the Local Emergency Management Committee (LEMC) meetings that were held at the below locations and dates:

Marble Bar – 8 March 2023

Nullagine – 9 March 2023

Newman – 10 March 2023

## BACKGROUND

*Section 38(1) Emergency Management Act 2005* (“the Act”) requires local governments to establish one or more Local Emergency Management Committees (LEMCs) for the district. If more than one LEMC is established, the local government is to specify the area for which the committee is to exercise its functions.

The functions of the LEMC as prescribed by the Act are to:

- Advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMA) are established for the district; and
- Liaise with public authorities and other persons and key organisations in the development, review and testing of LEMA.

At its meeting on 24 February 2023, Council adopted new Terms of Reference for each of the LEMCs.

## COMMENTS/OPTIONS/DISCUSSIONS

Meetings of the LEMCs were held between 8-10 March 2023. The unconfirmed ordinary minutes of each are attached as **Appendices 1-3**.

Prior to the respective meetings of the Marble Bar, Nullagine and Newman LEMCs on the 8, 9 and 10 March 2023, members were provided, via email, with a copy of a LEMC amalgamation discussion paper (**Appendix 4**) that canvassed the advantages and disadvantages for each of the three options:

1. Retention of the existing model of three Committees for each of Marble Bar, Newman and Nullagine;
2. Merging of all three Committees into one District-based Committee; and
3. Merging of Marble Bar and Nullagine Committees into one, and retention of the Newman Committee.

The options were discussed and the following votes for each option cast as follows:

LEMC	Option One	Option Two	Option Three
Marble Bar	4	0	0
Nullagine	3	0	0
Newman	0	3	2
TOTAL	7	3	2

Based on the feedback from the LEMCs Shire Officers recommend that the current arrangements of a separate LEMC for Marble Bar, Nullagine and Newman be continued.

## OPTIONS

1. Accept the recommended retention of the current structure of three separate LEMCs.
2. Merge all three LEMCs into one District wide committee and authorised the CEO to draft new Terms of Reference.
3. Retain the Newman LEMC and merge the Marble Bar and Nullagine LEMCs into one committee, and authorise the CEO to draft new Terms of Reference for the merged Committee.

## STATUTORY IMPLICATIONS/REQUIREMENTS

Consistent with section 38 of the *Emergency Management Act 2005* and section 5.8 of the *Local Government Act 1995*. Section 5.8 of the *Local Government Act 1995* requires an absolute majority decision to establish committees.

## POLICY IMPLICATIONS

No known policy implications.

## STRATEGIC COMMUNITY PLAN

### 2: Social

- 2 Safe, connected and family-friendly communities where all people thrive, and have their needs met at all ages and stages of life.
- 2.3 Advocacy and partnerships for addressing issues impacting safety of communities, and improving information sharing and coordination.
- 2.4 Promote healthy and safe lifestyle choices, and uphold public health and safety.

### 5: Governance

- G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.
- G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.

G1.4 Ensure a high standard of organisational management and effectiveness

**RISK MANAGEMENT CONSIDERATIONS**

Compliance – Minor

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Absolute Majority.

# **Marble Bar Local Emergency Management Committee (LEMC) Meeting**

**Wednesday 8<sup>th</sup> of March 2023 at 1305 Hours**

**Microsoft Teams & Shire Chambers**

---

## **1.0 INTRODUCTION AND ACKNOWLEDGEMENT**

Christopher Scanlan

## **2.0 ATTENDANCE**

Christopher Scanlan - Shire of East Pilbara

Eric Plet – Shire of East Pilbara

Brent Downes – Shire of East Pilbara

Paul Robins – Shire of East Pilbara

Jessica Jenkins – Western Australia Community Health Service/VFES

David Olney – Shire of East Pilbara Ranger Services

Carl Pilkington – WA Police

Matthew Reimer - Department of Fire and Emergency Services

Kent Barton – FMG

Margaret Abernethy - Western Australia Country Health Service

Sandra Gibson – Main Roads

Jenny Kox – Regional Airport Management Services

Jo Eades – Shire of East Pilbara

## **3.0 APOLOGIES**

Paul Maddern – Department of Fire and Emergency Services

## **4.0 CONFIRMATION OF MINUTES**

Not applicable as no meeting held in November 2022

## **5.0 TABLED DOCUMENTS**

- 5.1 Shire of East Pilbara Local Emergency Management Arrangements – requires endorsement by the LEMC prior to endorsement by Council.

Endorsed by Jessica Jenkins

- 5.2 LEMC Amalgamation Briefing Paper – requires the LEMC to choose which option to progress with.

Option 1 – remain the same (3 LEMCs).

Option 2 – create one LEMC.

Option 3 – create a combined Nullagine/Marble Bar LEMC and leave Newman as a separate LEMC.

Four voting members were in attendance at the Marble Bar LEMC. All four voted for Option 1.

- 5.3 Draft LEMC Handbook

Members to provide feedback

Matthew Reimer advised the committee that the handbook is a draft and that DFES are wanting feedback and are looking for consistency over the entire State.

- 5.4 Newman Airport Emergency Exercise Report

Exercise was carried out in June or July 2022 and DFES requested to have the exercise report tabled by LEMC.

