

**SHIRE of East PILBARA**

These Minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting held on 25 June 2021.

Anthony Middleton – Shire President

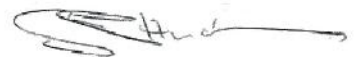


# **EAST PILBARA SHIRE COUNCIL**

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

**NOTICE IS HEREBY GIVEN** that an  
ORDINARY Meeting of the Council was held in,  
Council Chambers, Newman,  
10.00AM, FRIDAY, 28 May 2021.



**Steven Harding**  
**CHIEF EXECUTIVE OFFICER**



## **DISCLAIMER**

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

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

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

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

## **WRITTEN CONFIRMATION**

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

Signed: \_\_\_\_\_  
Ben Lewis  
Acting Chief Executive Officer

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## 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Acting Chief Executive Officer, Mr Ben Lewis, declared the meeting open at 10:05am.

The Acting Chief Executive Officer, Mr Ben Lewis, acknowledged the traditional custodians throughout our region on whose land we are meeting today, and pays our respects to Elders past, present and emerging.

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

### 2.1 ATTENDANCES

#### Councillors

Cr Geraldine Parsons	Deputy Shire President
Cr Anthony Middleton	Councillor
Cr Adrienne Mortimer	Councillor
Cr Langtree Coppin OAM	Councillor
Cr Holly Pleming	Councillor
Cr Karen Lockyer	Councillor
Cr Stacey Smith	Councillor
Cr Wendy McWhirter-Brooks	Councillor

#### Officers

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

#### Public Gallery

### 2.2 APOLOGIES

#### Councillor Apologies

Cr Anita Grace	Councillor
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#### Officer Apologies

Mr Steven Harding	Chief Executive Officer
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### 2.3 LEAVE OF ABSENCE

### **3 ELECTION OF SHIRE PRESIDENT**

Schedule 2.3, Division 1 of the *Local Government Act 1995* requires that an election be conducted for the position of Shire President as the first item of business at the first meeting of Council following an ordinary local government election.

The Chief Executive Officer is to preside at the meeting until the office of Shire President is filled and is to act as Returning Officer for the electoral process.

The election must be conducted by the Chief Executive Officer in accordance with the prescribed procedure.

In essence, the election will be conducted as follows:

1. Nomination forms have been previously provided to all Councillors to assist with the election process and, where possible, should be lodged with the Chief Executive Officer prior to the commencement of the meeting. The Chief Executive Officer will, however, announce the closing time for the submission of nominations at the commencement of the meeting and will continue to receive nomination forms up until that time.
2. If a Councillor is nominated by another Councillor, then the Chief Executive Officer is not to accept the nomination unless the nominee has confirmed to the Chief Executive Officer, either verbally or in writing, that he or she is willing to be nominated for the office.
3. If more than one nomination is received, then Councillors will be required to vote on the matter by secret ballot, as if they were electors voting at an election. Positions on the ballot paper will be drawn at the meeting and ballot papers will be compiled and distributed at that time. Councillors will be asked to indicate their vote by placing a single tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.
4. Once all votes have been cast, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast at an election.
5. As soon as is practicable after the result of the election is known, the Chief Executive Officer will declare and give notice of the result.
6. If there is an equality of votes between two or more candidates who are the only candidates in, or remaining in the count, the meeting will be adjourned for a period of five minutes. At the recommencement of the meeting, the voting process will be commenced again.
7. At this point, any nomination previously submitted may be withdrawn and new nominations will be received by the Chief Executive Officer up to a specified time.
8. If there is still more than one nomination for the position then Councillors will be required to vote again by secret ballot. New ballot papers will be prepared

and distributed at that time and Councillors will be asked to indicate their vote by placing a tick against the name of their preferred candidate as shown on the ballot paper and to place their completed ballot paper in the ballot box provided.

9. Once all votes have been cast for a second time, the ballot box will be opened, all votes counted and the successful candidate determined as if those votes were votes cast in an election.
10. If there is still an equality of votes following the second count, then in accordance with Schedule 4.1 of the *Local Government Act 1995* and Regulation 77A of the *Local Government (Election) Regulations 1997* the Chief Executive Officer will draw lots to determine which candidate is elected.
11. The result will be declared by the Chief Executive Officer. The successful candidate will be called upon to make their declaration of Office and will then assume the Chair as Presiding Member for the remainder of the meeting.

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**The Acting Chief Executive Officer advised that he received two nominations for the position of President being, Councillors Geraldine Parsons and Anthony Middleton. He then called for further nominations.**

**No further nominations being received, the Acting Chief Executive Officer advised that an election would be conducted for the position of President of the Shire of East Pilbara, in accordance with Schedule 2.3 of the *Local Government Act 1995*.**

**All candidates confirmed that they were happy for their names to appear on the ballot paper in alphabetical order.**

**Ballot papers were prepared in accordance with Schedule 10 of the *Local Government (Elections) Regulations 1997* and issues to all Councillors. Once all votes had been cast, a count of ballot papers was conducted, with the following results being declared:**

- |                                |                |
|--------------------------------|----------------|
| <b>1. Cr Anthony Middleton</b> | <b>5 votes</b> |
| <b>2. Cr Geraldine Parsons</b> | <b>3 votes</b> |

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**The Acting Chief Executive Officer, Mr Ben Lewis, accordingly declared Cr Anthony Middleton elected to the office of President for the Shire of East Pilbara for a term ending on 16 October 2021.**

**Councillor Anthony Middleton, having been elected to the position of President for the Shire of East Pilbara, made his declaration of office before Mr Ben Lewis, then assumed the Chair at 10:15am.**

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

**5 PUBLIC QUESTION TIME**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7 APPLICATIONS FOR LEAVE OF ABSENCE**

**7.1 CR ANITA GRACE**

Cr Anita Grace has applied for a leave of absence from 25 June 2021 to 27 August 2021.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/194**

**MOVED: Cr Wendy McWhirter-Brooks      SECONDED: Cr Karen Lockyer**

**THAT Councillor Anita Grace is approved a leave of absence from 25 June 2021 to 27 August 2021.**

**CARRIED UNANIMOUSLY**

*To be actioned by Mrs Kylie Bergmann, Acting Manager Governance*

**8 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING**

**8.1 CONFIRMATION OF MINUTES**

[Minutes April 30 2021 Council.docx](#)

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/195**

**MOVED: Cr Holly Fleming      SECONDED: Cr Wendy McWhirter-Brooks**

**THAT the minutes of the Ordinary Meeting of Council held on 30 April 2021, be confirmed as a true and correct record of proceedings.**

**CARRIED UNANIMOUSLY**

*To be actioned by Mrs Kylie Bergmann, Acting Manager Governance*

## **9 MEMBERS REPORT**

### **9.1 ITEMS FOR RECOMMENDATION**

### **9.2 ITEMS FOR INFORMATION**

#### **Cr Geraldine Parsons**

- Regional Road Networks Meeting
- LEMC Meeting
- Citizenship Ceremony 17/05/2021
- NCCI Meeting x 2
- Meeting with Lynne and Council 14/05/2021
- WALGA Meetings x 3
- Special Council Meeting 21/05/2021
- 2 x Meetings with CEO
- Audit Committee Meeting 28/05/2021

#### **Cr Anthony Middleton**

- Meeting with Lynne and Council 14/05/2021
- Meeting with CEO
- Audit Committee Meeting 28/05/2021

#### **Cr Holly Fleming**

- Visitor Centre Inspection of Chalets
- Childcare Meeting at Shire
- NCCI Meeting
- Thriving Futures Meeting
- Special Council Meeting
- Walk through at scouts
- Business Awards Meeting
- Visitor Centre Board Meeting
- Audit Committee Meeting 28/05/2021
- NCCI Handover Meeting

**Cr Karen Lockyer**

- Meeting with CEO
- Special Council Meeting 21/05/2021

**Cr Stacey Smith**

- Nullagine Flood Recovery Meeting
- Bin Art Presentation
- Meeting with Novo
- Meeting with EPIC
- Special Council Meeting 21/05/2021

**Cr Adrienne Mortimer**

- Special Council Meeting 21/05/2021

**Cr Langtree Coppin OAM**

- Special Council Meeting 21/05/2021
- Audit Committee Meeting 28/05/2021

**Cr Wendy McWhirter-Brooks**

- Phone call with resident x 3
- Phone call with Nyamal Heritage
- Phone call with Landgate
- Phone call with Pilbara Tourism Commission x 2
- Shareholders Meeting with Calidus Resources
- Phone call with Marble Bar Tourism Association.
- Marble Bar Tourism Association General Meeting
- Special Council Meeting 21/05/2021
- Audit Committee Meeting 28/05/2021

## **10 OFFICER'S REPORTS**

### **10.1 CHIEF EXECUTIVE OFFICER**

#### **10.1.1 COUNCIL COMMITTEES – APPOINTMENT OF MEMBERS**

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

**Author:** Mrs Kylie Bergmann  
Acting Manager Governance

**Proposed Meeting Date:** 28 May 2021

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

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### **REPORT PURPOSE**

For Council to appoint a replacement member to the following Committees following the resignations of Cr Lynne Craigie, Cr Dean Hatwell and Cr Carol Williams:

- Audit Committee
- Plant Committee
- Airport Advisory Committee
- CEO Performance Review Committee

### **BACKGROUND**

Cr Lynne Craigie OAM has tendered her resignation from her office as Councillor and Shire President of the Shire of East Pilbara, with her last day being 14 May 2021. Cr Dean Hatwell resigned in November 2020 and Cr Carol Williams was disqualified from being a Councillor in January 2021.

Given the vacancies that have occurred with Councillors Craigie, Hatwell and Williams resigning, Council is requested to appoint an alternative member.

## COMMENTS/OPTIONS/DISCUSSIONS

Current members of the **Audit Committee** are as follows:

Members		Deputy Members	
1	Geraldine Parsons	1	Lynne Craigie
2	Anthony Middleton	2	Holly Pleming
3	Karen Lockyer	3	Anita Grace

One spot is currently vacant for a Deputy Member.

Current members of the **Plant Committee** are as follows:

Members		Deputy Members	
1	Lang Coppin	1	Karen Lockyer
2	Dean Hatwell	2	Holly Pleming
3	Lynne Craigie	3	Stacey Smith
4	Anthony Middleton	4	Carol Williams

Three spots are currently vacant, two of which are Members and one Deputy Member.

Current members of the **Airport Advisory Committee** are as follows:

Members		Deputy Members	
1	Lang Coppin	1	Geraldine Parsons
2	Anthony Middleton	2	Stacey Smith
3	Dean Hatwell	3	Lynne Craigie
4	Holly Pleming	4	Anita Grace

Two spots are currently vacant: one Member and one Deputy Member.

Current members of the **CEO Performance Review Committee** are as follows:

Members		Deputy Members	
1	Lynne Craigie	1	Geraldine Parsons
2	Anthony Middleton	2	Anita Grace
3	Holly Pleming	3	Dean Hatwell
4	Karen Lockyer	4	Lang Coppin

Two spots are currently vacant: one Member and one Deputy Member.

## STATUTORY IMPLICATIONS/REQUIREMENTS

*Local Government Act 1995*

Part 5 – Administration

Division 2- Council meetings, committees and their meetings and electors' meetings

Section 5.8 – Establishment of committee

## POLICY IMPLICATIONS

Nil.

## STRATEGIC COMMUNITY PLAN

### 5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

## RISK MANAGEMENT CONSIDERATIONS

To maintain ethical, accountable and transparent decision-making.

## FINANCIAL IMPLICATIONS

No financial resource impact.

## VOTING REQUIREMENTS

Absolute.

## OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/196

**MOVED:** Cr Karen Lockyer

**SECONDED:** Cr Lang Coppin OAM

**That Council:**

1. Appoint the following Councillors to the Audit Committee, for a term ending at the 2021 ordinary local government elections.

Members		Deputy Members	
1.	Geraldine Parsons	1.	Wendy McWhirter-Brooks
2.	Anthony Middleton	2.	Holly Fleming
3.	Karen Lockyer	3.	Anita Grace

2. Appoint the following Councillors to the Plant Committee, for a term ending at the 2021 ordinary local government elections.

Members		Deputy Members	
1.	Lang Coppin	1.	Wendy McWhirter-Brooks
2.	Holly Fleming	2.	Adrienne Mortimer
3.	Karen Lockyer	3.	Stacey Smith
4.	Anthony Middleton	4.	Geraldine Parsons

3. Appoint the following Councillors to the Airport Advisory Committee, for a term ending at the 2021 ordinary local government elections.

Members		Deputy Members	
1.	Lang Coppin	1.	Geraldine Parsons
2.	Anthony Middleton	2.	Stacey Smith
3.	Wendy McWhirter-Brooks	3.	Karen Lockyer
4.	Holly Pleming	4.	Anita Grace

4. Appoint the following Councillors to the CEO Performance Review Committee, for a term ending at the 2021 ordinary local government elections.

Members		Deputy Members	
1.	Shire President Anthony Middleton	1.	Deputy Shire President Geraldine Parsons
2.	Lang Coppin	2.	Anita Grace
3.	Holly Pleming	3.	Stacey Smith
4.	Karen Lockyer	4.	Adrienne Mortimer

\* The CEO Performance Review Committee shall consist of the Shire President and 3 other Elected Members (refer to Terms of Reference)

**CARRIED UNANIMOUSLY**

*To be actioned by Mrs Kylie Bergmann, Acting Manager Governance*

**10.1.2 EXTERNAL BODIES – APPOINTMENT OF COUNCIL REPRESENTATIVES**

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

**Author:** Mrs Kylie Bergmann  
Acting Manager Governance

**Proposed Meeting Date:** 28 May 2021

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

For Council to appoint a replacement member to the following External Committees following the resignations of Cr Lynne Craigie and Cr Dr Dean Hatwell:

- Joint Kimberley / Pilbara Development Assessment Panel
- Pilbara Regional Council
- Pilbara Country Zone

**BACKGROUND**

Cr Lynne Craigie OAM has tendered her resignation from her office as Councillor and Shire President of the Shire of East Pilbara, with her last day being 14 May 2021. Cr Dean Hatwell resigned in November 2020.

Council Representatives have been appointed to a number of external bodies/committees to provide it with advice on specific matters.

Given the vacancies that have now occurred with Cr Craigie OAM and Cr Hatwell resigning, Council is requested to appoint an alternate member.

## COMMENTS/OPTIONS/DISCUSSIONS

Current members of the **Joint Kimberley/Pilbara Development Assessment Panel** are as follows:

Members		Deputy Members	
1	Cr Dean Hatwell	1	Cr Karen Lockyer
2	Cr Lynette Craigie	2	Cr Geraldine Parsons

Two spots are currently vacant for Members.

Current members of the **Pilbara Regional Council** are as follows:

Members		Deputy Members	
1	Cr Lynette Craigie	1	Cr Anthony Middleton
2	Cr Anita Grace	2	Cr Geraldine Parsons

There is one spot currently vacant, for a Member.

Current members of the **Pilbara Country Zone** are as follows:

Members		Deputy Members	
1	Cr Lynette Craigie	1	Cr Geraldine Parsons
2	Cr Anthony Middleton	2	Cr Anita Grace

There is one spot currently vacant, for a Member.

## STATUTORY IMPLICATIONS/REQUIREMENTS

*Local Government Act 1995*

Part 5 – Administration

Division 2- Council meetings, committees and their meetings and electors' meetings

Section 5.8 – Establishment of committee

## POLICY IMPLICATIONS

Nil.

## STRATEGIC COMMUNITY PLAN

### 5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

## RISK MANAGEMENT CONSIDERATIONS

To maintain ethical, accountable and transparent decision-making.

## FINANCIAL IMPLICATIONS

No financial resource impact.

**VOTING REQUIREMENTS**

Absolute.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/197**

**MOVED: Cr Geraldine Parsons**

**SECONDED: Cr Adrienne Mortimer**

**That Council:**

1. **Appoint the following Councillors to the Joint Kimberley/Pilbara Development Assessment Panel, for a term ending at the 2021 ordinary local government elections.**

Members		Deputy Members	
1.	Cr Karen Lockyer	1.	Cr Wendy McWhirter-Brooks
2.	Cr Holly Pleming	2.	Cr Geraldine Parsons

2. **Appoint the following Councillors to the Pilbara Regional Council, for a term ending at the 2021 ordinary local government elections.**

Members		Deputy Members	
1.	Cr Anthony Middleton	1.	Cr Holly Pleming
2.	Cr Anita Grace	2.	Cr Geraldine Parsons

3. **Appoint the following Councillors to the Pilbara Country Zone, for a term ending at the 2021 ordinary local government elections.**

Members		Deputy Members	
1.	Cr Wendy McWhirter-Brooks	1.	Cr Geraldine Parsons
2.	Cr Anthony Middleton	2.	Cr Anita Grace

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Kylie Bergmann, Acting Manager Governance***

### 10.1.3 STATUS OF COUNCIL DECISIONS APRIL 2021

Attachments:	Appendix 1 – Council Resolutions Register April 2021
Responsible Officer:	Mr Steven Harding Chief Executive Officer
Author:	Mrs Kylie Bergmann Acting Manager Governance
Proposed Meeting Date:	28 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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### REPORT PURPOSE

To inform Council of the progress towards actions taken in relation to Council decisions.

### BACKGROUND

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

### COMMENTS/OPTIONS/DISCUSSIONS

The status of Council decisions is included as an attachment (*Appendix 1 refers*).

### STATUTORY IMPLICATIONS/REQUIREMENTS

Nil.

### POLICY IMPLICATIONS

Nil.

### STRATEGIC COMMUNITY PLAN

#### 5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

### RISK MANAGEMENT CONSIDERATIONS

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

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION:**

MOVED: Cr Adrienne Mortimer                      SECONDED: Cr Wendy McWhirter-Brooks

That the “Status of Council Decisions” report for the month of April 2021 be received.

**AMENDMENT:**

MOVED: Cr Wendy McWhirter-Brooks                      SECONDED: Cr Holly Pleming

That item 12.1 – Advocacy Project – Marble Bar Geo Heritage include the words ‘and Nyamal Education & Cultural Centre.’

**COUNCIL RESOLUTION: 202021/198**

**That the “Status of Council Decisions” report for the month of April 2021 be received, with the following amendment:**

- **That item 12.1 – Advocacy Project – Marble Bar Geo Heritage include the words ‘and Nyamal Education & Cultural Centre.’**

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Kylie Bergmann, Acting Manager Governance***

**Appendix 1**  
**Council Resolutions Register – April 2021**

SHIRE OF EAST PILBARA - COUNCIL RESOLUTIONS REGISTER  
30/04/2021 - Ordinary Council Meeting

Item No	Responsible Officer	Report Title	Accepted Recommendation	Risk Consideration	Council Resolution No.	Actioning Officer	Comments / Action Taken	Residual Risk	Completion Date
<b>CHIEF EXECUTIVE OFFICER</b>									
7.1	Steven Harding	Confirmation of Previous minutes	THAT the minutes of the Ordinary Meeting of Council held on 26 March 2021, be confirmed as a true and correct record of proceedings.	N/A	202021/176	Kylie Bergmann	Noted.	Nil	11/05/2021
9.1.1	Steven Harding	Status of Council Decisions March 2021	That the "Status of Council Decisions" report for the month of March 2021 be received.	In order to remain transparent and to facilitate timely and appropriate decision making, it is requested that action items be reviewed at each Council meeting.	202021/177	Kylie Bergmann	Noted.	Nil	11/05/2021
9.1.2	Steven Harding	Status of Capital Projects as at 31 March 2021	That Council receive the Capital Works Program Status update for the period 1 July 2020 to 31 March 2021.	Reputational – Low.	202021/178	Kylie Bergmann	Noted.	Nil	11/05/2021
9.1.3	Steven Harding	Affixing Common Seal under Delegated Authority	That Council have been advised that the Common Seal has been affixed under delegated authority to the following document: Document Details Parties Price Gst Inc. Contract RFT 02-2020/21 Part 1, Prepare and Finalise Local Planning Scheme Amendment and supporting technical reports (Newman Airport Reserve Taylor Burrell Barnett \$179,176 (ex GST)	Should Council not be informed of the documents that have had the Common Seal affixed under delegated authority (4.5 – Execution of Documents), the Shire will fail to abide by Council's Execution of Documents Policy which clearly states that Use of the common seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the deal was applied.	202021/179	Kylie Bergmann	No further action.	Nil	11/05/2021
9.1.4	Steven Harding	New Delegation: Tenders for Goods and Services – Exercising Contract Extension Options & Variations	That Council approve a new delegation for – 4.17 Tenders for Goods and Services: Exercising Contract Extension Options and Variations – as presented in Appendix 1.	Legislative / Compliance - Low	202021/180	Kylie Bergmann	Complete. Delegations Register Update. Contracts Officer advised of new process.	Nil	11/05/2021
9.1.5	Steven Harding	Policy Amendment – Councillor Allowances & Expenses	That Council: 1. Adopts the changes to the Councillor Allowances & Expenses Policy, as presented at Appendix 1. 2. Notes the additional financial implications will be included within the drafting of the 2021/22 annual budget.	Low - compliance	202021/181	Kylie Bergmann	Complete. Policy Manual updated.	Nil	11/05/2021
9.1.6	Steven Harding	Local Roads and Community Infrastructure (LRCI Program) Stimulus Package Options	1. That Council endorse the following Local Roads and Community Infrastructure Program projects for inclusion in the 2021/22 financial year Capital Works budget: Option Project Amount 1 Lee Lane Upgrade Newman Netball Court Replacement \$400,000 \$800,000 Total \$1,200,000  2. Authorises the Chief Executive Officer to sign the Grant Agreement, and any associated documentation in relation to the Local Roads and Community Infrastructure Program grant.		202021/182	Steven Harding	Noted.	Nil	11/05/2021
10.1	Cr Lang Coppin OAM	Letter of Thank You – Atlas Iron	That the Shire of East Pilbara send a letter of thanks to Atlas Iron for sealing the 1.3 kilometres of road from Marble Bar to the Comet Mine.	Nil	202021/188	Kylie Bergmann	Draft letter sent to CEO for approval.	Nil	11/05/2021
12.1	Steven Harding	Advocacy Projects	1. That Council endorse the following projects for advocacy: • Newman Caravan Park • Liquid Waste Facility • Waste Water Treatment Plant • Marble Bar Road • Marble Bar Airport – Industrial Precinct • Residential land development in Marble Bar • Investment in remote communities and housing • Marble Bar Geo Heritage • Immigration • Change to the Federal funding response to emergencies • Advocacy for juvenile crime and youth anti-social behaviour • Childcare • Consistency and quality of telecommunications • Desert Trail Drive 2. Authorise the Chief Executive Officer to develop promotional material to be used when advocating for these projects.	Nil	202021/190	Kylie Bergmann	Complete.	Nil	11/05/2021
13.1.1	Steven Harding	COVID-19 Delegations to CEO	That Council receive the report on delegated decisions made by the Chief Executive Officer, in relation to the COVID-19 Economic Relief Package, for the period 7th November 2020 – 31 March 2021.	Nil	202021/191	Kylie Bergmann	Noted.	Nil	11/05/2021
<b>EM CORPORATE SERVICES</b>									

9.2.1	Steve Leeson	Creditors for Payment	<p>That Council endorse the following payments:</p> <p>FUND VOUCHER AMOUNT</p> <p>EFT Payments</p> <p>Mastercard EFT56489 – EFT57038 \$2,960,501.13 \$12,101.46</p> <p>Total \$2,972,602.59</p> <p>Cheque Payments</p> <p>Superannuation</p> <p>Fleet Control 25136 - 25143 DD14747.1 – DD14789.1 11462253 \$10,461.74 \$112,289.79 \$151.60</p> <p>Total \$122,903.13</p> <p>GRAND TOTAL \$3,095,505.72</p>	Legislative - Medium	202021/183	Sian Appleton	No further action.	Nil.	13/05/2021
9.2.2	Steve Leeson	Monthly Financial Statements for Period ending February 2021 and Unbudgeted Expenditure	<p>That Council:</p> <p>1. Accept the monthly financial statements for the period 1 July 2020 to 28 February 2021 of the 2020/2021 financial year as presented be received.</p> <p>2. Pursuant to Section 6.6 of the Local Government Act 1995 approves an amendment to the Shire's 2020-2021 Annual Budget as per the following table:</p> <p>Account Description Current Budget Amendment Revised Budget</p> <p>119704 Minor Equipment – P&amp;G Newman 50' \$33,500 \$33,500</p> <p>129084 Plant &amp; Equipment - Rural \$20,000 \$(13,500) \$6,500</p> <p>129722 Minor Equipment -Newman \$30,000 \$(20,000) \$10,000</p> <p>TOTAL Net Affect \$0</p>	Legislative - Medium	202021/184	Lisa Davis	Completed.	Nil	13/05/2021
9.2.3	Steve Leeson	Adoption of Proposed Fees and Charges 2021-2022	<p>THAT Council:</p> <p>1. Approve the proposed schedule of 2021/2022 Fees and Charges in principle, included as Appendix 1, except for:</p> <p>a. Consider increasing the charge for crèche fees at the Newman Recreation Centre to \$5 per hour?</p> <p>b. Staff to investigate the cleaning charge for use of the Junior Sporting facility</p> <p>c. Consider increasing the charge for photocopying</p> <p>d. Remove the service for providing helium balloons</p> <p>2. Include the proposed schedule within the drafting of the Shire's 2021/2022 annual budget for further consideration.</p>	Financial – Low. Should Council decide not to adopt the proposed fees and charges in principle, Officers will be unable to determine accurate income figures when preparing the draft budget.	202021/185	Lisa Davis	Noted.	Nil	13/05/2021
<b>EM COMMERCIAL SERVICES</b>									
9.3.1	Ben Lewis	Newman Airport Industrial Precinct - Scheme Amendment and Local Development Plan	<p>That Council resolves:</p> <p>1. Pursuant to section 75 of the Planning and Development Act 2005 to initiate Scheme Amendment No 27 to;</p> <p>i) Amend a portion of Crown Reservation R44775 from the 'Rural' zone to the 'Special Use' zone, in addition to inserting special use provisions for the precinct into Schedule 4 in the Shire of East Pilbara Local Planning Scheme No.4.</p> <p>ii) Amend the Scheme Maps accordingly.</p> <p>2. Delegate to the Chief Executive Officer the consideration and in-principle approval of the final draft Scheme Amendment Report, inclusive of an updated final Servicing Report, Environmental Assessment Report and Bushfire Management Plan, prior to progression of the draft report to the WAPC and EPA for their consideration. This is to include:</p> <p>a) Modifications to the Servicing Report agreed in discussion with the engineering consultant following consideration of the Peer Review provided by JJ Ryan;</p> <p>b) Update of the Environmental Assessment Report to include the Field Survey Data Report and provide further advice with respect to the protection of an Identified Threatened Ecological Community within the precinct;</p> <p>c) Provision of the Bushfire Management Plan in the context of the proposed concept design outlined in the Local Development Plan, consistent with the guidelines provided by State Planning Policy 3.7: Planning in Bushfire Prone Areas.</p>		202021/186	Ben Lewis	Advert being prepared and advertising will be undertaken shortly	Nil	13/05/2021

			<p>3. Under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 consider that the proposed Scheme Amendment is Standard category on the basis that it is considered to be consistent with the Shire's endorsed draft Local Planning Strategy currently under consideration of the WAPC, and consistent with the detailed planning for Newman Airport as outlined in the Newman Airport Masterplan (2020).</p> <p>4. Refer the Scheme Amendment to the Subject to sections 81 &amp; 82 of the Planning and Development Act 2005 refer the matter to the Environmental Protection Authority for their information and advice.</p> <p>5. Subject to satisfactory response from the Environmental Protection Authority proceed to Public Notice for 42 days.</p> <p>6. Following Public Notice period return the Proposal to Council for further consideration of Submissions and responses to determine support or otherwise.</p>			Ben Lewis	Application has been referred to the EPA for comment	Nil	13/05/2021
			<p>7. Upon completion of Public Notice, return the draft Scheme Amendment to Council with a Schedule of Submissions for further consideration of the Proposal.</p> <p>8. To proceed to advertise the draft Newman Airport Industrial Area Local Development Plan concurrent with the period of advertising for the Scheme Amendment, and return the draft to Council with a Schedule of Submissions for final determination thereafter.</p>						
EM INFRASTRUCTURE SERVICES									
9.4.1	Raees Rasool	The Pilbara 2050 Cycling Strategy and Related Funding Outcomes	<p>That Council</p> <p>1. Endorse the principles of the Pilbara 2050 Cycling Strategy and receive the proposed action plan for future budget and planning consideration</p> <p>2. Notes the grant of \$51,000 (ex GST) in total from the Department of Transport's Regional Bike Network Grants Program.</p> <p>3. Notes the inclusion of the design and construction projects as outlined in the above report within the drafting of future annual budgets for Councils consideration.</p>	Endorsement of the Pilbara 2050 Cycling Strategy does not commit Council nor State Government agencies to deliver all, or any part, of the Pilbara 2050 Cycling Strategy within a particular timeframe – nor does endorsement commit any party(s) to fund any specific route or initiative within the Pilbara 2050 Cycling Strategy. Council endorsement confirms support for local and State Government agencies to work together in delivering the aspirational Pilbara 2050 Cycling Strategy over the longer term.	202021/187	Raees Rasool	Noted	Nil	19/05/2021
13.2.1	Raees Rasool	Authority to Authorise Variations to Emergency Recovery Works	<p>That Council</p> <p>1. Accept Variations 1A, 1B &amp; 1C in Nullagine to a total of \$37,050.00 ex GST.  # Description Cost (ex GST)  1A Provision of Accommodation \$20,000.00  1B Supply and Transport of Cement to the depot \$9,200.00  1C Gallop hall drainage \$7850.00</p> <p>2. Accept Variations 2A, 2B &amp; 2C in Marble Bar to a total of \$84,612.50 ex GST.  # Description Cost (ex GST)  2A Marble Bar flying fox deck repair \$1,560.00  2B RSL Park fencing repair \$32,724.50  2C Chainman's Pool picnic shelter replacement \$50,328.00</p>		202021/192	Lindon Mellor	Noted	Nil	11/05/2021
			<p>3. Approve budget transfers shown below to allow for these variations:  Account Description Current Budget Amendment Revised Budget  148080 Storm Damage \$1,353,223 \$121,662.50 \$1,474,885.50  148090 Storm Damage – Insurance Claim -\$1,296,713.06 - \$113, 812.50 -\$1,410,525.56  888333 Insurance Reserve Transfer (Variation 1C) -\$21,775.54 \$7,850.00 -\$29,625.54</p> <p>4. Delegate authority to the Chief Executive Officer to authorise any future variations or additions of work related to the Storm damage Insurance claim # PRD029938 (including minor upgrades), on the condition that these are accepted as approved by the Shires Insurance provider.</p>				Noted	Nil	11/05/2021

13.2.2	Raees Rasool	Newman Caravan Park - variations	<p>That Council</p> <p>1. Accept the current 5 Variations for RFT D9-2020/21 Kurra Caravan Park – Stage 1 construction works</p> <p># Description Cost (ex GST)</p> <p>1 Retaining Wall \$20,000.00</p> <p>2 Additional Grassed Area \$80,000.00</p> <p>3 Installation of 2 x Fire Hose Reels and 1 x Electrical Conduit \$6,210.00</p> <p>4 Electrical Connection Upgrade \$24,784.00</p> <p>5 Generator Purchase and Installation to provide Electricity for Stage 1 Works \$95,694.00</p> <p>2. Approve additional funding for the Newman Caravan Park project (GL139220) based on the table below:</p> <p>Account Description Current Budget Amendment Revised Budget</p> <p>139220 Newman Caravan Park \$1,300,000 +\$100,000 \$1,400,000.00</p> <p>PJ0007 Newman Caravan Park (Operational) \$206,987.84 - \$100,000 \$106,987.84</p> <p>3. Delegate authority to the Chief Executive Officer under s.5.42(1) and (2) of the Local Government Act to accept all future variations up to the budgeted amount of \$1,400,000.</p>	202021/193	Lindon Mellor	Noted	Nil	11/05/2021
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#### 10.1.4 STATUS OF CAPITAL PROJECTS AS AT 30 APRIL 2021

Attachments:	Appendix 1 – Status of Capital Projects as at 30 April 2021
Responsible Officer:	Mr Steven Harding Chief Executive Officer
Author:	Mrs Kylie Bergmann Acting Manager Governance
Proposed Meeting Date:	28 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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#### REPORT PURPOSE

To provide Council with the year to date position of the capital works program as set out in the 2020/21 budget, for the period ending 28 May 2021.

