

Unconfirmed copy of Minutes of  
Meeting held on 28 July 2017 subject to  
confirmation at meeting to be held on  
25 August 2017



## **EAST PILBARA SHIRE COUNCIL**

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

**NOTICE IS HEREBY GIVEN** that an  
ORDINARY Meeting of the Council was held,  
in Council Chambers, Newman,  
10.00 AM, FRIDAY, 28 JULY, 2017.

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



## **DISCLAIMER**

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

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

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

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

## **WRITTEN CONFIRMATION**

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

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

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

The Chairman declared the meeting open at 10:29 AM and welcomed the Visitors in the public gallery.

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

### **2.1 ATTENDANCES**

#### Councillors

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

#### Officers

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

#### Public Gallery

Mr Devon Cuimara	Founder, CEO Aboriginal Male's Healing Centre
Mr Kevin Michel, MLA	Member for Pilbara

#### Councillor Apologies

Cr Jeton Ahmed	Councillor
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#### Officer Apologies

Nil

### **2.2 LEAVE OF ABSENCE**

Nil

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

Nil

**4 PUBLIC QUESTION TIME**

Nil

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**5.1 ABORIGINAL MALE'S HEALING CENTRE**

Mr Devon Cuimara, Founder CEO, Aboriginal Male's Healing Centre spoke to Council regarding Reserve 47747 proposal.

Shire President Lynne Craigie thanked Mr Cuimara for speaking to Council.

*10:51 AM Mr Devon Cuimara left Chambers.*

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING**

**7.1 CONFIRMATION OF MINUTES**

[Minutes June 30 2017 Council.DOCX](#)

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/01**

**MOVED: Cr Michael Kitchin**

**SECONDED: Cr Shane Carter**

**THAT the minutes of the Ordinary Meeting of Council held on 30 June 2017, be confirmed as a true and correct record of proceedings.**

**8 MEMBERS REPORT**

**8.1 ITEMS FOR RECOMMENDATION**

Nil

## 8.2 ITEMS FOR INFORMATION

### **Cr Michael Kitchen attended:**

- Marble Bar Volunteer Fire & Emergency Services (VFES) meeting.  
25/07/2017
- Donated Old Memorabilia by the Kitchen Family to Marble Bar Museum
- Councillors Workshop Newman 27/07/2017
- NCCI After Hours Event hosted by the Shire of East Pilbara 27/07/2017

### **Cr Dean Hatwell attended:**

- Marble Bar Tourist Association Meeting
- 4 x WALGA Elected Members Training Courses in Broome 3-6/07/2017
- Councillors Workshop Newman 27/07/2017
- NCCI After Hours Event hosted by the Shire of East Pilbara 27/07/2017

### **Cr Lang Coppin attended:**

- Councillors Workshop Newman 27/07/2017
- NCCI After Hours Event hosted by the Shire of East Pilbara 27/07/2017

### **Cr Shane Carter attended:**

- Meeting with The Hon Mark McGowan, Premier of West Australia,  
21/07/2017
- Councillors Workshop Newman 27/07/2017
- NCCI After Hours Event hosted by the Shire of East Pilbara 27/07/2017

### **Cr Gerry Parsons attended:**

- Opening of the WA Festival 02/06/2017
- Pilbara Development Commission Board Meetings 31/05 & 14/06/2017
- NCCI Committee Meeting 22/06/2017
- Meet & Greet Councillors Newman Boulevard Shopping Centre  
08/07/2017
- Meeting with The Hon Mark McGowan, Premier of West Australia,  
21/07/2017
- Councillors Workshop Newman 27/07/2017
- NCCI After Hours Event hosted by the Shire of East Pilbara 27/07/2017

### **Cr Craig Hoyer attended:**

- Meet & Greet Councillors Newman Boulevard Shopping Centre  
08/07/2017
- Councillors Workshop Newman 27/07/2017
- NCCI After Hours Event hosted by the Shire of East Pilbara 27/07/2017



**Cr Anita Grace attended:**

- Liquor Accord Meeting
- NAIDOC Opening and Closing Ceremony
- Newman Women's Shelter Meeting
- Councillors Workshop Newman 27/07/2017
- NCCI After Hours Event hosted by the Shire of East Pilbara 27/07/2017

**Cr Biddy Schill attended:**

- Councillors Workshop Newman 27/07/2017
- NCCI After Hours Event hosted by the Shire of East Pilbara 27/07/2017

**Cr Lynne Craigie attended:**

- Meeting with The Hon Mark McGowan, Premier of West Australia, 21/07/2017
- Councillors Workshop Newman 27/07/2017
- NCCI After Hours Event hosted by the Shire of East Pilbara 27/07/2017
- Newman Women's Shelter Meeting
- Meeting with Mr Pat Bourke, BHP
- Newman Senior High School Opening of the New Wing
- Meeting with Kevin Michel, MLA
- Post NGA Assemble Board Meeting
- Dinner with BHP representatives and Politicians
- Meeting with Public Sector Commissioner
- Joint Standing Committee on NBN
- Meeting with Minister Michelle Roberts, MLA, Minister for Police; Road Safety
- State Council Meeting
- EPIS Meeting
- Meeting with Rate Payers x 3
- Newman Senior High School Meeting
- Newman Senior High School presentation Re: Independent School
- Breast Cancer Fund Raiser at Newman House
- Radio & TV Interviews ABC and GWN

## **9 OFFICER'S REPORTS**

### **9.1 CHIEF EXECUTIVE OFFICER**

#### **9.1.1 CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISION - JUNE 2017**

**Attachments:** [Letter-Email](#)  
**File Ref:** CLR-4-5  
**Responsible Officer:** Mr Allen Cooper  
Chief Executive Officer  
**Author:** Mrs Sheryl Pobrica  
Executive Services Administration Officer  
**Proposed Meeting Date:** 28 July 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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### **REPORT PURPOSE**

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

### **BACKGROUND**

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

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

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

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

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

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

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC COMMUNITY PLAN**

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

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

1.1 Efficient and effective local government

1.1.1 *Ethical, accountable and transparent decision-making*

## **RISK MANAGEMENT CONSIDERATIONS**

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

## **FINANCIAL IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/02**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Dean Hatwell**

**THAT the Chief Executive Officer "Status of Council Decisions" Report for the month of June 2017 be received.**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
26 May 2017	13.5	APPRENTICESHIPS WESTRAC Cr Gerry Parsons asked if a letter can be written to Westrac to ask why they are not offering apprenticeships in the Pilbara as it is advertised for Perth only. Mr Allen Cooper, CEO follow up.	CEO	Letter sent awaiting response Response via email 03/07/2017 ( <a href="#">as attached</a> )	In Progress
30 June 2017	13.9	BIKE LOCK REGISTER Cr Lynne Craigie said the Karratha Police have issued bike locks and maintain a bike lock register. It is running very well. Is it possible our police in Newman can do the same? Mr Allen Cooper, Chief Executive Officer to follow up.	CEO	Email sent awaiting response	In Progress

**CARRIED  
RECORD OF VOTE: 9 - 0**

***To be actioned by Mr Allen Cooper, Chief Executive Officer***

**9.1.2 SEEKING PUBLIC COMMENT ON A PROPOSED PLASTIC BAG  
REDUCTION LOCAL LAW**

**File Ref:** LEG-5  
**Attachments:** [DRAFT SoeP Plastic Bag Reduction Local Law 2017.pdf](#)  
**Responsible Officer:** Mr Allen Cooper  
Chief Executive Officer  
**Author:** Mr Grant Watson  
Coordinator Executive Services  
**Proposed Meeting Date:** 28 July 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

For Council to seek public comment on the possible introduction of a Plastic Bag Reduction Local Law for the Shire of East Pilbara prior to formal consideration by Council.

**BACKGROUND**

The newly elected WA Labor party has stated that it would not oppose local governments introducing local laws to reduce waste to protect the environment. At least 7 other local governments are currently considering or progressing a local law to prohibit the supply of single use plastic bags by retailers.

Legislation to prohibit retailers from providing customers with single use plastic bags is now in force in South Australia, Tasmania, the ACT and the Northern Territory.

**COMMENTS/OPTIONS/DISCUSSIONS**

The environmental impact of plastic bags on the environment is well documented. Reducing the availability of single use plastic bags to the public via retail outlets is likely to reduce this type of plastic as a source of litter and reduce the waste stream disposed of to landfill.

The definition of a 'single use plastic bag' would refer to a bag with a thickness of less than 35 microns. This would be in alignment with similar legislation currently in place in the SA, ACT, NT, Tasmania and other local governments.