## **6.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

- 6.1 Firebreaks completed by the SoEP.  
Chris advised the committee that the process is under review and work is underway to create a non-restrictive burn period
- 6.2 Internal cyclone preparedness document.  
Chris advised the committee that the cyclone preparedness document was an internal document that was completed in December 2022 for SoEP staff and is in place as a work procedure
- 6.3 LEMC amalgamation briefing paper.  
As discussed in 5.2
- 6.4 BEN signs grant application approved, plan to be installed in Cape Keraudren by April 2023.  
Chris updated the committee that the Beach Emergency Number (BEN) signs will be installed by April 2023 before the peak season begins. BEN signs provide a unique number and coordinates that are used to identify the location to emergency services

## **7.0 STANDING ITEMS**

- 7.1 Post-incident reports  
Nothing to report
- 7.2 Post-exercise reports  
Nothing to report
- 7.3 Funding nominations and application progress  
Chris advised the SoEP are awaiting funding opportunities to improve our evacuation sites with roller shutters and for a mobile ablution block.
- 7.4 Review LEMA arrangements  
As discussed in 5.1

## **8.0 AGENCY REPORTS**

- 8.1 Sandra – Main Roads  
Nothing to report
- 8.2 Matthew – DFES  
Nothing to report. Well done to SoEP on LEMA and Local Recovery Plan. After Council, LEMA will be presented to DFES then to State Emergency Committee. LEMA is current for five years. LEMA process is currently under review to stream line and condense information required.
- 8.3 Kent – FMG  
Provided project update for FMG. FMG always ready to help with satellite medical centres with light tankers. Fleet at Iron Bridge is growing with new trucks being built and production stage in a few months.
- 8.4 Margaret – WACHS  
Nothing to report except ongoing staff training and emergency management scenarios.
- 8.5 Eric – SoEP  
Nothing to report
- 8.6 Chris – SoEP  
Currently recruiting and building a new team. Going through procedures and plans to get everything up to date.
- 8.7 Dave – SoEP  
Preparing for upcoming peak season. There has been more rainfall than normal so expecting a busier bush fire season.
- 8.8 Jessica – WACHS

There haven't been too many issues with COVID and are prepared with lots of tests. While the Marble Bar Airport cannot be used, the air strip at Corona Downs is being utilised however it is inaccessible at times but luckily that has not been the case during emergency times so far. With peak season and tourists coming up, if we get a bit of rain the air strip will dry up and be inaccessible. The priority is getting the Marble Bar Airport up and running. Discussions between Chris, Jenny and Jessica in relation to how long certification takes. Jenny is hoping to submit documents early to mid-April and can take three months to certify. CASA is aware of the upcoming submissions and hopefully certification won't take the three months. The airport may be able to be used during the pre-certification stage.

8.9 Jessica – DFES

DFES were expecting a busier cyclone season and while there are a couple of months to go DFES are still prepping.

8.10 Jenny – RAMS

Presentation on Marble Bar Airport Aerodrome Emergency Plan (AEP).

The Marble Bar Airport requires Certification from Civil Aviation Safety Authority (CASA) to be able to service flights and an AEP is required. The AEP is to be endorsed by the Marble Bar LEMC prior to submission to CASA. The AEP is required to be reviewed annually by the LEMC. The LEMC is required to have a standing agenda item on the agenda to discuss the airport.

Chris endorsed the AEP on behalf of the Marble Bar LEMC.

**9.0 GENERAL BUSINESS**

9.1 Proposed dates for LEMC meetings.

Proposed dates are subject to change as per amalgamation outcome. Council make the ultimate decision from recommendation from LEMC committees. Jenny mentioned that the AEPs for Marble Bar and Newman will need to be updated if the LEMCs change.

9.2 Cyclone and flood preparedness – community briefings facilitated by Shire and DFES to be held prior to LEMC meeting in Marble Bar and Nullagine.

Discussions about past briefings and feedback for future pre-season briefings with DFES and Shire to combine. Matthew mentioned to committee that BOM also attend the briefings and alternate yearly with attendance between coastal and inland sessions.

9.3 Contact list

Ongoing

9.4 FDR Signs for each town

Fire Danger Rating (FDR) signs have been costed and SoEP are awaiting for a funding opportunity.

9.5 Creation of a no restriction burning period.

As previously discussed in 6.1

9.6 Dave – SoEP

Hoping for a good season and expecting the Fitzroy River crossing may impact visitor numbers.

9.7 Jessica – DFES

DFES concerned about the grass and fires. Conducting fire education. 1<sup>st</sup> of April 2023 will see DFES going house to house to check smoke alarms.

9.8 Sandra – Main Roads

Chris questioned if many roads were currently closed. Sandra advised committee that there are only a few roads currently at under caution.

9.9 Chris updated the committee on the Fire Mitigation Plans that are being finalised by Kym Maddern. The funding for Kym's position at ToPH is due to finish in June 2023. The Fire Mitigation Plans will be finalised by then.

## 10.0 CLOSURE AND NEXT MEETING – Meeting Closed at 1358hrs next meeting TBA

### **MISSION STATEMENT**

*“To enhance the quality of life in the Shire of East Pilbara by working cooperatively with the public and within the framework of State Legislation and the Shire of East Pilbara Policies and Local Laws to proactively enforce the laws and provide for a safer environment.”*

## Nullagine Local Emergency Management Committee (LEMC) Meeting

**Thursday 9 March 2023 at 1043 Hours**

## Microsoft Teams & Gallop Hall

## 1.0 INTRODUCTION AND ACKNOWLEDGEMENT

Cr. Wendy McWhirter-Brooks

## 2.0 ATTENDANCE

Cr. Wendy McWhirter-Brooks – Shire of East Pilbara

Christopher Scanlan – Shire of East Pilbara

Paul Robins – Shire of East Pilbara

Eric Plet – Shire of East Pilbara

Owen Quigley – Shire of East Pilbara

Amber Palin – WA Police

Matt Reimer – DFES

Carly Drake – WA Community Health Service

Wanging Pan – WA Community Health Services

Ben Ironmonger – Novo Resources

Alan Cocks – Atlas Iron

Margaret Abernethy – WA Community Health Services

Jo Eades – Shire of East Pilbara

### 3.0 APOLOGIES

Stacey Smith

Gregory Yeo

Paul Maddern - DFES

Matthew Reimer - DFES

#### 4.0 CONFIRMATION OF MINUTES

30 November 2022 Confirmed

Moved: Amber Palin

Seconded: Owen Quigley

## 5.0 TABLED DOCUMENTS

5.1 Shire of East Pilbara Local Emergency Management Arrangement – requires endorsement by the LEMC prior to endorsement by Council.