#### BACKGROUND

The attached report details the status of all capital works projects as set out in the 2020/21 budget, accepted by Council at the 24 July 2020 Ordinary Council Meeting, for the period 1 July 2020 to 30 April 2021 (**Appendix 1 refers**).

#### COMMENTS/OPTIONS/DISCUSSIONS

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

Reportable variations in accordance with accounting requirements are as follows:

1. 67% of projects are on target.
2. 10% of projects are currently behind target levels and are being monitored.
3. 15% of projects are currently at risk of falling behind and are being monitored.
4. 8% of projects have been deferred and have not been reported on.

In monetary terms, the total budget for capital projects in the approved budget is \$23,047,100. Of this amount actual expenditure to 30 April 2021 is \$8,898,269, with funds committed being approximately \$3,162,363. Total spent/committed funds to 30 April 2021 is approximately \$12,060,632.

#### STATUTORY IMPLICATIONS/REQUIREMENTS

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

#### POLICY IMPLICATIONS

3.3 Budget preparations

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3.5 Budget Management – Capital Acquisitions

**STRATEGIC COMMUNITY PLAN**

**5: Governance**

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

**RISK MANAGEMENT CONSIDERATIONS**

Reputational – Low.

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/199**

**MOVED:** Cr Geraldine Parsons

**SECONDED:** Cr Adrienne Mortimer

**That Council receive the Capital Works Program Status update for the period 1 July 2020 to 30 April 2021.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Kylie Bergmann, Acting Manager Governance***

**Appendix 1**  
**Status of Capital Projects as at 30 April 2021**



## Action and Task Progress Report

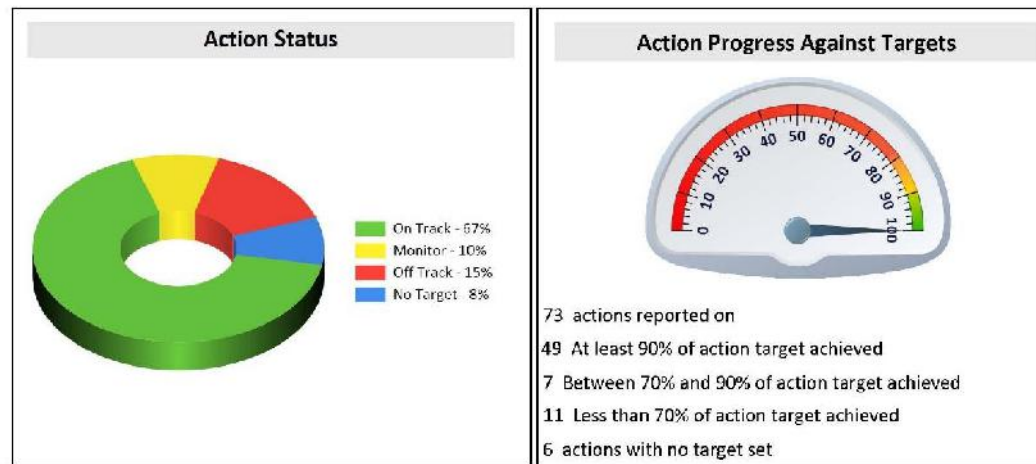
Shire of East Pilbara



Print Date: 20-May-2021



## OVERVIEW



## ACTION PLANS



GREEN

At least 90% of action target achieved



AMBER

Between 70% and 90% of action target achieved



RED

Less than 70% of action target achieved



No target set

\* Dates have been revised from the Original dates

## BUDGET PERFORMANCE



GREEN

On Track



AMBER

Monitor



RED

Off Track



Not Available

### Commercial Services

#### Airport Services



##### 6.1 Airport Asset Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.3 CP49033- 20/21 Marble Bar Public Art	Ben Lewis- EXECUTIVE MANAGER COMMERCIAL SERVICES	Deferred	01-Jul-2020	30-Jun-2021	1.00%	0.00%	<div><div></div><div></div><div></div></div> GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	50,000.00		0.00	0.00	0.00	<div><div></div><div></div><div></div></div> GREEN
<b>ACTION PROGRESS COMMENTS:</b> 12/08/20 - The proposed location will be the entry statement into the Marble Bar airport and will be located on the new entry road which will be constructed in the 2021/22 year. Installation of the art will form part of the entry road and carpark works 1/9/20 - Works deferred until next financial year when the airport upgrade is in progress 1/10/20 - Works deferred 4/11/20 - Works deferred							

Shire of East Pilbara

Action and Task Progress Report



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

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

**ACTION PROGRESS COMMENTS:**

13/05/21 - Carpark design being undertaken. Works will coincide with runway works scheduled to commence in June 21

Last Updated: 13-May-2021

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



**ACTION PROGRESS COMMENTS:**

12/08/20 - Works will be undertaken in conjunction with road works in Newman  
01/09/20 - Works will be identified once the airport master plan is endorsed by council  
4/11/20 - Apron works are commencing this week and expected to be completed by the end of November  
27/11/20 - Apron works have been moved to January / February to coincide with other works

Shire of East Pilbara

Action and Task Progress Report


18/01/21 - Waiting for the contractors to return to town  
10/02/21 - Waiting for the contractors to return to town  
18/03/21 - Waiting for the contractors to return to town  
20/4/21 - Contractors due to return to commence works in May 21  
13/5/21 - PO being raised and final negotiations with the contractor to confirm start date  
Last Updated: 13-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.129 CP129402 - 20/21 Services - Water Including RO	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	In Progress	26-Jul-2020	30-Jun-2021	30.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	250,000.00		250,000.00	31,543.00	218,457.00	 GREEN

**ACTION PROGRESS COMMENTS:**


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



Last Updated: 13-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.130 CP129404 - 20/21 Services - Waste	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Deferred	26-Jul-2020	30-Jun-2021	5.00%	75.00%	 RED

Shire of East Pilbara



Action and Task Progress Report



SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	0.00	0.00	0.00	0.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 12/08/20 - The draft scope of works for the design phase has commenced. 01/09/20 - scope of works still in progress 04/11/20 - scope of works still in progress 27/11/20 - scope of works still in progress 18/01/21 - scope of works still in progress 18/3/21 - capital works removed as part of budget review due to GIA area being priority 13/5/21 - capital works removed as part of budget review due to GIA area being priority Last Updated: 13-May-2021						

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.131 CP129419 - 20/21 Safety & Security - Lighting	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Deferred	26-Jul-2020	30-Jun-2021	30.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
6.1 Airport Asset Management	Capital	2,000,000.00	2,000,000.00	0.00	2,000,000.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 12/08/20 - Planning and scoping has commenced for draft RFT. 01/09/20 - scope of works still in progress 04/11/20 - scope of works still in progress 27/11/20 - scope of works still in progress 18/01/21 - scope of works still in progress 10/02/21 - Servicing report being completed by consultants 18/03/21 - Draft report received from consultants currently being reviewed 20/04/21 - CCTV consultants report is being reviewed. The RFT for apron lighting is in final stages of review before being released for tender. 13/05/21 - CCTV consultants report is being reviewed. The RFT for apron lighting is ready to be released for tender. Works will be undertaken in the next financial year Last Updated: 13-May-2021							

Shire of East Pilbara



Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.132 CP129426 - 20/21 ASCE Plant and Equipment (Scanner)	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	350,000.00		336,000.00	296,692.00	39,308.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 12/08/20 - Body scanner is onsite and waiting for installation. Checked baggage screening is on back order delayed due to Covid 01/09/20 - Body scanner scheduled for installation in late October. Checked baggage scheduled for November 2020 04/11/20 - Body scanner installation delayed, checked baggage is now scheduled for delivery in December 2020 27/11/20 - Works still on track for December delivery and installation 18/01/21 - Works complete Last Updated: 20-Jan-2021							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.133 CP129427 - 20/21 Plant & Equipment - Machinery	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	60,000.00		57,600.00	44,517.00	13,083.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 12/08/20 - Equipment is on order and has been delayed due to Covid anticipated delivery October / November 01/09/20 - Still anticipating delivery October / November 04/11/20 - All equipment has been delivered Last Updated: 05-Nov-2020							

Shire of East Pilbara



Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.134 CP129431 - 20/21 Public Structures	Ben Lewis - EXECUTIVE MANAGER COMMERCIAL SERVICES	Not Started	26-Jul-2020	30-Jun-2021	0.00%	50.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
6.1 Airport Asset Management	Capital	400,000.00		0.00	0.00	0.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 01/09/20 - Capital upgrade of air-conditioning plant for the terminal will be undertaken in consultation with the terminal expansion as part of the master plan 04/11/20 - Scope of works commenced for architectural design for the terminal expansion which will include HVAC system 27/11/20 - Scope of works in draft 18/01/21 - Scope of works in draft 10/02/21 - Scope of works on hold pending master plan approval 20/04/21 - Scope of works on hold pending master plan staged rollout 13/05/21 - Scope of works on hold pending master plan staged rollout Last Updated: 13-May-2021							

Corporate Services

Information Systems

23.1 Information Communication and Technology

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.165 CP49001 - 20/21 Computer Equipment	Lisa Davis - Manager Corporate Services	In Progress	24-Jul-2020	30-Jun-2021	40.00%	90.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
23.1 Information Communication and Technology	Capital	80,000.00		80,000.00	28,688.00	51,312.00	 GREEN
ACTION PROGRESS COMMENTS:							

Shire of East Pilbara



Action and Task Progress Report

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

Customer and Community Services

Community Safety

12.3 Surveillance and Security

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.21 CP59022 - 20/21 CCTV and Lighting Upgrades	Brent Stein - MANAGER COMMUNITY SAFETY	In Progress	26-Jul-2020	30-Jun-2021	40.00%	100.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
12.3 Surveillance and Security	Capital	463,200.00		463,200.00	0.00	463,200.00	 GREEN

ACTION PROGRESS COMMENTS:



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

Recreation and Events

15.4 Aquatic Centres

Shire of East Pilbara

Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.8 CP119067 - 20/21 Newman Aquatic Centre - P&E	Melissa Warren - COORDINATOR AQUATIC SERVICES	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
15.4 Aquatic Centres	Capital	50,000.00		50,000.00	19,939.00	30,061.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Two new 50m re-circulation pumps have been installed - 07/09/2020 Last Updated: 19-Mar-2021							

Executive Services

Procurement and Contracts

9.1 Procurement



ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.19 CP59010 - 20/21 Ranger Vehicle - 2WD (51112)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	<div><div></div><div></div><div></div></div> GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	65,000.00		65,000.00	75,117.00	-10,117.00	<div><div></div><div></div><div></div></div> GREEN
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Specification under development 02/09/2020 - Purchase Order Issued 08/10/2020 - Build in progress and waiting on delivery into AU 02/11/2020 - No change 27/11/2020 - Build complete, awaiting transport to Newman							

Shire of East Pilbara

Action and Task Progress Report

11/01/2021 - Delivered - Completed

Last Updated: 11-Jan-2021

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

**ACTION PROGRESS COMMENTS:**

05/08/2020 - Specification under development



02/09/2020 - Purchase Order Issued

08/10/2020 - Build in progress and waiting on delivery into AU

02/11/2020 - No change

27/11/2020 - Delivered - Completed

Last Updated: 27-Nov-2020

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

**ACTION PROGRESS COMMENTS:**

05/08/2020 - Specification under development

02/09/2020 - Purchase Order Issued

08/10/2020 - Build in progress and waiting on delivery into AU



02/11/2020 - No change

Shire of East Pilbara

Action and Task Progress Report

27/11/2020 - Delivered - Completed

Last Updated: 27-Nov-2020

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

**ACTION PROGRESS COMMENTS:**



05/08/2020 - Specification under development

02/09/2020 - Purchase Order Issued

08/10/2020 - Vehicle ready for delivery and awaiting transport to Newman

02/11/2020 - Delivered and completed

Last Updated: 02-Nov-2020

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

**ACTION PROGRESS COMMENTS:**

05/08/2020 - Specification under development

02/09/2020 - Purchase Order Issued

08/10/2020 - Vehicle ready for delivery and awaiting transport to Newman

02/11/2020 - Delivered and completed

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Action and Task Progress Report



Last Updated: 02-Nov-2020

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

**ACTION PROGRESS COMMENTS:**

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

Last Updated: 06-Apr-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.125 CP129723 - 20/21 Canter Tipper with Kevrek (2727)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	79,200.00		79,200.00	0.00	79,200.00	 GREEN

**ACTION PROGRESS COMMENTS:**

05/08/2020 - Specification development in progress

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Action and Task Progress Report

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.126 CP129732 - 20/21 Side shift Backhoe (2751)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	<div><div></div><div></div><div></div></div> GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	195,400.00		195,400.00	195,420.00	-20.00	<div><div></div><div></div><div></div></div> GREEN




**ACTION PROGRESS COMMENTS:**

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.127 CP129745 - 20/21 Fuso Canter 815 Tipper (2825)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	<div><div></div><div></div><div></div></div> GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE



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Action and Task Progress Report

9.1 Procurement	Capital	98,000.00	63,250.00	0.00	63,250.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Specification development in progress 02/09/2020 - Procurement Process Commenced - RFQ issued and awaiting response from suppliers 07/10/2020 - RFQ submissions under assessment 02/11/2020 - Purchase order issued, waiting for truck to be delivered into WA for build 27/11/2020 - No change 11/01/2021 - No change 10/02/2021 - Built delays experienced in Japan due to parts supply issues as a result of the pandemic. Trucks should be at sea on route to Australia at the moment. 08/03/2021 - Built complete and waiting for transport to Newman 06/04/2021 - Completed  Last Updated: 06-Apr-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.8 CP109040 - 20/21 GEWS Vehicle - 2WD (101401)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	54,500.00		54,500.00	54,129.00	371.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Specification development in progress 02/09/2020 - Purchase Order Issued 07/10/2020 - Vehicle in build process and awaiting delivery into AU 02/11/2020 - No change 27/11/2020 - Delivered - Completed  Last Updated: 18-Feb-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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Action and Task Progress Report

5.1.1.169 CP49030 - 20/21 CBS Vehicle - 4WD (41229)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	55,000.00		55,000.00	54,108.00	892.00	 GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Specification development in progress 02/09/2020 - Purchase Order Issued 07/10/2020 - Vehicle in build process and awaiting delivery into AU 02/11/2020 - No change 27/11/2020 - Delivered - Completed Last Updated: 27-Nov-2020							

Infrastructure Services

Infrastructure Services



19.1 Open Space - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.13 CP119704 - 20/21 Minor Equipment - Parks and Gardens Newman	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Ongoing	26-Jul-2020	30-Jun-2021	-	100.00%	
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.1 Open Space - Newman	Capital	0.00		0.00	34,240.00	-34,240.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Purchases as required - ongoing 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - No change							

Shire of East Pilbara

Action and Task Progress Report

27/11/2020 - No change  
11/01/2021 - No change  
10/02/2021 - No change  
08/03/2021 - No change  
06/04/2021 - No change  
19/05/2021 - No change  
Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.121 CP129619 - 20/21 Streetscape Projects / Landscaping - Parnawarri Carpark Verge	Conrad Short - WORKS SUPERVISOR - PARKS & GARDENS - NEWMAN	In Progress	26-Jul-2020	30-Jun-2021	80.00%	10.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.1 Open Space - Newman	Capital	100,000.00		100,000.00	19,968.00	80,032.00	 GREEN

**ACTION PROGRESS COMMENTS:**

10/08/2020 - Scoping projects to commence during August.  
01/09/2020 - Worked out water flow rate and designing Irrigation plan for Installation this month.  
07/10/2020 - No further update. Project Manager currently on leave.  
02/11/2020 - Reticulation parts ordered and starting to level the site and Dial before you dig plans ready.  
24/11/2020 - Reticulation parts have arrived and the lawn is being sourced.  
12/01/2021 - Site has been sprayed for weeds, getting the levels set and starting the reticulation this month.  
10/02/2021 - Dirt has been sourced and levels are getting established.  
15/03/2021 - The installation of reticulation has begun.  
14/04/2021 - Reticulation will be completed during April. Grass/turf installation to occur thereafter depending on supply/delivery.  
27/04/2021 - Lawn has been laid on the large section.

Last Updated: 27-Apr-2021

**19.2 Transport - Newman**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

3.1.3.124 CP129722 - 20/21 Minor Equipment Newman	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Ongoing	26-Jul-2020	30-Jun-2021	-	100.00%	
<b>SERVICE PROFILE</b>	<b>BUDGET TYPE</b>	<b>BUDGET</b>	<b>YTD BUDGET</b>	<b>YTD ACTUAL</b>	<b>YTD VARIANCE</b>	<b>BUDGET PERFORMANCE</b>	
19.2 Transport - Newman	Capital	30,000.00	30,000.00	0.00	30,000.00		<b>GREEN</b>
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - As required and coordinated by Works Supervisors Newman 02/09/2020 - No change 07/10/2020 - No change 27/11/2020 - No change 11/01/2021 - No change 10/02/2021 - No change 08/03/2021 - No change 06/04/2021 - No change 19/05/2021 - No change Last Updated: 19-May-2021							

19.3 Open Space - Rural



ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.16 CP129084 - 20/21 Minor Equipment - Rural	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Ongoing	26-Jul-2020	30-Jun-2021	-	100.00%	
<b>SERVICE PROFILE</b>	<b>BUDGET TYPE</b>	<b>BUDGET</b>	<b>YTD BUDGET</b>	<b>YTD ACTUAL</b>	<b>YTD VARIANCE</b>	<b>BUDGET PERFORMANCE</b>	
19.3 Open Space - Rural	Capital	20,000.00	20,000.00	0.00	20,000.00		<b>GREEN</b>
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Purchases as required - ongoing 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - No change							

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Action and Task Progress Report





27/11/2020 - No change  
11/01/2021 - No change  
10/02/2021 - No change  
08/03/2021 - No change  
06/04/2021 - No change  
19/05/2021 - No change  
Last Updated: 19-May-2021

19.4 Transport - Rural

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.103 CP129545 - 20/21 Marble Bar / Woodstock	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	281,600.00		281,600.00	241,838.00	39,762.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Due to commence Aug/Sep - Council Crew 02/09/2020 - No change 08/10/2020 - Minor sheeting works and floodway repairs due to commence 3rd week of October 02/11/2020 - Minor works to Shaw River crossing completed further works pending 27/11/2020 - Culverts have been purchased 11/01/2021 - Culverts delivered - Works to commence late January 10/02/2021 - Works in progress 08/03/2021 - Works in progress 06/04/2021 - Completed  Last Updated: 12-Apr-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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Action and Task Progress Report

3.1.3.104 CP129546 - 20/21 Jigalong Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	10.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	165,000.00		158,400.00	164,522.00	-6,122.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Sign Maintenance component completed - East Pilbara Earthmoving. Minor road formation and gravel sheeting works commencement not yet determined as this would depend on progress with other projects and weather events over the wet season 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - No change 27/11/2020 - No change 11/01/2021 - Commenced by East Pilbara Earthmoving 10/02/2021 - Completed Last Updated: 12-Apr-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.105 CP129547 - 20/21 Warragine Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	600,000.00		600,000.00	601,513.00	-1,513.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Due to commence towards the end of 2020 once ore carting has been completed and remaining stockpiles have been removed from the Spinifex Ridge Site. 02/09/2020 - No change 08/10/2020 - Carting by Mining Company to remove existing stockpiles from Spinifex Ridge has been completed. Road Works due to commence late November at this stage when Youngs Earthmoving have completed the desert road works. 02/11/2020 - No change 27/11/2020 - No change							

Shire of East Pilbara

Action and Task Progress Report

11/01/2021 - Scheduled to commence end of January early February by Youngs Earthmoving  
10/02/2021 - Machines have been mobilized to site. Works due to commence this week  
08/03/2021 - Works in progress by Youngs Earthmoving - Minor realignments to delete blind crests/curves and gravel sheeting  
06/04/2021 - Completed  
Last Updated: 06-Apr-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.106 CP129548 - 20/21 Muccan Shay Gap Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	300,000.00		300,000.00	318,506.00	-18,506.00	 GREEN




**ACTION PROGRESS COMMENTS:**

05/08/2020 - Due to commence towards the end of 2020 in conjunction with the Warrawagine Rd project.  
02/09/2020 - No change  
08/10/2020 - No change  
02/11/2020 - No change  
27/11/2020 - No change  
11/01/2021 - Scheduled to commence late February by Youngs Earthmoving  
10/02/2021 - No change  
08/03/2021 - Due to commence on completion of Warrawagine Rd works - approximately 2 weeks away  
06/04/2021 - Works in progress  
19/05/2021 - Completed  
Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.107 CP129549 - 20/21 Goldsworthy Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	In Progress	26-Jul-2020	30-Jun-2021	90.00%	100.00%	 GREEN

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Action and Task Progress Report

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
19.4 Transport - Rural	Capital	440,000.00	440,000.00	234,379.00	205,621.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Due to commence early 2021 following completion of the Warrawagine Rd and Muccan Shay Gap Rd projects. 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - No change 27/11/2020 - No change 11/01/2021 - Scheduled to commence late Feb early March by Youngs Earthmoving 10/02/2021 - Commenced in conjunction with the Warrawagine Rd project 08/03/2021 - Works in progress 06/04/2021 - Works in progress 19/05/2021 - Works in progress Last Updated: 19-May-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.108 CP129551 - 20/21 Woodie Woodie Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	In Progress	26-Jul-2020	30-Jun-2021	60.00%	100.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
19.4 Transport - Rural	Capital	300,000.00	300,000.00	102,667.00	197,333.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Due to commence following Desert Road Works completion estimated October/November 2020 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - No change 27/11/2020 - Works scope changed following inspection to reseal works - to be scheduled following the wet season. 11/01/2021 - Reseals to be scheduled for April/May 10/02/2021 - No change 08/03/2021 - No change							

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Action and Task Progress Report

06/04/2021 - No change  
19/05/2021 - Works in progress  
Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.109 CP129555 - 20/21 Hillside-Marble Bar Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	In Progress	26-Jul-2020	30-Jun-2021	40.00%	100.00%	<div><div></div><div></div><div></div></div> RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	659,700.00		659,700.00	32,571.00	627,129.00	<div><div></div><div></div><div></div></div> GREEN




**ACTION PROGRESS COMMENTS:**

05/08/2020 - Currently waiting on confirmation from Atlas as to them sealing the section between Marble Bar and the new bypass road. Commencement and location of works will depend on Atlas's agreed works scope. Commencement most likely in March/April 2021.  
02/09/2020 - No change  
08/10/2020 - No change  
02/11/2020 - Works to construct detour commenced. Still waiting on confirmation from Atlas as to their ability to complete the works utilising their contractors and sealing crew and at their cost. Commencement will depend on Atlas's decision and extent of what they are able to do and the availability of contractors should Council have to complete the works.  
27/11/2020 - Culverts purchased - Atlas have confirmed they will be completing the earthworks using their contractors - Staff are monitoring developments and once works have commenced funding will be utilised to improve other sections along this road.  
11/01/2021 - Timing yet to be determined depending on Atlas's intentions and the wet season.  
10/02/2021 - No change - Atlas advised that they are still intending to construct and seal the section leading up to their haul road.  
08/03/2021 - No change  
06/04/2021 - Works commenced by Atlas Iron Contractors  
19/05/2021 - Works in progress  
Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.110 CP129557 - 20/21 Skull Springs Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
19.4 Transport - Rural	Capital	500,000.00	500,000.00	500,043.00	-43.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - At this stage due to commence May/June 2021 but will be determined by the progress of other projects and the wet season 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - Commenced - Reconstruction and cement stabilisation of 5 Mile Crossing. Reconstruction and widening of causeway between the 1 mile and 5 mile crossings. 27/11/2020 - Works have commenced 11/01/2021 - In progress by East Pilbara Earthmoving 10/02/2021 - In progress but impeded by severe weather conditions 08/03/2021 - In progress by contractor - East Pilbara Earthmoving 06/04/2021 - Works in progress in conjunction with the Nullagine Airport Runway re construction 19/05/2021 - Works completed Last Updated: 19-May-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.111 CP129559 - 20/21 Goldsworthy Shay Gap Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Deferred	26-Jul-2020	30-Jun-2021	1.00%	-	
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
19.4 Transport - Rural	Capital	0.00	0.00	0.00	0.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Not funded in 20/21 Last Updated: 12-Apr-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %



Shire of East Pilbara



Action and Task Progress Report

3.1.3.112 CP129537 - 20/21 Kiwikurra Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	690,600.00		613,900.00	613,861.00	39.00	 GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Completed Last Updated: 05-Aug-2020							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.113 CP129538 - 20/21 Punmu Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	616,800.00		616,800.00	616,775.00	25.00	 GREEN
ACTION PROGRESS COMMENTS: 05/08/2020 - Due to commence September/October 02/09/2020 - No change 08/10/2020 - Due to commence within the last week of October 02/11/2020 - Commenced reconstruction and gravel sheeting of various sections 27/11/2020 - Works have commenced 11/01/2021 - Completed Last Updated: 11-Jan-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

Shire of East Pilbara

Action and Task Progress Report


3.1.3.114 CP129539 - 20/21 Talawana Track	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	0.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	180,000.00		180,000.00	179,588.00	413.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 05/08/2020 - Minor road formation and gravel sheeting works commencement not yet determined as this would depend on progress with other projects and weather events over the wet season as well as tying in with the Jigalong Rd project 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - No change 27/11/2020 - No change 11/01/2021 - In progress 10/02/2021 - In progress 08/03/2021 - In progress 06/04/2021 - Completed Last Updated: 12-May-2021							

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

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.117 CP129543 - 20/21 Desert Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	530,800.00		530,800.00	530,740.00	60.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 02/09/2020 - Project on target and close to completion within the next couple of weeks 08/10/2020 - Completed Last Updated: 08-Oct-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report

3.1.3.120 CP129601 - 20/21 Nullagine Entry Statements	Helen Likiliki - COORDINATOR INFRASTRUCTURE SERVICES	Comple ted	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	30,000.00		30,000.00	30,305.00	-305.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 07/08/2020 – Signs have been delivered and are stored in Newman. The RFQ for installation has been awarded. MRWA have approved and we are awaiting secondary approval from the DPLH. Installation to commence thereafter. 01/09/2020 – No further updates to report. Weekly contact is being made to the DPLH as approval has not been received. Continuing to follow up. 06/10/2020 - The Manager Land Use and Strategy is currently looking into the process and assisting with obtaining approval. Building applications are in progress and once approval has been received installation will occur. 05/11/2020 - Alternative location of signs have been reviewed due to delay with native title claimants approval. Main Roads will be updated with new location for approval. Once approved the signs will be installed. 25/11/2020 - Main Roads have approved our alternate location for the sign. There is an existing sign currently at the location, which we will have replaced with the new sign. A contractor has been engaged and PO issued, timeframe for works will be confirmed this week. 11/01/2020 - There was a slight delay of installation on the 4th January, due to weather and roads flooding in Nullagine. The signs are schedule to be installed this week, our contractor will be travelling to Nullagine today 11.01.2021. 02/02/2021 - Signs have been completed, and installed. A Facebook post is being compiled this week. Last Updated: 02-Feb-2021							

Project and Asset Management



11.1 Project Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.5 CP119729 - 20/21 Coaches Benches and Boxes	Michael Zion - COORDINATOR ASSET MANAGEMENT	Completed	26-Jul-2020	30-Apr-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	50,000.00		50,000.00	37,932.00	12,068.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 01/08/20 - Quotes received for supply of shelters and options being reviewed. it is anticipated that shelters will be ordered mid October and installed by 18 December.							