## STATUTORY IMPLICATIONS/REQUIREMENTS

The *Local Government Act 1995* empowers local governments to make local laws on certain matters. Should Council resolve to make the proposed local law, it will be advertised for public comment in accordance with requirements specified under section 3.12 of the *Local Government Act 1995*. In summary, this required advertising via a State wide public notice and a period for submissions of not less than 6 weeks.

Local Government Act 1995  
Part 3 Functions of local government  
Division 2 Legislative functions of local governments  
Subdivision 2 -- Local laws made under any Act  
Section 3.12 Procedure for making local laws

*(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*

*(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*

*(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*

*(3) The local government is to —*

*(a) give Statewide public notice stating that —*

*(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*

*(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*

*(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*

*and*

*(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*

*(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*

*(3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*

*(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

*(5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*

*(6) After the local law has been published in the Gazette the local government is to give local public notice —*

*(a) stating the title of the local law; and*

*(b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*

*(c) advising that copies of the local law may be inspected or obtained from the local government's office.*

*(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*

*(8) In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

## **POLICY IMPLICATIONS**

### **4.4 Environmental Council Recognition**



#### 4.4 Environment Council Recognition

<b>Responsible Directorate</b>	Executive Services
<b>Responsible Officer</b>	Chief Executive Officer
<b>File Number</b>	ENV 1-12

##### **Objective**

To recognise the importance of our environment.

##### **Policy**

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

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



**STRATEGIC COMMUNITY PLAN**

**Goal 4 – Environmental – Planned Actions**

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

4.1 Reduce the Shire's ecological footprint

4.1.2 Promote recycling

Responsible officer: DTDS

Timing: 1-3 Years

4.2 Promote a sustainable environment

4.2.1 Cultivate clean green towns

Responsible officer: MCW

Timing: 1 Year

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/03**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Dean Hatwell**

**THAT Council support the advertising of a draft Plastic Bag Reduction Local Law for public comment prior to the formal introduction of a Local Law.**

**CARRIED**

**RECORD OF VOTE: 9 - 0**

***To be actioned by Mr Grant Watson, Coordinator Executive Services***

**9.2 DEPUTY CHIEF EXECUTIVE OFFICER**

**9.2.1 DEPUTY CHIEF EXECUTIVE OFFICER - STATUS OF COUNCIL DECISION  
- JUNE 2017**

**File Ref:** CLR-4-5  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mrs Sheryl Pobrica  
Executive Services Administration Officer  
**Proposed Meeting Date:** 28 July 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

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

**BACKGROUND**

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

**COMMENTS/OPTIONS/DISCUSSIONS**

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

**STATUTORY IMPLICATIONS/REQUIREMENTS**

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

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

**POLICY IMPLICATIONS**

Nil

## STRATEGIC COMMUNITY PLAN

### Goal 1 – Civic Leadership – Planned Actions

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

#### 1.1 Efficient and effective local government

##### 1.1.1 Ethical, accountable and transparent decision-making

## RISK MANAGEMENT CONSIDERATIONS

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

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple.

### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/04

**MOVED:** Cr Michael Kitchin

**SECONDED:** Cr Craig Hoyer

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

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
17 March 2017 21 April 2017	9.2.4 9.2.2	COMMUNITY ASSISTANCE GRANTS MARCH 2017	MCW		Completed
21 April 2017	9.2.4	DRAFT 2017-2018 DIFFERENTIAL RATING MODEL	DCEO	With Dept for Approval	
26 May 2017	9.2.2	REVIEW OF MEMBER MEETING ATTENDANCE FEES 2017/18	DCEO		Completed
26 May 2017	9.2.3	BUDGET REALLOCATION	CBS		Completed
26 May 2017	9.2.4	ADOPTION OF PROPOSED FEES AND CHARGES 2017/18	DCEO	Will be included in budget deliberations	
26 May 2017	9.2.5	AMENDMENT TO PROCUREMENT AND TENDER PROCEDURES POLICY	CPO		Completed
26 May 2017	9.2.6	IRON PERSONS GYM INC LOCATED AT LOT 702, NORTH NEWMAN RESERVE - AGREEMENT OPTION TERM	CPS		Completed

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

**28 JULY, 2017**

<b>COUNCIL MEETING DATE</b>	<b>ITEM NO</b>	<b>COUNCIL RESOLUTION</b>	<b>DIRECTORATE</b>	<b>ACTION TAKEN/ STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
26 May 2017	9.2.7	NEWMAN HOUSE LEASE – agreement with NEMMS JV PTY LTD FOR OFFICE ACCOMMODATION.	CPS		Completed
26 May 2017	9.2.8	COMMUNITY ASSISTANCE GRANTS MAY 2017	MCW		Completed
26 May 2017	9.2.9	SEEKING COUNCILLOR REPRESENTATION ON NEWMAN YOUTH AND FAMILY HUB STEERING COMMITTEE	MCW		Completed
26 May 2017	9.2.10	SWIMMING POOL MAINTENANCE WORKS	MRE		Completed
26 May 2017	9.2.11	SUNDRY DEBTORS WRITE OFF	RFO		Completed
26 May 2017	11.1.1	DIFFERENTIAL RATE SUBMISSIONS 2017/18	DCEO		Completed
26 May 2017	13.1	JUNIOR SPORTING PAVLION COMPLEX Councillor Gerry Parsons said the toilets at the Junior Sporting Complex had not been cleaned and was unacceptable. Ms Sian Appleton, Deputy CEO to follow up.	DCEO		Completed

**CARRIED  
RECORD OF VOTE: 9 - 0**

***To be actioned by Ms Sian Appleton, Deputy Chief Executive Officer***

## 9.2.2 COUNCIL BUDGET 2017 2018

**File Ref:** FIN-23-10  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 28 July 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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### REPORT PURPOSE

To adopt Council's budget for the 2017/2018 year.

### BACKGROUND

Council is required to adopt its budget for 2017/2018 by the 31<sup>st</sup> August 2017. The draft budget (under separate cover) has been compiled with regard to Council's strategic documents, resolutions of Council over the last 12 months and input from Councillors and Council Officers.

### COMMENTS/OPTIONS/DISCUSSIONS

Council must adopt the budget by the 31<sup>st</sup> August 2017, or seek an extension from the Minister for Local Government.

### STATUTORY IMPLICATIONS/REQUIREMENTS

#### **Local Government Act 1995**

##### **6.2. Local government to prepare annual budget**

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

\* Absolute majority required.

#### **Local Government (Financial Management) Regulations 1996**

##### **Part 3 — Annual budget — s. 6.2**

##### **22. Form and content of annual budget (Act s. 6.2(1))**

(1) The annual budget of a local government is to be in a form that includes the following —

- (a) an income statement;
- (b) a cash flow statement;
- [(c) deleted]
- (d) a rate setting statement showing details of —
  - (i) the revenue and expenditure that have been taken into account to determine the budget deficiency; and
  - (ii) the total amount of the general rates to be imposed; and
  - (iii) any deficit or surplus remaining after the imposition of the general rates;
- (e) in relation to the rates proposed to be imposed by the local government, the information set forth in regulation 23;

- (f) *in relation to the service charges proposed to be imposed by the local government, the information set forth in regulation 24;*
  - (g) *in relation to the fees and charges proposed to be imposed by the local government, whether under the Act or under any other written law, the information set forth in regulation 25;*
  - (h) *in relation to —*
    - (i) *any discount or other incentive proposed to be granted for early payment of any amount of money; or*
    - (ii) *the proposed waiver or grant of a concession in relation to any amount of money; or*
    - (iii) *the proposed writing off of any amount of money,*  
*the information set forth in regulation 26;*
  - (i) *notes containing the information set forth in regulation 27 and such other supporting notes, tables and other information as the local government considers will assist in the interpretation of the annual budget.*
- (2) *The financial information disclosed in the annual budget, other than the cash flow statement, is to be compiled on an accrual accounting basis.*

## **POLICY IMPLICATIONS**

- **3.3 BUDGET PREPARATION**
- **3.5 BUDGET MANAGEMENT – CAPITAL ACQUISITIONS**

## **STRATEGIC COMMUNITY PLAN**

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

- 1.1 Efficient and effective local government
  - 1.1.2 Continued strong financial management
- Responsible officer: DCEO

## **RISK MANAGEMENT CONSIDERATIONS**

The budget is legislatively required. A budget is necessary for solid financial management and good governance.

## **FINANCIAL IMPLICATIONS**

To allow for the Council's financial operations for the 2017/2018 financial year.

## **VOTING REQUIREMENTS**

Absolute.