Chris updated the committee on the purpose and the importance of the LEMA

Moved: Paul Robins

Second: Owen Quigley

5.2 LEMC Amalgamation Briefing Paper – requires the LEMC to choose which option to progress with.

Option 1 – remain the same (3 LEMCs).

Option 2 – create one LEMC.

Option 3 – create a combined Nullagine/Marble Bar LEMC and leave Newman as a separate LEMC.

Four voting members were in attendance at the Nullagine LEMC. Three voted for option 1 while one member abstained from the vote.

Moved: Amber Palin

Seconded: Owen Quigley

- 5.3 Draft LEMC Handbook – please review and provide feedback as per email attached to LEMC invite.  
Chris informed the committee on the purpose of the LEMC Handbook as a guideline on how to run the LEMC and the purpose of the committee.
- 5.4 Newman Airport Emergency Exercise Report.  
Exercise was carried June or July 2022 and DFES requested to have the exercise tabled by LEMC.

## **6.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

- 6.1 Firebreaks completed by the SOEP.  
Chris advised the committee that the process is under review and work is underway to create a non-restrictive burn period somewhere between May and September each year.
- 6.2 Internal cyclone preparedness document reviewed and completed by SoEP.  
Chris advised the committee that the cyclone preparedness document was an internal document that was completed in December 2022 for SoEP staff and is in place as a work procedure.
- 6.3 LEMC amalgamation briefing paper provided to members.  
As discussed and voted in 5.3
- 6.4 BEN signs grant application approved, plan to be installed in Cape Keraudren by April 2023.  
Beach Emergency Number (BEN) signs were designed after a shark attack incident in 2017 in Mandurah where an ambulance couldn't find the location. BEN signs have a unique number and coordinates that are used to identify the location to emergency services. Three signs will be installed in Cape Keraudren.
- 6.5 Water Corporation owned shipping container at Nullagine Depot  
Conversations about a shipping container owned by Water Corporation at the Nullagine Depot that is for the purpose of collecting drinking water during emergencies. This water supply can only be used  
Conversations around a water tank that was a previous grant from DFES for the Bush Fire Brigade. The Bush Fire Brigade declined the grant on the basis that there was no location to put the water tank and no need for the tank.

## **7.0 STANDING ITEMS**

- 7.1 Post-incident reports  
Nothing to report
- 7.2 Post-exercise reports  
Nothing to report
- 7.3 Funding nominations and application progress  
SoEP are awaiting funding opportunities to improve our evacuation sites with roller shutters and for a mobile ablution block
- 7.4 Review LEMA arrangements  
As discussed in 5.1

## **8.0 AGENCY REPORTS**

- 8.1 Ben – Novo  
Ongoing general maintenance
- 8.2 Alan – Atlas Iron  
Site is in early stage construction on existing camp to increase numbers to 150/160 man camp. Then commencing construction on a new camp for 200 people. Building an access road for the mine and is looking like there will be a 30 year life of the mine. Numbers on site are low at 15-30 people and will be back up to 150 people in July. Site are hoping to be able to do some prescribed burns in July or August 2023.

Discussions around the roads and the future by-pass road being constructed by Main Roads due to be finished in April 2024.

8.3 Paul Robins – SoEP

Nothing to report

8.4 Amber Palin – WAPOL

Concern at the moment is trucks and the width of the roads.

Further discussions on Main Roads and upcoming project.

8.5 WACHS – couldn't hear

8.6 Chris – SoEP

Chris updated the committee on the Community Safety team and the recruiting currently taking place to build a new team. Currently working on procedures and plans to get everything up to date. Cape Keraudren is heading into peak season soon.

8.7 Margaret – WACHS

Nothing to report. Focusing on training and upcoming exercises

8.8 Eric – SoEP

Nothing to add

**9.0 GENERAL BUSINESS**

9.1 Proposed dates for LEMC meetings attached (subject to amalgamation briefing paper).

Chris mentioned that the dates for LEMC meetings were attached to the email invite. The meeting dates may change after Council decide which option to proceed with.

9.2 Cyclone and flood preparedness – community briefings facilitated by Shire and DFES to be held prior to LEMC meeting in Marble and Nullagine.

Briefing to be held after Nullagine LEMC today.

9.3 Contact list updates

Ongoing updates and work towards reducing the volume in the contact list.

9.4 FDR signs for each town.

Fire Danger Rating (FDR) signs have been costed and SOEP are awaiting for a funding opportunity.

9.5 Creation of a no restriction burning period.

Discussed in 6.1

9.6 Fire permits to be available online.

Chris updated the committee that fire permit requests have gone online at the SoEP website.

**6.0 CLOSURE AND NEXT MEETING – Meeting Closed at 1533 Hours Next meeting TBA**

**MISSION STATEMENT**

*“To enhance the quality of life in the Shire of East Pilbara by working cooperatively with the public and within the framework of State Legislation and the Shire of East Pilbara Policies and Local Laws to proactively enforce the laws and provide for a safer environment.”*

# **Newman Local Emergency Management Committee (LEMC) Meeting**

**Friday 10 March 2023 at 1102 Hours**

**Microsoft Teams & Shire Chambers**

---

## **1. INTRODUCTION AND ACKNOWLEDGEMENT**

Cr. Anthony Middleton (Chair)

## **2. ATTENDANCE**

Cr. Anthony Middleton (Chair) – Shire of East Pilbara President

Cr. Matthew Anick – Shire of East Pilbara Councillor

Christopher Scanlan – Shire of East Pilbara

Paul Robins – Shire of East Pilbara

Eric Plet – Shire of East Pilbara

Matt Reimer – DFES

Peter Cameron - DFES

Megan Ewing – BHP

Elysha Millard – BHP

David Smith – Rio Tinto

Connie Reed – State Emergency Services

Michael Smith – Australian Army Pilbara Regiment

Kent Fiddymont – WA Community Health Services

Murray Davies – Puntukurnu Aboriginal Medical Services

Jenny Kox - RAMS

Jo Eades – Shire of East Pilbara

## **3. APOLOGIES**

Paul Madern - DFES

## **4.0 CONFIRMATION OF MINUTES**

Minutes of Newman LEMC 2<sup>nd</sup> December 2022

Moved: Megan Ewing                      Seconded: Eric Plet

## **5.0 TABLED DOCUMENTS**

- 5.1 Shire of East Pilbara Local Emergency Management Arrangements – requires endorsement by the LEMC prior to endorsement by Council.