Shire of East Pilbara

Action and Task Progress Report

01/09/20 - no change to project status, awaiting feedback from stakeholders.  
15/09/20 - no change to project status, advised that feedback from stakeholders will be provided in next week or so.  
06/10/20 - Feedback has been received from stakeholders.  
4/11/20 - quote requests sent out to three shelter suppliers.  
25/11/20 - Quote requests closed for supply of player shelters and expect to award by the end of November. Quote requests for install of the player shelters will close on Friday 11th December. Shelters fabrication underway and due to arrive in Newman 12 February 2021.  
18/12/20 - Quote requests for install of the player shelters closed on Friday 11 December. Contract to install player shelters was awarded to CADD.  
12/01/21 - no change to project status, will schedule install of shelters once shelters arrive in town in February.  
02/02/21 - no change to project status, will schedule install of shelters once shelters arrive in town this month  
15/02/21 - Shelters have arrived in Town today and have schedule startup meeting with Contractor on 17/02/21  
08/03/21 - Contractor installed the new shelters and seats last week, practical completion has been reached with only a few minor defects to complete this project.  
19/05/21 - Project Completed  
Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.9 CP119063 - 20/21 Playground Equipment - Rural	Michael Zion - COORDINATOR ASSET MANAGEMENT	In Progress	26-Jul-2020	28-May-2021	65.00%	88.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	250,000.00		250,000.00	149,400.00	100,600.00	 GREEN



**ACTION PROGRESS COMMENTS:**

01/08/20 - RFQ's being prepared for supply of Playground and Shelter  
01/09/20 - RAC funding applied for, RFQ documents being drafted  
14/09/20 - Lotterywest funding applied for, RFQ documents completed and will be advertised soon.  
06/10/20 - RFQ's have been advertised for quotes.  
30/10/20 - RFQ has closed for playground equipment and submissions assessed. recommendation report forwarded to CEO for award.  
06/11/20 - Tender for playground shelter closed and will be reviewed next week. Lotterywest Grant Funding application underway.  
25/11/20 - Recommendation reports completed and forwarded to CEO for approval to award contract to supply and install playground equipment and shade shelter. Contracts currently being prepared. Works still awaiting Funding confirmation from Lotterywest.  
12/01/21 - Contracts have been executed and updated Gantt chart received from shelter contractor showing completion by the end of march 2021. The playground install has been scheduled for completion before June 2021.  
02/02/21 - Shelter design has been delayed due to Perth Covid-19 lockdown. Waiting on revised construction schedule.  
08/03/21 - The Shire has received final design plans and fabrication of the shelter has commenced. There is a slight delay in the paint and galvanised coating shop. The revised

Shire of East Pilbara

Action and Task Progress Report


construction schedule has been submitted with expected completion of the shelter anticipated to be the 1st of April.  
01/04/21 - Shade shelter structure completed. The playground install is scheduled for completion by the 25/05/21.  
05/05/21 - No further action until the 17th May when the playground install commences. Practical completion scheduled for 25/05/21.  
Last Updated: 11-May-2021

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

**ACTION PROGRESS COMMENTS:**




06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.  
02/09/20 - Scoping of works underway.  
06/10/20 - Site visit completed. Awaiting quotes from contractors.  
04/11/20 - The requirements have changed based on stakeholder feedback. Scope of works development underway.  
19/11/20 - Request for quotes to be completed by end of November  
13/01/21 - Market testing suggests works will fall under RFQ threshold. Quotes to be sourced.  
05/02/21 - Contract has been awarded. Waiting on confirmation of when works will commence.  
09/03/21 - Dump Point installed works completed

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.11 CP119742 - 20/21 North Newman Reserve - Water Supply Connection	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

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11.1 Project Management	Capital	75,000.00	75,000.00	74,440.00	560.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 04/08/2020 - Contacted contractor to assist in scoping. Site visit to be conducted. 01/09/2020 - Site visit has been conducted and quotes have been received. Alternative routes/connections are being investigated before installation commences. 07/10/2020 - Market testing completed, final scope of works has been confirmed. RFQ prepared and ready to be advertised. 02/11/2020 - RFQ advertisement closed; submission evaluation underway. 23/11/2020 - Works have been awarded to successful Contractor. Site works to commence January 2021. 11/01/2021 - Site works underway. 03/02/2021 - Site works and handover have been completed. Awaiting commissioning documentation to finalise Practical Completion. 09/03/2021 - Commissioning documentation accepted. Project Completion reached. Last Updated: 09-Mar-2021							
<b>ACTION</b>	<b>RESPONSIBLE PERSON</b>	<b>STATUS</b>	<b>START DATE</b>	<b>END DATE</b>	<b>COMPLETE %</b>	<b>TARGET</b>	<b>ON TARGET %</b>
3.1.1.12 CP119746 - 20/21 Water Tank Scheme Connection	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
<b>SERVICE PROFILE</b>	<b>BUDGET TYPE</b>	<b>BUDGET</b>		<b>YTD BUDGET</b>	<b>YTD ACTUAL</b>	<b>YTD VARIANCE</b>	<b>BUDGET PERFORMANCE</b>
11.1 Project Management	Capital	40,000.00		40,000.00	36,403.00	3,597.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 04/08/2020 - Received quote to upgrade water meter and flow rates. Contacted contractor to assist in scoping the additional connections to storage tanks. 01/09/2020 - Scoping of additional connections to East Newman and Capricorn Oval storage tanks has been completed. Water Corporation to upgrade water meter at East Newman. Contractor to install connection from water meters to storage tanks. 05/10/2020 - East Newman redundancy connection has been commissioned. Installation and commissioning of the redundancy connection to Capricorn Oval storage tank to be completed by 9th October. 02/11/2020 - Capricorn Oval connection has been delayed; connection to be completed by 6th November. 23/11/2020 - Redundancy connections have been installed at both Capricorn Oval and East Newman. Quotes sourced for final works to be completed before Project Completion. 11/01/2021 - Portion of final works has been awarded to a Contractor to be completed in January 2021. Quotes are being sourced for the other outstanding works. 03/02/2021 - Quotes sourced for outstanding works. Works due to be completed this month. 09/03/2021 - Final works delayed, to be completed this month. 06/04/2021 - Final works delayed, due to contractor availability. To be completed this month. 07/05/2021 - Project Complete.							

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Last Updated: 07-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.13 CP139203 - 20/21 Cape K Potable Water	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	In Progress	26-Jul-2020	30-Jun-2021	60.00%	100.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	380,000.00		380,000.00	28,059.00	351,941.00	 GREEN

**ACTION PROGRESS COMMENTS:**

04/08/2020 - RFQ to be advertised this week. Sourcing quotes for required site preparation works.  
01/09/2020 - RFQ closed and submissions are being evaluated.  
05/10/2020 - All submissions for the previous RFQ exceeded the RFQ limit. Scope of works re-advertised via RFT. RFT closed and submissions are currently being evaluated.  
02/11/2020 - RFT has been awarded to the successful contractor and kickoff meeting has been completed. Waiting on contractor to supply updated delivery schedule.  
23/11/2020 - Updated delivery schedule has been provided by Contractor; detailed design documentation still to be provided. Quotes being sourced for required site works.  
11/01/2021 - Site works have been awarded to successful Contractor. Still awaiting detailed design documentation from water treatment Contractor.  
03/02/2021 - Draft design documentation has been received, reviewed, and feedback provided to the Contractor. Awaiting finalised design documentation.  
09/03/2021 - Some design documentation still outstanding; to be received before acceptance is given. Fabrication due to commence this month.  
06/04/2021 - Design documentation being finalised. Factory testing to be completed this month.  
07/05/2021 - Factory testing delayed, due to be completed this month. Project due to be completed end of June.

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.14 CP139220 - 20/21 Newman Caravan Park	Philip Charley - Senior Projects Manager	In Progress	26-Jul-2020	30-Jun-2021	80.00%	100.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	1,300,000.00		1,300,000.00	466,891.00	833,109.00	 GREEN

**ACTION PROGRESS COMMENTS:**

15/08/20 - Feature Survey Completed. Stage 1 Design Drawing Completed. Stage 1 drawings submitted to council for review.  
02/09/20 - Development Application Submission for Stage 1 underway. Scope of works for Stage 1 works underway.

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Action and Task Progress Report

01/10/20 - BHP have completed a statutory declaration handing back the site to Department of Lands and Heritage (DPL&H). DPL&H has advised the Shire will be granted a management order over the site in 4 weeks, which will then allow the Development Application for Stage 1 to be lodged.

04/11/20 - Request for Tender Document (RFT) for Engagement of Design Consultant 80% complete. Due to be advertised mid November. Development Application for Stage 1 will be lodged when land management order is granted.

23/11/20 - Change in caravan park scope of works and design following Council inspection on 19/11/20 - Stage 1 Design amended. New Stage 1 Construction Request for Tender document started.

13/01/21 - New Kurra Caravan Park Stage 1 (Camping Facility) Request for Tender document completed, advertised and submissions received on 11/01/21. Submission review underway and award of contract expected in the next 2 weeks.

09/02/21 - Camping Facility Construction Contract negotiations underway. Award expected in 1 week. Construction may be delayed if Management Order from DPLH for land acquisition is not issued within 2 weeks.

02/03/21 - Kurra Caravan Park Stage 1 - (Camping Facility) Construction Contract awarded and executed on 24/02/20. Start Up Meeting held with Contractor on 26/02/20. Contractor to begin Construction on 02/03/21.

07/04/21 - Stage 1 Construction on site is 35% Complete. BHP power have advised they could not provide sufficient power to operate Stage 1 when construction finishes. SoEP is investigating alternative power supply option in the form of a Generator.

10/05/21 - Stage 1 Construction on site is 80% complete. New Generator has been purchased to assist in powering the site. Commissioning of Stage 1 programmed for end of June 2021.

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.14 CP119722 - 20/21 Newman Chlorination, Recirculation & Tank	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	In Progress	26-Jul-2020	30-Jun-2021	95.00%	100.00%	<div><div></div><div></div><div></div></div> GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	270,000.00		270,000.00	140,160.00	129,840.00	<div><div></div><div></div><div></div></div> GREEN

**ACTION PROGRESS COMMENTS:**

04/08/2020 - RFT has been awarded and contract signed. Working with contractor to finalise design ready for manufacture.

01/09/2020 - Draft design drawings have been reviewed and feedback provided to Contractor. Awaiting final design drawings.

05/10/2020 - Updated draft design drawings have been submitted, reviewed and returned to the Contractor to update further, as not adequate.

02/11/2020 - Resolution reached with contractor; awaiting updated design drawings.

23/11/2020 - Updated design drawings have been received; Contractor has proceeded to procurement and manufacture.

11/01/2021 - Manufacturing underway.

03/02/2021 - Manufacture complete, Factory Testing delayed due to COVID-19 lockdown in Perth. Due to be completed next week.

09/03/2021 - Factory Testing completed, defects noted for rectification. Second Factory Testing to be completed following the rectification of defects.



06/04/2021 - Second Factory Testing now completed and acceptance provided to allow mobilisation by the contractor.

Shire of East Pilbara

Action and Task Progress Report

07/05/2021 - Practical Completion has been reached by Contractor. Awaiting as-constructed documentation before the project is closed out.

Last Updated: 07-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.10 CP109002 - 20/21 Sewerage Plant Capital Improvements	Philip Charley - Senior Projects Manager	In Progress	26-Jul-2020	30-Jun-2021	38.00%	100.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	7,259,400.00		7,259,400.00	147,334.00	7,112,066.00	 GREEN

**ACTION PROGRESS COMMENTS:**

22/07/20 - A Request For Tender (RFT) for Consultancy and preliminary design has been completed and advertised on 22/07/20.

19/08/20 - Tender submissions received. Tender evaluation underway.

02/09/20 - Contract awarded and issued to contractor. Contract negotiations underway.

01/10/20 - Contract negotiation completed and contract signed. Kick off meeting held on 24/09/20. Contractor Investigation works underway.

04/11/20 - Design Consultant developing upgrade options for inclusion in recommendations report.

23/11/20 - Design Consultant finalising the recommendations report which is due at the end of November 2020.

13/01/21 - Recommendations Report received and reviewed. Report failed to meet Council's expectations and Contract requirements. Consultant to complete further investigation and submit a revised Report in late January 2021.

09/02/21 - Revised Recommendations Report (RR) received and reviewed. Consultant to update cost estimates and issue amended final RR. Findings of the amended final RR to be adopted and Preliminary Design expected to commence this month.

02/03/21 - The Consultants Revised Recommendations Report included changes to scope of work which required additional Client review and comment. New revised RR expected this month. Consultant has begun Preliminary design on agreed scope.

07/04/21 - Updated Recommendations Report received from consultant. Final Review underway. SoEP is expected to grant Consultant approval to begin preparing Preliminary Design this month.

10/05/21 - Recommended upgrade options do not all meet the requirements of the contract. SoEP requires Consultant to amend the report to provide design solutions that meet our operational requirements and the approving authorities requirements.



Last Updated: 10-May-2021

**11.2 Asset Management**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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Shire of East Pilbara

Action and Task Progress Report




3.1.3.118 CP129530 - 20/21 Newman Town Streets - Reseals	Michael Zion - COORDINATOR ASSET MANAGEMENT	In Progress	26-Jul-2020	30-Apr-2021	90.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
11.2 Asset Management	Capital	587,000.00	587,000.00	586,638.00	362.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 03/07/20 - Tender award letter sent to contractor, works program being confirmed from site inspections. 01/08/20 - Contract document being prepared, updated Gantt chart requested based on confirmed program. 27/08/20 - Project startup meeting, Contractor signed Contract Documents. 01/09/20 - Contractor scheduled to commence work on site 19 October. 15/09/20 - no change to project status, awaiting TMP, OSH, insurance information from contractor. 06/10/20 - Works due to commence on the 19th of October. TMP, OSH, insurance information from contractor now provided. 04/11/20 - Works currently underway and on schedule with completion planned for Monday 9 November. 9/11/20 - Contractor has completed the 2020 Asphalt program and now requested to undertake crack patching on Newman streets. Contractor has advised that they will not be able to complete the crack patching in 2020 and has asked their sub-contractor to quote for the works. 25/11/20 - Crack sealing contractor inspecting town streets and will provide quote to complete crack patching. Line marking roads where covered with asphalt advised that it will be completed by mid December. 12/01/21 - Awaiting advice from Contractor for cost and timing of crack patching works and line marking. 02/02/21 - Contractor has provided quotation for crack patching and has advised that works can commence on week of later this month, weather permitting. These works did not happen due to seasonal weather. 08/03/21 - Contractor has been asked to quote on additional crack patching and update their previous quotation, now awaiting advice from Contractor for cost and timing of crack patching works and line marking. 12/04/21 - A quotation has been received from the contractor to undertake crack patching in Newman and additional work at the airport. funding is available within the existing budget and a purchase order will be issued to undertake the work this financial year. 05/05/21 - No further action this month							
Last Updated: 05-May-2021							

24.1 Built Infrastructure - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.4 CP119021 - 20/21 EPAC Building Works	Allan Giles - BUILDING SERVICES COORDINATOR	In Progress	01-Jul-2019	30-Sep-2022	90.00%	100.00%	 GREEN

Shire of East Pilbara

Action and Task Progress Report



SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
24.1 Built Infrastructure - Newman	Capital	15,000.00	15,000.00	0.00	15,000.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway 06/10/20 - Issues have been investigated. Exploring options. 04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway due to be advertised in mid November. 23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December. 13/01/21 - Contract awarded, awaiting start date notification from contractor. 05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month. 09/03/21 - Works have commenced. 06/04/21 - Works underway, due to be completed by the end of the month. 11/05/21 - Completion has been delayed due to shortage of materials and labour. Last Updated: 11-May-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.1.23 CP119611 - 20/21 Rec Centre Bin Compound	Allan Giles - BUILDING SERVICES COORDINATOR	In Progress	26-Jul-2020	30-Jun-2021	80.00%	100.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
24.1 Built Infrastructure - Newman	Capital	77,000.00	77,000.00	0.00	77,000.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway 06/10/20 - Exploring options & liaising with relevant stakeholders to develop mode of delivery. 04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November. 23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December. 13/01/21 - Contract awarded, awaiting start date notification from contractor. 05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month. 09/03/21 - Site works halted as there has been a change in management at Education Department. Awaiting further approval to proceed with works from new management. 06/04/21 - Works due to proceed at the end of this month.							

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Action and Task Progress Report

11/05/21 - Materials on order but subject to delays.


Last Updated: 11-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.6 CP139130 - 20/21 Newman Visitors Centre	Allan Giles - BUILDING SERVICES COORDINATOR	In Progress	26-Jul-2020	30-Jun-2021	95.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	40,000.00		40,000.00	35,889.00	4,111.00	 GREEN

**ACTION PROGRESS COMMENTS:**



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

Last Updated: 11-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.2.1.9 CP119310 - 20/21 Newman Community Library - L&B	Allan Giles - BUILDING SERVICES COORDINATOR	In Progress	26-Jul-2020	30-Jun-2021	90.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

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24.1 Built Infrastructure - Newman	Capital	15,000.00	15,000.00	0.00	15,000.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway. 06/10/20 - Site investigation completed. Stakeholders feedback received. Writing of scope of works underway. 04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November. 23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December. 13/01/21 - Contract awarded, awaiting start date notification from contractor. 05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month. 09/03/21 - Works are planned to be completed over the Easter break while library is shut to avoid any disruption to daily operation. 06/04/21 - Painting has been completed internally apart from feature wall which is currently being finalised. External painting underway. 11/05/21 - All painting works completed. Awaiting TV to be mounted.						
Last Updated: 11-May-2021						
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	ON TARGET %
2.3.1.6 CP89026 - 20/21 Newman Youth Centre	Allan Giles - BUILDING SERVICES COORDINATOR	In Progress	26-Jul-2020	30-Jun-2021	95.00%	100.00%
<b>SERVICE PROFILE</b>	<b>BUDGET TYPE</b>	<b>BUDGET</b>	<b>YTD BUDGET</b>	<b>YTD ACTUAL</b>	<b>YTD VARIANCE</b>	<b>BUDGET PERFORMANCE</b>
24.1 Built Infrastructure - Newman	Capital	17,000.00	17,000.00	0.00	17,000.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway. 06/10/20 - Further site investigations required. Tender writing started. 04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November. 23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December. 13/01/21 - Contract awarded, awaiting start date notification from contractor. 05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month.						

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09/03/21 - Contractor has commenced works.  
06/04/21 - Contractor is awaiting further materials before works proceed.  
11/05/21 - Works completed. Minor defects outstanding.


Last Updated: 11-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.1.7 CP119041 - 20/21 Newman Aquatic Centre Infrastructure	Allan Giles - BUILDING SERVICES COORDINATOR	In Progress	26-Jul-2020	30-Jun-2021	75.00%	100.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	15,000.00		15,000.00	0.00	15,000.00	 GREEN

**ACTION PROGRESS COMMENTS:**





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

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.102 CP119732 - 20/21 Newman Junior Sports Doors & Security	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE


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24.1 Built Infrastructure - Newman	Capital	0.00	0.00	0.00	0.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway. 07/10/20 - Works fully completed  Last Updated: 19-May-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.122 CP129595 - 20/21 Newman Depot Building Works	Allan Giles - BUILDING SERVICES COORDINATOR	In Progress	26-Jul-2020	30-Jun-2021	92.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	76,000.00		76,000.00	0.00	76,000.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway. 04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November. 19/11/20 - RFT advertised on Tenderlink and other Media, closes Mid December 13/01/21 - Contract awarded, awaiting start date notification from contractor. 05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month. 09/03/21 - Contractor has commenced works. Materials onsite. 06/04/21 - Majority of works completed. Works due to be completed this month. 11/05/21 - Works completed apart from new handrail to ramp which is expected to be completed by the end of month.  Last Updated: 11-May-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.11 CP109051 - 20/21 Header Tank Roof	Philip Charley - Senior Projects Manager	Deferred	26-Jul-2020	30-Jun-2021	10.00%	-	

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	0.00	0.00	0.00	0.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 06/07/20 - Review of minor investigative reports completed. 03/08/20 - Review and options report prepared. 02/09/20 - Preparation of Consultant design brief underway, which will allow Contractor to be engaged to draft new tank roof drawings. Drawings will limit scope, simplify quote comparison and reduce cost and project duration by allowing off site fabrication of the roof and access components. 01/10/20 - Negotiations underway with contractor to provide quote for roof design and drawings of structure showing needed repairs. 04/11/20 - Due to high prices received on quotes, additional quotes are now required. Additional Quotes from specialist design Consultants are currently being sourced. 23/11/20 - Consultants have advised the cost of design and construction works to repair the header tank may exceed the cost of a new tank. Project is on hold until further analysis of re-use system is undertaken. 13/01/21 - Project is on hold. Infrastructure team to discuss possibility of including the construction of a new header tank as part of the Newman WWTP Upgrade project. 09/02/21 - Project is on hold. Project is likely to be incorporated into the Newman WWTP Upgrade Design and Construction Contract. 02/03/21 - Infrastructure Services Team agreed the most cost effective outcome is to incorporate the replacement of the Header Tank into the Capital Works Project CP109002 Newman Waste Water Treatment Plant Upgrade project as a variation. 07/04/21 - Project Deferred. It will now be included as part of the Capital Works Project CP109002 Newman Waste Water Treatment Plant Upgrade. Last Updated: 07-Apr-2021						

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.166 CP49003 - 20/21 Furniture & Equipment	Marisa Wolfenden - Coordinator Property Services	Ongoing	26-Jul-2020	30-Jun-2021	-	100.00%	



SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	15,000.00	15,000.00	0.00	15,000.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 07/08/20 - Orders as required 02/09/20 - Orders as required 06/10/20 - Orders as required 04/11/20 - Orders as required 01/12/20 - Orders as required 04/12/20 - Orders as required						

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Action and Task Progress Report

08/01/21 - Orders as required


Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.167 CP49016 - 20/21 Newman Admin Building	Allan Giles - BUILDING SERVICES COORDINATOR	In Progress	24-Jul-2020	30-Jun-2021	74.00%	100.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	55,000.00		55,000.00	0.00	55,000.00	 GREEN

**ACTION PROGRESS COMMENTS:**




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

Last Updated: 11-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.8 CP99020 - 20/21 Staff Housing	Marisa Wolfenden - Coordinator Property Services	In Progress	26-Jul-2020	30-Jun-2021	85.00%	100.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE

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24.1 Built Infrastructure - Newman	Capital		1,190,700.00	630,091.00	295,357.00	334,734.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 07/08/20 - Commencing the Scope of Works for tender 02/09/20 - Tender writing underway 06/10/20 - Tender writing underway 04/11/20 - Rural capital works to be completed in Marble Bar mid December, Newman capital works tender to be advertised in November. 01/12/20 - Rural capital work on track to be completed mid December. Newman Housing Tender currently advertised, due back mid December. 04/12/20 - Rural capital works to be completed December, Newman Housing Solar Works completed, Newman Capital Tender to be evaluated and awarded in December. 08/01/21 - Newman Capital Works has been issued to contractor, Rural Works are 90% completed 10/02/21 - Newman Housing Capital works has commenced and in on track, Rural Works remains at 95% completed, needs final inspection 08/03/21 - Newman Housing Works approximately 40% complete with and on schedule, Rural works remains at 95A% with some defect works to be completed 17/03/21 - Newman Housing works approx., 60% completed, Rural works, awaiting for final defect works to be completed. 09/04/21 - Newman housing work approximately 80% completed. Due to be completed this month. 10/05/21 - Newman housing works approximately 85%, some supply delays, completion due 30th June 2021 Last Updated: 11-May-2021							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.9 CP99028 - 20/21 Staff Housing - Airport	Marisa Wolfenden - Coordinator Property Services	Deferred	26-Jul-2020	30-Jun-2021	30.00%	100.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	100,000.00		100,000.00	13,007.00	86,993.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 07/08/20 - Commencing the Scope of Works for tender 02/09/20 - Tender currently being scoped 06/10/20 - Tender currently being scoped 04/11/20 - Tender to be advertised in November 01/12/20 - Tender currently advertised, due back mid December 04/12/20 - Delays to tender, to be advised in mid January 2021 08/01/21 - RFQ to be advertised 10/02/21 - RFQ currently advertised for Airport Housing Capital Works 08/03/21 - RQF closed Monday, 8th March evaluation currently taking place							

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17/03/21 RFQ withdrawn, only one submission which exceed the project budget.  
09/04/21 - Works deferred due to insufficient budget.  
10/05/21 - Works completed for this financial year.  
Last Updated: 19-May-2021


24.2 Built Infrastructure - Rural

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

**ACTION PROGRESS COMMENTS:**


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



Last Updated: 02-Feb-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.4 CP89023 - 20/21 CRC Marble Bar	Allan Giles - BUILDING SERVICES COORDINATOR	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN

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SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure - Rural	Capital	10,000.00	10,000.00	0.00	10,000.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway. 10/06/20 - Feedback has been received from relevant stakeholders and site investigations completed. Writing of scope of works underway. 04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November. 23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December. 13/01/21 - Contract awarded, awaiting start date notification from contractor. 05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month. 09/03/21 - Due to ongoing rain events works delayed, but materials ordered. 06/04/21 - Contractor due to commence works later this month. Due for completion by the end of May. 11/05/21 - Practical completion reached.						
Last Updated: 19-May-2021						

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.168 CP49026 - 20/21 M/Bar Admin Building	Allan Giles - BUILDING SERVICES COORDINATOR	In Progress	26-Jul-2020	30-Jun-2021	90.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE	
24.2 Built Infrastructure - Rural	Capital	110,000.00	110,000.00	36,145.00	73,855.00	 GREEN	
<b>ACTION PROGRESS COMMENTS:</b> 06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August. 02/09/20 - Scoping of works underway. 06/10/20 - External painting works completed. Awaiting quotes from contractors for internal works. 04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November. 23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December. 13/01/21 - Contract awarded, awaiting start date notification from contractor. 05/01/21 - Heavy rains have delayed start date but expect revised date to be supplied by next week. 09/03/21 - Rains continue to delay works but materials ordered.							

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06/04/21 - Works due to commence this month.  
11/05/21 - All works complete apart from some minor painting, expect this to be completed by end of month.

Last Updated: 11-May-2021



**Waste Management**

**21.1 Landfill Management**

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.6 CP109037 - 20/21 Newman Landfill Fencing	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Deferred	26-Jul-2020	30-Jun-2021	15.00%	100.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
21.1 Landfill Management	Capital	650,000.00		650,000.00	0.00	650,000.00	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> 12/08/2020 - Investigated and tender scope commencing on the 19th of August. 31/08/2020 - Tender scoping and review. 07/10/2020 - The project has been handed over to the new project manager. Tender being developed and reviewed. 02/11/2020 - Investigation is underway to determine if scope of works requires any further revision. 23/11/2020 - Scope of works has been defined. RFT is being developed; some further site investigation to be carried out. 11/01/2021 - Newman Landfill fencing was deemed suitable and meets the Shire's licensing obligations. The perimeter fence at the Nullagine Landfill site is to be replaced. A Contractor has been engaged to complete survey works. The outcome of these works shall inform the RFT. 03/02/2020 – Project to be deferred with funding allocated to cover funding shortfalls across other infrastructure projects through the budget review process.							
Last Updated: 19-May-2021.							
ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %



Shire of East Pilbara

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4.1.1.7 CP109038 - 20/21 Newman Landfill Signage	Mohamad Hosein Fadaei - GRADUATE ENGINEER - WASTE SERVICES	In Progress	26-Jul-2020	30-Jun-2021	70.00%	100.00%	 AMBER
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
21.1 Landfill Management	Capital	20,000.00		20,000.00	0.00	20,000.00	 GREEN

**ACTION PROGRESS COMMENTS:**

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

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.12 CP109039 - 20/21 Newman Landfill Bore	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	In Progress	26-Jul-2020	30-Jun-2021	55.00%	100.00%	 RED
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
21.1 Landfill Management	Capital	200,000.00		200,000.00	41,253.00	158,748.00	 GREEN

**ACTION PROGRESS COMMENTS:**



12/08/2020 - Project handover complete but scoping work yet to commence. all required licenses (Bore construction and groundwater extraction) have been approved and received as well as a location for the bore identified by DWER.

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31/08/2020 - Quotation scoping and review in progress. Planned to advertise for the week ending Friday 12th Sept 2020.  
07/10/2020 - The project has been handed over to the new project manager. Tender being developed and reviewed. Is expected that the Request for Quotation will be advertised by the end of the month.  
02/11/2020 - RFQ has been advertised.  
23/11/2020 - RFQ has closed; no submissions were received. Negotiations with suitable Contractors has commenced.  
11/01/2021 - Construction of the bore has been awarded to successful Contractor. Site works to commence January 2021. Negotiations with Contractors to complete associated works to follow.  
03/02/2021 - Bore completed. Negotiations with Contractors for associated works underway.  
09/03/2021 - Negotiations with contractors for associated works still underway. Quotes being sourced.  
06/04/2021 - Quotes have been sourced for the majority of project components. Awaiting final quote from civil Contractor.  
07/05/2021 - Due to procurement requirements, works will need to be advertised as an RFQ.  
Last Updated: 11-May-2021

21.2 Waste Collection and Recycling

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.9 CP109042 - 20/21 CDS Admin Office and Toilets	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	 GREEN
SERVICE PROFILE	BUDGET TYPE	BUDGET		YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
21.2 Waste Collection and Recycling	Capital	122,000.00		122,000.00	79,389.00	42,611.00	 GREEN

ACTION PROGRESS COMMENTS:

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

#### 10.1.5 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY

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

**Author:** Mrs Kylie Bergmann  
Acting Manager Governance

**Proposed Meeting Date:** 28 May 2021

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

#### REPORT PURPOSE

This report is to advise Council of the documents that have had the Shire of East Pilbara common seal affixed under delegated authority since the last Council meeting on the 30<sup>th</sup> April 2021.