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**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/05**

**MOVED: Cr Michael Kitchin**

**SECONDED: Cr Shane Carter**

**THAT Council**

- 1. Adopt the 2017/2018 draft budget including the Schedule of Fees and Charges and incorporating the following differential rating and valuations:**

**(a) General Rate**

- (i) A rate in the dollar for 2017/2018 will apply as follows:**

	<b>Rate in \$</b>	<b>Minimum</b>
<b>Gross Rental Value – Industrial</b>	<b>1.5901</b>	<b>\$663</b>
<b>Gross Rental Value – Town Centre</b>	<b>4.4962</b>	<b>\$663</b>
<b>Gross Rental Value – Nullagine Townsite</b>	<b>4.4805</b>	<b>\$265</b>
<b>Gross Rental Value – Transient Workforce Accommodation</b>	<b>4.4962</b>	<b>\$663</b>
<b>Gross Rental Value – Other</b>	<b>3.1645</b>	<b>\$663</b>
<b>Unimproved Value – Pastoral/Special Leases</b>	<b>5.9121</b>	<b>\$230</b>
<b>Unimproved Value – AML Leases</b>	<b>17.7505</b>	<b>\$230</b>
<b>Unimproved Value – Mining Leases</b>	<b>17.7505</b>	<b>\$230</b>
<b>Unimproved Value – General Leases</b>	<b>17.7505</b>	<b>\$230</b>
<b>Unimproved Value – Petroleum Leases</b>	<b>17.7505</b>	<b>\$230</b>
<b>Unimproved Value – Exploration Leases</b>	<b>17.7505</b>	<b>\$230</b>
<b>Unimproved Value – Prospecting Leases</b>	<b>17.7505</b>	<b>\$230</b>

- (ii) The GRV Industrial rate will apply to an estimated 119 properties having a total rateable valuation of \$13,924,860 and generating \$227,486 of income;**
- (iii) The GRV Town Centre rate will apply to an estimated 42 properties having a total rateable valuation of \$5,726,478 and generating \$260,330 of income;**
- (iv) The GRV Transient Workforce Accommodation will apply to an estimated 19 properties having a total rateable valuation of \$36,275,200 and generating \$1,631,705;**
- (v) The GRV Nullagine Town Site rate will apply to an estimated 42 properties having a total rateable valuation of \$373,636 and generating \$19,701 of income;**
- (vi) The GRV Other rate will apply to an estimated 2,506 properties having a total rateable valuation of \$82,444,113 and generating \$2,829,692 income;**
- (vii) The UV Pastoral/Special rate will apply to an estimated 69 properties having a total rateable valuation of \$5,256,560 and generating \$315,215 of income;**

- (viii) The UV Other rate will apply to an estimated 1,727 properties having a total rateable valuation of \$34,723,952 and generating \$6,224,294 of income;
- (ix) In addition to the above rates, it is estimated a further \$30,600, being interim rates, will be received during the year;
- (x) Minimum rates detailed at (c) below are included in the figures at (ii) through (xii) above;

**(b) Discounts, Concessions, Incentives and Write-off Information**

- (i) No discount for the early payment of rates will be offered in 2017/2018;
- (ii) Incentives are offered for the early payment of rates in accordance with Council's Rate Payment Incentive Prize Policy. They are detailed below:

**First Prize:**

Shire of East Pilbara rates refund (up to a value of \$1,000.00 not including service charges)

**Second Prize**

Shire of East Pilbara rates refund (up to a value of \$500.00 not including service charges)

**Third Prize**

AHG Service Centre, Newman – Voucher to the value of \$500.00

**Fourth Prize:**

AHG Service Centre, Newman – Voucher to the value of \$500.00

**Fifth Prize**

The Esplanade Hotel, Port Hedland – Voucher to the value of \$150.00

- (iii) A total of \$9,200 rates are estimated to be written off during the year. The majority of this estimate relates to mining tenements that have lapsed and become uncollectable.

**(c) Minimum Rates**

The object of minimum rates is to ensure that all property owners contribute at least a standard minimum amount towards the provision of local government services which would otherwise be payable in accordance with (a) above;

- (i) A minimum rate of \$265 (GRV) in Nullagine townsite with all remaining GRV assessments having a minimum rate of \$663 (GRV). A minimum rate of \$230 (UV) will apply for 2017/2018;



- (ii) The GRV general minimum will apply to an estimated 642 properties having a total rateable valuation of \$6,471,749 and generate income totalling \$425,700;
- (iii) The UV general minimum will apply to an estimated 583 properties having a total rateable valuation of \$413,902 and generate income totalling \$134,100;
- (iv) The GRV Nullagine Town Site minimum will apply to an estimated 20 properties having a total rateable valuation of \$52,224 and generate income totalling \$5,300;
- (v) The pastoral / special lease general minimum will apply to an estimated 23 properties having a total rateable valuation of \$14,347 and generate income totalling \$5,300;

**(d) Rubbish Charges**

The charge for rubbish collection service shall be \$260 per service and applied to 2,336 properties will generate income totalling \$607,400.

**(e) Sewerage Rates**

Where properties in the Newman townsite have the ability to connect to the town's sewerage scheme a rate will be raised, under the Health Act, against that property for the purpose of maintaining and running the Newman Sewerage Treatment Plant.

The Rate to be imposed for the 2017/2018 year will be 0.7401 cents in the dollar on the gross rental value of the property. The total expected revenue from this rate is \$711,900.

**(f) Instalments**

Payment of rates and rubbish charges may be made by one of three methods as follows:

- (i) Single payment                      Due Date: 8 September 2017
- (ii) Four instalments                      1st Due Date: 8 September 2017  
    2nd Due Date: 10 November 2017  
    3rd Due Date: 12 January 2018  
    4th Due Date: 16 March 2018

A \$5.00 administration fee is payable on the second and any subsequent payments made under an instalment option to cover the cost of producing reminder notices. The total expected revenue from the imposition of this fee for 2017/2018 is \$6,800.

**(iii) Other arrangements**

A \$50.00 administration fee is payable for any Rates Payment Agreements outside the normal instalment option.

**(g) Interest Penalty**

Interest at a rate of 8% per annum will apply for the late payment of rates if the single payment option is selected or an agreement is entered into outside of the normal instalment option. An interest rate of 4% will apply if an instalment option is selected. It is estimated that the total amount of interest to be collected in 2017/2018 will be \$65,300.

The interest penalty will accrue daily on a simple interest basis as follows:

- No instalment option: Interest shall accrue on rates outstanding for thirty five days after the issue date (i.e. 8 September 2017). Eligible pensioners are exempt.
- Instalment option taken: Interest shall accrue daily on any instalment payment that remains unpaid after the due date of that instalment and will continue to accrue until such time as that instalment is paid. Eligible pensioners are exempt.
- Arrears: Interest shall begin to accrue from 1 July 2017, on all rates including previous interest charges that remain in arrears. Eligible pensioners are exempt.

2. Adopt the schedule of rates, sewerage rates, fees and charges and rubbish, as detailed.

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 9 - 0**

**COUNCIL RESOLUTION: 201718/06**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Michael Kitchin**

**THAT Council**

1. Investigate and review all public toilets in the three towns.

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 9 - 0**

**9.2.3 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY – HEART  
AT ART RESIDENCY**

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

**Author:** Ms Dawn Brown  
Contract & Procurement Officer

**Proposed Meeting Date:** 28 July 2017

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

**REPORT PURPOSE**

This report is to advise Council of the documents that have had the Shire of East Pilbara's Common Seal affixed under delegated authority since the Council meeting held 30<sup>th</sup> June, 2017.

**BACKGROUND**

The three documents that have had the Shire's Common Seal affixed under delegated authority are in relation to the 2017 Art at the Heart Residency Program.

The 2017 Art at the Heart Residency Program will consist of each of the three Artists from the Art at the Heart program in 2014, 2015 and 2016 working together with the Residency Curator (Damian Smith) to present an exhibition that showcases all three artists' Art at the Heart residencies. The exhibition should be cognisant of the previous Art at the Heart themes of Landscape, Aquatic Environment and Light.

The exhibition will showcase the previous and new works produced by Hannah Quinlivan, Yasuaki Onishi and Olaniyi Rasheed Akindiya, to be installed in the East Pilbara Arts Centre in September 2017.

**COMMENTS/OPTIONS/DISCUSSIONS**

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

The three documents are:

Document	Details	Parties	Synergy TC No.
Agreement	2017 Art at the Heart Residency	Hannah Quinlivan	TC2017527
Agreement	2017 Art at the Heart Residency	Olaniyi Rasheed Akindiya	TC2017529
Agreement	2017 Art at the Heart Residency	Yasuaki Onishi	TC2017528

The Agreements all commenced on the 12<sup>th</sup> June, 2017 and expire on the 25<sup>th</sup> September, 2017.