Confirmed LEMA has been endorsed by Newman LEMC as a general consensus.

- 5.2 LEMC Amalgamation Briefing Paper – requires the LEMC to choose which option to progress with.

Option 1 – remain the same (3 LEMCs).

Option 2 – create one LEMC.

Option 3 – create a combined Nullagine/Marble Bar LEMC and leave Newman as a separate LEMC.

Five voting members were in attendance at the Newman LEMC. Three voted for option two while two members voted for option three

- 5.3 Draft LEMC handbook

Chris informed the committee on the purpose of the LEMC Handbook as a guideline on how to run the LEMC and the purpose of the committee.

- 5.4 Newman Airport Emergency Exercise Report

Exercise was carried June or July 2022 and DFES requested to have the exercise tabled by LEMC.

- 5.5 Newman Airport Aerodrome Emergency Plan (AEP) – to be endorsed by Newman LEMC.  
Jenny Kox from RAMS provided a presentation on the amendments to the Newman Airport Aerodrome Emergency Plan (AEP)  
Civil Aviation Safety Authority (CASA) updated their regulations and therefore the AEP required updating. Newman Airport have an Airport Emergency Committee however the AEP has included references to the Newman LEMC  
Murray Davies endorsed the AEP on behalf of the Newman LEMC.

## **6.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

- 6.1 Firebreaks completed by the SoEP – cost \$75,000  
Chris advised the committee that the process is under review
- 6.2 Internal cyclone preparedness document reviewed and completed by SoEP.  
Chris advised the committee that this document was completed in January and circulated to staff members and is now on The Loop as a step by step guide of what to do in the event of a cyclone.
- 6.3 LEMC amalgamation briefing paper provided to members.  
As discussed in 5.2
- 6.4 BEN signs grant application approved, plan to be installed in Cape Keraudren by April 2023.  
Beach Emergency Number (BEN) signs were designed after a shark attack incident in 2017 in Mandurah where an ambulance couldn't find the location. BEN signs have a unique number and coordinates that are used to identify the location to emergency services. Three signs will be installed in Cape Keraudren.

## **7.0 STANDING ITEMS**

- 7.1 Post-incident reports  
NVFRS and SoEP attended three fires in the last three weeks
- 7.2 Post-exercise reports  
Nothing to report
- 7.3 Funding nominations and application progress  
Nothing to report
- 7.4 Review LEMA arrangements  
As discussed in 5.1

## **8.0 AGENCY REPORTS**

- 8.1 Jenny – RAMS  
During the last six months, the power supply to houses and terminal has changed to emergency generator power.
- 8.2 Connie – SES  
Touching base with communities. Currently have 29 members and looking toward holding training sessions. Water leaks at facility on Kurra Street, has been reported but is taking time to fix the issues.  
Group discussion on road closures and updates being sent out to key stakeholders and updates being updated more regularly. Road issues are important for reaching our remote communities.
- 8.3 Chris – SoEP  
Recruiting for new team, business as usual.
- 8.4 Kent – WACHS  
Phase two of the Hospital has opened. Updates to buildings and everything is coming together.

## 9.0 GENERAL BUSINESS

- 9.1 Proposed dates for LEMC meetings attached (subject to amalgamation briefing paper).  
LEMC meeting dates were attached to meeting invite, these dates are subject to change as per amalgamation outcome. Council make the ultimate decision from recommendation from LEMC committees.
- 9.2 Cyclone and flood preparedness – community briefings facilitated by Shire and DFES to be held prior to LEMC meeting in Marble Bar and Nullagine  
Future briefing sessions to be reviewed for time and place that will get the most attendance.
- 9.3 Contact lists – ongoing updates required, aim to reduce list to the main decision makers.  
Ongoing
- 9.4 FDR Signs for each town – cost approx. \$45,000 – waiting on grant opportunity with DFES.  
Fire Danger Rating (FDR) signs have been costed and SoEP are awaiting for a funding opportunity.
- 9.5 Creation of a no restriction burning period from April/May – September each year, currently reviewing process to make this change.  
Work is currently underway to create a non-restrictive burn period.
- 9.6 Burn permits online  
Burn permits can be applied for on the Shire's website
- 9.7 Connie – SES  
Update the committee on actions being taken in Jigalong to build resilience and awareness with putting up tarps and sandbags for in the event of a severe storm or cyclone. The next step will be teaching search techniques to assist with missing people. SES have received positive feedback and willingness

## 10.0 Action Items

Action Items			
Number	Description	Responsible Officer	Expected Date of Completion
1	5.1 – Local Emergency Management Arrangements (LEMA) to be emailed to Cr. Anthony Middleton.	Christopher SCANLAN	04/04/2023
2	Road closure updates on website.	Bevan KLEIN	01/04/2023
3	Combined Emergency Management briefing with Shire and DFES – October 2023.	Christopher SCANLAN	01/11/2023

## 11.0 CLOSURE AND NEXT MEETING – Meeting Closed at 1157 Hours next meeting TBA

### MISSION STATEMENT

*"To enhance the quality of life in the Shire of East Pilbara by working cooperatively with the public and within the framework of State Legislation and the Shire of East Pilbara Policies and Local Laws to proactively enforce the laws and provide for a safer environment."*

# LEMC Amalgamation

## Proposed Amalgamation of Local Emergency Management Committees in the Shire of East Pilbara

---

### Background:

*Section 38(1) Emergency Management Act 2005* ("the Act") requires local governments to establish one or more Local Emergency Management Committees (LEMCs) for the district. If more than one LEMC is established, the local government is to specify the area for which the committee is to exercise its functions.