#### BACKGROUND

There has been one document that has had the Shire's common seal affixed under delegated authority since the last Council meeting.

#### COMMENTS/OPTIONS/DISCUSSIONS

Document	Details	Parties	Price Gst Inc.
Scheme Amendment	Local Planning Scheme Amendment No. 26 – Pardoo Beef Corporation	Shire of East Pilbara	N/A

#### STATUTORY IMPLICATIONS/REQUIREMENTS

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

#### POLICY IMPLICATIONS

4.5 Execution of Documents

#### STRATEGIC COMMUNITY PLAN

##### 5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

### RISK MANAGEMENT CONSIDERATIONS

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

### FINANCIAL IMPLICATIONS

No financial resource impact.

### VOTING REQUIREMENTS

Simple.

### OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/200

**MOVED:** Cr Holly Pleming

**SECONDED:** Cr Wendy McWhirter-Brooks

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

Document	Details	Parties	Price Gst Inc.
Scheme Amendment	Local Planning Scheme Amendment No. 26 – Pardoo Beef Corporation	Shire of East Pilbara	N/A

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Kylie Bergmann, Acting Manager Governance***

#### 10.1.6 EXTRAORDINARY VACANCY - SOUTH WARD

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

**Author:** Mrs Kylie Bergmann  
Acting Manager Governance

**Proposed Meeting Date:** 28 May 2021

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

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#### REPORT PURPOSE

That Council:

1. Seek the approval of the Western Australian Electoral Commissioner for the South Ward vacancy to remain vacant; and
2. Fix the ordinary election day of 16 October, as the day for the extraordinary election to fill the vacancy.

#### BACKGROUND

On 14 April 2021, Councillor Lynne Craigie OAM tendered her resignation from the office of Councillor for the South Ward, with effect from Friday 14 May 2021.

Councillor Craigie's term was due to expire on 21 October 2023.

Council has 2 options in this regard:

1. Call an extraordinary election to fill the vacancy; or
2. Seek approval from the WA Electoral Commissioner that the office remain unfilled until the Local Government Ordinary Elections on 16 October 2021.

#### COMMENTS/OPTIONS/DISCUSSIONS

Estimated costs for calling an Extraordinary Election is somewhere between \$5,000 - \$10,000, as we would usually engage the Electoral Commissioner to conduct the election via a postal vote.

Section 4.16(4) of the *Local Government Act 1995* allows the Electoral Commissioner to approve the holding of an Extraordinary Election over to the next Ordinary Election date, in circumstances where the office becomes vacant:

- a) After the third Saturday in January in an election year; and
- b) Before the third Saturday in July of an election year.

Councillor Craigie has tendered her resignation within that timeframe. Therefore, Officers are recommending that Council write to the WA Electoral Commissioner,

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seeking approval to hold the Extraordinary Election over to the next Ordinary Election date on 16 October 2021.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*

Part 2 Constitution of local government

Division 6 Terms of office on the council and vacation of office

s2.31 Resignation

s4.16 Postponement of elections to allow consolidation

s4.17 Cases in which vacant offices can remain unfilled

### **POLICY IMPLICATIONS**

Nil.

### **STRATEGIC COMMUNITY PLAN**

#### **5: Governance**

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

### **RISK MANAGEMENT CONSIDERATIONS**

Need to comply with relevant legislation.

### **FINANCIAL IMPLICATIONS**

Postponing the Extraordinary Election to the Ordinary Elections in October 2021 will result in savings through economies of scale. The 2021 Ordinary Elections cost will be included in the 2021/2022 annual budget.

### **VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/201**

**MOVED: Cr Geraldine Parsons      SECONDED: Cr Wendy McWhirter-Brooks**

**That Council approves the CEO to write to the Western Australian Electoral Commissioner seeking approval for the South Ward vacancy to remain vacant, and to fix the ordinary election day of 16 October 2021, as the day for the extraordinary election to fill the vacancy.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Kylie Bergmann, Acting Manager Governance***

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### 10.1.7 NEW POLICY – APPOINTMENT OF ACTING CEO

Attachments:	Appendix 1 – New Policy – Appointment of Acting CEO
Responsible Officer:	Mr Steven Harding Chief Executive Officer
Author:	Mrs Kylie Bergmann Acting Manager Governance
Proposed Meeting Date:	28 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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### REPORT PURPOSE

For Council to adopt a new policy on the appointment of an Acting Chief Executive Officer.

### BACKGROUND

On 2 February 2021 the *Local Government Legislation Amendment Act 2019 Commencement Proclamation 2021* was gazetted, bringing into effect the remaining sections of the *Local Government Legislation Amendment Act 2019*.

In accordance with section 5.39C of the *Local Government Act 1995* (which came into effect on 3 February 2021), Council must adopt a policy that sets out the process to be followed for the temporary employment or appointment of a CEO.

A draft policy has been prepared and is included at **Appendix 1** for Council's reference.

### COMMENTS/OPTIONS/DISCUSSIONS

WALGA do not currently have a template policy. This policy was drafted having reviewed similar policies at other local governments.

Council has two options in this regard:

1. Accept the new policy as presented;
2. Make changes to the draft policy.

Council must adopt a policy (refer s5.39C) that sets out the process to be followed for the temporary employment or appointment of a CEO. Council cannot do nothing.

### STATUTORY IMPLICATIONS/REQUIREMENTS

*Local Government Act 1995*

s5.39C Policy for temporary employment or appointment of CEO

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- (1) A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following –
  - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
  - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

*\* absolute majority required.*

- (2) A local government may amend\* the policy.

*\* absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

## **POLICY IMPLICATIONS**

New Policy Making Guidelines:

1. Draft policies are to be in standard format and include policy objectives and policy statement.
2. Discuss reasons for the policy with your supervisor and prepare and amended/final draft.
3. The Policy is to be presented and discussed at the Executive Management meeting.
4. The Policy is to be presented at the Corporate Discussion for input from Councillors.
5. The Policy will then be presented to Council for adoption and inclusion in the Policy Manual.

## **STRATEGIC COMMUNITY PLAN**

### **5: Governance**

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

## **RISK MANAGEMENT CONSIDERATIONS**

Non-compliance should Council not adopt an appropriate policy in accordance with s5.39C of the Act.

**FINANCIAL IMPLICATIONS**

Financial implications are within existing budget requirements.

**VOTING REQUIREMENTS**

Absolute.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/202**

**MOVED:** Cr Karen Lockyer

**SECONDED:** Cr Stacey Smith

**That Council adopt a new policy on the Appointment of an Acting Chief Executive Officer, as presented in Appendix 1.**

**CARRIED UNANIMOUSLY**

*To be actioned by Mrs Kylie Bergmann, Acting Manager Governance*

## **Appendix 1**

### **New Policy – Appointment of Acting CEO**

### 1.1 Appointment of Acting Chief Executive Officer

Responsible Directorate	Executive
Responsible Officer	Chief Executive Officer
File Number	

#### Objective

The purpose of this policy is to provide clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (A/CEO) and to allow for the approval by the Shire President of the CEO on extended sick leave, long service leave, annual leave or other extended absence.

#### Background

In accordance with s5.39C of the *Local Government Act 1995* (the Act), the Shire must prepare and adopt a policy that sets out the process to be followed in relation to –

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year; and
- (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

#### POLICY

##### CEO Leave Entitlements

1. The CEO is contractually entitled to certain leave conditions as outlined in their employment contract and the relevant industrial relations legislation.
2. Approval of the CEO to take leave entitlements is at the discretion of the Shire President, or where the Shire President is on an approved leave of absence, the Deputy President. The President/Deputy President cannot unreasonably withhold approval.
3. When the CEO is on leave, an Acting Chief Executive Officer is to take up their duties in accordance with this Policy.

##### Appointment of an Acting CEO – Expected leave periods up to 35 days

4. Acting arrangements for the position of CEO for leave periods up to 35 days is at the discretion of the CEO, in accordance with Delegation 4.1 – Acting Chief Executive Officer.

5. The following officers can be appointed to the position of Acting CEO in accordance with Delegation 4.1:
  - a. Executive Manager Corporate Services
  - b. Executive Manager Commercial Services
  - c. Executive Manager Customer & Community Services
  - d. Executive Manager Infrastructure Services
6. It is intended that Executive Managers will carry out the role of Acting CEO during periods of absence of the CEO due to annual or extended sick leave, as nominated by the CEO.
7. It is intended that an Executive Manager will only be appointed as Acting CEO under the terms of this Policy if:
  - a. In the opinion of the CEO the employee is satisfactorily performing his/her duties;
  - b. In the opinion of the CEO and the employee, the employee has capacity to perform the duties of Acting CEO along with his/her current duties; and
  - c. This Policy does not apply to an employee who is temporarily acting in the role of an Executive Manager.

**Appointment of an Acting CEO – leave periods in excess of 35 days**

8. Should the CEO be absent for more than 35 days, the authority to appoint an Acting CEO shall be determined by Council.

**Appointment of an Acting CEO – unexpected leave or vacancy**

9. In the event that the CEO:
  - a. takes unexpected leave;
  - b. is incapacitated;
  - c. is unable to perform their duties as a result of a disaster or crisis event;
  - d. the position falls unexpectedly vacant; or
  - e. is suspended or terminated,

the following shall occur:

  - f. If the Council has not appointed an Acting CEO, the Shire President shall appoint an interim Acting CEO, from the list specified in clause 5 having regard to the officer's experience and capacity, until the Council can appoint an ongoing Acting CEO in accordance with clause 10.
10. Where it is likely that a person will act as CEO under clause 9(g) for a period of more than ten (10 working days), a Special Council Meeting shall be convened as soon as possible, so that an ongoing acting appointment can be made.

**Salary and conditions of Acting CEO**

11. Unless Council otherwise resolves, and the Acting CEO agrees, a person acting as CEO shall be remunerated pro rata at the following rates:
  - a. Up to 1 week – negotiated according to tasks and skill level required and only payable where substantive functions are required.
  - b. 1-2 weeks – 50% differential
  - c. 3-4 weeks – 70% differential
  - d. Over 4 weeks – 100% differential
12. Note – the differential being the difference between the officer's base hourly rate and the higher positions current base hourly rate. All standard allowances received by relevant employees does not change only the base hourly rate changes.

**Publication**

In accordance with s5.39C(4) of the Act, the Shire must publish an up-to-date version of this policy on the local government's official website.

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**10.1.8 PROPOSED NEW LEASE OF OFFICE SPACE AT NEWMAN HOUSE –  
NEWMAN WOMEN’S SHELTER**

<b>Attachments:</b>	<b>Appendix 1 – Letter from Newman Women’s Shelter</b>
<b>Responsible Officer:</b>	<b>Mr Steven Harding Chief Executive Officer</b>
<b>Author:</b>	<b>Ms Caitlin Lewis Contracts and Leasing Admin Officer</b>
<b>Proposed Meeting Date:</b>	<b>28 May 2021</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**

To seek Council approval to enter into a new lease agreement for office accommodation at Newman House with Newman Women’s Shelter for 13 months with three (3) x one year options and to apply the common seal of the Shire of East Pilbara to the new lease agreement.

**BACKGROUND**

The Newman Women’s Shelter is a local not-for-profit refuge that provides crisis accommodation and support to women and children escaping domestic violence and homelessness, while also offering emergency relief to the general community.

Established in 2000, the Newman Women’s Shelter has been servicing the community for 20 years and is looking to boost their outreach services. Securing further discounted office accommodation at Newman House would enable them to do this.

The Newman House primary use is for not-for-profit organisations, but the Access Eligibility and Space Allocation criteria are as follows;

**Eligible  
Tenants**

*The Shire of East Pilbara commits itself to the principal goal of providing office accommodation to not for profit organisations, and such organisation shall be given preference over all other organisations.*

*Space allocation shall be made by the Shire of East Pilbara on the basis of first priority to be given to all NFP organisations. Should there be more NFP organisations seeking tenancy than the available spaces, then the SoEP shall have the discretion to select such tenants which it believes would be in the best interests of the people of Newman community, and taking into account the circumstances of the prospective tenant’s accommodation issues.*

*Other organisation shall be offered tenancy agreements of not more than 12 month period. Such agreements can be extended on if there of insufficient NFP organisations proposing to take up tenancy in the building.*

**COMMENTS/OPTIONS/DISCUSSIONS**

The Newman Women's Shelter has expressed an interest in leasing the East Wing of Newman House, being offices 23, 24 and Waiting Room 3. This is highlighted in the map below.

With the Newman Women's Shelter leasing the East Wing, occupancy at Newman House will be at 80%.



The proposed terms of the lease will be as follows:

**Term:** One (1) year commencing on 1<sup>st</sup> June 2021 and expiring on 30<sup>th</sup> June 2022.

**Further Terms: First Further Term**

One (1) year commencing on 1<sup>st</sup> July 2022 and expiring on 30<sup>th</sup> June 2023.

**Second Further Term**

One (1) year commencing on 1<sup>st</sup> July 2023 and expiring on 30<sup>th</sup> June 2024.

**Third Further Term**

One (1) year commencing on 1<sup>st</sup> July 2024 and expiring on 30<sup>th</sup> June 2025.

**Rent:**

At the full NGO rate of \$470 p/m<sup>2</sup>, the annual rent of the East Wing (77m<sup>2</sup>) would begin at \$36,190.00 (gst exc) and increase by 3% yearly, as shown in the table below.

East Wing	3.0%			
	Yrly Fee Gst Exc	Yrly Fee Gst Inc	Monthly Fee Gst Exc	Monthly Fee Gst Inc
Periods - invoice annually				
1 June 2021 - 31 May 2022	\$ 36,190.00	\$ 39,809.00	\$ 3,015.83	\$ 3,317.42
1 June 2022 - 31 May 2023 FIRST OPTION TERM	\$ 37,275.70	\$ 41,003.27	\$ 3,106.31	\$ 3,416.94
1 June 2023 - 31 May 2024 SECOND OPTION TERM	\$ 38,393.97	\$ 42,233.37	\$ 3,199.50	\$ 3,519.45
1 June 2024 - 31 May 2025 THIRD OPTION TERM	\$ 39,545.79	\$ 43,500.37	\$ 3,295.48	\$ 3,625.03

The Newman Women's Shelter have sent a letter to the CEO requesting a 40% discount on the full Not-for-profit rate. A copy of this letter is attached at **Appendix 1**. This type of request would not ordinarily be recommended given that not-for-profit groups are already offered a discount on the commercial rate. A further 40% discount on the Not-for-profit rate would equate to an annual rent of \$21,714.00 (ex GST), meaning there would be a loss of income to Council of \$14,476.00.

Council would recall that previously Aboriginal Mens Healing Centre requested a discount on their lease fees and council resolved at its OCM on 27 July 2018 not to agree to the discount due to precedent setting.

## STATUTORY IMPLICATIONS/REQUIREMENTS

Part 9 – Miscellaneous provisions (Division 3 – Documents) 9.49A. Execution of documents (pg 320)

## POLICY IMPLICATIONS

### 4.5 EXECUTION OF DOCUMENTS

## **STRATEGIC COMMUNITY PLAN**

### **1. Economic**

*Support the diverse and sustainable economic development of the region through advocacy, and promotion of the region.*

E1 Develop and promote a diverse and sustainable economy

*E1.1 Actively support local businesses*

### **2: Social**

Harmonious communities sharing strong community connections.

S1 Promote and facilitate safe and healthy Communities

*S1.1 Support healthy and safe lifestyle choices*

*S1.2 Support local sporting groups and community organisations*

S3 Advocate and partner to improve access to services.

S3.1 Facilitate services for families and children, youth and aged (inclusive of all demographic types including people living with a disability, Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI).

S3.2 Continue to develop or advocate for new services or programs to meet unmet needs

## **RISK MANAGEMENT CONSIDERATIONS**

Compliance - Low

## **FINANCIAL IMPLICATIONS**

Expected income at the full NGO rate would be \$36,190.00 (ex GST) per year, or alternatively \$21,714.00 (ex GST) with the 40% discount applied. Should council resolve to apply the 40% discount, then a precedent would set and all existing tenants potentially may apply which would significantly reduce the income.

## **VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/203**

**MOVED: Cr Holly Fleming**

**SECONDED: Cr Adrienne Mortimer**

**That Council**

- 1. Approves entering into a lease agreement with Newman Women's Shelter for office accommodation at Newman House, being offices 23. 24 and waiting room 3 (East Wing), for a term of 13 months, commencing 1<sup>st</sup> June 2021 with an Option Term of 3 x 1 year options.**
- 2. Advises the Newman Women's Shelter that a further discount of 40% on the not-for-profit rental rate is not approved.**
- 3. Approves affixing the Shire of East Pilbara common seal to the lease agreement between the Shire of East Pilbara and Newman Women's Shelter.**

**CARRIED UNANIMOUSLY**

***To be actioned by Ms Caitlin Lewis, Contracts & Leases Admin Officer***

## **Appendix 1**

### **Letter from Newman Women's Shelter**



10<sup>th</sup> May 2021

Mr Steven Harding  
CEO  
Shire of East Pilbara

Dear Mr Harding,

Re: Newman House Lease – Offices 23, 24 and associated areas

The NWS residence is purpose built emergency accommodation for women and children escaping domestic violence and homelessness. While the shelter is a fundamental part of our service we operate well beyond this scope, with half our staff working out in the community daily. Due to the shelter's location and concerns with confidentiality and safety, there are strict limits regarding who can present at the NWS residence. Therefore, having a separate space for service provision is an important part of our strategy moving forward.

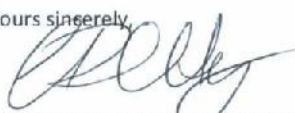
The NWS would like to take up a 24 month lease for Offices 23 and 24 and the associated kitchenette, waiting area and toilet at Newman House. Kylie Bergmann has advised that the NGO rate for this area is \$470 p/m<sup>2</sup> and would increase on 1<sup>st</sup> July 2021.

This space would be ideal for the NWS to operate its mobile outreach, counselling and emergency relief services. Newman House is well located, relatively easy for our clients to access and has sufficient space for our staff to operate. Our funding for mobile outreach and emergency relief does not extend to cover premises and as a result we have to source other funding to meet the lease costs. We write to request a further 40% reduction on the NGO rate of \$470 p/m<sup>2</sup> quoted by Kylie. As a charity our aim is to ensure efficient use of funds with as low overheads as possible. Lower lease costs will enable us to:

- embed outreach staff physically within the community on a long term basis, improving accessibility for clients;
- provide more hours of professional counselling (redirecting funds into wages for qualified counsellors); and
- make emergency relief more accessible to clients regardless of gender.

Thanks for considering our request. I can be contacted on 0408382452 or [nwsfinance@newmanws.org.au](mailto:nwsfinance@newmanws.org.au).

Yours sincerely,



Claudia De-Vitry – Financial Officer  
Newman Women's Shelter

PO Box 218 Newman WA 6753  
P: 0408382452  
E: [nwsfinance@newmanws.org.au](mailto:nwsfinance@newmanws.org.au)

[www.nws.org.au](http://www.nws.org.au)



## **10.2 EM CORPORATE SERVICES**

### **10.2.1 MONTHLY FINANCIAL STATEMENTS AND INVESTMENT REPORT FOR PERIOD ENDING MARCH 2021 AND UNBUDGETED EXPENDITURE**

<b>Attachments:</b>	<b>Appendix 1 – Monthly Financial Statements</b>
<b>Responsible Officer:</b>	<b>Mr Steve Leeson Executive Manager Corporate Services</b>
<b>Author:</b>	<b>Mrs Lisa Davis Manager Corporate Services</b>
<b>Proposed Meeting Date:</b>	<b>28 May 2021</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**

The Monthly Financial Statements provides details of the Shire of East Pilbara's (the Shire's) current year to date financial position in relation to the 2020-2021 Annual Budget, as maybe amended, including the reporting of material variances.

## **BACKGROUND**

The reporting of monthly financial information is a requirement under Section 6.4 of the Local Government Act 1995 (Act) and Regulation 34 of the Local Government (Financial Management) Regulations 1996 (Regulations).

The attached report details the financial activities of the Shire for the period 1 July 2020 to 31 March 2021 of the current financial year.

There are 4 sections of the monthly report:

1. Monthly Health Checks and Summary Graphs;
2. Statutory Reports – Rate Setting Statement, Operating Statement, Cash Flow;
3. Various other Notes to give Council an overview of the Shire's current financial situation, including Material Variances for Programs and Nature and Type as per Council's adopted variance threshold limits of 10% or \$10,000 whichever is greater; and
4. A detailed Capital Projects schedule detailing all expenditure.

Also attached is a copy of the Monthly Investments and Reserves report.

## **COMMENTS/OPTIONS/DISCUSSIONS**

The Executive Manager Corporate Services will provide an overview and explanation as required of how to interpret the financial statement at the meeting.

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Council Approval is required for three budget amendment as below:

1. Transfer of funds back into Staff Housing Capital as per the original 2020/2021 budget.
2. Transfer of funds from our Playground Maintenance account to Plant & Equipment for the purchase of Mower with catcher for the Newman Depot including delivery.
3. An amendment to the budget to allow for the purchase of a new vehicle under insurance. Zurich have confirmed they will cover the increased cost in replacing this vehicle as like for like as the replacement will take place within two years of the original purchase.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Government Act 1995  
Part 6 Financial Management  
Division 4 General financial provisions

Section 6.4(2)

*"The financial report is to –*

- (a) be prepared and presented in the manner and form prescribed; and*
- (b) contain the prescribed information."*

Section 6.8 (1)(b)

*"Expenditure from municipal fund not included in annual budget is to be authorised in advance by resolution". \*Absolute majority required.*

## **POLICY IMPLICATIONS**

3.1 Accounting Policies  
3.5 Budget Management – Capital Acquisitions  
3.6 Management Accounts  
3.9 Investments Policy

## **STRATEGIC COMMUNITY PLAN**

### **5: Governance**

Demonstrated accountability and corporate governance.

## **RISK MANAGEMENT CONSIDERATIONS**

Legislative - Medium

## **FINANCIAL IMPLICATIONS**

This report discloses financial activities for the period under review.

## **VOTING REQUIREMENTS**

Absolute.

## **OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/204**

**MOVED: Cr Adrienne Mortimer**

**SECONDED: Cr Karen Lockyer**

**That Council:**

1. **Accept the monthly financial statements for the period 1 July 2020 to 31 March 2021 of the 2020/2021 financial year as presented be received.**
2. **Pursuant to Section 6.8 of the Local Government Act 1995 approves an amendment to the Shire's 2020-2021 Annual Budget as per the following tables:**

<b>Account</b>	<b>Description</b>	<b>Current Budget</b>	<b>Amendment</b>	<b>Revised Budget</b>
99020	Staff Housing – ALL	\$539,700	\$135,000	\$674,700
99019	Staff Housing Capital – M/Bar & Nullagine	\$361,000	\$(15,500)	\$345,500
PJ0008	PJ – Other Project Planning	\$50,000	\$(18,500)	\$31,500
96501	Staff Housing Maint – Marble Bar	\$180,000	\$(12,000)	\$168,000
129722	Minor Equipment - Newman	\$10,000	\$(10,000)	\$0
PJ0010	PJ – Cape K Potable Water	\$50,000	\$(10,000)	\$40,000
OG0010	Recruitment & Relocation	\$268,000	\$(69,000)	\$199,000
<b>TOTAL</b>		<b>Net Affect</b>	<b>\$0</b>	

<b>Account</b>	<b>Description</b>	<b>Current Budget</b>	<b>Amendment</b>	<b>Revised Budget</b>
119704	Minor Equipment – P&G Newman	\$33,500	\$35,000	68,500
111569	Playground Maintenance	\$71,200	\$(35,000)	\$36,200
<b>TOTAL</b>		<b>Net Affect</b>	<b>\$0</b>	

Account	Description	Current Budget	Amendment	Revised Budget
NEW	Plant & Equipment – Light Vehicle	\$0	\$60,000	\$60,000
148070	Insurance Recoup Income	\$0	\$(60,000)	\$(60,000)
<b>TOTAL</b>		<b>Net Affect</b>	<b>\$0</b>	

**CARRIED UNANIMOUSLY**

*To be actioned by Mrs Lisa Davis, Manager Corporate Services*

## **Appendix 1**

### **Monthly Financial Statements**

# Shire Of East Pilbara

## Monthly Financial Statements

(Containing the Statement of Financial Activity)

For The Period Ending 31st March 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

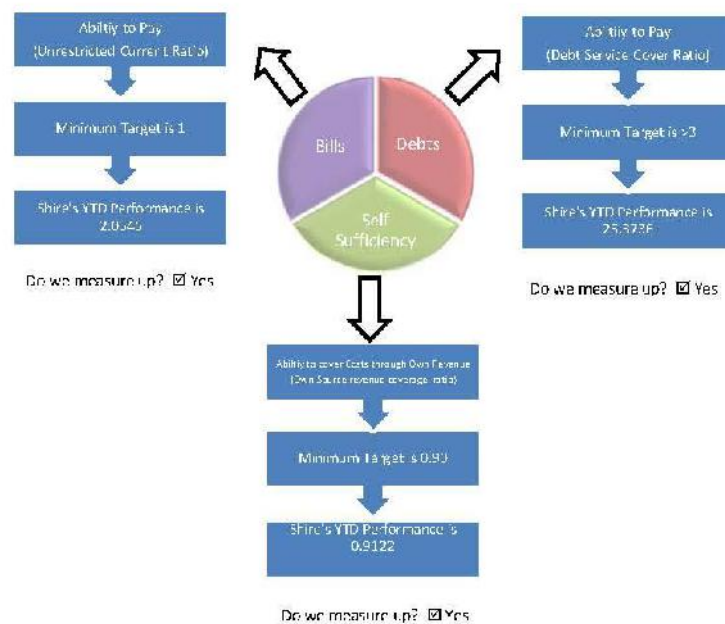
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# MONTHLY FINANCIAL HEALTH CHECKS

For The Period Ending 31st March 2021

Highlighting how the Shire of East Pilbara is tracking against  
financial ratios



How are we tracking against our budget targets?

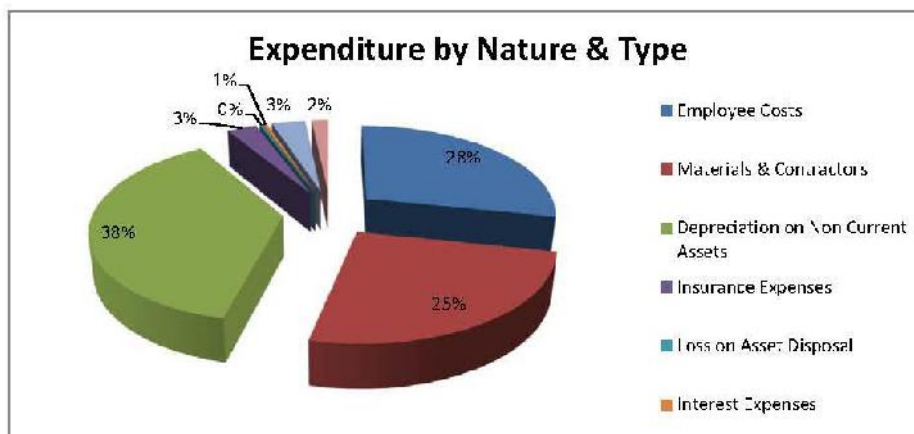
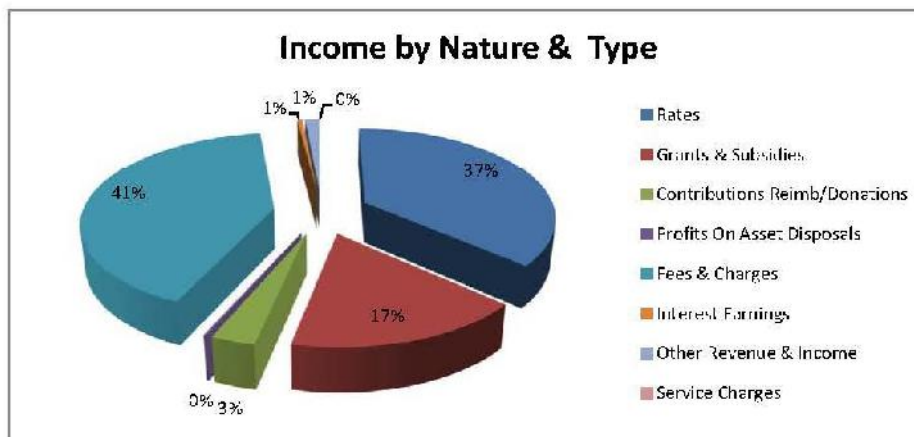
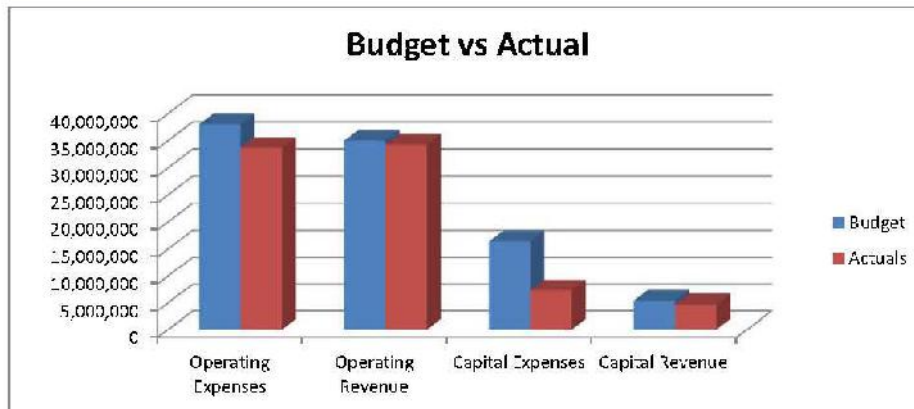


Adjusted operating surplus and self sufficient ratios are high due to rates being fully funded at the beginning of the financial year. However as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2021

It should be noted that the increase in depreciation (following the revaluation of assets at fair value over the last four years) has significantly increased the annual depreciation and puts pressure on the operating surplus result.