## STATUTORY IMPLICATIONS/REQUIREMENTS

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

## POLICY IMPLICATIONS

### 4.5 EXECUTION OF DOCUMENTS

**Minute No:** Item 9.2.4

**Date:** 9<sup>th</sup> December 2016

#### **Objective**

To allow for the proper execution of documents.

#### **Policy**

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

And Delegated Authority as per:

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

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

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

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

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

#### **Conditions attached to Delegation**

Also refer to Council's Standing Orders Local Law

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

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

## STRATEGIC COMMUNITY PLAN

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

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

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

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

Responsible officer: DCEO

Timing: As appropriate

## **RISK MANAGEMENT CONSIDERATIONS**

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

## **FINANCIAL IMPLICATIONS**

No financial resource impact.

## **VOTING REQUIREMENTS**

Simple.

## **OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/07**

**MOVED: Cr Michael Kitchin**

**SECONDED: Cr Gerry Parsons**

**THAT Council**

1. Have been advised that the Common Seal has been affixed under delegated authority to the Agreement between the Shire of East Pilbara and Hannah Quinlivan in relation to the 2017 Art at the Heart Residency.
2. Have been advised that the Common Seal has been affixed under delegated authority to the Agreement between the Shire of East Pilbara and Olaniyi Rasheed Akindiya in relation to the 2017 Art at the Heart Residency.
3. Have been advised that the Common Seal has been affixed under delegated authority to the Agreement between the Shire of East Pilbara and Yasuaki Onishi in relation to the 2017 Art at the Heart Residency.

**CARRIED**

**RECORD OF VOTE: 9 - 0**

***To be actioned by Ms Dawn Brown, Contract & Procurement Officer***

**9.2.4 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY – ART AT THE HEART CURATORSHIP & WORLD VISION AUSTRALIA**

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

**Author:** Ms Dawn Brown  
Contract and Procurement Officer

**Proposed Meeting Date:** 30 June 2017

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

**REPORT PURPOSE**

This report is to advise Council of the documents that have had the Shire of East Pilbara's Common Seal affixed under delegated authority since the Council meeting held 26<sup>th</sup> May, 2017.

**BACKGROUND**

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

The two documents are:

Document	Details	Parties	Synergy TC No.
Agreement	EOI 02-2016/17 Art at the Heart Curatorship	Damian Smith	TC2017520
Lease	Newman House – Further Option Term 1 year to 30/6/2018	World Vision Australia	TC2016462

*There is also a third document (Ethnic Disability Services Centre – Newman House Option Term) that an individual Report to Council is being prepared for the June 2017 Ordinary Council meeting in relation to the Common Seal being affixed.*

**COMMENTS/OPTIONS/DISCUSSIONS**

Nil

**STATUTORY IMPLICATIONS/REQUIREMENTS**

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

**POLICY IMPLICATIONS**

**4.5 EXECUTION OF DOCUMENTS**

**Minute No:** Item 9.2.4

**Date:** 9<sup>th</sup> December 2016

**Objective**

To allow for the proper execution of documents.

**Policy**

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

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

**Power/Duty/Authorisation Delegated:**

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

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

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

**Conditions attached to Delegation**

Also refer to Council's Standing Orders Local Law

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

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

**STRATEGIC COMMUNITY PLAN**

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

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

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

Responsible officer: DCEO

Timing: As appropriate

### **RISK MANAGEMENT CONSIDERATIONS**

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

### **FINANCIAL IMPLICATIONS**

No financial resource impact.

### **VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/08**

**MOVED: Cr Anita Grace**

**SECONDED: Cr Craig Hoyer**

**THAT Council**

1. That Council have been advised that the Common Seal has been affixed under delegated authority to the Agreement between the Shire of East Pilbara and Damian Smith in relation to the 2017 Art at the Heart Curatorship.
2. That Council have been advised that the Common Seal has been affixed under delegated authority to the Lease between the Shire of East Pilbara and World Vision in relation to the further option term for office space at Newman House to the 30<sup>th</sup> June, 2018.

**CARRIED**  
**RECORD OF VOTE: 9 - 0**

***To be actioned by Ms Dawn Brown, Contract & Procurement Officer***



#### 9.2.5 STRATEGIC WORKFORCE PLAN 2017/2018

**File Ref:** STR-3-12  
**Attachments:** [Workforce Plan 17-21 V1.0 2.docx](#)  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 28 July 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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#### REPORT PURPOSE

For Council to endorse the Strategic Workforce Plan Review as part of the continuing Local Government Reform initiatives.

#### BACKGROUND

Council adopted the Strategic Workforce Plan on the 24<sup>th</sup> May 2013 as part of the informing strategies for the Integrated Planning Framework and was reviewed in 2015.

#### COMMENTS/OPTIONS/DISCUSSIONS

Economic and financial conditions constantly change and it is important that the Strategic Workforce Plan acknowledges this.

Workforce planning is seen as a continuous process of shaping the workforce to ensure that it is cable of delivering organisational objectives now and into the future.

This document informs the production of the Corporate Business Plan and Long Term Financial Plan and therefore the annual budget.

#### STATUTORY IMPLICATIONS/REQUIREMENTS

Part of the State Government's Local Government Reform Initiatives.

#### POLICY IMPLICATIONS

Nil

**STRATEGIC COMMUNITY PLAN**

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

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

1.1 Efficient and effective local government

1.1.2 Continued strong financial management

1.2 Foster a great place to work

1.2.3 Plan, attract and maintain staff

**RISK MANAGEMENT CONSIDERATIONS**

The acceptance of a Strategic Workforce Plan is good governance and allows for transparent and accountable decisions.

**FINANCIAL IMPLICATIONS**

Any additional costs will be considered in the long term financial plan and the annual budget process.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/09**

**MOVED: Cr Michael Kitchin**

**SECONDED: Cr Dean Hatwell**

**THAT Council endorses the Strategic Workforce Plan 2017/2018.**

**CARRIED**

**RECORD OF VOTE: 9 - 0**

***To be actioned by Ms Sian Appleton, Deputy Chief Executive Officer***

**9.2.6 REQUEST FOR FIVE YEARS OF FUNDING BY NEWMAN AMATEUR SWIMMING CLUB**

**Attachments:** [NASC Funding Shire Letter 2017.pdf](#)  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Simmone Van Buerle  
Manager Recreation & Events  
**Proposed Meeting Date:** 28 July 2017  
**Location/Address:** N/A  
**Name of Applicant:** Lisa Parker  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

For Council to consider a request from Newman Amateur Swimming Club (NASC) for support over the next five years including; free lane hire, free entry for members and additionally, for subsidised out of hours use for Club nights for the 2017/2018 season.

**BACKGROUND**

At the 3 December 2013 Council meeting, Council resolved that Council offer free lane hire for training and trial sessions that occur within normal opening hours of the Newman Aquatic Centre to NASC for the next consecutive five years, up to the maximum value of \$5,000 per year. In addition to this, NASC members also received free entry to the Aquatic Centre for club sessions.

At the 23 October 2015 Council meeting, Council endorsed a further subsidy to NASC of approximately \$3,500 for subsidised out of hours use of the Aquatic Centre for Club Nights.

Last financial year the approximate total of the subsidy was \$11,293.00

**COMMENTS/OPTIONS/DISCUSSIONS**

NASC has written to Council on 28 June 2017 requesting further support for the club. The letter is attached for Councillor's information and is summarised below:

*We are requesting the following as per the previous support:*

- *Free lane hire for training sessions that occurs within normal opening hours of the Newman Aquatic Centre up to 2022/23 to the maximum value of \$5000 per financial year*
- *Free entry for club members, registered with the club for the purpose of club activities only up to 2022/23*

*We wish to apply for additional support which was proposed in 2015 of the following as well:*

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- *Use of the pool outside of normal opening hours of the Newman Aquatic Centre for Club nights/activities (up to 10) per year for the total cost of \$2000, for the 2017/18 season, this will then be applied for on a yearly basis.*

NASC currently lease their club rooms from Council for an annual service fee of \$500. The clubs pays the electricity charges for these club rooms. The club currently has around 45 members who train on average two to three times per week. In 2016/2017, the Club was given free entry for their members at a cost of \$6964.30, which was incurred by the Shire.