The functions of the LEMC as prescribed by the Act are to:

- Advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMA) are established for the district; and
- Liaise with public authorities and other persons and key organisations in the development, review and testing of LEMA.

Council has established three Local Emergency Management Committees (LEMCs) for the Shire of East Pilbara ("the Shire"), one for each town: Nullagine, Marble Bar and Newman. Throughout 2022 a number of stakeholders have expressed an interest in amalgamating the LEMCs into one committee.

The proposal to merge the committees has been identified in order to create efficiency in the LEMC process and to share information.

Prior to any proposal to amalgamate the existing LEMC model into one or two committees to Council, it is recommended that each LEMC consider its position and provide advice to Council of its preferred LEMC model for the Shire.

This briefing paper serves to outline to Committee members and stakeholders three options for proposed configurations of the LEMCs in the Shire.

It is also noted a review of the Terms of Reference for the membership and operation of the LEMCs will be considered by Council at its March 2023 ordinary council meeting, which will also be subject to consultation by each LEMC.

### Option One (Current Situation)

Option One is to retain the current model which maintains **three separate, independent LEMCs**, based in **Newman, Nullagine and Marble Bar** and their surrounding areas. In this option no change to the operation of the LEMCs is proposed.

The Shire will facilitate both an in-person and virtual meeting for each LEMC. On the ground support will be provided in the location of each meeting, to enable stakeholders to attend a physical meeting.

## Benefits

- The LEMC agenda for each committee is focused on the immediate concerns and issues that relate to the area of responsibility for that committee, and not overshadowed by localised issues of concern to other parts of the District.
- Where committee members and stakeholders are able to attend meetings in person, the opportunity for on the ground exposure to local issues is enhanced.
- A voice for local stakeholders is given priority over other matters.
- The local concerns of each committee are reported directly to the Council and other emergency services combat agencies.

## Concerns/Risks

- Significant travel and time commitments for members and stakeholders based outside of the location of the meetings.
- Committee members and stakeholders based outside of the location of the meeting will routinely not attend meetings in person, reducing the benefit of hosting the meeting in the local area of the committee.
- Communications networks are frequently unreliable and cannot guarantee participation by electronic means.
- Many committee members and stakeholders are members of two or more committees, and generic matters of interest to all committees are repeated at each meeting.
- This option would mean there is no regular forum which links all three towns together for a whole-of-region approach.

## Mitigation strategies

- Participation in meetings by electronic means is provided for in the Local Government (Administration) Regulations 1996, notwithstanding the risk of network coverage failures, which can reduce the significant travel and time commitments to be made by members and stakeholders based outside of the location of the meetings.
- Repetition of issues cannot be avoided in many cases, however working towards an agenda with specific local issues will make meetings more relevant and assist in meeting the purposes of each committee.

## **Option Two (Amalgamate all three into one LEMC)**

Option Two is to amalgamate **all three LEMCs into one LEMC** named the Shire of East Pilbara LEMC.

The location of meetings would be rotated through Newman, Nullagine and Marble Bar. There would continue to be a virtual attendance option in accordance with the *Local Government (Administration) Regulations 1996*.

## Benefits

- A consolidated agenda covers the whole District will significantly reduce the commitment of time required for travel and meeting participation by committee members and stakeholders. This will significantly reduce costs for each organisation represented by attendees and the hazards associated with travel in remote locations.
- Streamline collaboration amongst the three committees, creating new opportunities to share knowledge across the East Pilbara amongst committee members, stakeholders and the Council.
- Removes duplication of functions and reporting responsibilities associated with each LEMC for external members and stakeholders to their home organisations and agencies.

- Enhanced participation and performance by committee members and stakeholders who will not be required to prepare for three separate committees.
- Where committee members and stakeholders are able to attend meetings in person, the opportunity for on the ground exposure to local issues is enhanced, although at a reduced level from the status quo.

### **Concerns/Risks**

- The size of the committee meeting attendance would be increased which may see certain issues and concerns related to a specific site overshadow the concerns of other areas of the District. The District is vast and there will often be a diversity of matters to be raised that may not be of particular interest to all participants.
- Significant travel and time commitments for members and stakeholders based outside of the location of the meetings.
- Committee members and stakeholders based outside of the location of the meeting will routinely not attend meetings in person, reducing the benefit of hosting the meeting in the local area of the committee.
- From time to time, communications networks are unreliable and cannot guarantee participation by electronic means.

### **Mitigation strategies**

- Participation in meetings by electronic means is provided for in the Local Government (Administration) Regulations 1996, notwithstanding the risk of network coverage failures, which can reduce the significant travel and time commitments to be made by members and stakeholders based outside of the location of the meetings.
- The size of a single committee can be managed through the design of a relevant agenda and effective chairing/facilitation of the meeting, which can be provided for in the reviewed terms of reference.
- Council must consider matters at a District level and the local government model is designed to consider issues of concern to all parts of the District. As a committee of Council, the merged LEMC would reflect this model also.
- The single committee may form sub-committees, working groups or other approaches to provide for facilitating discussion and consideration of local issues and strengthening multi-agency collaboration beyond the LEMC.

### **Option Three (Amalgamate Marble Bar and Nullagine into one LEMC)**

Option Three is to **amalgamate Marble Bar and Nullagine into one LEMC** and leave **Newman as a separate LEMC**.