**Shire Of East Pilbara  
Financial Graphs  
For The Period Ending 31st March 2021**



# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 MAY 2021

Shire Of East Pilbara Operating Revenue and Expenses For The Period Ending 31st March 2021													
Function, Sub-Function and Department Name	Budget Annual Revenue	Amended Budget Annual Revenue	Amended Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Budget vs Actual % Variance	Budget Annual Expenditure	Amended Budget Annual Expenditure	Amended Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Budget vs Actual % Variance	
<b>General Purpose Funding</b>													
Rates	14,062,000	14,186,000	14,263,257	14,166,207	(205,950)	(1)	382,700	382,600	286,911	129,150			
Other General Purpose Funding	2,040,000	2,030,000	1,922,494	897,932	624,062	41							
<b>Total General Purpose Funding</b>	<b>16,112,000</b>	<b>16,216,000</b>	<b>16,185,751</b>	<b>15,064,140</b>			<b>382,700</b>	<b>382,600</b>	<b>286,911</b>	<b>129,150</b>	<b>157,761</b>	<b>5%</b>	
<b>Governance</b>													
Members of Council	100	100	77	-			856,400	872,400	616,725	544,783			
Other Governance	108,700	358,700	278,373	90,414			1,009,500	1,075,300	913,563	667,047			
Corporate Governance	-	-	-	-			328,700	438,300	328,707	375,167			
Customer Service	-	-	-	-			489,700	497,700	294,138	214,498			
Marketing, Media and Publication	-	-	-	-			146,800	151,700	113,904	95,690			
Stakeholder Management	-	-	-	-			157,800	157,700	115,765	105,697			
Financial Services	-	-	-	-			908,800	875,100	618,885	522,771			
Records Management	-	-	-	-			160,700	191,700	143,988	197,470			
Human Resources	-	-	-	-			1,017,600	1,110,600	922,905	695,633			
Occupational Health and Safety	-	-	-	-			148,700	203,700	153,891	170,728			
Information and Technology	-	-	-	-			807,300	813,700	609,865	469,398			
PR, Strategic and Business Planning	-	-	-	-			1,214,800	957,200	717,867	203,261			
Procurement and Contract Management	-	-	-	-			304,900	410,900	283,154	170,104			
Asset Management	-	-	-	-			343,300	378,400	376,866	197,740			
Fixed Assets	8,000	8,000	(12,256)	-			502,500	502,500	376,866	223,326			
Allocations to Other Functions	-	-	-	-			(7,647,700)	(7,573,100)	(5,679,738)	(5,476,873)			
<b>Total Governance</b>	<b>116,800</b>	<b>366,800</b>	<b>236,189</b>	<b>90,414</b>	<b>145,775</b>	<b>67</b>	<b>700,200</b>	<b>655,800</b>	<b>656,701</b>	<b>(556,292)</b>	<b>1,414,993</b>	<b>11%</b>	
<b>Law, Order &amp; Public Safety</b>													
Fixed Assets	2,700	2,700	2,025	13,396			178,200	178,200	123,641	147,960			
Range Services	26,000	26,000	14,476	74,713			571,700	578,800	430,180	446,716			
Emergency Management	147,100	147,100	110,307	6,500			285,900	258,200	347,227	379,017			
Security and Surveillance	500,000	500,000	374,954	10,393			216,300	253,800	190,322	165,755			
<b>Total Law, Order &amp; Public Safety</b>	<b>675,800</b>	<b>675,800</b>	<b>506,799</b>	<b>55,196</b>	<b>451,603</b>	<b>89</b>	<b>1,262,300</b>	<b>1,463,800</b>	<b>1,088,582</b>	<b>1,149,438</b>	<b>(50,851)</b>	<b>(4%)</b>	
<b>Health</b>													
Fixed Assets	-	-	-	-			13,700	13,700	10,044	11,022			
Health Inspection and Administration	68,600	68,600	51,561	22,070			443,800	437,200	325,602	266,892			
Preventative Services	18,000	18,000	-	8,238			83,000	53,000	62,235	22,882			
<b>Total Health</b>	<b>86,600</b>	<b>86,600</b>	<b>51,561</b>	<b>30,279</b>	<b>21,282</b>	<b>41</b>	<b>540,200</b>	<b>530,600</b>	<b>397,881</b>	<b>301,336</b>	<b>96,545</b>	<b>24</b>	

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

**28 MAY 2021**

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Budget vs Actual % Variance	Budget Annual Expenditure	EOY Forecast	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Budget vs Actual % Variance
<b>Education &amp; Welfare</b>												
Fixed Assets	-	-	-	-			708,000	708,000	305,562	315,566.72		
Place Based Services (Newman)	5,000	2,500	1,872	-			592,700	597,800	358,326	308,763.50		
Youth & Family Services	7,500	65,500	34,122	29,663			941,300	945,900	664,731	558,768.26		
Place Based Services (Rural)	-	-	-	-			376,000	572,700	420,624	421,507.05		
<b>Total Education &amp; Welfare</b>	<b>10,500</b>	<b>68,000</b>	<b>35,994</b>	<b>29,665</b>	<b>6,329</b>	<b>18</b>	<b>2,518,900</b>	<b>2,524,400</b>	<b>1,749,683</b>	<b>1,604,622</b>	<b>145,041</b>	<b>8</b>
<b>Housing</b>												
Fixed Assets	-	-	-	-			452,700	452,700	489,147	495,885		
Staff Housing - Newman	179,600	179,600	196,684	178,262			179,600	179,600	185,687	253,914		
Staff Housing - Marble Bar	34,000	46,000	46,484	40,478			34,000	46,300	14,750	40,478		
Marumilli Housing	14,400	14,400	11,869	8,090			14,400	14,400	77,125	9,890		
Built Infrastructure	72,000	72,000	54,360	70,574			130,000	40,000	115,300	28,357		
<b>Total Housing</b>	<b>301,000</b>	<b>312,000</b>	<b>234,405</b>	<b>297,254</b>	<b>(62,849)</b>	<b>(17.2)</b>	<b>781,300</b>	<b>732,300</b>	<b>677,719</b>	<b>768,374</b>	<b>(90,655)</b>	<b>(11.7)</b>
<b>Community Amenities</b>												
Fixed Assets	2,000	2,000	1,457	-			633,700	633,700	475,038	505,008		
Waste Collection & Recycling	671,900	731,900	696,735	666,192			878,200	862,700	654,624	508,452		
Landfill Management	4,128,400	4,135,000	3,101,238	2,558,062			2,600,700	2,519,600	1,889,649	1,465,412		
Waste Water Management	2,483,200	3,355,600	878,700	974,158			1,181,000	1,226,500	907,815	812,597		
Energy & Biodiversity	-	-	-	-			-	-	(18)	2,367		
Town Planning & Regional Development	101,000	50,000	29,908	15,887			202,100	238,500	417,348	207,702		
Land Strategy	-	-	-	-			184,200	187,200	138,141	184,727		
Built Infrastructure - Newman	-	-	-	-			108,000	100,800	75,582	56,258		
Built Infrastructure (other communities)	6,000	6,000	4,869	3,904			134,200	128,700	86,979	60,803		
<b>Total Community Amenities</b>	<b>7,393,100</b>	<b>8,282,000</b>	<b>4,712,964</b>	<b>4,188,563</b>	<b>524,401</b>	<b>11</b>	<b>5,922,800</b>	<b>5,894,400</b>	<b>4,642,158</b>	<b>3,843,666</b>	<b>798,492</b>	<b>17</b>
<b>Recreation &amp; Culture</b>												
Fixed Assets	2,400	2,400	2,024	8,046			2,091,700	2,091,700	1,468,394	1,723,358		
Built Infrastructure - Newman	-	-	-	-			518,000	513,200	170,901	394,476		
Built Infrastructure - Rural	101,100	101,100	76,032	63,671			244,700	232,300	173,961	178,719		
Aquatic Centres	172,400	172,400	124,276	142,644			1,951,600	1,564,400	1,188,180	972,289		
TV & Radio Re-Broadcasting	-	-	-	-			30,700	31,500	23,616	11,286		
Recreation Centre - Newman	257,700	377,300	259,201	311,282			1,706,600	1,607,300	1,272,961	979,780		
Libraries	7,000	8,000	4,403	8,961			517,600	532,700	348,111	312,958		
Club Development	5,000	5,000	3,747	-			131,100	165,700	127,263	131,017		
Open Space Assets - Newman	83,100	90,100	67,536	66,677			3,291,700	3,263,100	2,762,994	2,172,194		
Other Culture	800	800	224	242			800	400	225	122,014		
Marumilli	1,286,700	864,700	648,108	858,729			1,511,700	1,403,000	856,305	1,321,565		
Culture & the Arts	-	-	-	91			208,900	208,900	145,712	122,014		
Events	270,300	249,400	187,114	211,570			697,800	648,900	468,696	342,181		
Other Operating expenses for R&C re-allocation	-	-	-	-			-	-	(36)	187		
<b>Total Recreation &amp; Culture</b>	<b>2,183,600</b>	<b>1,835,900</b>	<b>1,376,766</b>	<b>1,658,352</b>	<b>(281,586)</b>	<b>(13.0)</b>	<b>12,903,300</b>	<b>12,482,600</b>	<b>8,697,924</b>	<b>8,302,541</b>	<b>395,383</b>	<b>3</b>

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

**28 MAY 2021**

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Budget vs Actual % Variance	Budget Annual Expenditure	EOY Forecast	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Budget vs Actual % Variance
<b>Transport</b>												
Fixed Assets	18,200	18,200	13,644	38,417.28			7,862,200	7,862,200	5,896,629	6,702,742.06		
Sts/Rds/Bridges/Depots - Construction	6,614,800	6,614,800	4,961,070	4,718,975.87								
Sts/Rds/Bridges/Depots - Maintenance	960,000	960,000	770,000	649,516.75			8,697,700	8,697,700	2,888,555	2,517,797.74		
Road Plant - Purchases	23,200	23,200	17,397	9,267.05			-	-	-	-		
Aerodromes	17,755,700	17,435,700	10,805,292	11,305,466			10,833,300	11,586,800	8,091,266	6,673,587.69		
<b>Total Transport</b>	<b>22,071,900</b>	<b>22,071,900</b>	<b>16,515,403</b>	<b>16,441,643</b>	<b>73,760</b>	<b>0</b>	<b>22,387,700</b>	<b>23,253,900</b>	<b>16,841,450</b>	<b>15,864,128</b>	<b>977,322</b>	<b>6</b>
<b>Economic Services</b>												
Fixed Assets	-	-	-	-			637,800	649,400	474,719	514,759		
Tourism and Area Promotion	155,400	162,500	121,860	123,885			546,100	478,200	306,138	235,225		
Building Control	103,200	203,200	152,379	224,929			238,500	251,000	188,199	161,139		
Rural Services	133,200	125,500	97,119	95,777			173,100	173,100	129,798	99,816		
Economic Development	1,535,000	1,687,000	237,000	171,637			798,900	777,200	243,575	186,089		
Newman House	164,200	164,200	129,198	121,410			157,700	164,700	123,534	110,688		
<b>Total Economic Services</b>	<b>2,151,300</b>	<b>2,346,400</b>	<b>731,496</b>	<b>737,618</b>	<b>(6,122)</b>	<b>(1)</b>	<b>2,546,800</b>	<b>2,496,500</b>	<b>1,465,433</b>	<b>1,317,255</b>	<b>148,178</b>	<b>11</b>
<b>Other Property &amp; Services</b>												
Fixed Assets	-	-	-	-			75,800	75,800	37,341	21,383		
Private Works	5,000	5,000	3,744	1,091			5,000	5,000	4,999	1,424		
Public Works Overhead	5,200	5,200	3,897	3,800			5,700	5,200	8,816	(767,524)		
Plant Operation Costs	-	-	-	-			-	-	(1)	(767,524)		
Salaries and Wages	10,000	10,000	7,407	8,529			10,000	10,000	7,407	396		
Project Management	130,000	490,000	175,347	238,976			1,142,700	703,500	319,071	257,116		
Unclassified	190,000	490,000	175,347	238,976			190,000	490,000	367,489	535,447		
<b>Total Other Property &amp; Services</b>	<b>210,200</b>	<b>510,200</b>	<b>190,485</b>	<b>252,415</b>	<b>(61,930)</b>	<b>(33)</b>	<b>1,398,700</b>	<b>1,321,500</b>	<b>1,337,206</b>	<b>1,024,484</b>	<b>312,722</b>	<b>23</b>
<b>Total Revenue &amp; Expenditure</b>												
<b>As Per Operating Statement</b>	<b>51,314,200</b>	<b>53,072,400</b>	<b>40,974,813</b>	<b>39,145,540</b>			<b>51,347,400</b>	<b>51,738,400</b>	<b>38,051,628</b>	<b>33,746,701</b>		

SHIRE OF EAST PILBARA  
Statement of Financial Activity By Nature and Type  
For The Period Ending 31st March 2021

Description	2020/2021 Budget	2020/2021 Amended Budget	2020/2021 Amended YTD Budget	2020/2021 YTD Actual	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
<b>OPERATING REVENUE</b>						
Rates	13,963,600	14,337,100	14,337,100	14,297,157	-39,943	0
Grants And Subsidies	9,948,700	10,948,700	8,211,525	6,585,023	-876,502	20
Contributions, Reimbursements and Donations	4,766,500	5,367,300	4,025,475	1,217,317	-2,357,558	70
Gain On Asset Disposals	33,600	33,600	25,200	79,849	54,649	(217)
Fees and Charges	21,073,400	21,182,600	15,886,950	16,199,355	394,305	(2)
Interest	570,700	596,700	447,525	204,587	-223,438	54
Other Revenue/Income	957,700	606,400	454,800	562,253	-156,022	(24)
Service Charges	0	0	0	0	0	na
<i>Total Operating Revenue</i>	<b>\$51,314,200</b>	<b>\$53,072,400</b>	<b>\$43,388,575</b>	<b>39,145,540</b>	<b>-2,831,010</b>	<b>7</b>
<b>Less: OPERATING EXPENDITURE</b>						
Employee Costs	13,907,400	13,584,000	10,188,000	9,536,589	-893,961	6
Materials And Contracts	17,760,800	18,695,000	14,021,250	8,576,901	-4,743,699	39
Depreciation On Non Current Assets	16,013,200	16,013,700	12,010,275	12,698,063	688,163	(6)
Insurance Expenses	923,100	881,700	881,700	998,946	117,246	(13)
Loss On Asset Disposal	35,500	35,500	26,625	85,932	59,307	(223)
Interest Expenses	310,600	260,400	195,300	142,269	-90,681	27
Utilities (Gas, Electricity, Water Etc)	1,663,600	1,566,900	1,175,175	1,142,348	-105,352	3
Other Expenditure	733,200	701,200	525,900	565,971	16,071	(8)
<i>Sub Total</i>	<b>\$51,347,400</b>	<b>\$51,738,400</b>	<b>\$39,024,225</b>	<b>33,747,021</b>	<b>-4,952,904</b>	<b>13</b>
Less: Applicable To Capital Expenditure	0	0	0	0	0	na
<i>Total Operating Expenditure</i>	<b>\$51,347,400</b>	<b>\$51,738,400</b>	<b>\$39,024,225</b>	<b>33,747,021</b>	<b>-4,952,904</b>	<b>13</b>
<b>NET PROFIT/(LOSS) RESULT</b>	<b>(\$33,200)</b>	<b>\$1,334,000</b>	<b>\$4,364,350</b>	<b>5,398,519</b>	<b>2,121,894</b>	<b>na</b>
Other Comprehensive Income	\$0			0		
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(\$33,200)</b>	<b>\$1,334,000</b>	<b>\$4,364,350</b>	<b>5,398,519</b>	<b>2,121,894</b>	<b>na</b>

Rate Setting Statement  
Operating Revenue and Expenses  
For The Period Ending 31st March 2021

	Budget	Amended Budget	YTD Budget	YTD Actual
<b>OPERATING REVENUE</b>				
General Purpose Funding	16,112,600	16,516,000	15,782,751	15,364,140
Governance	116,800	358,800	244,189	90,414
Law, Order & Public Safety	98,500	95,800	71,811	31,215
Health	86,800	86,800	51,561	30,279
Education & Welfare	10,500	68,000	35,994	29,665
Housing	301,600	312,600	234,405	297,254
Community Amenities	5,893,100	5,780,000	4,712,964	4,099,424
Recreation and Culture	2,183,600	1,833,200	1,376,766	1,650,317
Transport	15,461,700	15,441,600	11,542,714	11,665,061
Economic Services	1,651,300	1,846,400	731,496	737,618
Other Property & Services	210,200	510,200	190,485	252,415
<b>Total Operating Revenue</b>	<b>42,126,700</b>	<b>42,849,400</b>	<b>34,975,136</b>	<b>34,247,802</b>
<b>Less: OPERATING EXPENSES</b>				
General Purpose Funding	385,400	382,600	286,911	129,150
Governance	700,200	655,800	856,701	(563,689)
Law, Order & Public Safety	1,262,300	1,463,800	1,098,582	1,149,433
Health	540,200	530,600	397,881	301,336
Education & Welfare	2,518,900	2,524,400	1,749,663	1,604,622
Housing	781,300	732,300	677,719	768,374
Community Amenities	5,922,800	5,894,400	4,642,158	3,768,658
Recreation and Culture	12,903,300	12,482,600	8,697,924	8,298,550
Transport	22,387,700	23,218,400	16,814,828	15,862,593
Economic Services	2,546,600	2,496,500	1,465,433	1,317,259
Other Property & Services	1,398,700	1,321,500	1,337,206	1,024,484
<b>Total Operating Expenditure</b>	<b>51,347,400</b>	<b>51,702,900</b>	<b>38,025,006</b>	<b>33,660,769</b>
<b>Add:</b>				
Capital Grants and Contributions	9,189,400	10,189,400	5,392,008	4,817,893
Sale of Assets	233,000	233,000	182,232	174,289
<i>Non - cash amounts excluded from operating activities</i>				
	16,013,700	16,013,700	12,010,275.00	12,698,063
	<b>25,436,100</b>	<b>26,436,100</b>	<b>17,584,515</b>	<b>17,690,245</b>
<b>Less: CAPITAL WORKS PROGRAMME</b>				
Governance	345,000	382,000	346,506	133,545
Law, Order & Public Safety	619,300	582,500	466,699	128,117
Health	-	-	-	-
Education & Welfare	60,000	33,000	20,250	-
Housing	1,269,700	1,003,700	752,769	678,757
Community Amenities	7,336,400	7,683,500	5,256,840	343,740
Recreation and Culture	960,000	1,133,600	893,103	355,058
Transport	12,487,200	11,369,200	7,998,076	5,539,549
Economic Services	850,000	1,720,000	643,750	140,113
	<b>23,927,600</b>	<b>23,907,500</b>	<b>16,377,993</b>	<b>7,318,879</b>
<b>Less: OTHER</b>				
Repayments of Debentures	1,209,500	1,209,500	576,699	576,699
<i>Less Contributions to Loan Principal</i>	-	-	-	-
Payments for principle portion of lease liability	-	-	-	27,489
Transfers to Reserves	2,890,800	3,639,500	28,801	5,182,277
	<b>4,100,300</b>	<b>4,849,000</b>	<b>605,500</b>	<b>5,786,465</b>
<b>Add: FUNDING SOURCES</b>				
Reserves Utilised	3,183,600	2,999,800	265,300	173,235
Proceeds from New Debentures	4,700,000	4,700,000	-	-
Estimated Surplus/(Deficit) July 1 b/fwd	4,006,200	3,497,100	4,245,000	3,497,150
	<b>11,889,800</b>	<b>11,196,900</b>	<b>4,510,300</b>	<b>3,670,385</b>
Estimated Surplus/(Deficit) June 30 c/fwd	<b>77,300</b>	<b>23,000</b>	<b>2,061,452</b>	<b>8,842,319</b>

**CASHFLOW**  
**For The Period Ending 31st March 2021**

**Municipal Fund**

Cashflows From Operating Activities

Receipts from Operations	37,174,601
Less: Payments for Operations	-20,130,823
<b>Net Cash Provided by Operating Activities</b>	<b>17,043,779</b>

Cashflow from Investing Activities

Interest received	204,587
Payment for Property, Plant & Equipment	171,699
Less: Proceeds - Sale of Assets	-7,316,288
<b>Net Cash Used by Investing Activities</b>	<b>-6,940,003</b>

Cashflows from Financing Activities

Interest Paid	-142,269
Repayment of Borrowings	-576,699
Proceeds from Borrowings	0
<b>Net Cash Used by Financing Activities</b>	<b>-718,969</b>

**Net Increase in Cash Held** **9,384,807**

Municipal Fund Cash at Beginning of Year - 01/07/20 59,681,931

Municipal Fund Cash at End of Period - 31/12/2020 69,063,950

**Net Increase in Cash Held** **9,382,019**

**Total Cash Balances**

Municipal Fund		
- Cash At Bank	6,141,624	
- Cash Floats	13,600	
- Cash Invested	6,569,665	12,724,888
Reserve Fund - Cash Invested		56,339,062
<b>Total Cash Held</b>		<b>69,063,950</b>

Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st March 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
<b>Governance</b>								
<b>Other Governance</b>								
49001	Computer Equipment	80,000	80,000	80,000	28,688		-	28,688
49003	Furniture and Equipment - Newman	25,000	11,250	15,000	-		-	-
49016	Nwm Admin Building (L&B)	55,000	55,000	55,000	-		44,359	44,359
49019	Newman Admin Building (Infa)	0	12,753	17,000	14,603		-	14,603
49026	M/Bar Admin Building	80,000	82,503	110,000	36,145		78,482	114,627
49030	CBS Vehicle - 4WD (41229)	55,000	55,000	55,000	54,108		-	54,108
49033	Marble Bar Public Art	50,000	50,000	50,000	-		-	-
49039	Nmw Admin Bldg Security Upgrade	0	0	0	-		-	-
<b>Total Governance</b>		<b>\$345,000</b>	<b>\$346,506</b>	<b>\$382,000</b>	<b>133,545</b>	61	<b>122,840</b>	<b>256,385</b>
<b>Law, Order &amp; Public Safety</b>								
<b>Fire Prevention/Emergency Services</b>								
59010	Ranger Vehicle - 4WD (51112)	65,000	65,000	65,000	75,117		-	75,117
59012	Nullagine BFB - Ablution Block	54,300	54,299	54,300	53,000		-	53,000
		<b>\$119,300</b>	<b>\$119,299</b>	<b>\$119,300</b>	<b>128,117</b>		-	<b>128,117</b>
<b>Other Law, Order and Public Safety</b>								
59022	** BHP - CCTV	500,000	347,400	463,200	-		-	-
		<b>\$500,000</b>	<b>\$347,400</b>	<b>\$463,200</b>	<b>-</b>		-	-
<b>Total Law, Order, P/Safety</b>		<b>\$619,300</b>	<b>\$466,699</b>	<b>\$582,500</b>	<b>128,117</b>	73	-	<b>128,117</b>
<b>Health</b>								
79001	MHRS Vehicle - 4WD (71090)	0	0	0	-		-	-

Shire Of East Pilbara

Acquisition & Construction of Assets

For The Period Ending 31st March 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
<b>Total Health</b>		\$0	\$0	\$0	-	na	-	-
<b>Education and Welfare</b>								
<b>Community Services</b>								
89023	CRC Marble Bar	10,000	7,497	16,000	-		15,706	15,706
89026	Newman Youth Centre	50,000	12,753	17,000	-		-	-
<b>Total Education and Welfare</b>		\$60,000	\$20,250	\$33,000	-	na	15,706	15,706
<b>Housing</b>								
<b>Staff Housing</b>								
99020	Staff Housing Capital - ALL	1,190,700	404,775	539,700	409,883		30,585	440,468
99019	Staff Housing Capital - M/Bar and Null	0	270,747	361,000	252,698		74,482	327,180
99027	Community Housing - Capital	0	2,250	3,000	2,074		-	2,074
99028	Staff Housing Capital - Airport	79,000	74,997	100,000	13,007		-	13,007
99029	Staff Housing Capital - Martumili	0	0	0	1,095		-	1,095
<b>Total Housing</b>		\$1,269,700	\$752,769	\$1,003,700	678,757	10	105,067	783,824
<b>Community Amenities</b>								
<b>Sewerage</b>								
109002	Sewerage Plant Capital Improv'ts	6,259,400	4,303,337	7,259,400	147,344		247,979	395,323
109009	Chlorination System	0	0	0	-		-	-
109051	Header Tank Roof	30,000	0	0	-		-	-
		\$6,289,400	\$4,303,337	\$7,259,400	147,344		247,979	395,323
<b>Sanitation Other</b>								
109037	Newman Landfill Fencing	650,000	650,000	0	-		-	-
109038	Newman Landfill Signage	20,000	20,000	20,000	-		15,478	15,478
109039	Newman Landfill Bore	200,000	137,500	200,000	41,253		2,000	43,253

Shire Of East Pilbara

Acquisition & Construction of Assets

For The Period Ending 31st March 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
109040	GEWS Vehicle - 2WD (101401)	55,000	54,500	54,500	54,129		-	54,129
109042	CDS Admin Office & Toilets	122,000	91,503	122,000	73,464		1,631	75,095
		<b>\$1,047,000</b>	<b>\$953,503</b>	<b>\$396,500</b>	<b>168,845</b>		<b>19,109</b>	<b>187,955</b>
	<b>Other Community Amenities</b>							
109022	Public Toilets	0	0	0	-		-	-
109033	Nullagine Public Toilets	0	0	27,600	27,550		-	27,550
		<b>0</b>	<b>0</b>	<b>\$27,600</b>	<b>27,550</b>		<b>-</b>	<b>27,550</b>
	<b>Total Community Amenities</b>	<b>\$7,336,400</b>	<b>\$5,256,840</b>	<b>\$7,683,500</b>	<b>343,740</b>	93	<b>267,088</b>	<b>610,828</b>
	<b>Recreation And Culture</b>							
119012	Marble Bar Civic Centre	0	0	0	38,590		-	38,590
119021	EPAC Building Works	15,000	11,250	15,000	-		14,738	14,738
	<b>Public Halls &amp; Civic Centre</b>	<b>\$15,000</b>	<b>\$11,250</b>	<b>\$15,000</b>	<b>38,590</b>		<b>14,738</b>	<b>53,328</b>
119067	Newman Aquatic Centre - P&E	30,000	50,000	50,000	19,939		-	19,939
119041	Newman Aquatic Centre - INFR	50,000	11,250	15,000	-		14,763	14,763
	<b>Swimming Areas / Beaches</b>	<b>\$80,000</b>	<b>\$61,250</b>	<b>\$65,000</b>	<b>19,939</b>		<b>14,763</b>	<b>34,702</b>
119310	Newman Community Library - L&B	15,000	15,000	15,000	-		14,874	14,874
	<b>Libraries</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>-</b>		<b>14,874</b>	<b>14,874</b>
119029	CRS Vehciel - Wagon (111675)	55,000	56,600	56,600	56,361		-	56,361
119033	Newman Rec Centre - Equipment	0	215,000	215,000	-		214,105	214,105
119611	Rec Centre Bin Compound	35,000	57,753	77,000	-		23,697	23,697

Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st March 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
	<b>Recreation Centre</b>	<b>\$90,000</b>	<b>\$329,353</b>	<b>\$348,600</b>	<b>56,361</b>		<b>237,802</b>	<b>294,164</b>
119063	Playground Equipment - Rural	250,000	171,875	250,000	29,556		98,221	127,777
119704	Minor Equipment - Parks & Gardens	50,000	0	33,500	-		-	-
119722	Oval Reticulation Automation	260,000	178,750	270,000	61,836		31,754	93,590
119729	Capricorn Oval Benches	50,000	40,000	40,000	37,932		745	38,677
119732	Newman - Junior Sports Doors & Security	25,000	0	0	-		-	-
119740	Gallop Park Dump Point	15,000	11,250	15,000	-		-	-
119742	North Newman Reserve - Water Supply Con.	50,000	34,375	75,000	74,440		-	74,440
119746	Water Tank Scheme Connection	60,000	40,000	40,000	36,403		-	36,403
	<b>Ovals, Parks and Other Reserves</b>	<b>\$760,000</b>	<b>\$476,250</b>	<b>\$723,500</b>	<b>240,168</b>		<b>130,720</b>	<b>370,888</b>
	<b>Total Recreation And Culture</b>	<b>\$960,000</b>	<b>\$893,103</b>	<b>\$1,167,100</b>	<b>355,058</b>	60	<b>412,898</b>	<b>767,956</b>

**Transport**

129545	Marble Bar / Woodie Woodie Road	281,600	187,733	281,600	241,838		-	241,838
129546	Jigalong Road	530,000	165,000	165,000	164,522		-	164,522
129547	Warrawagine Road	600,000	400,000	600,000	601,513		-	601,513
129548	Muccan Shay Gap Road	300,000	200,000	315,000	75,266		-	75,266
129549	Goldworthy Road	77,200	51,467	440,000	151,998		288,003	440,000
129551	Woodie Woodie Road	300,000	200,000	300,000	2,452		40,769	43,221
129555	Hillside Marble Bar Road	659,700	439,800	659,700	32,572		650,000	682,572
129557	Skull Springs Road	500,000	333,333	500,000	259,468		31,423	290,891
129559	Goldsworthy Shay Gap Road	439,600	0	0	-		-	-

Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st March 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
<b>Road Construction</b>		<b>\$3,688,100</b>	<b>\$1,977,333</b>	<b>\$3,261,300</b>	<b>1,529,629</b>		<b>1,010,194</b>	<b>2,539,823</b>
129537	Kiwirrkurra Access Road	690,600	460,422	613,900	613,862		-	613,862
129538	Punmu Access Road	180,000	462,600	616,800	616,775		-	616,775
129539	Talawana Track	180,000	120,000	180,000	63,278		-	63,278
129540	Jupiter Well Access Road	75,000	0	0	-		-	-
129542	Kunnawarritji Access	720,000	480,000	746,800	746,793		-	746,793
129543	Desert Road	548,000	365,333	530,800	530,740		-	530,740
<b>Aboriginal Access Roads</b>		<b>\$2,393,600</b>	<b>\$1,888,355</b>	<b>\$2,688,300</b>	<b>2,571,447</b>		-	<b>2,571,447</b>
129530	Newman Town Streets - Reseals	561,000	374,000	587,000	586,638		-	586,638
129562	Local Road & Infrastructure Projects	1,196,500	822,592	1,196,500	-		-	-
129601	Nullagine Entry Statement	30,000	29,999	30,000	30,306		-	30,306
129595	Newman Depot - Land & Building	50,000	76,000	76,000	78		75,901	75,978
129619	Streetscape Projects/ Landscaping - Various	100,000	74,997	100,000	8,818		-	8,818
<b>Other Construction</b>		<b>\$1,937,500</b>	<b>\$1,377,588</b>	<b>\$1,989,500</b>	<b>625,840</b>		<b>75,901</b>	<b>701,740</b>
129079	WS P&G Vehicle - 4WD (2812)	55,000	57,600	57,600	57,561		-	57,561
129084	Minor Equipment - Rural	73,000	0	6,500	-		-	-
129096	Parks & Gardens Vehicle - 2WD (2807)	38,000	29,500	29,500	29,521		-	29,521
129097	Parks & Gardens Vehicle - 2WD (2810)	38,000	29,600	29,600	29,554		-	29,554
129098	Canter Tipper with Kevrek (2704)	98,000	65,200	65,200	65,571		-	65,571
129722	Minor Equipment - Newman	30,000	0	10,000	-		-	-
129723	Canter Tipper with Kevrek (2727)	98,000	79,200	79,200	-		79,210	79,210

Shire Of East Pilbara

Acquisition & Construction of Assets

For The Period Ending 31st March 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
129732	Sideshift Backhoe (2751)	190,000	195,400	195,400	195,420		-	195,420
129745	Fuso Canter 815 Tipper (2825)	98,000	63,300	63,300	63,651		-	63,651
<b>Road Plant Purchases</b>		<b>\$718,000</b>	<b>\$519,800</b>	<b>\$536,300</b>	<b>441,278</b>		<b>79,210</b>	<b>520,488</b>
129401	Services - Access Roads, Car Parks	200,000	200,000	200,000	-		-	-
129402	Services - Water Inc Ro	250,000	250,000	250,000	30,147		18,361	48,508
129404	Services - Waste	500,000	0	0	-		-	-
129419	Safety & Security - Lighting	2,000,000	1,375,000	2,000,000	-		-	-
129426	ASCE Plant & Equipment	250,000	350,000	350,000	296,692		145,455	442,147
129427	Plant & Equipment - Machinery	150,000	60,000	60,000	44,517		-	44,517
129431	Public Structures	400,000	0	0	-		-	-
<b>Landside Expenses</b>		<b>\$3,750,000</b>	<b>\$2,235,000</b>	<b>\$2,860,000</b>	<b>371,357</b>		<b>163,816</b>	<b>535,172</b>
<b>Total Airport</b>		<b>\$3,750,000</b>	<b>\$2,235,000</b>	<b>\$2,860,000</b>	<b>371,357</b>		<b>163,816</b>	<b>535,172</b>
<b>Total Transport</b>		<b>\$12,487,200</b>	<b>\$7,998,076</b>	<b>\$11,335,400</b>	<b>5,539,549</b>	31	<b>1,329,120</b>	<b>6,868,670</b>
<b>Economic Services</b>								
139818	RPT Troop Carrier (131166)	0	0	0	-		-	-
<b>Rural Services</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>		<b>-</b>	<b>-</b>
139130	Newman Visitors Centre	70,000	20,000	40,000	-		-	-
139203	Cape K - Caretakers Residence Potable Water	280,000	280,000	380,000	28,059		40,789	68,848
139220	Newman Caravan Park	500,000	343,750	1,300,000	112,054		908,759	1,020,813

Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st March 2021

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
	Tourism & Area Promotion	\$850,000	\$643,750	\$1,720,000	140,113		949,548	1,089,661
	<b>Total Economic Services</b>	<b>\$850,000</b>	<b>\$643,750</b>	<b>\$1,720,000</b>	<b>140,113</b>	78	<b>949,548</b>	<b>1,089,661</b>
	<b>Other Works &amp; Services</b>							
149014	Toyota Prado	0	0	0	-		-	-
	<b>Total Other Works &amp; Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>	na	<b>-</b>	<b>-</b>
	<b>Totals of All Assets</b>	<b>\$23,927,600</b>	<b>\$16,377,993</b>	<b>\$23,907,200</b>	<b>7,318,879</b>	55	<b>3,202,268</b>	<b>10,521,146</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st March 2021

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Budget 2020/2021	YTD Actuals 2020/2021
	\$	\$
<b>Current Assets</b>		
<b>Cash</b>		
Municipal Fund Cash At Bank	153,600	6,141,624
Municipal Fund Cash On Hand	18,000	13,600
Municipal Fund Cash Invested	969,600	6,569,665
Reserve Funds	37,482,900	56,339,062
<b>Total Cash</b>	<b>\$38,624,100</b>	<b>69,063,950</b>
<b>Stock on Hand</b>		
Fuels	96,891	19,499
History Books	12,479	12,140
Martumili Baskets	15,229	18,295
<b>Total Stock</b>	<b>\$124,599</b>	<b>49,934</b>
<b>Debtors</b>		
Rates	210,000	1,976,922
Sundry Debtors	40,000	4,357,380
ATO	0	3,757
Aust Securities Commission	200	0
<b>Total Debtors</b>	<b>\$250,200</b>	<b>6,338,059</b>
<b>Total Current Assets</b>	<b>\$38,998,899</b>	<b>75,451,944</b>
<b>Current Liabilities</b>		
<b>Creditors &amp; Provisions</b>		
Sundry Creditors	(\$550,000)	(\$1,261,443)
Accruals - Employee Entitlements	(\$773,100)	(\$1,326,799)
Accruals - Other	(\$130,599)	(\$6,588,313)
Trust Accounts	\$0	(\$1,330,453)
Tax Liability	\$0	\$112,777
ESL Levy	\$15,000	\$121,006
Other Liabilities	\$0	\$0
<b>Total Current Liabilities</b>	<b>(\$1,438,699)</b>	<b>(\$10,273,226)</b>
<b>Total Net Current Assets</b>	<b>\$37,560,200</b>	<b>\$65,178,718</b>
<b>Less Restricted Cash - Reserves</b>	<b>\$37,482,900</b>	<b>\$56,339,062</b>
<b>Net Current Assets less Restricted Cash</b>	<b>\$77,300</b>	<b>\$8,839,656</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 31st March 2021

NOTE 2

EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>VARIANCE BY FUNCTION &amp; ACTIVITY</b>	\$	%			
<b><u>Revenue from operating activities</u></b>					
Governance	145,775	62	▼	Permanent	Reserve Interest and Sundry Income down on budget
General Purpose Funding - Rates	NA	NA			
General Purpose Funding - Other	624,562	41	▼	Timing	Grant funding not yet received
Law, Order & Public Safety	451,603	89	▼	Timing	FESA Grant Funding not yet received
Health	21,282	41	▼	Timing	Food Premise Licences not yet raised
Education and Welfare	NA	NA			
Housing	(62,849)	(27)	▲	Permanent	Refund for Solar Panels
Community Amenities	524,401	11	▼	Permanent	Landfill Income down on budget
Recreation and Culture	(281,586)	(20)	▲	Permanent	Additional Martumili Grant Funding
Transport	NA	NA			
Economic Services	NA	NA			
Other Property and Services	(61,930)	(33)	▲	Permanent	General Insurance Recoveries on Budget
<b><u>Expenditure from operating activities</u></b>					
Governance	1,414,993	165	▼	Timing	Admin Reallocation
General Purpose Funding	157,761	55	▼	Timing	Due to Rates Write offs not yet applied
Law, Order and Public Safety	NA	NA			
Health	96,545	24	▼	Timing	Due to staff vacancies
Education and Welfare	NA	NA			
Housing	(90,655)	(13)	▲	Timing	Housing Allocations
Community Amenities	798,492	17	▼	Timing	Expenditure down over function
Recreation and Culture	NA	NA			
Transport	NA	NA			
Economic Services	NA	NA			
Other Property and Services	312,722	23	▼	Timing	Project Development projects not yet complete

**VARIANCE BY NATURE & TYPE**

Operating Revenue

Rates	NA	NA			
Grants And Subsidies	(876,502)	20	▼	Timing	Projects not complete
Contributions, Reimb. & Donations	(2,357,558)	70	▼	Timing	Projects not complete
Gain On Asset Disposals	54,649	(217)	▲	Permanent	Additional Income for Vehicles
Fees and Charges	NA	NA			
Interest	(223,438)	54	▼	Permanent	Interest Rates lower than budgeted
Other Revenue/Income	NA	NA			
Service Charges					

Operating Expenditure

Employee Costs	NA	NA			
Materials And Contracts	(4,743,699)	39	▼	Timing	Projects behind completion dates
Depreciation On Non Current Assets	NA	NA			
Insurance Expenses	117,246	(13)	▲	Timing	IE Allocation only
Loss On Asset Disposal	59,307	(223)	▼	Permanent	Disposal of assets not budgeted
Interest Expenses	(90,681)	27	▼	Timing	Loan payment Timing
Utilities (Gas, Electricity, Water Etc)	NA	NS			
Other Expenditure	NA	NA			

10320130 - Interim/Prorata Rates - UV Mun (18/19)

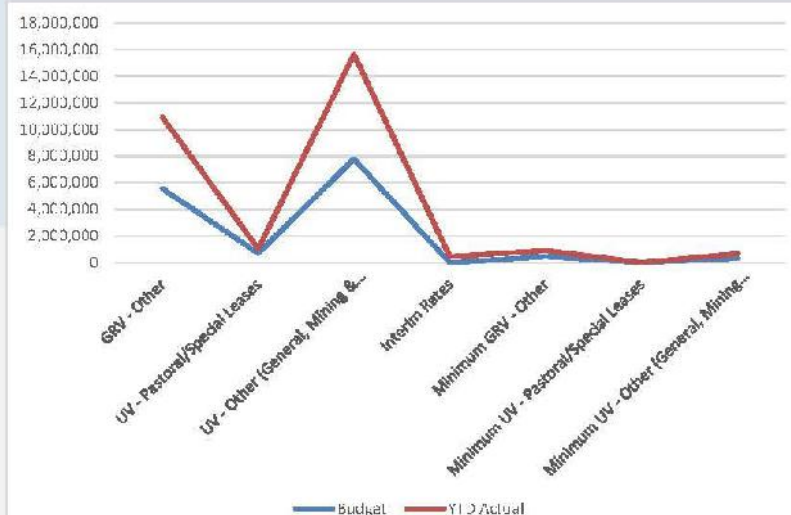
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st March 2021

OPERATING ACTIVITIES  
NOTE 3  
RATE REVENUE

General Rate Revenue	Budget							YTD Actual			
	Rate In	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Other	7.3662	2038	75,644,134	5,572,139			5,572,139	5,042,888	326,621	-19,738	5,349,770
UV - Pastoral/Special Leases	8.5900	46	8,282,212	711,442			711,442	320,356			320,356
UV - Other (General, Mining & Petroleum)	17.1800	1141	44,215,816	7,596,277	190,000		7,786,277	7,673,071	132,129	29,881	7,835,081
							0				0
<b>Minimums</b>	Minimum \$										
GRV - Other	\$ 650	690	2,223,748	457,470			457,470	457,470			457,470
UV - Pastoral/Special Leases	\$ 230	21	8,107	4,830			4,830	4,830			4,830
UV - Other (General, Mining & Petroleum)	\$ 430	795	872,276	341,850	0		341,850	337,120			337,120
											0
<b>Sub-Totals</b>		<b>4,731</b>	<b>131,246,293</b>	<b>14,684,008</b>	<b>190,000</b>	<b>0</b>	<b>14,874,008</b>	<b>13,835,734</b>	<b>458,750</b>	<b>10,143</b>	<b>14,304,627</b>
Discount							0				
Concession					910,408		(910,408)				
<b>Amount from General Rates</b>							<b>13,963,600</b>				<b>14,304,627</b>
Ex-Gratia Rates							0				-
<b>Total General Rates</b>							<b>13,963,600</b>				<b>14,304,627</b>

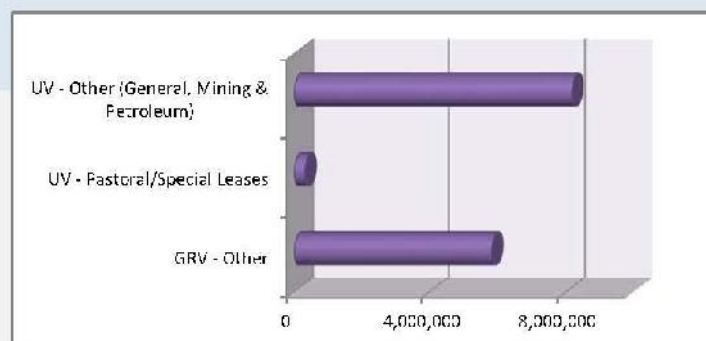
#### SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over



#### KEY INFORMATION

General Rates		
Budget	YTD Actual	%
\$13.96 M	\$14.3 M	102%



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 31st March 2021

OPERATING ACTIVITIES

NOTE 4

RECEIVABLES

Rates Receivable	1 July 2019	31 Mar 21
	\$	\$
Opening Arrears Previous Years	1,349,894	1,893,658
Levied this year	16,570,389	17,554,747
Less: Collections to date	(16,126,727)	(17,352,792)
Equals Current Outstanding	1,893,659	2,095,614
<b>Net Rates Collectable</b>	<b>1,893,659</b>	<b>2,095,614</b>
% Collected	56.74%	98.85%

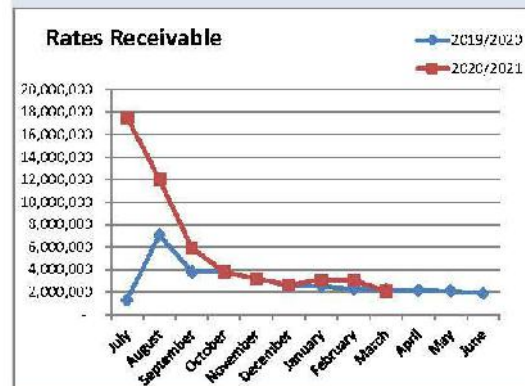
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	2,342,962	1,395,850	16,574	631,731	4,357,617
Percentage	54%	32%	0%	14%	
Balance per Trial Balance					
Sundry debtors					4,357,617
<b>Total Receivables General Outstanding</b>					<b>4,357,617</b>
Amounts shown above include GST (where applicable)					

KEY INFORMATION

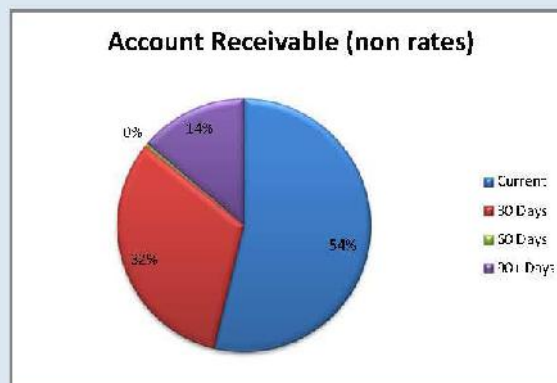
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
99%	\$2,095,614



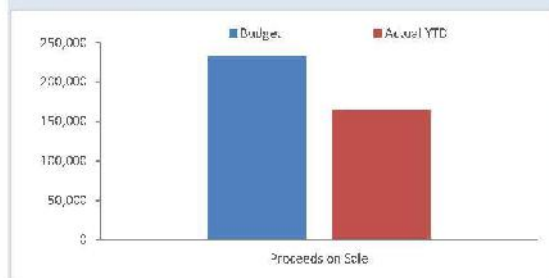
<b>Debtors Due</b>
<b>\$4,357,617</b>
<b>Over 30 Days</b>
<b>46%</b>
<b>Over 90 Days</b>
<b>14%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st March 2021

OPERATING ACTIVITIES  
NOTE 5  
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Program 4 Governance</b>									
41229B	Toyota Hilux 4x4	9,000	17,000	8,000					
Z17058C	Kewman - Shire Admin - Gardens					5,397			(5,397)
<b>Program 5 Law, Order &amp; Public Safety</b>									
P51112E	Toyota Hilux	22,300	25,000	2,700		21,394	34,790	13,396	
<b>Program 7 Health</b>									
<b>Program 10 Community Amenities</b>									
121212A	GEWS Vehicle	18,000	15,000	2,000					
P16068	Kewman Refuse - Cardboard Bales					75,008	0		(75,008)
<b>Program 11 Culture and Recreation</b>									
111576D	GRS Vehicle	22,300	25,000	2,700		11,570	19,006	8,036	
P16004	Dolphin Commercial Export Pro Pool					1,507	0		(1,507)
P13019	Kewman Aquatic - Dolphin Pro Cleaner					2,486			(2,486)
<b>Program 12 Transport</b>									
2704C	Fuso Canter	32,300	27,000		(5,300)				
2727C	Fuso Canter	38,000	27,000		(11,000)				
2751A	Bachhoe	9,200	25,000	15,800					
2807C	Holden Colorado	14,200	9,000		(5,200)	13,604	12,837		(770)
2810E	Holden Colorado	14,200	9,000		(5,200)	13,604	12,839		(766)
2812C	Toyota Hilux	24,600	27,000	2,400					
2825A	Toyota 79 Series	35,800	27,000		(8,800)				
2733B	HINO Ranger Pro Mistra Suction Road Sw					17,280	61,326	44,046	
121212A	Toyota Hilux Extra Cab (4wd)					8,699	23,066	14,367	
<b>Program 13 Economic Services</b>									
<b>Program 14 Other Works and Services</b>									
		234,900	233,000	25,600	(35,500)	170,550	164,462	79,845	(85,933)

KEY INFORMATION



Proceeds on Sale

Budget	YTD Actual	%
\$233,000	\$164,462	71%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st March 2021

FINANCING ACTIVITIES

NOTE 6

BORROWINGS

Information on Borrowings Particulars	Opening Bal 2020/2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>									
Staff Housing	193,958			93,893	93,900	100,065	100,058	11,055	11,100
								815	1,200
Staff Housing	929,661			131,295	131,300	798,366	798,361	58,239	58,200
								3,222	7,200
<b>Community Amenities</b>									
Sewerage Plant	1,354,944			61,918	125,200	1,293,026	1,229,744	30,419	59,500
								4,665	10,000
Sewerage Plant	823,455			45,832	92,400	777,623	781,055	12,558	24,400
								2,903	6,400
Sewerage Plant	0	0	4,700,000	0	271,600	0	4,428,400	-	92,700
								-	17,900
<b>Transport</b>									
Newman Airport Precinct	495,142			243,762	495,100	251,380	42	15,473	13,300
							0	2,921	8,700
	3,797,160	0	4,700,000	576,699	1,209,500	3,220,461	7,287,660	142,269	310,600
<b>Self supporting loans</b>							0		
	0	0	0	0	0	0	0	0	0
<b>Total</b>	3,797,160	0	4,700,000	576,699	1,209,500	3,220,461	7,287,660	142,269	310,600

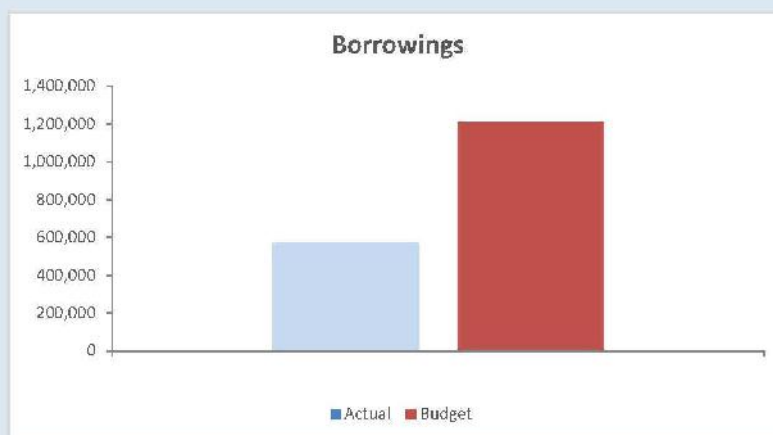
A: debenture repayments were financed by general purpose revenue.

#### SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

#### KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



note:  
Interest  
Accrual -  
As per  
Auditors  
Request

#### Interest Earned

**\$204,587**

#### Reserves Bal

**\$56.34 M**

#### Principal Repayments

**\$576,699**

#### Interest Expense

**\$142,269**

#### Loans Due

**\$3.22 M**

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

**28 MAY 2021**

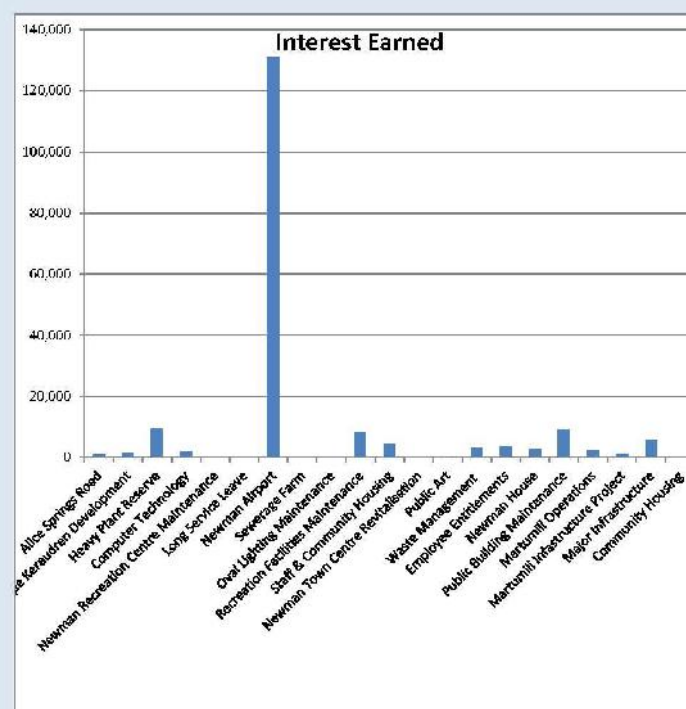
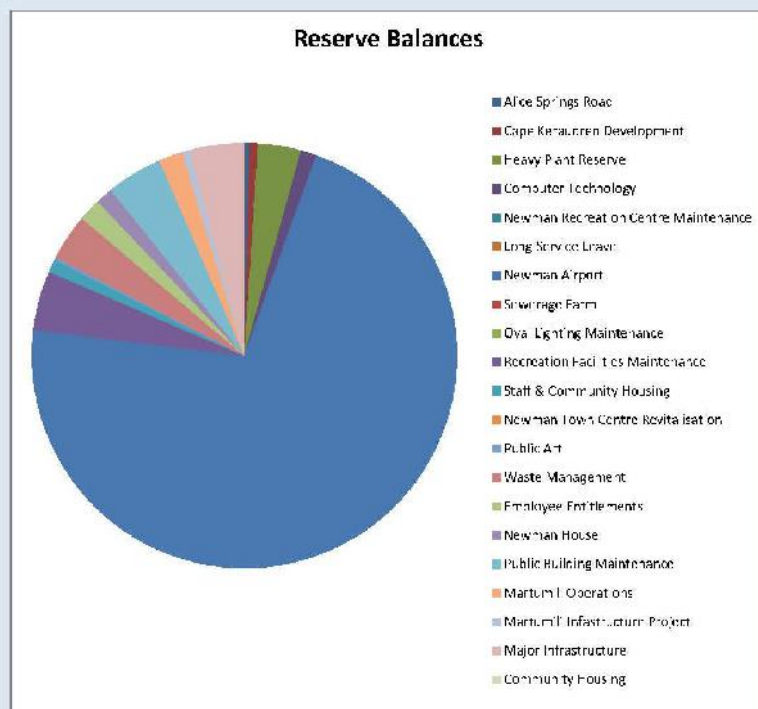
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st March 2021

**CASH AND INVESTMENTS  
NOTE 7**

**Cash Backed Reserve**

Reserve Name	Opening Balance - 01.07.2020	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Alice Springs Road	215,871	5,300	807	0	0	0	0	221,171	216,679
Cape Keraudren Development	363,798	8,900	1,361	0	0	(180,000)	0	192,698	365,159
Heavy Plant Reserve	1,837,817	60,800	9,267	0	0	(850,000)	0	1,048,617	1,847,084
Computer Technology	668,455	13,400	2,048	0	0	(100,000)	0	581,855	670,503
Newman Recreation Centre Maintenance	0	0	0	0	0	(127,535)	0	(127,535)	0
Long Service Leave	0	0	0	0	0	(161,111)	0	(161,111)	0
Newman Airport	35,879,532	671,900	131,115	2,080,100	1,285,971	(135,700)	(13,123)	38,198,832	10,253,197
Sewerage Farm	0	0	0	0	0	(115,770)	0	(115,770)	0
Oval Lighting Maintenance	0	0	0	0	0	(13,201)	0	(13,201)	0
Recreation Facilities Maintenance	2,537,321	58,000	8,131	342,178	0	(2,011,442)	0	926,057	2,545,452
Staff & Community Housing	557,666	29,300	1,162	1,180,961	0	(1,156,681)	0	611,249	562,128
Newman Town Centre Revitalisation	0	0	0	0	0	(337,000)	0	(337,000)	0
Public Art	124,801	2,400	467	0	0	0	0	127,201	125,268
Waste Management	1,959,103	31,700	2,916	2,791,176	0	(663,964)	0	4,118,315	1,962,349
Employee Entitlements	968,501	23,800	3,621	959,185	0	(191,774)	0	1,456,715	972,128
Newman House	730,710	16,700	2,731	0	0	0	0	747,410	733,111
Public Building Maintenance	2,390,433	63,300	8,948	0	0	(200,000)	0	2,253,733	2,399,380
Martumili Operations	411,756	13,500	2,512	0	711,271	(267,000)	(129,811)	188,256	1,025,729
Martumili Infrastructure Project	309,931	3,900	968	50,000	0	0	0	363,831	310,903
Major Infrastructure	2,311,018	0	5,611	0	0	0	0	2,311,018	2,319,662
Community Housing	0	0	0	0	0	(24,283)	0	(24,283)	0
	<b>51,330,020</b>	<b>1,005,900</b>	<b>185,031</b>	<b>7,403,603</b>	<b>4,997,246</b>	<b>(7,441,760)</b>	<b>(173,235)</b>	<b>52,297,762</b>	<b>56,339,062</b>

### KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st March 2021

GRANTS & CONTRIBUTIONS  
NOTE 8

Non Operating Grants & Contributions For The Development Of Assets

Grant Source	Purpose	2020/2021	2020/2021	2020/2021	Variance
		Estimated Actual	Budget	Actual	(Under)/Over
		\$	\$	\$	
<b>State Grants</b>					
FESA	NBFB Shed Grant	77,300	77,300	0	100
WA Grants Commission	Aboriginal Access Roads	500,025	666,700	517,508	-3
Main Roads WA	Aboriginal Access Roads	249,975	333,300	498,333	-99
Main Roads WA	Regional Road Group	782,550	1,043,400	506,957	35
WA Grants Commission	Untied Road Grants	465,900	621,200	0	100
Main Roads WA	Direct Grants	330,975	441,300	501,853	-52
State Government	Discovery Drive Sign Project	0	0	0	na
		<b>2,406,725</b>	<b>3,183,200</b>	<b>2,024,651</b>	<b>16</b>
<b>Federal Grants</b>					
Federal Dep't Of Transport	Roads To Recovery	869,775	1,159,700	2,009,682	-131
Federal Dep't Of Transport	Roads to Recovery - Additional	637,500	850,000	475,000	25
Federal Dep't Of Transport	Local Roads & Community Infrast.	897,375	1,196,500	0	100
		<b>2,404,650</b>	<b>3,206,200</b>	<b>2,484,682</b>	<b>-3</b>
<b>Contributions</b>					
BHP	Collective Impact - Community Safety	500,000	500,000	10,585	98
BHP	Sewerage Plant Upgrade Funding	1,125,000	2,850,000	89,139	92
Private Mine Contributions	Woodie Woodie Road	150,000	200,000	200,000	-33
BHP	Landscaping Project	100,000	100,000	8,835	91
BHP	Newman Caravan Park Grant	0	500,000	0	na
		<b>1,875,000</b>	<b>4,150,000</b>	<b>308,559</b>	<b>84</b>
<b>Non-Operating grants, subsidies and contributions Total</b>					
		<b>6,686,375</b>	<b>10,539,400</b>	<b>4,817,893</b>	<b>28</b>

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

**28 MAY 2021**

**Grants & Contributions Toward Operating Expenditure**

		2020/2021	2020/2021	2020/2021	Variance
Grant Source	Purpose	Estimated Actual	Budget	Actual	(Under)/Over
		\$	\$	\$	
State Grants					
WA Grants Commission	General Purpose Grants	1,085,000	2,000,000	878,377	19
CRSFF	Recreation Plan	-25,000	25,000	0	100
FESA	FESA Grant - SES	4,000	4,000	4,000	0
FESA	FESA Grant - Nullagine VBFB	15,000	20,000	1,677	89
Dept of Health	Mosquito Control	8,000	18,000	8,238	-3
State Grants	Youth	2,250	3,000	1,500	33
DSR	Club Development	3,753	5,000	0	100
Art Enterprise Activities (NACIS)	Martumilli Arts Project	290,000	290,000	249,091	14
Dept Environmen. & Heritage	Martumilli Arts Project	70,000	70,000	70,000	0
Tourism WA	Fusion Festival	15,000	15,000	10,500	na
State Grants	Events	12,497	34,800	20,111	na
Lotterywest	Fusion Festival	15,003	20,000	0	100
WA Grants Commission	Untied Road Grants	675,000	900,000	617,966	8
PDC	Regional Economic Dev (RED) Grant	0	35,000	36,995	na
State Dep't of Transport	RPT Bus Service Subsidy	89,622	119,500	89,595	0
		2,260,125	3,559,300	1,988,050	0
Contributions					
Water Corporation	Newman Sewerage Farm	143,500	143,500	142,778	1
BHP	Newman Retreated Water Plan	100,000	100,000	0	100
BHP	Events Partnership - Newman	0	193,000	180,680	na
BHP	Martumilli - Community Support	530,000	530,000	132,500	75
BHP	Regional Service Hub Planning	0	500,000	0	na
BHP	Newman Caravan Park Planning	0	500,000	134,642	na
		773,500 0	1,966,500	590,601	24
Operating grants, subsidies and contributions Total		3,033,625 0	5,525,800	2,578,651	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st March 2021**

**NOTE 9  
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Mar 2021
	\$	\$	\$	\$
Public Open Space	231,500	0	0	231,500
Cash in Lieu of Parking	526,724	0	0	526,724
	<b>758,224</b>	<b>0</b>	<b>0</b>	<b>758,224</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st March 2021

NOTE 10  
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				0
	<b>Permanent Changes</b>						
888302	Cape Keiraudren Development Reserve	202021/50	Non Cash item		(150,000)		(150,000)
139203	Cape K - Potable Water	202021/50	Capital Expenditure			150,000	0
	Unbudgeted Expenditure - FBT Policy Reform Strategy	202021/56	Operating Expenses			34,000	34,000
102019	Income for Waste and Recycling - Education Tools	20202/85	Operating Revenue		(23,085)		(23,085)
101000	Expenditure for Waste and Recycling - Education Tools	20202/85	Operating Expenses			23,085	0
NEW 498.7	Income Newman WWTP Upgrade Grant		Operating Revenue		(1,000,000)		(1,000,000)
	Reserve Transfer - Newman WWTP Upgrade		Non Cash item			1,000,000	0
102019	Income for Waste Services Grant - Bin Tagging Program		Operating Revenue		(8,000)		(8,000)
101000	Expenditure for Waste Services Grant - Bin Tagging Program		Operating Expenses			8,000	0
102019	Income for Waste Services Grant - E-waste Collection & Recycling		Operating Revenue		(40,000)		(40,000)
101000	Expenditure for Waste Services Grant - E-waste Collection & Recycling		Operating Expenses			40,000	0
NEW	Income for Newman Economic Development and Tourism Strategy		Operating Revenue		(500,000)		(500,000)
NEW	Expenditure for Newman Economic Development and Tourism Strategy		Operating Expenses			500,000	0
	Additional Amendments to follow - completed in April 2021						
				0	(1,721,085)	1,755,085	

KEY INFORMATION

#### 10.2.2 CREDITORS FOR PAYMENT

**File No:** FIN-23-9

**Attachments:** Appendix 1 – Cheque Payments  
Appendix 2 – Directs Payments  
Appendix 3 – EFT Payments  
Appendix 4 - Mastercard

**Responsible Officer:** Mr Steve Leeson  
Executive Manager Corporate Services

**Author:** Ms Sian Appleton  
Senior Finance Officer

**Proposed Meeting Date:** 28 May 2021

**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 payment of creditors.

#### BACKGROUND

Pursuant to Regulation 13 of the Regulations, a list of payments made from the Municipal and Trust accounts is required to be presented to Council on a periodic basis. These details are included as Appendices 1,2 and 3.