The proposed 2017/2018 Fees and Charges for Newman Aquatic Centre will charge \$15 per hour for lane hire and \$280 per hour for the Centre's out of hours use. The Club booked Lane Hire charges to the value of \$5,558.26 in 16/17 of which NASC was invoiced for \$558.25 (the Shire incurring \$5,000).

Costing of the additional subsidy request is calculated at \$560 per night (based on two hours of out of hours use) for ten occasions per year = \$5,600 annually, of which NASC are prepared to pay \$2,000. The subsidy requested is thus \$3,600 annually.

Other junior sporting clubs are not charged usages fees for ovals and green spaces but are charged sports ground lighting fees if they elect to train and/or play at night. The level of support Council provided for some other junior clubs in 2016/2017 is below:

- |                                     |         |
|-------------------------------------|---------|
| • Newman Junior Football Council    | \$9,600 |
| • Newman Junior Soccer Association  | \$8,280 |
| • Newman Junior Cricket Association | \$2,864 |
| • Net-Set-Go                        | \$1,848 |

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC COMMUNITY PLAN**

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

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

#### **2.1 Health and recreation**

- 2.1.1 Promote safe and healthy communities  
Partnering With: NGO's, State Government  
Responsible officer: MCW  
Timing: 1-3 years

- 2.1.2 Encourage active lifestyles  
Partnering With: State Government, Industry  
Responsible officer: MCW  
Timing: 1-3 years
- 2.1.3 Encourage high rates of participation in community activities and events  
Partnering With: Industry  
Responsible officer: MCW  
Timing: 1 year
- 2.1.4 Support individual and community health  
Partnering With: NGO's, State Government, Industry  
Responsible officer: MCW  
Timing: 1-5 years

### **RISK MANAGEMENT CONSIDERATIONS**

- 1. Possible reputational risk to Council if funding is not provided due to the precedence of previous support provided to NASC
- 2. An inequity between the support for NASC and other junior sporting clubs may also give rise to reputational risk to Council.

### **FINANCIAL IMPLICATIONS**

There are no current resources allocated, will need to be considered as part of next budgetary process. Total financial implication is \$14,600 annually.

### **VOTING REQUIREMENTS**

Absolute.

### **OFFICER'S RECOMMENDATION**

**THAT Council consider subject to annual budget consideration to:**

- 1. Offer free lane hire for training sessions that occur within normal opening hours of Newman Aquatic Centre for the next five consecutive years (to 2022/2023), up to the maximum value of \$5,000 per year.
- 2. Provide free entry for Club members for the purpose of Club activities for the next five consecutive years (to 2022/2023) to the maximum value of \$6,000 per year.
- 3. Provide a subsidy to Newman Amateur Swimming Club for out of hour use of Newman Aquatic Centre in 17/18 for a maximum amount of \$3,600.
- 4. Subsidise the above upon submission of an annual report which includes membership numbers and detailed financial statement by September 30<sup>th</sup> of each year.

**COUNCIL RESOLUTION: 201718/10**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Dean Hatwell**

**THAT Council consider subject to annual budget consideration to:**

- 1. Offer free lane hire for training sessions that occur within normal opening hours of Newman Aquatic Centre for the next five consecutive years (to 2022/2023), up to the maximum value of \$5,000 per year.**
- 2. Provide free entry for Club members for the purpose of Club activities up to the age of 15 years old for the next five consecutive years (to 2022/2023) to the maximum value of \$6,000 per year.**
- 3. Provide a subsidy to Newman Amateur Swimming Club for out of hour use of Newman Aquatic Centre in 17/18 for a maximum amount of \$3,600.**
- 4. Subsidise the above upon submission of an annual report which includes membership numbers and detailed financial statement by September 30<sup>th</sup> of each year.**

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 9 - 0**

***To be actioned by Ms Simmone Van Buerle, Manager Recreation and Events***

**Reason for Non-Acceptance of Officer's Recommendation: Council made a change to item #2 regarding the maximum age of 15 years old for free entry.**

**9.2.7 FINANCIAL REPORTING AND MATERIALITY THRESHOLD - 1ST JULY  
2017 - 30 JUNE 2018**

**File Ref:** FIN-23-5  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mrs Lisa Davis  
Acting Manager Finance  
**Proposed Meeting Date:** 28 July 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

11:41 AM Cr Gerry Parsons left Chambers.

11:41 AM Mr Kevin Michel, MLA entered the Chambers

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**REPORT PURPOSE**

For Council to consider and approve the level of materiality required under the Local Government (Financial Management) Regulations 1996, Regulation 34(5), for financial reporting in respect of variances to the original adopted budget.

**BACKGROUND**

Local Government (Financial Management) Regulations 1996, Regulation 34(5) requires that each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with Australian Accounting Standards Board (AASB) 1031, to be used in the statement of financial activity for reporting material variances. Council need to take into account the level of materiality which it is to adopt, as explanations for each material variance is required as per the Local Government (Financial Management) Regulations 1996, Regulation 34(2).

**COMMENTS/OPTIONS/DISCUSSIONS**

Under Local Government (Financial Management) Regulations 1996, Regulation 34(5), each financial year a Local Government is to adopt a percentage or value, calculated in accordance with AASB 1031 (formerly AAS 5), to be used in the statement of financial activity for reporting material variances.

Local Government (Financial Management) Regulations 1996, Regulation 34(2) requires an explanation for each material variance in the Statement of Financial Activity against the original adopted budget.

As per AASB 1031.9, information is material if its omission, misstatement or non-disclosure has the potential to adversely affect decisions about the allocation of scarce resources made by users. It also can affect the discharge of accountability by the management or governing body of the entity.

As local governments are not for profit entities that are primarily concerned with the achievements of objectives rather than the generation of profit, the material variance needs to be assessed carefully.

The Shire of East Pilbara Financial Management Reports use a materiality threshold to measure, monitor and report on the financial performance and position of the Shire. Currently the materiality threshold used is variances greater or lower than 10% of the original adopted budget, and greater than \$10,000 in value.

Under AASB 1031.15, quantitative thresholds are used as guidance for determining the materiality of the amount of an item or an aggregate of items. It is therefore recommended that in the Financial Management Reports this materiality be applied to a sub function level.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1996 (Part 4) – Section 6.4*

*Local Government (Financial Management) Regulations 1996*

Part 4—Financial reports—s.6.4

34. Financial activity statement required each month (LGA s.6.4)

(1A) .....

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

AASB 1031 – Materiality – July 2004

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC COMMUNITY PLAN**

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

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

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making  
Responsible officer: DCEO

1.1.2 Continued strong financial management  
Responsible officer: DCEO

### **RISK MANAGEMENT CONSIDERATIONS**

The acceptance of the material variance levels are a legislative requirement. The amount of 10% of the original budget and a value greater than \$10,000 allows for transparency and accountability in financial reporting.



**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Absolute.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/11**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Shane Carter**

**THAT Council adopt a material variance of plus or minus 10% of the original budget and a value greater than \$10,000, to be applied per sub-function level, for the financial year 2017/2018.**

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 8 - 0**

***To be actioned by Mrs Lisa Dais, Acting Manager Finance***

### 9.2.8 MONTHLY FINANCIAL REPORT - MAY 2017

Attachments:	<a href="#">Monthly Statement - May 2017.pdf</a> <a href="#">May 2017 Variance Report.doc</a>
Responsible Officer:	<b>Ms Sian Appleton</b> <b>Deputy Chief Executive Officer</b>
Author:	<b>Mrs Noelene Holmes</b> <b>Coordinator Financial Services</b>
Proposed Meeting Date:	<b>28 July 2017</b>
Location/Address:	<b>N/A</b>
Name of Applicant:	<b>N/A</b>
Author Disclosure of Interest:	<b>Nil</b>

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### REPORT PURPOSES

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

### BACKGROUND

The attached 11-page report details the financial activities of the Council for the period 1<sup>ST</sup> July 2016 to 31st May 2017 of the 2016/2017 financial year –

There are 4 sections of the monthly report:

1. An operating statement comparing income and expenditure to the adopted budget for each function of Council.
2. A more detailed schedule which breaks the operating statement down into the various operational sections and departments of Council.
3. A schedule detailing all expenditure for the year to date for individual capital items.
4. A statement of cash flows.

### COMMENTS/OPTIONS/DISCUSSIONS

The Deputy Chief Executive Officer will provide an overview and explanation as required of how to interpret the financial statement at the meeting.