The location of meetings would be rotated through Newman, Nullagine and Marble Bar. There would continue to be a virtual attendance option in accordance with the *Local Government (Administration) Regulations 1996*.

### **Benefits**

- Recognises areas of common interest between Nullagine and Marble Bar and surrounds, which can differ from those of areas of focus on the Newman area of the District
- Consolidation of the agenda into two that covers two distinct areas of the District will reduce the commitment of time required for travel and meeting participation by committee members and stakeholders. This will reduce costs for each organisation represented by attendees and the hazards associated with travel in remote locations.
- Improve collaboration and create opportunities to share knowledge across the East Pilbara amongst committee members, stakeholders and the Council, although to a lesser extent

than that offered by Option Two.

- Reduces duplication of functions and reporting responsibilities associated with each LEMC for external members and stakeholders to their home organisations and agencies.
- Enhanced participation and performance by committee members and stakeholders who will only be required to prepare for two committees.
- Where committee members and stakeholders are able to attend meetings in person, the opportunity for on the ground exposure to local issues is enhanced, although at a reduced level from the status quo.

### **Concerns/Risks**

- Travel and time commitments for members and stakeholders based outside of the location of the meetings will continue but to a lesser extent than in option one.
- The size of the Marble Bar/Nullagine committee meeting attendance would be increased which may see certain issues and concerns related to a specific site overshadow the concerns of other areas of the District. The District is vast and there will often be a diversity of matters to be raised that may not be of particular interest to all participants.
- This option would mean there is not a forum which links all three towns together for a whole-of-region approach.

### **Mitigation strategies**

- Representatives from the Shire and DFES will be present at both meetings to enable sharing of relevant information from the other LEMC.
- A merged Marble Bar and Nullagine committee can be managed through the design of a relevant agenda and effective chairing/facilitation of the meeting, which can be provided for in the reviewed terms of reference.

### **Conclusion**

The Shire will present the preferred option for each LEMC to the Council at the Ordinary Council Meeting in March 2023. A review of the Terms of Reference for LEMCs will also be considered by Council at that meeting. Draft Terms of Reference will also be referred to each LEMC for feedback to be considered by Council.

Should the LEMC model for the District to be modified, it is recommended that an agreed position be reached between all three committees for reporting to Council. In any case, the feedback of each committee will be reported to Council for its consideration. Ultimately, given that the LEMC is a committee of Council, the decision for any model going forward is a matter for the Council. However, the views of the consultation with each LEMC will provide important advice for Councillors in their consideration of the matter.

### **Recommendation**

That each LEMC make a recommendation relating to the preferred LEMC model for the consideration of Council.

### **MISSION STATEMENT**

*"To enhance the quality of life in the Shire of East Pilbara by working cooperatively with the public and within the framework of State Legislation and the Shire of East Pilbara Policies and Local Laws to proactively enforce the laws and provide for a safer environment."*

**12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Notice of the following question was received from Cr Wendy McWhirter-Brooks.

**Question:**

*Could we have an update on where we are at with regards to the Newman Town Centre Development Strategy please?*

**Response from Director Aviation & Regulatory Services**

The Strategy was advertised for public comment in mid-2021 and was finalised by the Shire's consultants in November 2021. It sets out a long term vision for the revitalisation of the Town Centre, providing a range of actions including targeted improvements to landscape, parking, pedestrian paths and roads.

The Strategy is being used as a guide for Shire's internal departments in terms of project delivery, a recent example being the Lee Lane revitalisation project. Shire Officers continue to work on its ongoing implementation.

---

Notice of the following question was received from Cr Langtree Coppin.

**Question:**

*Why has the Shire stopped doing any mosquito control in Marble Bar? There have been confirmed cases of Ross River Fever.*

**Response from the Director Aviation & Regulatory Services**

The Shire is in the process of engaging a new contractor to undertake the Shire's pest control regime.

Following the recent Tropical Cyclone Isla event, Shire Officers have visited, treated and / or left mosquito baits and repellent with property owners they have been able to access.

All accessible water sources within the Town Site of Marble Bar have been treated.

## 14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL

The following report was introduced as new business of an urgent nature.

### 14.1.1 TROPICAL CYCLONE ILSA – EMERGENCY BUDGET ALLOCATIONS AND PROCUREMENT

#### COUNCIL RESOLUTION

**Moved:** Cr Baer

**Seconded:** Cr Anick

**That Council:**

1. Consider Item 14.1.1 as new business of an urgent nature in accordance with section 5.23(2) of the *Local Government Act 1995*;

**CARRIED UNANIMOUSLY  
RECORD OF VOTE 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

**14.1 CHIEF EXECUTIVE OFFICER**

**14.1.1 TROPICAL CYCLONE ILSA – EMERGENCY BUDGET ALLOCATIONS AND PROCUREMENT**

**Responsible Officer:** Steven Harding  
Chief Executive Officer

**Author:** Joshua Brown  
Manager Governance, Risk and Procurement

**Proposed Meeting Date:** 28 April 2023

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

**COUNCIL DECISION / OFFICER'S RECOMMENDATION**

(Resolution No: 2023/ 64)

**Moved:** Cr Anick

**Seconded:** Cr Baer

**That Council:**

1. **Accepts that situations and circumstances may arise during the recovery from Tropical Cyclone Ilsa ("the Emergency") where specific, or sufficient budgeted funds are not available, as required, and where the Shire President may need to authorise such expenditure in advance, pursuant to section 6.8(1)(c) of the *Local Government Act 1995*.**
2. **Supports the exercise of such discretion by the Shire President, whilst noting that the Shire President should endeavour, where practicable, to consider the following hierarchy, before exercising the authority under s6.8(1)(c) of the *Local Government Act 1995*:**
  - (a) **Put such requests to an Ordinary Meeting of the Council meeting for consideration, and determination, where practicable, or**
  - (b) **Put such requests to a Special Council Meeting, either in person, or an electronic meeting, or by electronic attendance for consideration, and determination.**