In accordance with Regulation 12 of the Regulations, the Chief Executive Officer has delegated authority to make these payments.

The attached documents outlines payments made to creditors since the Ordinary Council Meeting held on the 26<sup>th</sup> March 2021.

**COMMENTS/OPTIONS/DISCUSSIONS**

EFT Payments	EFT57827 – EFT58235	\$3,556,067.04
Mastercard	See attachment	\$20,307.08
	<b>Total</b>	<b>\$3,576,374.12</b>

Cheque Payments	25136 - 25143	\$840.65
	337 - 372	\$2,985.00
Superannuation	DD14911.1– DD14926.25	\$114,196.47
Fleet Control	11501511	\$1,025.39
	<b>Total</b>	<b>\$119,047.51</b>

**GRAND TOTAL** **\$3,695,421.63**

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

**CANCELLED AND UNUSED CHEQUES:**

CANCELLED CHEQUES & EFTS

Cheques – 347, 350-354, 359, 360-363, 372

EFT's – EFT58229

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 11

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

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 12(1)

- (1) *A payment may only be made from the municipal fund or the trust fund –*
- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds – by the CEO; or*
  - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 13(1)

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) *the payee's name; and*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*

## **POLICY IMPLICATIONS**

### **3.12 CORPORATE CREDIT CARD**

### **3.14 PROCUREMENT AND TENDER PROCEDURES POLICY**

## **STRATEGIC COMMUNITY PLAN**

### **5: Governance**

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

## **RISK MANAGEMENT CONSIDERATIONS**

Legislative - Medium

## **FINANCIAL IMPLICATIONS**

Total expenses of \$3,695,421.63

## **VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/205**

**MOVED: Cr Wendy McWhirter-Brooks**

**SECONDED: Cr Stacey Smith**

**That Council endorse the following payments:**

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments	EFT57827 – EFT58235	\$3,556,067.04
Mastercard	See attachment	\$20,307.08
	<b>Total</b>	<b>\$3,576,374.12</b>
Cheque Payments	25136 - 25143	\$840.65
	337 - 372	\$2,985.00
Superannuation	DD14911.1– DD14926.25	\$114,196.47
Fleet Control	11501511	\$1,025.39
	<b>Total</b>	<b>\$119,047.51</b>
	<b>GRAND TOTAL</b>	<b>\$3,695,421.63</b>

**CARRIED UNANIMOUSLY**

***To be actioned by Ms Sian Appleton, Senior Finance Officer***

## **Appendix 1 Cheque Payments**

**SHIRE OF EAST PILBARA**

**Cheque Payments**

Chq/EFT	Date	Name	Description	Amount
25145	22/04/2021	SOEP - NEWMAN PETTY CASH	Newman Officer Petty Cash	-103.15
25146	29/04/2021	SOEP - LOTTO SYNDICATE 1	PPE 18.04.21 - Lotto Syndicate 1	-346.50
25149	05/05/2021	SOEP - NEWMAN PETTY CASH	Newman Officer Petty Cash	-137.00
25150	05/05/2021	SoEP - Container Deposit Scheme - Float	Recoup CDS Cash Float back to \$400.00	-254.00
337	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Full Course, Male, 1st Prize	-250.00
338	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Full Course, Female, 1st Prize	-250.00
339	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Full Course, Team, First Prize	-250.00
340	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Full Course, Male, 2nd Prize	-190.00
341	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Full Course, Female, 2nd Prize	-190.00
342	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Full Course, Group, 2nd Prize	-190.00
343	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Full Course, Male, 3rd Prize	-100.00
344	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Full Course, Female, 3rd Prize	-100.00
345	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Full Course, Group, 3rd Prize	-100.00
346	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Short Course over 16, Male, 1st Prize	-150.00
348	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Short Course over 16, Group, 1st Prize	-150.00
349	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Short Course over 16, Male, 2nd Prize	-90.00
355	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Short Course under 16, Male, 1st Prize	-150.00
356	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Short Course under 16, Female, 1st Prize	-150.00
357	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Short Course under 16, Group, 1st prize	-150.00
358	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Short Course under 16, Male 2nd Prize	-90.00
364	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Junior Course, Male, 1st Prize	-75.00
365	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Junior Course, Female, 1st Prize	-75.00
366	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Junior Course, Group, 1st Prize	-75.00
367	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Junior Course, Male, 2nd Prize	-50.00
368	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Junior Course, Female, 2nd Prize	-50.00
369	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Junior Course, Group, 2nd Prize	-50.00
370	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Junior Course, Male, 3rd Prize	-30.00
371	15/04/2021	SHIRE OF EAST PILBARA	Prize Money for Newman Triathlon - Junior Course, Female, 3rd Prize	-30.00

		TOTAL	-3825.65
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## **Appendix 2**

### **Directs Payments**

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

**28 MAY 2021**

**SHIRE OF EAST PILBARA**  
Direct Debit Payments

Chq/EFT	Date	Name	Description	Amount
11501511	21/04/2021	BP AUSTRALIA	Fleet control report 01.03.21 - 31.03.21	-1025.39
<b>Fuel Payments Total</b>				<b>-1025.39</b>
DD14911.1	18/04/2021	Aware Super	Superannuation contributions	-37865.84
DD14911.10	18/04/2021	ING Superannuation Fund	Superannuation contributions	-457.67
DD14911.11	18/04/2021	Shane Donation Super Fund	Superannuation contributions	-151.36
DD14911.12	18/04/2021	Hostplus	Superannuation contributions	-4829.20
DD14911.13	18/04/2021	Statewide Superannuation Trust	Superannuation contributions	-1344.64
DD14911.14	18/04/2021	PLUM SUPERANNUATION	Superannuation contributions	-315.39
DD14911.15	18/04/2021	QSuper	Superannuation contributions	-1221.92
DD14911.16	18/04/2021	Wereta Family Superannuation	Superannuation contributions	-79.42
DD14911.17	18/04/2021	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-274.36
DD14911.18	18/04/2021	Spaceship Super	Superannuation contributions	-268.40
DD14911.19	18/04/2021	The Trustee for Sherman Superfund	Superannuation contributions	-156.99
DD14911.2	18/04/2021	Care Super	Superannuation contributions	-336.66
DD14911.20	18/04/2021	VISION SUPER	Superannuation contributions	-156.77
DD14911.21	18/04/2021	COLONIAL FIRST STATE	Superannuation contributions	-282.37
DD14911.22	18/04/2021	SUNSUPER	Superannuation contributions	-264.10
DD14911.23	18/04/2021	UNISUPER	Superannuation contributions	-625.91
DD14911.24	18/04/2021	AUSTRALIAN SUPER	Superannuation contributions	-3364.73
DD14911.25	18/04/2021	AMP	Superannuation contributions	-416.18
DD14911.26	18/04/2021	BT SUPER FOR LIFE	Superannuation contributions	-730.54
DD14911.27	18/04/2021	LUCRF SUPER	Superannuation contributions	-256.16
DD14911.3	18/04/2021	The Trustee for PRIME SUPER	Superannuation contributions	-59.51
DD14911.4	18/04/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-281.96
DD14911.5	18/04/2021	ESSENTIAL SUPER	Superannuation contributions	-301.79
DD14911.6	18/04/2021	ING DIRECT	Superannuation contributions	-495.58
DD14911.7	18/04/2021	HESTA SUPER FUND	Superannuation contributions	-441.03
DD14911.8	18/04/2021	IOOF Investments Services Ltd	Superannuation contributions	-250.69
DD14911.9	18/04/2021	REST SUPERANNUATION	Superannuation contributions	-1282.49

DD14912.1	18/04/2021	AUSTRALIAN SUPER	Superannuation contributions	-691.31
DD14913.1	18/04/2021	Aware Super	Superannuation contributions	-1195.72
DD14926.1	02/05/2021	Aware Super	Superannuation contributions	-38258.05
DD14926.10	02/05/2021	ING DIRECT	Superannuation contributions	-432.17
DD14926.11	02/05/2021	Shane Donation Super Fund	Superannuation contributions	-250.43
DD14926.12	02/05/2021	Hostplus	Superannuation contributions	-5605.24
DD14926.13	02/05/2021	Statewide Superannuation Trust	Superannuation contributions	-1344.64
DD14926.14	02/05/2021	PLUM SUPERANNUATION	Superannuation contributions	-315.40
DD14926.15	02/05/2021	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-274.36
DD14926.16	02/05/2021	Spaceship Super	Superannuation contributions	-268.40
DD14926.17	02/05/2021	The Trustee for Sherman Superfund	Superannuation contributions	-250.13
DD14926.18	02/05/2021	VISION SUPER	Superannuation contributions	-156.77
DD14926.19	02/05/2021	COLONIAL FIRST STATE	Superannuation contributions	-282.37
DD14926.2	02/05/2021	UNISUPER	Superannuation contributions	-741.12
DD14926.20	02/05/2021	SUNSUPER	Superannuation contributions	-264.10
DD14926.21	02/05/2021	REST SUPERANNUATION	Superannuation contributions	-1034.24
DD14926.22	02/05/2021	AUSTRALIAN SUPER	Superannuation contributions	-2933.29
DD14926.23	02/05/2021	AMP	Superannuation contributions	-416.17
DD14926.24	02/05/2021	BT SUPER FOR LIFE	Superannuation contributions	-684.01
DD14926.25	02/05/2021	LUCRF SUPER	Superannuation contributions	-256.16
DD14926.3	02/05/2021	Care Super	Superannuation contributions	-343.25
DD14926.4	02/05/2021	The Trustee for PRIME SUPER	Superannuation contributions	-65.62
DD14926.5	02/05/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-281.96
DD14926.6	02/05/2021	ESSENTIAL SUPER	Superannuation contributions	-274.36
DD14926.7	02/05/2021	HESTA SUPER FUND	Superannuation contributions	-357.20
DD14926.8	02/05/2021	IOOF Investments Services Ltd	Superannuation contributions	-250.68
DD14926.9	02/05/2021	ING Superannuation Fund	Superannuation contributions	-457.66
<b>Superannuation Payments Total</b>				<b>-114196.47</b>
<b>Directs Total</b>				<b>-115221.86</b>

## **Appendix 3 EFT Payments**

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

**28 MAY 2021**

**SHIRE OF EAST PILBARA  
EFT Payments**

Chq/EFT	Date	Name	Description	Amount
EFT57827	15/04/2021	BILLY ATKINS	Artist Payment Ref # 7985	-200.00
EFT57828	15/04/2021	BUGAI WHYOLTER	Artist Payment Ref # 7984	-1000.00
EFT57829	15/04/2021	HELEN DALE SAMSON	Artist Payment Ref # 7982	-1500.00
EFT57830	15/04/2021	JAKAYU BILJABU	Artist Payment Ref # 7987	-300.00
EFT57831	15/04/2021	KUMPAYA GIRGIRBA	Artist Payment Ref # 7986	-300.00
EFT57832	15/04/2021	MARIANNE BURTON	Artist Payment Ref # 7983	-300.00
EFT57833	15/04/2021	MARY ROWLANDS	Artist Payment Ref # 7979	-749.50
EFT57834	15/04/2021	MAY CHAPMAN	Artist Payment Ref # 7978	-759.29
EFT57835	15/04/2021	PAULINE WILLIAMS	Artist Payment Ref # 7980	-390.00
EFT57836	15/04/2021	Sandra Nixon	Artist Payment Ref # 7981	-286.00
EFT57837	16/04/2021	TELSTRA	Phone Charges to 10 March 2021	-24228.85
EFT57838	16/04/2021	Austindo Engineering Pty Ltd	15 Culladorah - 5A1 new plastic coated wire to clothesline	-66.00
EFT57839	16/04/2021	Australian Taxation Office (PAYG)	PAYG - PPE 040421	-98321.68
EFT57840	16/04/2021	Bladon WA Pty Ltd	Night Parrot - Team Shirts Regional Management Challenge	-262.30
EFT57841	16/04/2021	Brent Stein	Data Reimbursements - 110321 - 100421	-100.00
EFT57842	16/04/2021	CADD Building Construction and Maintenance Pty Ltd	Construction Contract Submission from CAdd Building Construction and Maintenance	-536237.39
EFT57843	16/04/2021	CUSTOMER FIRST CONTRACTING PTY LTD	30 Homestead - Lowering of ceiling fans to lounge/dining area Wall mount WIFI	-7143.09
EFT57844	16/04/2021	Christopher John McNamara	Data Reimbursement - 010421 - 300421	-65.00
EFT57845	16/04/2021	Corporate Travel Management Group Pty Ltd	Staff Accommodation	-1243.22
EFT57846	16/04/2021	Crawford Realty Newman	Rental 120421 - 250421	-1200.00
EFT57847	16/04/2021	DAVID EVRETT	Electricity Reimbursement - 291120-020221	-767.77
EFT57848	16/04/2021	DDL Australia Pty Limited	Office 365 Administration and Troubleshooting 28.04.21	-4675.00
EFT57849	16/04/2021	Darryl Wayne Ball	Electricity Reimbursement - 101220-090221	-852.53
EFT57850	16/04/2021	Dianne Crisp	Electricity Reimbursement - 251120-030221	-1191.02
EFT57851	16/04/2021	East Pilbara Recycling	As per EPR Contract - 40% Revenue from Scrap Metal Sales	-27788.28
EFT57852	16/04/2021	Emerging Graphics Pty Ltd	Emergency Evac Plans Newman Admin Building	-2777.50
EFT57853	16/04/2021	GARY EDWARDS PLUMBING & GAS	Greenhouse - Vacant Major water leak at the front of the property near the metre	-327.01
EFT57854	16/04/2021	HOSPITALITY INN PORT HEDLAND	Accommodation	-174.50
EFT57855	16/04/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Kimberly Forum Registration	-670.00
EFT57856	16/04/2021	Life Apparel Co Pty Ltd	Naidoc Shirts for Councillors	-729.14
EFT57857	16/04/2021	Lindon Mellor	Data Reimbursement - 01/04/2021	-69.90
EFT57858	16/04/2021	Lisa George	Electricity Reimbursement 100221-090421	-981.03
EFT57859	16/04/2021	MCLEODS BARRISTERS & SOLICITORS	Legal opinion of the ability of the Minister to act under the provision of the LAA Act in	-1941.73
EFT57860	16/04/2021	METAL ARTWORK CREATIONS	2x Gold Name Plates for Cr Wendy McWhirter-Brooks	-36.30
EFT57861	16/04/2021	NEWMAN CLEANING RESOURCES P/L	GROUP 4 - NEWMAN AIRPORT - CLEANING SERVICES - 12 MONTHS FY 20/21 -	-67832.28
EFT57862	16/04/2021	NEWMAN HOME HARDWARE & ICE PLUS	Outback Fusion Purchase of gloves, water, padlocks and cable ties	-410.20

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 MAY 2021

EFT57863	16/04/2021 Newman Hotel Motel	Artist Accommodation	-1344.00
EFT57864	16/04/2021 Newman Visitors Centre	Accommodation Councillors and Consultants	-1050.00
EFT57865	16/04/2021 Oasis Newman Operations Pty Ltd	Accommodation including meals Checking in 5th March - checking out 8th March 2021	-720.00
EFT57866	16/04/2021 PILBARA ELECTRICAL	12 AND 24 VOLT FRIDGE CORD FOR ENGEL	-79.00
EFT57867	16/04/2021 PILBARA MOTOR GROUP	Vehicle Service - Toyota Hatchback - Administration	-363.70
EFT57868	16/04/2021 Paul Howrie	Data Reimbursement - 120421 - 110521	-59.99
EFT57869	16/04/2021 Paul Miller	Date Reimbursement - 140320 - 040421	-90.00
EFT57870	16/04/2021 Polar Aviation Pty Ltd	Charter Flight - OCM 26/03/2021	-6710.00
EFT57871	16/04/2021 Premier Artists Pty Ltd	50% Deposit Performance Fee for Kav Temperley for Outback Fusion Festival on 27th	-9900.00
EFT57872	16/04/2021 Robin Austen	Data Reimbursement - 080321 - 070421	-100.00
EFT57873	16/04/2021 TYREPOWER NEWMAN	Air Filter and code clear after ranger vehicle went into limp mode.	-537.50
EFT57874	16/04/2021 Tom Wheeler	Electricity Reimbursements - 061220 - 030221	-756.01
EFT57875	16/04/2021 Woolworths (WA) Ltd	Food shopping	-255.11
EFT57877	22/04/2021 AMY FRENCH	Artist Payment Ref # 8070	-383.00
EFT57878	22/04/2021 BILLY ATKINS	Artist Payment Ref # 8067	-200.00
EFT57879	22/04/2021 BUGAI WHYOUTLER	Artist Payment Ref # 8066	-1000.00
EFT57880	22/04/2021 Derrick Butt	Artist Payment Ref # 7995	-700.00
EFT57881	22/04/2021 GLADYS BIDU	Artist Payment Ref # 7994	-242.40
EFT57882	22/04/2021 HELEN DALE SAMSON	Artist Payment Ref # 7996	-1684.10
EFT57883	22/04/2021 JAKAYU BILJABU	Artist Payment Ref # 8069	-300.00
EFT57884	22/04/2021 JASON TINKER	Artist Payment Ref # 7997	-926.05
EFT57885	22/04/2021 Janelle Booth	Artist Payment Ref # 8000	-390.50
EFT57886	22/04/2021 Jenny Butt	Artist Payment Ref # 7990	-159.41
EFT57887	22/04/2021 KUMPAYA GIRGIRBA	Artist Payment Ref # 8068	-300.00
EFT57888	22/04/2021 Muuki Taylor	Artist Payment Ref # 7989	-500.00
EFT57889	22/04/2021 NANCY CHAPMAN	Artist Payment Ref # 8051	-4109.09
EFT57890	22/04/2021 Patrick Williams	Artist Payment Ref # 7993	-135.00
EFT57891	22/04/2021 Robina Clause	Artist Payment Ref # 7992	-123.00
EFT57892	22/04/2021 Coca-Cola Amatil (acct 6715685)	Stock for kiosk	-535.70
EFT57893	22/04/2021 HORIZON POWER	Power consumption Charges 1.3.21 - 31.3.21	-3436.45
EFT57894	22/04/2021 AIT SPECIALISTS PTY LTD	Fuel Tax Credits 20/21	-678.92
EFT57895	22/04/2021 ALYKA PTY LTD	200 per month for hosting and licencing the Shire's website	-2640.00
EFT57896	22/04/2021 Anna Spence	Electricity reimbursement 2.2.21-1.4.21	-202.62
EFT57897	22/04/2021 Arty Brellas (Tricia Stedman)	Arty Brella Workshop 28 March - Outback Fusion Festival	-2899.27
EFT57898	22/04/2021 BHP BILLITON IRON ORE PTY LTD	Electricity Charges - 06/12/2020 to 01/02/2021	-1339.85
EFT57899	22/04/2021 BJ YOUNG EARTHMOVING	50MT of Pindan sand delivered to Newman depot.	-4180.00
EFT57900	22/04/2021 BROOKS HIRE SERVICES PTY LTD	Hire Volvo L120 Loader	-4548.50
EFT57901	22/04/2021 Benjamin James McNeil	Bangers by Benny Artist - Outback Fusion Festival 27 & 28 March	-2487.60
EFT57902	22/04/2021 Blackwoods	140 x 01155205 MASK DISP GENERAL HYGIENE KH-202A PK50	-2494.80
EFT57903	22/04/2021 Brent Stein	Electricity reimbursement 1.2.21-3.4.21	-1107.66

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 MAY 2021

EFT57904	22/04/2021	CADD Building Construction and Maintenance Pty Ltd	3 Kurra Street - storm PC0356 Repairs to driveway fencing as per quote	-4533.16
EFT57905	22/04/2021	CELLARBATIONS AT NEWMAN	Outback Fusion Festival Purchase of riders	-93.00
EFT57906	22/04/2021	CHRISTOPHER SUMMERS	Electricity Reimbursement 3.2.21-2.4.21	-968.99
EFT57907	22/04/2021	COLS EXCAVATOR HIRE	February 2021 Monthly PO Col's Excavator Hire Parks and Gardens	-6050.00
EFT57908	22/04/2021	CUSTOMER FIRST CONTRACTING PTY LTD	Power leads for temporary caravan park at Boomerang Oval. as per Quote 13473	-6706.79
EFT57909	22/04/2021	Cara Faerie Walker t/as The Eco Faeries	Eco Faeries Workshops and Roving Entertainment - Outback Fusion Festival 27 & 28	-3000.00
EFT57910	22/04/2021	Christopher John McNamara	Reimbursement for travel, parking and stationery - March trip	-164.40
EFT57911	22/04/2021	Corporate Travel Management Group Pty Ltd	Purchase order for the month of March 2021	-692.10
EFT57912	22/04/2021	Corsign WA Pty Ltd	Supply non-reflective Shire Logo Vehicle Stickers as per quote No: D0055451	-2282.50
EFT57913	22/04/2021	David Olney	Remburse D Olney for cost of National Police Certificate	-55.80
EFT57914	22/04/2021	Dunnings	Supply and Delivery of bulk fuel	-32061.47
EFT57915	22/04/2021	EAST PILBARA EARTHMOVING PTY LTD	Supply of Hired Road Construction Plant with Operators for Road	-384752.50
EFT57916	22/04/2021	ELGAS	Gas Bottle Annual Service Charge	-141.90
EFT57917	22/04/2021	ENVIRONMENTAL INDUSTRIES	High pressure cleaning at the Square for the month of March.	-1932.91
EFT57918	22/04/2021	EUROFINS ARL PTY LTD	March 2021 Monthly PO ARL Depot Main Account	-1760.55
EFT57919	22/04/2021	East Pilbara Recycling	As per EPR contract - 10% revenue from scrap metal sales	-19030.26
EFT57920	22/04/2021	FINE LINE PAINTING & DECORATING	Various sites including Newman Junior sports	-682.00
EFT57921	22/04/2021	FROGGY SERVICES	Cleaning of Outback Fusion Festival and other various sites	-1925.00
EFT57922	22/04/2021	Finmec - t/a Earthmoving Maintenance Solutions (EMS)	Repairs to plant	-6235.04
EFT57923	22/04/2021	GALLO PTY LTD T/A EAST PILBARA TYRE SERVICE	2x Batteries Fusco Canter Truck	-1122.00
EFT57924	22/04/2021	GALVINS PLUMBING SUPPLIES	March 2021 Monthly PO Galvins Plumbing Depot Parks and Gardens	-31.23
EFT57925	22/04/2021	GARY EDWARDS PLUMBING & GAS	18 Francis Street -SAI a sub metre to the chicken pen at this property	-1917.36
EFT57926	22/04/2021	HERSEY JR & A	Supply 2 x Jumper Leads	-1173.08
EFT57927	22/04/2021	Heelan & Co Industrial Relations and Management	Provision of services	-2910.46
EFT57928	22/04/2021	I Am Melissa	Work to finish the Shire branding project as per quote	-2210.00
EFT57929	22/04/2021	Incite Security Pty Ltd	Carry out quarterly monitoring of the duress alarms only at various sites	-234.00
EFT57930	22/04/2021	Integrity Management Solutions Pty Ltd	Attain complete package inclusive of gifts & returns, travel & delegations	-5830.00
EFT57931	22/04/2021	JJ Capener & RL Borromei t/as Cameo Rascale	Cameo Rascale Artist Outback Fusion Festival - Martumili & Newman World Stage 27	-3200.00
EFT57932	22/04/2021	JoKeria Pty Ltd	JoKeria Artist for Outback Fusion Festival 27th March - Newman World Stage	-3000.00
EFT57933	22/04/2021	MARBLE BAR TRAVELLERS REST	Supply 400litrs ULP and other general supplies	-679.60
EFT57934	22/04/2021	MCLEODS BARRISTERS & SOLICITORS	Legal opinion Liquid Waste Contract	-818.09
EFT57935	22/04/2021	MT NEWMAN FURNITURE & BEDDING	20E Marilanna - Contractors accommodation Queen - mattress protectors Queen -	-837.00
EFT57936	22/04/2021	Mad Cow Entertainment Company of Western Australia	Inflatable hire for National Youth Week event, coming up from Perth inclusive of	-6155.00
EFT57937	22/04/2021	Matthew Peter Zis	Mentoring & Coaching	-840.00
EFT57938	22/04/2021	Michael Zion	Reimburse M Zion - Training	-328.78
EFT57939	22/04/2021	Mohamad Hosein Fadaei	Reimbursement for EA membership	-25.00
EFT57940	22/04/2021	NEWMAN CLEANING RESOURCES P/L	Cleaning various sites	-1336.50
EFT57941	22/04/2021	NEWMAN HOME HARDWARE & ICE PLUS	Face Mask Dispos White 50Pk and other supplies	-2998.39
EFT57942	22/04/2021	Newman Hotel Motel	Outback Fusion Festival 26-28 March Return flights for 8 x Security	-9513.36
EFT57943	22/04/2021	Nutrien Ag Solutions Limited	Supply 3 x 20L Kamba M, 10 x 20L Round Up and 10L x 1 Confidor.	-7937.82