Reportable variations in accordance with accounting policies are as follows:

### 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.”*

Local Government (Financial Management) Regulations 1996  
Part 4 Financial reports  
Reg 34(1) -

*“A Local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –*

- (a) annual budget estimates ...*
- (b) budget estimates to the end of the month to which the statement relates;*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.”*

## **POLICY IMPLICATIONS**

### **3.1 ACCOUNTING POLICIES**

### **3.1 ACCOUNTING POLICIES**

## **STRATEGIC COMMUNITY PLAN**

Nil

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

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

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

**RISK MANAGEMENT CONSIDERATIONS**

This report is part of ensuring that risk matters are reviewed periodically

**FINANCIAL IMPLICATIONS**

This report discloses financial activities for the period under review.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/12**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Michael Kitchen**

**That the monthly financial statements for the period 1st July 2016 to 31st May 2017 of the 2016/2017 financial year as presented be received.**

**CARRIED  
RECORD OF VOTE: 8 - 0**

***To be actioned by Mrs Noelene Holmes, Coordinator Finance Services***

**9.2.9 CREDITORS FOR PAYMENT – MAY 2017**

**File Ref:** FIN10-2  
**Attachments:** [Schedule of Accounts EFT 1.pdf - May.pdf](#)  
[Schedule of Accounts Chq 1.pdf - May.pdf](#)  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Memory Mandaza  
Expenditure Finance Officer  
**Proposed Meeting Date:** 30 June 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil  
*11:43 AM Cr Gerry Parsons returned to the Chambers*

**REPORT PURPOSE**

Council endorsement of payment to creditors.

**BACKGROUND**

As per the attachment list, outlines payments made to creditors since the Council meeting on the 26 MAY 2017.

**COMMENTS/OPTIONS/DISCUSSIONS**

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments		2,787,226.94
	<b>Total</b>	<b>\$2,787,226.94</b>
Cheque Payments		6,631.28
Manual Cheques		0
	<b>Total</b>	<b>\$6,631.28</b>
	<b>GRAND TOTAL</b>	<b><u>\$2,793,858.22</u></b>

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

**CANCELLED AND UNUSED CHEQUES:**

UNUSED CHEQUES  
Nil

CANCELLED CHEQUES & EFTS

EFT#s 38136, 38148, 38154, 38215, 38218, 38274, 38436 & 38473

**STATUTORY IMPLICATIONS/REQUIREMENTS**

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

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

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

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

**POLICY IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

Nil.

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Total expenses of \$2,793,858.22

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/13**

**MOVED: Cr Michael Kitchin**

**SECONDED: Cr Craig Hoyer**

**THAT Council endorse the payments:**

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments		2,787,226.94
	<b>Total</b>	<b>\$2,787,226.94</b>
Cheque Payments		6,631.28
Manual Cheques		0
	<b>Total</b>	<b>\$6,631.28</b>
	<b>GRAND TOTAL</b>	<b><u>\$2,793,858.22</u></b>

**CARRIED**  
**RECORD OF VOTE: 9 - 0**

*To be actioned by Ms Memory Mandaza, Expenditure Finance Officer*

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**9.2.10 CREDITORS FOR PAYMENT – JUNE 2017**

**File Ref:** FIN10-2  
**Attachments:** [Schedule of Accounts Chq 1.pdf](#)  
[Schedule of Accounts EFT 1.pdf](#)  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Memory Mandaza  
Expenditure Finance Officer  
**Proposed Meeting Date:** 28 July 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

Council endorsement of payment to creditors.

**BACKGROUND**

As per the attachment list, outlines payments made to creditors since the Council meeting on the 30 JUNE 2017.

**COMMENTS/OPTIONS/DISCUSSIONS**

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments	EFT #38562 - #39393	5,166,571.03
	<b>Total</b>	<b>\$5,166,571.03</b>
Cheque Payments	CHQ #24305 - 24315	7,054.15
Manual Cheques		0
	<b>Total</b>	<b>\$7,054.15</b>
	<b>GRAND TOTAL</b>	<b><u>\$5,173,625.18</u></b>

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

**CANCELLED AND UNUSED CHEQUES:**

UNUSED CHEQUES  
Nil



**CANCELLED CHEQUES & EFTS**

EFT#s 38501-38561, 38621, 38631-38779, 38786-38894, 38963 & 39359

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 11

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

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 12

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

**POLICY IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

Nil.

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Total expenses of \$5,173,625.18

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/14**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Gerry Parsons**

**THAT Council endorse the payments:**

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments	EFT #38562 - #39393	5,166,571.03
	<b>Total</b>	<b>\$5,166,571.03</b>
Cheque Payments	CHQ #24305 - #24315	7,054.15
Manual Cheques		0
	<b>Total</b>	<b>\$7,054.15</b>
	<b>GRAND TOTAL</b>	<b><u>\$5,173,625.18</u></b>

**CARRIED**  
**RECORD OF VOTE: 9 - 0**

*To be actioned by Ms Memory Mandaza, Expenditure Finance Officer*

### 9.3 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES

#### 9.3.1 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES STATUS OF COUNCIL DECISION - JULY 2017

**File Ref:** CLR-4-5  
**Responsible Officer:** Mr Rick Miller  
Director Technical and Development Services  
**Author:** Mrs Sheryl Pobrica  
Executive Services Administration Officer  
**Proposed Meeting Date:** 28 July 2017  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

11:45 AM Cr Anita Grace left Chambers.

11:48 AM Cr Anita Grace returned to the Chambers

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### REPORT PURPOSE

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

### BACKGROUND

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

### COMMENTS/OPTIONS/DISCUSSIONS

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

### STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Part 2 Constitution of local government

Division 2 Local governments and councils of local governments

Section 2.7

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

### POLICY IMPLICATIONS

Nil

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## STRATEGIC COMMUNITY PLAN

### Goal 1 – Civic Leadership – Planned Actions

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

#### 1.1 Efficient and effective local government

##### 1.1.1 Ethical, accountable and transparent decision-making

## RISK MANAGEMENT CONSIDERATIONS

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

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple.

### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/15

**MOVED:** Cr Dean Hatwell

**SECONDED:** Cr Michael Kitchin

**THAT the Director Technical and Development Officer "Status of Council Decisions" Report for the month of June 2017 be received.**

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

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

**28 JULY, 2017**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
26 May 2017	9.3.2	Affixing of the common seal to the memorandum of understanding – all Pilbara local governments & shire of East Pilbara	MCS	Further discussions are in progress to incorporate Council's additional comments Awaiting response from applicant	Aug 2017
26 May 2017	13.6	NEW CONTRETE DRAINS Cr Shane Carter asked will a fence be erected where the new concrete drains are being installed behind St John's or who is responsible for liability if someone gets hurt? Mr Rick Miller, Director Technical and Development Services to follow up.	DTDS	The Shire has insurance to cover these types of risk. It is expected that the risk would not have significantly changed.  In light of the query Shire Officers will review the risk associated with all town open drains.	Aug 2017
30 June 2017	13.3	MOSQUITO CONTROL MARBLE BAR Cr Lang Coppin asked about the Mosquito control program in Marble Bar – particularly mosquito repellent for septic tanks? Mr Rick Miller, Director Technical and Development Services replied that changes have been made to make the process simpler. Instead of having to insert tablets into the septic tank; a simple mixed chemical solution can either be flushed in the toilet or poured into the external house gully trap, once a month. The shire is trialling this activity to collate time and costings. We are also in discussions with who are interested in carrying out this activity at no cost to the shire.	DTDS	Refer to Information Bulletin 28 July 2017	Complete
30 June 2017	13.4	WATER ISSUE MARBLE BAR Cr Lang Coppin asked if a letter could be written regarding the replacement programme of pipework for the town's water supply after the recent outage from burst pipes. Mr Rick Miller, Director Technical and Development to follow up	DTDS CTDS	Correspondence has been sent to Water Corporation.	Aug 2017
30 June 2017	13.6	OLD POST OFFICE - NEWMAN Cr Anita Grace said the old post office building is becoming run down, can this be brought to the attention of the owner. Mr Rick Miller, Director Technical and Development	DTDS	Development Services team inspected building and there are no actionable issues with the building. MDSB will contact the owner and request information on their	Complete

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

**28 JULY, 2017**

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		Services to follow up.		future plans for the site	
30 June 2017	13.8	LEMC MEETING NULLAGINE Cr Biddy Schill said at the last LEMC meeting in Nullagine the emergency evacuation centre was notified incorrectly, it should be the school not the Gallop Hall. Mr Allen Cooper, Chief Executive Officer to follow up with Mr Clint Swadling, Manager Community Safety.	MCS	MCS advised the local Police OIC Nullagine, that the School is the evacuation Centre.  This will also be reconfirmed at the next LEMC meeting.	Complete
30 June 2017	13.10	COMPLAINTS ABOUT BARKING DOGS Cr Lynne Craigie said barking dogs are an issue on face book. Can we provide information for community regarding complaints? Can we provide pamphlets? Mr Rick Miller, Director Technical and Development Services stated information is readily available?	MCS	An information session will be discussed on radio on 17/07/2017.  A fact sheet will also be put together and available on shire social media sites.	Complete