3. Requests that during the Emergency, before determining any application from the Chief Executive Officer to approve expenditure in accordance with section 6.8(1)(c) of the *Local Government Act 1995*, the Shire President endeavour to contact all Councillors, seeking their views on the application, whilst acknowledging that circumstances and timeframes may prevent this occurring, and that in such an event the Shire President has absolute authority to determine the application from the Chief Executive Officer. Where Councillors express their views on the application, the Shire President will give regard to, but not be bound by such responses, consistent with the provisions of s6.8 of the *Local Government Act 1995*.
4. Requests that any applications by the Chief Executive Officer to the Shire President seeking authority to incur expenditure during the Emergency, and which are to be referred to Councillors for comment, prior to determination, be based on specific proposed estimated expenditure rather than “englobo” amounts.
5. Notes the requirement of s6.8(2)(b) of the *Local Government Act 1995*, that any expenditure authorised in advance by the Shire President, due to the Emergency, be reported to the following Ordinary Council Meeting. Such information is to include details of the date when the expenditure was incurred, payee/beneficiary, the goods or services delivered, the amount paid (with, or without GST), and whether the expenditure is complete, or if there is ongoing expenditure to be incurred.
6. Approves for the purposes of completing essential works during the Emergency, the Shire President to under section 6.8(1)(c) authorise the Chief Executive Officer to determine expenditure without the need to go to tender, or obtain quotes pursuant to regulation 11(2)(a) of the *Local Government (Functions and General) Regulations 1996*, subject to consideration of the practicality and timeliness of undertaking a formal tender process, but if not so, to report same to Council, as per the prior requirement, and consistent with section 6.8(2)(b) of the *Local Government Act 1995*.
7. Pursuant to section 6.11(3)(b) of the *Local Government Act 1995* and regulation 18 of the *Local Government (Financial Management) Regulations 1996*, authorises an amendment to the purpose of the Newman Airport Reserve to incorporate the temporary use of funds for undertaking essential recovery works arising from an emergency.

**CARRIED BY AN ABSOLUTE MAJORITY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

## REPORT PURPOSE

To seek Council's consideration of the status of 'emergency' for the purposes of any urgent budget allocation and procurements to address restoration of essential infrastructure and operations, arising from the consequences of Tropical Cyclone Ilsa.

## BACKGROUND

On Thursday, 13 April 2023, Tropical Cyclone Ilsa crossed the coastline at Cape Keraudren/Pardoo as a Category 5 system.

There was significant damage to Shire infrastructure at Cape Keraudren as well as damage to private stations at Pardoo, Yarrie, Muccan and Warawagine, together with Pardoo Roadhouse. As the cyclone progressed towards the eastern boundary of the East Pilbara District and the Northern Territory, further damage to Shire infrastructure resulted. The extent and likely cost of this damage is still being assessed and yet to be confirmed.

To assist in a rapid process to authorise expenditure to meet the costs of, and effect repairs, the following report makes recommendations to provide the Shire President with the discretion to approve emergency budget allocations and procurement where necessary and where it is not practicable to recall the Council by way of ordinary or special meeting. The Shire will ensure maximum use of the Disaster Relief Funding Arrangements WA (DRFAWA) and insurance to reduce the financial impact on the Shire.

## COMMENTS/OPTIONS/DISCUSSIONS

### Powers of the Shire President in an Emergency

Section 6.8 of the *Local Government Act 1995* provides the Shire President with limited power to approve in advance, expenditure from the Municipal Fund without the expenditure having been authorised by Council in the Budget:

#### *Section 6.8*

1. *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:*
  - a. *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - b. *is authorised in advance by resolution [Absolute Majority required]; or*
  - c. *is authorised in advance by the Mayor or President in an emergency.*

Such circumstances exist during an emergency. Expenditure approved in advance by the Shire President must be reported to Council at its next ordinary meeting.

### Definition of 'Emergency' for the purposes of s.6.8(1)(c)

Council should be aware there is some uncertainty as to the whether the current stage of the emergency arising from Tropical Cyclone Ilsa constitutes an 'emergency' for the purposes of section 6.8(1)(c).

There is no State of Emergency in place pursuant to section 50 of the *Emergency Management Act 2005*, and formally, the emergency has passed. However, the consequences of the emergency are now being realised in the community's recovery from the destruction caused by the cyclone.

The Act provides no definition of 'emergency' and at the time of writing, legal advice had not been obtained given the timing of the ordinary council meeting and urgent nature of the subject matter. Legal advice will be sought.

However, in January 2023 the Shire of Derby West Kimberley determined to support the definition of 'emergency' for the purposes of section 6.8(1)(c) of the Act for the same purpose as this report canvasses to address likely but unknown emergency work requirements arising from Ex Tropical Cyclone Ellie and the associated flooding of that event.

As these impacts are assessed and identified for urgent repairs to restore critical infrastructure and access to communities, it may be considered that an emergency situation continues and that it is necessary to undertake immediate works to make safe critical infrastructure for which no budget has been allocated by Council, and where it would be considered prudent to proceed immediately before a special meeting of the Council can be convened.

Should Council accept that such circumstances constitute an 'emergency', then the Shire President may rely upon that support from the Council to approve in advance expenditure to undertake essential emergency works.

#### Proposed process of approval in advance of expenditure by the Shire President

To date no expenditure has been incurred for emergency works, however it is considered likely that the circumstances will arise where expenditure needs to be approved and where it is not practicable to call a special meeting of the Council.

The CEO will be required to specify the purpose of any proposed emergency expenditure, the estimated cost of the work, and the proposed allocation.

Prior to responding to such a request from the CEO, the Shire President should where practicable endeavour to seek the views of all Councillors on the proposal, before determining the CEO's request.

Should the Shire President approve the expenditure, the Act requires that the expenditure must be reported to the next Ordinary Council Meeting.