**CARRIED  
RECORD OF VOTE: 9 - 0**

***To be actioned by Mr Rick Miller, Director Technical and Development Services.***

***Note\* - Council asked if an invitation can be sent to the Water Corporation if a representative could attend the Council meeting in Marble Bar on the 22<sup>nd</sup> September 2017.***

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

Nil

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

**11.1 LEASE AGREEMENT NEWMAN LIBRARY TO BE ACCEPTED AS ITEM  
11.1.1**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/16**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Dean Hatwell**

**THAT the Lease Agreement Newman Library agenda report be accepted as  
item 11.1.1**

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 9 - 0**

**11.1.1 LEASE AGREEMENT NEWMAN LIBRARY**

<b>Responsible Officer:</b>	<b>Ms Sian Appleton Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Mr Ben Lewis Manager Assets and Procurement</b>
<b>Proposed Meeting Date:</b>	<b>28 July 2017</b>
<b>Location/Address:</b>	<b>Lot 557 Kalgan Drive, Newman</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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**REPORT PURPOSE**

To seek Council approval to enter into a lease agreement between the Shire of East Pilbara and VET (WA) Ministerial Corporation for the Newman Library, located on Reserve 40411 being Lot 557 Kalgan Drive, Newman for a term of five (5) years commencing on the 4 July 2016 to 3 July 2021.

**BACKGROUND**

For over a decade, the Shire has provided a financial contribution to the TAFE to allow the general public to access library services within the TAFE facilities.

As the TAFE was relocating their services out of town and all the library staff were employed by the TAFE, there was a need for council to take over the library operations to continue providing library services to the community.

Negotiations between shire staff and the Department of Training and Workforce Development have resulted in the successful negotiation of a portion of the land and buildings to be used as a library.

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

The successful negotiation of an agreement meant that there was a relatively seamless transition in the transfer of operational control from the TAFE to the Shire of East Pilbara.

The lease is set on a peppercorn rent and the term is for five years with a further five year option.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

### **POLICY IMPLICATIONS**

### **EXECUTION OF DOCUMENTS**

**Minute No: Item 9.1.3**

**Date: 27th June 2003**

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

#### **Objective**

To allow for the proper execution of documents.

#### **Policy**

Council's Policy Manual 27 June 2004 on page 78

#### **Execution of Documents**

Minute No: Item 9.1.3

Date: 27th June 2003

#### **Objective**

To allow for the proper execution of documents.

#### **Policy**

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



## **STRATEGIC COMMUNITY PLAN**

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

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

#### **3.1 Business diversification and promotion**

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

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

Responsible officer: DCEO

Timing: 1-5 years

##### **3.1.2 Build a thriving and diverse economy**

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

Responsible officer: DCEO

Timing: 1-5 years

## **RISK MANAGEMENT CONSIDERATIONS**

The risk to not entering into the lease agreement would result in Council having no legal right to occupy the premise and would be required to vacate, which would mean the public library would have no premise to operate out of and would be closed for an indefinite period while an alternative location could be sourced.

## **FINANCIAL IMPLICATIONS**

The financial implications for operation and maintenance requirements are included in the 2017 / 2018 proposed budget for council consideration under a separate cover.

## **VOTING REQUIREMENTS**

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/17

MOVED: Cr Gerry Parsons

SECONDED: Cr Anita Grace

THAT Council,

1. Approve entering enter into a lease agreement between the Shire of East Pilbara and VET (WA) Ministerial Corporation for the Newman Library, located on Reserve 40411 being Lot 557 Kalgan Drive, Newman for a term of five (5) years commencing on the 4 July 2016 to 3 July 2021
2. Approve the affixing of the Shire of East Pilbara common seal to the new agreement between the Shire of East Pilbara and VET (WA) Ministerial Corporation for the Newman, located on Reserve 40411 being Lot 557 Kalgan Drive, Newman

CARRIED  
RECORD OF VOTE: 9 - 0

*To be actioned by Mr Ben Lewis, Manager Assets and Procurement*

**11.2 DESERT ROAD TRAIL MASTER PLAN ACCEPTED AS ITEM 11.2.1**

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/18**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Dean Hatwell**

**THAT the Desert Road Trail Master Plan agenda report be accepted as item 11.2.1**

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 9 - 0**

**11.2.1 DESERT ROAD TRAIL MASTER PLAN**

<b>File Ref:</b>	<b>STR-7-3</b>
<b>Responsible Officer:</b>	<b>Mr Rick Miller Director Technical and Development Services</b>
<b>Author:</b>	<b>Mr Rick Miller Director Technical and Development Services</b>
<b>Proposed Meeting Date:</b>	<b>28 July 2017</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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**REPORT PURPOSE**

For Council to endorse the Draft Desert Road Trail Masterplan as a strategic working document.

**BACKGROUND**

In June 2015, the Pilbara Development Commission (PDC) and Shire signed a Regional Grant Scheme Grant Agreement for the East Pilbara Tourism Asset Improvement Project. This project comprised \$50,000 to be used for the purposes of developing business plans for the Cape Keraudren Recreation Reserve and Nullagine Caravan Park.

Due to a number of factors, it was not possible to complete the business plans proposed in the grant application.

In order to allow the grant funds to be utilised, the Shire requested the PDC to reallocate the \$50,000 to another tourism-related project within the Shire of East Pilbara. They agreed to reallocate the grant funds to the Desert Road Trail Master Plan in December 2016. The report for the project is to be completed by the end of July 2017.

The identified project has allowed planning for the proposed Desert Road Trail from Marble Bar to the WA/NT border. The trail will comprise approximately 1,000km-long drive suitable for 4 wheel drive vehicles using existing roads. The drive will link to the communities of Punmu, Kunawarritji and Kiwirrkurra, as well as the northern part of Karlamilyi National Park.

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The objectives of the trail/drive are:

- To provide an east-west link across the Great Sandy Desert between Marble Bar and Alice Springs using existing roads.
- To develop an interpretive trail/drive to illustrate the historical, cultural and environmental significance of the areas through which the trail passes.
- Allow for the communities en route to benefit from passing tourist traffic, such as through commerce and Camping with Custodians.
- To provide an additional attraction to complement the Warlu Way and Canning Stock Route.

The latest Masterplan Report will be tabled at the meeting.

## COMMENTS/OPTIONS/DISCUSSIONS

As a Masterplan the report provides a clear direction for the development of the trail from a tourism and branding perspective and will assist when seeking grant funding.

It provides the shire with the main components:

- A theme (explorer) for the trail/drive;
- A professional branding for all the infrastructure;
- A pre-prepared individual text for the twenty –nine main interpretive panels;
- A proposed development scope for the different sites and locations; and
- A costing for all the recommended infrastructure, to ensure Council understand the spend required to undertake such an enterprise in a harsh remote environment. However, some costs for civil works could be reduced depending on how they are strategically undertaken.

The report is a live working document and adjustments can be made and will be further reviewed which may see sites added/deleted and infrastructure added/removed etc.. Also depending on funding, timing and staging will also need to be managed. The other main issue that will need to be negotiated and managed is access and permissions for sites, particularly in the Kiwirrkurra Indigenous Protected Area (IPA).

As this is a live document some minor changes are in process to improve some areas for clarity and easier reading. The main items that may be different from the tabled draft are:

1. *Email 12 June – My comment - Details of possible grant providers for this type of infrastructure project to be detailed – Definitely required;*
2. *Inside Cover Page Prior to contents – Show PDC logo to acknowledge grant (\$50k) contribution;*
3. *Inside Cover Page Prior to contents – Include a revision table;*
4. *Page 4 – Table 1 – Number rows (1-7) add text;*
5. *Pg 5 – Recommendations 1. Delete “29”  
add new recommendation 6. Undertake due diligence to obtain relevant permissions and agreements, given that the majority of siteworks is on ungazetted roads through native title areas.;*
6. *Pg 11-12 – table 3 – labels sites to give context of location in regards to recommended sites e.g. 24A Carnegie Crossing;*
7. *Pg 10 Section 3 – I would like to include a table similar to T2 and T3(without the scores) listing the sites but with additional columns showing symbols of infrastructure/signs etc to be installed at each site;*
8. *Pg 22 – Site8 - Not sure if picnic table required here ?;*
9. *Pg 23 – Site 9 - add “Rubbish Bin to be removed”;*
10. *Pg 36 – Site 22 - Not sure if picnic table required here ?;*
11. *Pg 37 – Site 23 - Delete picnic table;*
12. *Pg 39 – Site 25 – Install shaded picnic table;*
13. *Pg 40 – Site 26 – Delete picnic table;*
14. *Pg 66 – Trail Name – include Roads : Punmu Rd, Kunawarritji Rd, Desert Rd, Jupiter well Rd.*
15. *Pg 114 – Appendix 3 Site assessment Sheets – add “(Completed by Consultants)”*
16. *Pg 203 – Various logos that were considered – Would like to add some extras with changed wording etc- Using the logo on pg 67 as the base change the following:  
change the 4Wd to a group of Camels;  
delete the word “DRIVE”  
change wording to “DESERT EXPLORERS TRAIL”  
change wording to “DESERT EXPLORER DISCOVERY TRAIL”  
change wording to “DESERT EXPLORER DISCOVERY DRIVE”;*
17. *Pg 213 App 9 Route Map  
remove ‘yellow’ highlight from around text;  
site text to be in CAPITALS;  
add latest road names;  
add National Park;  
add Kiwirrkurra Indigenous Protected Area;  
add Cape Keraudren and Great Northern Highway labels;  
add Tropic of Capricorn label and line;  
add scale bar in title block;  
add PDC logo in title block*

The internal recommendations contained within the report support the next phases and set direction for the ongoing development and as detailed below:

*“It is recommended that the Shire of East Pilbara:*

1. *Endorse the recommendations contained within this Trail Master Plan regarding the proposed sites and the means of presenting interpretive information and seek funding to implement the trail.*
2. *Refer the report to:*
  - *Department of Biodiversity, Conservation and Attractions (Pilbara Region Office)*
  - *Kanyirninpa Jukurrpa (KJ)*
  - *Shire of Ngaanyatjarra*
  - *The three aboriginal communities along the route*
  - *Central Desert Native Title Services*
  - *Western Desert Lands Aboriginal Corporation (Prescribed Body Corporate for the Martu Determination)*
  - *Tjamu Tjamu (Aboriginal Corporation) RNTBC (for Kiwirrkurra people)*
  - *Alice Springs Visitor Information Centre*
3. *Refer this report to relevant Northern Territory authorities (notably Tourism NT), with a request that they review the proposals of this Trail Master Plan and provide feedback on the notion of extending the trail between the WA/NT border and Alice Springs.*
4. *Ensure that the (draft) track notes are checked and augmented if a printed guide book proceeds, with a traverse (and relevant notes) being recorded for travel in both directions.*
5. *Undertake a road audit to satisfy itself where and what warning/advisory signage is required at crests, bends and curves.*
6. *Undertake due diligence to obtain relevant permissions and agreements, given that the majority of siteworks are on ungazetted roads through native title areas.”*

#### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **STRATEGIC COMMUNITY PLAN**

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

###### **2.4.1 Promote diverse, harmonious and caring communities**

*Partnering With: Federal Government, State Government, Industry and NGO's*

*Responsible officer: MCW*

*Timing: 1-3 years*

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

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

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

*Responsible officer: MBA*

*Timing: 1-5 years*

- 3.3.3 *Provide infrastructure to support economic development*  
*Partnering With: State Government, Industry, NCCI, other relevant stake holders*  
*Responsible officer: DCEO*  
*Timing: 1-5 years*

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

- 3.1 Business diversification and promotion  
3.1.3 *Encourage tourism*  
*Partnering With: State Government, Industry, NCCI, other relevant stake holders*  
*Responsible officer: DCEO*  
*Timing: 1-5 years*
- 2.1 Health and recreation  
2.1.2 *Encourage active lifestyles*  
*Partnering With: State Government, Industry*  
*Responsible officer: MCW*  
*Timing: 1-3 years*

## **RISK MANAGEMENT CONSIDERATIONS**

Endorsing the project is providing support for framework and concepts and is considered low risk.

Not endorsing the project will present a high risk as the project is partially grant funded (\$50k) and would breach the set milestones making acquittal by set deadline difficult to achieve.

## **FINANCIAL IMPLICATIONS**

There are no current resources allocated pending the consideration of the 2017/18 Budget. Council will be able to fund part works through the Reserve for Alice Spring Road with remaining subject to external funding and in kind works.

## **VOTING REQUIREMENTS**

Simple.

## **OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/19**

**MOVED: Cr Shane Carter**

**SECONDED: Cr Craig Hoyer**

**THAT Council endorse the Desert Road Trail Masterplan as a strategic working document.**

**CARRIED  
RECORD OF VOTE: 9 - 0**

***To be actioned by Mr Rick Miller, Director Technical and Development Services***

## 12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

### 12.1.1 AVIAIR PILBARA-RPT AIR SERVICE PROPOSAL DISCUSSIONS

File Ref: STR-9  
Responsible Officer: Mr Allen Cooper  
Chief Executive Officer  
Author: Mr Grant Watson  
Coordinator Executive Services  
Proposed Meeting Date: 28 July 2017

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#### PURPOSE

To seek Council approval for the Chief Executive Officer to continue discussions on the Aviair Pilbara-Link Proposal.

#### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/20

MOVED: Cr Gerry Parsons

SECONDED: Cr Michael Kitchin

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

(e) a matter that if disclosed, would reveal —

(i) a trade secret; or

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government.

CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 9 - 0

11:56 AM Mr Kevin Michel, MLA left Chambers.

#### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/21

MOVED: Cr Biddy Schill

SECONDED: Cr Shane Carter

THAT Council approves for the Chief Executive Officer to continue discussions with Aviair and the other three Pilbara local governments on the *Aviair Pilbara-Link* Proposal.

CARRIED  
RECORD OF VOTE: 9 - 0

*To be actioned by Mr Grant Watson, Coordinator Executive Services*

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**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201718/22**

**MOVED: Cr Gerry Parsons**

**SECONDED: Cr Biddy Schill**

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

**CARRIED BY ABSOLUTE MAJORITY  
RECORD OF VOTE: 9 - 0**

*11:57 AM Mr Kevin Michel, MLA returned to the Chambers*

### **13 GENERAL BUSINESS**

#### **13.1 PET FREIGH CARRIERS**

Cr Bidy Schill raised a query over the inability to book animal crates on line for use from the Newman Airport.

Mr Rick Miller, Director Technical and Development Services to raise the issue with the service providers.

#### **13.2 NULLAGINE CARAVAN PARK**

Cr Bidy Schill said she felt the toilet block at the Nullagine Caravan Park requires an urgent upgrade. Cr Bidy Schill would like a report to Council on the condition of the toilet block.

Ms Sian Appleton, Deputy Chief Executive Officer to follow up.

#### **13.3 ROAD SIGNAGE**

Cr Bidy Schill enquired as to the location of the sign on the triangle park lot 248, in Nullagine as it would appear to be a distraction to motorists.

Mr Rick Miller, Director Technical and Development Services to determine if the necessary approvals were in place for the sign.

#### **13.4 FLOODWAY – SKULL SPRINGS ROAD**

Cr Bidy Schill raised concerns over the safety of the five mile crossing floodway on Skull Springs Road.

Mr Rick Miller, Director Technical and Development Services to have the floodway inspected.

#### **13.5 GALLOP HALL ACCESS**

Cr Bidy Schill asked if the short cut next to Gallop Hall and Library was going to be closed off, as previous discussions.

Mr Rick Miller, Director Technical and Development Services to review.

#### **13.6 GOANNA OVAL DIVOTS**

Cr Gerry Parsons stated there are alot of divots on Goanna Oval and thinks it is caused by people practising golf can this be looked into as it could cause harm to other people using the oval.

Mr Rick Miller, Director Technical and Development Services to have the Rangers follow up.

**13.7 CONTRACTORS/GARDNERS**

Cr Gerry Parsons asked are contractors/gardeners allowed to blow the leaves and rubbish onto the roads.

Mr Rick Miller, Director Technical and Development Services to have the Rangers to investigate.

**13.8 DINGO PARK**

Cr Shane Carter gave congratulations on the water fountain in the dog park it is most appreciated by the dogs and their owners.

**13.9 DES STRECKFUSS REST AREA**

Cr Dean Hatwell asked if a letter could be written to Main Roads regarding the Des Streckfuss Rest Area as there is a lot of rubbish and the building are in poor condition.

Mr Rick Miller, Director Technical and Development Services to follow up.

**14 DATE OF NEXT MEETING**

25 August 2017, Newman

**15 CLOSURE**

12:12 PM