#### Temporary use of Funds from Reserves

Should Council determine to accept that an emergency exists for the purposes of section 6.8(1)(c) of the Act and support the Shire President in exercising the power to authorise expenditure, Council is recommended to make funds available from the Newman Airport Reserve on a temporary basis to provide sufficient cash flow if necessary for emergency expenditure.

The current purpose for the use of funds from the Newman Airport Reserve is:

*"For the upgrading, maintenance and enhancement of the Newman Airport."*

In order to authorise an allocation of funds from a Reserve, the proposed use of those funds must be consistent with the purpose of the Reserve. Section 6.11 of the Act provides that a change of purpose requires local public notice to be given for one (1) month.

An exception to this requirement is in the circumstances of an emergency, where Council can approve by absolute majority, a change in the use of the funds pursuant to section 6.11(3)(b) of the Act and regulation 18 of the *Local Government (Financial Management) Regulations 1996*.

Should Council accept for that the conditions of an 'emergency' exist as detailed above in the report, Council may determine to support a change in the use of the funds in the Newman Airport Reserve to allow for the temporary use of funds for essential repairs arising from a disaster, where such funds are returned to the Reserve as soon as practicable.

#### Procurement and Tendering

Regulation 11(2)(a) of the *Local Government (Functions and General) Regulations 1996* provides that tenders do not have to be publicly invited according to the requirements of the Act if the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act

Ordinarily, tenders must be called for expenditure over \$250,000, with the determination of same being either by Council, or the CEO (under delegation from Council). The effect of this is that expenditure exceeding \$250,000 for the purposes of the emergency would not require the calling of tenders, where the Shire President approves an application for expenditure in advance from CEO for emergency related works pursuant to section 6.8(1)(c) of the Act.

The recommendation proposes that prior to seeking approval from the Shire President, the CEO consider whether it is practical and timely to advertise and determine the tender (by Council, or the CEO, under delegation) in accordance with the Act and Regulations, as though the emergency did not exist. If this the case, it is also proposed that the Shire President follow the same procedure as for the authorisation of expenditure, in that best efforts are made to contact and seek the view of all Councillors beforehand. Where a tender process is not used, each instance is to be reported to the following ordinary meeting of Council.

#### **OPTIONS**

1. Adopt the recommendation.
2. Support the recommendation subject to the provision of legal advice to support Council's position.
3. Reject the recommendation and convene special meetings as required to consider recommendations for emergency expenditure.

#### **STATUTORY IMPLICATIONS**

Section 6.8(1)(c) of the *Local Government Act 1995* provides the Shire President with the power to authorise expenditure in advance in an emergency, subject to reporting to the next ordinary council meeting.

#### **POLICY IMPLICATION**

Should Council support the recommendation it will create a policy position for the particular circumstances arising from the emergency arising from Tropical Cyclone Ilsa.

## **STRATEGIC COMMUNITY PLAN**

### **2: Social**

- 2 Safe, connected and family-friendly communities where all people thrive, and have their needs met at all ages and stages of life.
- 2.3 Advocacy and partnerships for addressing issues impacting safety of communities, and improving information sharing and coordination.
- 2.4 Promote healthy and safe lifestyle choices, and uphold public health and safety.

### **3. Built Environment**

- 3.5 Continue to invest in public spaces, amenities and heritage protection across the Shire.

## **RISK MANAGEMENT CONSIDERATIONS**

Service Interruption – Major  
Reputation – Major  
Compliance – Major  
Finance – Minor

## **FINANCIAL IMPLICATIONS**

The Shire is currently going through the impact assessment process to ensure maximum use of the Disaster Relief Funding Arrangements WA (DRFAWA) and insurance to reduce the impact on the Shire. Any expenditure authorised from the Newman Airport Reserve will be returned to the Newman Airport Reserve as soon as practicable.

## **VOTING REQUIREMENTS**

Absolute Majority

## 15 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

### COUNCIL RESOLUTION

**Moved:** Cr Baer

**Seconded:** Cr Lockyer

**That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* at 12.00pm to consider item:**

#### 15.1.1 Shire Debt

**behind closed doors.**

**CARRIED UNANIMOUSLY  
RECORD OF VOTE 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

Crs Adrienne Mortimer, Stacey Smith and Langtree Coppin who were attending the meeting by electronic means (*MS Teams*) declared they will maintain the confidentiality of proceedings during the closed part of this meeting, and that if they are no longer able to maintain that confidentiality, will leave the closed part of the meeting in accordance with Regulation 14CA(6) of the *Local Government (Administration) Regulations 1996*.

**15.1 DIRECTOR CORPORATE SERVICES**

**15.1.1 SHIRE DEBT**

**Responsible Officer:** Steve Leeson  
Director Corporate Services

**Author:** Karen Hunter  
Rating Consultant

**Proposed Meeting Date:** 28 April 2023

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2023/ 65)

**Moved:** Cr Baer

**Seconded:** Cr Kular

**That Council proceed with debt recovery actions for outstanding rates fees and charges as permissible under the *Local Government Act 1995*.**

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

**REASONS FOR CONFIDENTIALITY**

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

- (b) The personal affairs of any person.**

**COUNCIL RESOLUTION**

**Moved:** Cr Anick

**Seconded:** Cr Lockyer

**That the meeting return to Open Council in accordance with 5.23(2) of the *Local Government Act 1995*.**

**CARRIED UNANIMOUSLY  
RECORD OF VOTE 8/0**

**For:** Deputy Shire President, Crs Anick, Kular, Mortimer, Smith, Baer, Coppin, Lockyer

**Against:** Nil

**16 DATE OF NEXT MEETING**

26 May 2023

**17 CLOSURE**

The Ordinary Meeting of the Shire of East Pilbara Council on 28 April 2023 was declared closed by the Acting Presiding Member at 12.08pm.

The Acting Presiding Member thanked Councillors and Staff for their attendance.