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

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EFT57944	22/04/2021 OFFICEWORKS BUSINESS DIRECT	Stationery Order March 2021	-4923.82
EFT57945	22/04/2021 Oz Airports Pty Ltd	Supply airport operations staff for the month of March 2021	-12721.34
EFT57946	22/04/2021 PARDOO ROADHOUSE & TAVERN	Fuel Supplies - March 2021	-1330.81
EFT57947	22/04/2021 PCC Productions	Payment 1. Outback Fusion Festival Staging Supplier	-11767.11
EFT57948	22/04/2021 PILBARA GLAZING SERVICES	Supply and install 2x crimsafe security doors and other services	-4729.34
EFT57949	22/04/2021 PILBARA MOTOR GROUP	Various repairs and services on Shire vehicles	-6354.22
EFT57950	22/04/2021 Paul Hudson	Electricity Reimbursement 5.2.21-3.4.21	-241.76
EFT57951	22/04/2021 Pilbara Trees Pty Limited	35 Mullgunbuh - Melissa Warren - 91752145 Works as per quote - Option 1 removal of	-11382.50
EFT57952	22/04/2021 RED DIRT BLUE SKY	Workshop - Outback Fusion Festival Sunday 28th March	-809.60
EFT57953	22/04/2021 Red Feet Baby Designs	Face Painting - Outback Fusion Festival 3 x Face painter for 27 March 3-9pm	-1500.00
EFT57954	22/04/2021 Robin Austen	Electricity Reimbursement 4.2.21-3.4.21	-1768.15
EFT57955	22/04/2021 SARAH STAMPFLI/SERENE BEDLAM	Event Photography and Video - Outback Fusion Festival Martumili, Newman World	-2825.00
EFT57956	22/04/2021 SHERIDANS FOR BADGES	Staff Name Badges	-125.18
EFT57957	22/04/2021 SIGMA CHEMICALS	Dolphin Comm Wave 150 Pool Cleaner	-10754.70
EFT57958	22/04/2021 STEPHEN AGETT	Electricity reimbursement 5.2.21-3.4.21	-808.69
EFT57959	22/04/2021 Staff Member	Reimbursement for further education	-958.09
EFT57960	22/04/2021 Sonia Heinrich	Travel expenses reimbursement, transport and food	-502.56
EFT57961	22/04/2021 Spare Parts Puppet Theatre Inc	Performances for Outback Fusion Festival 2021 - 26 and 27 March 2021	-20680.00
EFT57962	22/04/2021 St John Ambulance Australia (Newman)	Event Coverage for Ambulance stand by and first aid - Outback Fusion Festival	-607.00
EFT57963	22/04/2021 Stephen Leeson	Reimburse fuel costs	-412.06
EFT57964	22/04/2021 T-QUIP	Parts for Mower as per quote 13358#12 and other services	-1305.95
EFT57965	22/04/2021 TENDERLINK	Upload to Tenderlink Portal	-518.10
EFT57966	22/04/2021 TOLL EXPRESS	Various Freight	-316.80
EFT57967	22/04/2021 TYREPOWER NEWMAN	Repairs and other services	-2965.85
EFT57968	22/04/2021 UNIFORMS AT WORK PTY LTD	Uniform Order March 2021	-222.20
EFT57969	22/04/2021 VIVEK LOHAKARE - DJ	DJ Sessions for various events	-1275.00
EFT57970	22/04/2021 WATER CORPORATION	Water Charges - 01/03/2021 to 30/04/2021	-1429.54
EFT57971	22/04/2021 WATERLOGIC AUSTRALIA PTY LTD	Newman Aquatic Centre Rental and Service for the Aquatic Centre for 2020/21	-79.66
EFT57972	22/04/2021 WILDLIFE ANIMAL CAPTURE	Supply darts for Dog Sedation P darts with gel collars 10 packs of 3cc	-635.80
EFT57973	22/04/2021 Woolworths (WA) Ltd	Harmony Day - Various Groups	-3119.33
EFT57974	22/04/2021 Wormald Australia Pty Ltd	Routine Inspection and Testing	-2356.80
EFT57975	22/04/2021 Youngs Earthmoving	Supply of Hired Road Construction Plant with Operators for Road Construction	-267564.00
EFT57977	29/04/2021 AMY FRENCH	Artist Payment Ref # 8115	-1000.00
EFT57978	29/04/2021 Annabel Petersen	Artist Payment Ref # 8088	-323.00
EFT57979	29/04/2021 BILLY ATKINS	Artist Payment Ref # 8110	-200.00
EFT57980	29/04/2021 BUGAL WHYOUTLER	Artist Payment Ref # 8109	-1000.00
EFT57981	29/04/2021 CHRISTINE THOMAS	Artist Payment Ref # 8097	-324.60
EFT57982	29/04/2021 CORBAN CLAUSE WILLIAMS	Artist Payment Ref # 8091	-785.00
EFT57983	29/04/2021 CYRIL WHYOUTLER	Artist Payment Ref # 8093	-841.33
EFT57984	29/04/2021 Derrick Butt	Artist Payment Ref # 8108	-500.00

**SHIRE OF EAST PILBARA  
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EFT57985	29/04/2021 ELIZABETH TOBY	Artist Payment Ref # 8104	-912.00
EFT57986	29/04/2021 HELEN DALE SAMSON	Artist Payment Ref # 8106	-1315.93
EFT57987	29/04/2021 JAKAYU BILJABU	Artist Payment Ref # 8111	-300.00
EFT57988	29/04/2021 JASON TINKER	Artist Payment Ref # 8096	-403.83
EFT57989	29/04/2021 JUDITH ANYA SAMSON	Artist Payment Ref # 8092	-330.00
EFT57990	29/04/2021 KUMPAYA GIRGIRBA	Artist Payment Ref # 8112	-300.00
EFT57991	29/04/2021 MARIANNE BURTON	Artist Payment Ref # 8103	-500.00
EFT57992	29/04/2021 MAY CHAPMAN	Artist Payment Ref # 8089	-2000.00
EFT57993	29/04/2021 MIRIAM ATKINS	Artist Payment Ref # 8105	-200.00
EFT57994	29/04/2021 PAULINE WILLIAMS	Artist Payment Ref # 8087	-503.83
EFT57995	29/04/2021 Robina Clause	Artist Payment Ref # 8102	-433.60
EFT57996	29/04/2021 Department of Housing	Reference # 35349887 46 Francis St, Marble Bar \$200 per fortnight	-200.00
EFT57997	29/04/2021 KLEENHEAT GAS	Cylinder Service Hire	-85.80
EFT57998	29/04/2021 Pivotal Satellite Pty Ltd	Satellite Phone charges - 150421 to 140521	-20.00
EFT57999	29/04/2021 TELSTRA	Telephone Oncharges - 11/04/2021 to 10/05/2021	-17310.97
EFT58000	29/04/2021 Aiden Akerman	Electricity Reimbursement 19.02.21-02.04.21	-771.30
EFT58001	29/04/2021 Allan Giles	Electricity Reimbursement 03.02.21-02.04.21	-514.12
EFT58002	29/04/2021 Australian Local Government Job Directory	Local Government Job Directory advertisement: Ranger 09 April 2021	-247.50
EFT58003	29/04/2021 BHP BILLITON IRON ORE PTY LTD	Electricity Consumption Charges 06.12.20-15.02.21	-111448.65
EFT58004	29/04/2021 BRIDGETOWN DESIGN AND PRINT	Various promotional services and supplies	-1072.50
EFT58005	29/04/2021 Blackwoods	PPE Sunscreen Rangers	-1214.91
EFT58006	29/04/2021 Bridgestone Tyre Centre Port Hedland	Supply new tyre for RPT bus	-330.00
EFT58007	29/04/2021 CADD Building Construction and Maintenance Pty Ltd	Housing Upgrade as per Tender 04 and other services	-185000.00
EFT58008	29/04/2021 COATES HIRE	CDS Portaloo and Temporary A/C units as per quote# 1152375	-409.11
EFT58009	29/04/2021 CONRAD SHORT	Electricity Reimbursement 03.2.21-02.4.21	-1198.94
EFT58010	29/04/2021 CUSTOMER FIRST CONTRACTING PTY LTD	15 Wehl Street - Vacant Construction of new patio to the rear of property New	-64030.76
EFT58011	29/04/2021 CUSTOMWORKS AUSTRALIA PTY LTD	Order of Yiwarra Kuju Merchandise	-4500.38
EFT58012	29/04/2021 Centrals Football Club Incorporated	Letter Drop - Centrals Football & Sporting Club	-500.00
EFT58013	29/04/2021 Corporate Travel Management Group Pty Ltd	Purchase order for the month of March 2021	-721.11
EFT58014	29/04/2021 DEPARTMENT OF TRANSPORT	Release of owner information requests - 2020/2021 Financial Year - Shire of East	-13.60
EFT58015	29/04/2021 DESIGNA AUSTRALIA PTY LTD	Provision of Comprehensive Car Park Maintenance Services at Newman Airport for FY	-6457.10
EFT58016	29/04/2021 Daniel Hay-Hendry	Electricity Reimbursement 09.02.21-12.04.21	-141.24
EFT58017	29/04/2021 Dianne Crisp	Electricity Reimbursement 4.2.21-3.4.21	-1115.53
EFT58018	29/04/2021 EAST PILBARA EARTHMOVING PTY LTD	Supply of Hired Road Construction Plant with Operators Rates as per tender	-105154.50
EFT58019	29/04/2021 Easifleet Group	Contract # 101816 - Novated lease payment	-1397.39
EFT58020	29/04/2021 East Pilbara Recycling	Newman Landfill Operations	-99037.86
EFT58021	29/04/2021 Enviro Infrastructure Pty Ltd	Supply and Install Steel Shade Structure for Gallop Playground, Nullagine	-131827.70
EFT58022	29/04/2021 FOXTEL CABLE TELEVISION	MONTHLY SUBSCRIPTION	-265.00
EFT58023	29/04/2021 FREO GROUP LTD	1x 25T Franna - Newman Waste Water Treatment Plant works.	-803.00
EFT58024	29/04/2021 FROGGY SERVICES	Garden and Volunteers house clean for U1/12 Waratah Cres	-588.50

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EFT58025	29/04/2021 FleetNetwork	Invoice 110869 - Novated lease payment - PPE 18.04.21	-448.91
EFT58026	29/04/2021 GALVINS PLUMBING SUPPLIES	April 2021 Monthly PD Galvins Plumbing Depot Parks and Gardens	-218.28
EFT58027	29/04/2021 GOESCAPE Pty Ltd	18 Francis Street, MB - SAI new dinning room AC as per quote	-3061.61
EFT58028	29/04/2021 Gianna Mazzeo	Promo movie for Pukurlpa Exhibition	-165.00
EFT58029	29/04/2021 HART SPORT	Volleyball Medals Term 1 2021	-168.00
EFT58030	29/04/2021 HOSPITALITY INN PORT HEDLAND	Accommodation January - June 2021 Arthur Godfrey - Accommodation, Meals and	-896.50
EFT58031	29/04/2021 Jarod Mellor	Electricity Reimbursement 02.02.21-01.04.21	-1069.39
EFT58032	29/04/2021 KANYIRNINPA JUKURRPA	Contact DVD's	-400.00
EFT58033	29/04/2021 Kingdom Party House	Balloon garland for Gym Reopening	-150.96
EFT58034	29/04/2021 Kunawarritji Aboriginal Corporation	groceries for arts workers field trip	-140.00
EFT58035	29/04/2021 LESMILLS AUSTRALIA	Les Mills 20/21 Licenses	-393.00
EFT58036	29/04/2021 LISA DAVIS	Electricity reimbursement 04.02.21-03.04.21	-1135.89
EFT58037	29/04/2021 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Kimberly Conference Registrations	-1340.00
EFT58038	29/04/2021 Lindon Mellor	Electricity Reimbursement 03.02.21-02.04.21	-254.22
EFT58039	29/04/2021 MARBLE BAR TRAVELLERS REST	International Womens Day Catering Marble Bar - 2 x sandwich platters, 2 x mixed hot	-480.00
EFT58040	29/04/2021 MCLEODS BARRISTERS & SOLICITORS	Legal Advice	-1210.96
EFT58041	29/04/2021 MSS SECURITY PTY LTD	Provide security screeners to operate the passenger and checked baggage screening	-157352.20
EFT58042	29/04/2021 Mark Keogh (4x4 Training)	4 WD Training 11/02/2021	-792.00
EFT58043	29/04/2021 Melissa Warren	Electricity Reimbursement 05.2.21-14.04.21	-640.99
EFT58044	29/04/2021 Michael Zion	Electricity Reimbursement 03.02.21-02.04.21	-100.07
EFT58045	29/04/2021 NEWMAN CLEANING RESOURCES P/L	Flat T4 Marilanna Cleaning from January 2021 until the end financial year as required	-1122.00
EFT58046	29/04/2021 NEWMAN CRICKET ASSOCIATION	Bin Sticker Application in Newman	-4000.00
EFT58047	29/04/2021 NEWMAN HOME HARDWARE & ICE PLUS	March 2021 Monthly PD Newman Home Hardware Depot Main Account	-789.60
EFT58048	29/04/2021 Newman Hotel Motel	Security Outback Fusion Festival Saturday 27 March 16:00 -22:00 4 x Event Security	-5040.00
EFT58049	29/04/2021 Nor-West Freight Services Pty Ltd	Major motors - 1 Tipper Truck	-6677.00
EFT58050	29/04/2021 Oz Airports Pty Ltd	Supply airport operations staff for the month of March 2021	-40015.17
EFT58051	29/04/2021 PERMEATE PARTNERS PTY LTD	Please undertake operational and defect support over 24 months as per your proposal	-3017.30
EFT58052	29/04/2021 PFD Food Service Pty Ltd	Ice-creams for kiosk	-364.35
EFT58053	29/04/2021 PHILIP SWAIN	Health consultancy for March 15 - 19 2021.	-6739.06
EFT58054	29/04/2021 PILBARA META MAYA	Electricity Charges - House - 25/01/2021 to 25/03/2021	-275.57
EFT58055	29/04/2021 PILBARA MOTOR GROUP	Vehicle servicing	-3867.02
EFT58056	29/04/2021 Parnawarri IGA	Catering for various shire events	-520.00
EFT58057	29/04/2021 Paul Miller	Electricity Reimbursement 05.02.21-03.04.21	-340.68
EFT58058	29/04/2021 Punmu Aboriginal Corporation	Fuel for Alice PD car artsworke field trip	-825.50
EFT58059	29/04/2021 ROBERT WEIR	Electricity Reminbursement - 04.2.21-03.4.21	-1188.81
EFT58060	29/04/2021 Raees Rasool	Electricity Reimbursement 09.02.21-13.04.21	-185.91
EFT58061	29/04/2021 Ronice Preston	Refund Prize Vouchers for Marble bar Anzac Day Big bake off	-700.00
EFT58062	29/04/2021 Roo's Plumbing	Repair water leak at Depot	-400.00
EFT58063	29/04/2021 SARAH STAMPFLI/SERENE BEDLAM	Event Photography - Newman Triathlon	-875.00
EFT58064	29/04/2021 SNAKES HARMFUL & HARMLESS	Snake Handling Kits Shire of East Pilbara (2x Admin Building, 1x Rangers reserve)	-627.00

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EFT58065	29/04/2021 SONIC HEALTHPLUS PTY LTD	Pre Employment Medical - MA1, AUD and INSTANT	-962.50
EFT58066	29/04/2021 Signs & Lines	Communication's Board for Ethel Creek Park	-857.56
EFT58067	29/04/2021 St John Ambulance Australia (Newman)	First Aid refill Airport SOEP Office	-231.34
EFT58068	29/04/2021 Stephen Leeson	Electricity Reimbursement 03.02.21-02.04.21	-684.60
EFT58069	29/04/2021 TAYLOR BURRELL BARNETT	Undertake works as per the scope of works under Tender RFT 02-2020/21	-9235.33
EFT58070	29/04/2021 THE ORS GROUP	EAP Consultancy	-288.75
EFT58071	29/04/2021 Tari Jeffers	Electricity Reimbursement 03.02.21-02.04.21	-298.11
EFT58072	29/04/2021 ULTI MECH	Vehicle Service	-754.93
EFT58073	29/04/2021 UNIFORMS AT WORK PTY LTD	PPE Uniform Order Bob Weir 5 shirts plus embroidery	-951.57
EFT58074	29/04/2021 WA LOCAL GOVERNMENT ASSOC.	Rates in Local Government - Clerical WALGA Training	-1045.00
EFT58075	29/04/2021 WATER CORPORATION	water Consumption Charges 12.09.20-10.11.20	-3281.57
EFT58076	29/04/2021 Western Australian Police	Outback Fusion Festival Police Attendance on Saturday 27 March 2021.	-1800.00
EFT58077	29/04/2021 Woolworths (WA) Ltd	To purchase cleaning, craft and storage items needed for creche.	-740.24
EFT58078	29/04/2021 Wormald Australia Pty Ltd	Routine Inspection and testing	-582.26
EFT58079	05/05/2021 ADVAM PTY LTD	Provide Credit Card Payment Processing Services for Car Park Stations at Newman	-360.69
EFT58080	05/05/2021 Aqualyng ICES Pty Ltd	Critical Spare Parts for the Newman Airport RO Plant	-31776.28
EFT58081	05/05/2021 BEACON EQUIPMENT	Supply and deliver various parts for the John Deere as per Quote 4505 # 1 to Newman	-454.60
EFT58082	05/05/2021 BEN LEWIS	Date Reimbursement Inv dated 14.4.21	-125.00
EFT58083	05/05/2021 BRIDGETOWN DESIGN AND PRINT	Shire Services Booklet 2021	-3113.00
EFT58084	05/05/2021 Bridgestone Tyre Centre Port Hedland	Tyres, wheel alignment and rotation	-1032.02
EFT58085	05/05/2021 Bucci Holdings Pty Ltd	2 x 40205 Snake/Reptile Handling Kit Including Postage to Newman	-825.30
EFT58086	05/05/2021 CADD Building Construction and Maintenance Pty Ltd	Supply and install materials and labour to replace water damaged door, install 2x	-1970.10
EFT58087	05/05/2021 CLEANAWAY PTY LTD (acct 53651265)	Street Litter Control - Newman	-293327.39
EFT58088	05/05/2021 CUSTOMER FIRST CONTRACTING PTY LTD	Attend site to fix multiple power issues at Newman Airport due to weather damage	-3280.95
EFT58089	05/05/2021 Centurion Transport Co Pty Ltd	Tail Lift Truck for String Puppet - Outback Fusion Festival	-323.87
EFT58090	05/05/2021 Chloe Townsend	Electricity Reimbursement 3.2.21-2.4.21	-602.70
EFT58091	05/05/2021 Curtis Taylor	film maker fee - attendance at waru camp	-3500.00
EFT58092	05/05/2021 DEANS AUTOGLASS	Various window repairs	-605.00
EFT58093	05/05/2021 Daniel Hay-Hendry	Travel expenses for Regional Management Challenge and Kimberley - Pilbara Forum	-269.51
EFT58094	05/05/2021 Emma Allinson	Electricity Reimbursement 2.2.21-1.4.21	-560.76
EFT58095	05/05/2021 GALVINS PLUMBING SUPPLIES	April 2021 Monthly PO Galvins Plumbing Depot Parks and Gardens	-29.18
EFT58096	05/05/2021 HOSPITALITY INN PORT HEDLAND	Accommodation January - June 2021 Arthur Godfrey - Accommodation, Meals and	-174.50
EFT58097	05/05/2021 Hedland Home Hardware	1000kg Ratchet tie downs	-119.80
EFT58098	05/05/2021 Ixom Operations Pty Ltd	Annual Service Fee	-644.49
EFT58099	05/05/2021 Jasko Airport Services	Prepare an Aerodrome Manual for Newman Airport to meet the requirements of the	-2500.00
EFT58100	05/05/2021 Lang Tree Eric Coppin	Travel Allowance 31.04.21	-890.27
EFT58101	05/05/2021 Magicorp	Annual subscription for On Hold Messages Service payable for March 2021 to February	-858.63
EFT58102	05/05/2021 Marble Bar General Trust	Catering for Christchurch Grammar community event	-146.43
EFT58103	05/05/2021 Minuteman Press Perth	Gallery Decal for Pukurpa exhibition	-247.78
EFT58104	05/05/2021 NEWMAN HOME HARDWARE & ICE PLUS	Various Items as required - Open PO until 30JUN21	-944.90

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EFT58105	05/05/2021 OFFICEWORKS BUSINESS DIRECT	Interim Stationery Order - Martumili	-470.69
EFT58106	05/05/2021 PILBARA ELECTRICAL	Various items including new fridge for Youth centre	-3480.00
EFT58107	05/05/2021 Parnawarri IGA	Catering for various shire events	-5366.95
EFT58108	05/05/2021 Paul Howrie	Electricity Reimbursement 4.2.21-3.4.21	-342.88
EFT58109	05/05/2021 Pitipan Sutiwan	Electricity Reimbursement 2.2.21-1.4.21	-896.39
EFT58110	05/05/2021 Premier Artists Pty Ltd	Instalment 2: Kay Temperley Performance Fee on 27th March 2021 due 7 days after	-756.21
EFT58111	05/05/2021 Punmu Aboriginal Corporation	Fuel for Punmu - Newman	-669.00
EFT58112	05/05/2021 Roo's Plumbing	Pressure Testing Waterline - Newman Landfill	-132.00
EFT58113	05/05/2021 SCOPE BUSINESS IMAGING	Marble Bar Scope Print and Service Costs	-451.00
EFT58114	05/05/2021 SMITHS DETECTION (AUSTRALIA) PTY LTD	Supply and deliver Ionscan 500DT consumables in accordance with the order form	-2040.50
EFT58115	05/05/2021 SOUTH NEWMAN PRIMARY SCHOOL	Letter Drop - South Newman Primary School	-1100.00
EFT58116	05/05/2021 Silkway Holdings t/a Novatron Australia	Newman Airport RO Plant Other variations	-3070.64
EFT58117	05/05/2021 Stacey Smith	Travel Allowance for OCM 28.04.21	-405.79
EFT58118	05/05/2021 TYREPOWER NEWMAN	Supply and install 2 batteries for Toyota Prado REGO 111EP5 as per Quote #Q104705	-299.25
EFT58119	05/05/2021 ULTI MECH	Various vehicle servicing and repairs	-1437.81
EFT58120	05/05/2021 WESTRAC PTY LTD	Various servicing and repairs including inspection and service of Bobcat 246	-2525.94
EFT58121	05/05/2021 Wilson Parking Australia 1992 Pty Ltd	Provide Car Park Monitoring Services at Newman Airport for FY 20/21- March 21	-1650.00
EFT58122	05/05/2021 Woolworths (WA) Ltd	Food for Parnngurr	-2567.51
EFT58123	05/05/2021 BEVERLEY ROGERS	Artist Payment Ref # 8122	-1354.50
EFT58124	05/05/2021 BIANCA SIMPSON	Artist Payment Ref # 8127	-1230.00
EFT58125	05/05/2021 BILLY ATKINS	Artist Payment Ref # 8165	-200.00
EFT58126	05/05/2021 BUGAI WHYOUTER	Artist Payment Ref # 8164	-1000.00
EFT58127	05/05/2021 CORBAN CLAUSE WILLIAMS	Artist Payment Ref # 8135	-1000.00
EFT58128	05/05/2021 DOREEN CHAPMAN	Artist Payment Ref # 8117	-135.00
EFT58129	05/05/2021 JAKAYU BILJABU	Artist Payment Ref # 8166	-300.00
EFT58130	05/05/2021 JANITA ANGIE	Artist Payment Ref # 8129	-1230.00
EFT58131	05/05/2021 JUDITH ANYA SAMSON	Artist Payment Ref # 8132	-130.00
EFT58132	05/05/2021 Janita Kelly	Artist Payment Ref # 8131	-1230.00
EFT58133	05/05/2021 KATHLEEN MAREE SORENSEN	Basket Payment GL # 333604 21-257	-162.00
EFT58134	05/05/2021 KUMPAYA GIRGIRBA	Artist Payment Ref # 8119	-1000.00
EFT58135	05/05/2021 MARIANNE BURTON	Artist Payment Ref # 8162	-300.00
EFT58136	05/05/2021 MIRIAM ATKINS	Artist Payment Ref # 8163	-500.00
EFT58137	05/05/2021 MULYATINGKI MARNEY	Artist Payment Ref # 8116	-500.00
EFT58138	05/05/2021 NOELEN GIGGIBA	Artist Payment Ref # 8120	-127.50
EFT58139	05/05/2021 PAULINE WILLIAMS	Artist Payment Ref # 8172	-130.00
EFT58140	05/05/2021 Patrick Williams	Artist Payment Ref # 8121	-144.00
EFT58141	05/05/2021 Robina Clause	Artist Payment Ref # 8125	-1230.00
EFT58142	05/05/2021 THELMA JUDSON	Artist Payment Ref # 8137	-700.00
EFT58143	05/05/2021 WOKKA TAYLOR	Artist Payment Ref # 8167	-500.00
EFT58144	05/05/2021 YIKARTU BUMBA	Artist Payment Ref # 8161	-377.00

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

**28 MAY 2021**

EFT58145	10/05/2021 Ivy and Rose Dried Blooms	Table Centres for Reconciliation Ball 2021	-1500.00
EFT58146	10/05/2021 Jolly & Sons Pty Ltd	Transport of High Lift Pallet Jack for Newman Refuse Site - Quote No Q200847	-734.19
EFT58147	13/05/2021 BIDDY BUNAWARRIE	Artist Payment Ref # 8173	-1000.00
EFT58148	13/05/2021 BILLY ATKINS	Artist Payment Ref # 8189	-200.00
EFT58149	13/05/2021 BUGAI WHYQUILTER	Artist Payment Ref # 8188	-1000.00
EFT58150	13/05/2021 Derrick Butt	Artist Payment Ref # 8186	-357.15
EFT58151	13/05/2021 HELEN DALE SAMSON	Artist Payment Ref # 8176	-400.00
EFT58152	13/05/2021 IGNATIUS PAUL TAYLOR	Artist Payment Ref # 8184	-410.00
EFT58153	13/05/2021 JAKAYU BILJABU	Artist Payment Ref # 8169	-6500.00
EFT58154	13/05/2021 JUDITH ANYA SAMSON	Artist Payment Ref # 8175	-600.00
EFT58155	13/05/2021 KUMPAYA GIRGIRBA	Artist Payment Ref # 8190	-300.00
EFT58156	13/05/2021 MARIANNE BURTON	Artist Payment Ref # 8182	-300.00
EFT58157	13/05/2021 MAY CHAPMAN	Artist Payment Ref # 8187	-1000.00
EFT58158	13/05/2021 MIRIAM ATKINS	Artist Payment Ref # 8179	-580.00
EFT58159	13/05/2021 MULYATINGKI MARNEY	Artist Payment Ref # 8181	-500.00
EFT58160	13/05/2021 NGAMARU BIDU	Artist Payment Ref # 8171	-1621.31
EFT58161	13/05/2021 PAULINE WILLIAMS	Artist Payment Ref # 8180	-400.80
EFT58162	13/05/2021 PHILLIP SIMPSON	Artist Payment Ref # 8170	-292.50
EFT58163	13/05/2021 Coca-Cola Amatil (acct 6745685)	Drinks for the fridge - April 21	-374.70
EFT58164	13/05/2021 HOLCIM (AUSTRALIA) PTY LTD	Supply and Deliver 80T Fill Scalps as per Quote # 21388992	-3581.95
EFT58165	13/05/2021 ACCESS UNLIMITED INTERNATIONAL	Recalibration WWTP Gas Detector	-115.50
EFT58166	13/05/2021 ADVAM PTY LTD	Provide Credit Card Payment Processing Services for Car Park Stations at Newman	-446.66
EFT58167	13/05/2021 ALYKA PTY LTD	Digital Support Alyka for 2020/21 financial year	-385.00
EFT58168	13/05/2021 Austindo Engineering Pty Ltd	Mirrors for the Free Weights Area	-4554.00
EFT58169	13/05/2021 Australian Local Government Job Directory	Job advertisement: 143 - Customer Service Supervisor - Parental Leave	-990.00
EFT58170	13/05/2021 Autopro Newman	Jumper leads for vehicle IEC2040	-79.99
EFT58171	13/05/2021 BATTERY SALES AND SERVICE	As Per Quote 2549	-435.18
EFT58172	13/05/2021 BHP BILLITON IRON ORE PTY LTD	BHP account 215371 Electricity Reimburesment - 15.2.21-15.4.21	-363.16
EFT58173	13/05/2021 BRIDGETOWN DESIGN AND PRINT	Outback Fusion Festival Program 2021	-5571.50
EFT58174	13/05/2021 Blackwoods	150 x Face Masks KH-202A 50pk - Masks for COVID response at Newman Airport	-5452.05
EFT58175	13/05/2021 Bucc Holdings Pty Ltd	Snake Handling Kit M1inc postage to newman	-398.61
EFT58176	13/05/2021 CADD Building Construction and Maintenance Pty Ltd	Variation 1 to the current Construction Contract, Kurra Caravan Park Stage 1 (Camping	-5023.70
EFT58177	13/05/2021 CARDNO (WA) PTY LTD	Newman Landfill Signage Network Review	-4950.00
EFT58178	13/05/2021 CHAPMAN & BAILEY	Contract - Supply of High quality Art Materials Martumili - RFT 03-2017/18 Chapman	-8027.62
EFT58179	13/05/2021 CLEANAWAY PTY LTD (acct 53651265)	Street Litter Control - Newman	-56733.60
EFT58180	13/05/2021 COMPNET	Website support	-111.63
EFT58181	13/05/2021 CUSTOMER FIRST CONTRACTING PTY LTD	Various works	-33686.79
EFT58182	13/05/2021 ENVIRONMENTAL INDUSTRIES	Labour & materials	-151.60
EFT58183	13/05/2021 EUROFINS ARL PTY LTD	March 2021 Monthly PO ARL Depot Main Account	-1716.55
EFT58184	13/05/2021 Ecosafe International	Audit and provide Drinking Water Quality Management Plan for Newman Airport as	-1100.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

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EFT58185	13/05/2021 Expo Signage and Digital Pty Ltd	Bin calendar - 215mm x 147mm To provide graphic design service. Initial draft design	-1100.00
EFT58186	13/05/2021 Finmec - t/a Earthmoving Maintenance Solutions (EMS)	Tractor Repairs - Cape Keraudren (including travel)	-1121.51
EFT58187	13/05/2021 Gold Touch Detailing	Provide Basic Vehicle Wash and Vacuum for Prado - REGO 111EPS as per Quote #QU-	-220.00
EFT58188	13/05/2021 HART SPORT	Nullagine Flood Damage - Carpet Replacements for Nullagine Gym	-953.50
EFT58189	13/05/2021 HERSEY JR & A	Purchase Items As Per Invoice Number 47019	-2903.78
EFT58190	13/05/2021 Hanna Instrument Pty Ltd	DO Meter for Newman Waste Water Treatment Plant	-1278.75
EFT58191	13/05/2021 Hedland Home Hardware	Sprinklers, hoses, fittings and padlocks.	-320.15
EFT58192	13/05/2021 I Am Melissa	Work to finish the Shire branding project as per quote	-1530.00
EFT58193	13/05/2021 IT VISION	Rates & Properties Training April 2021	-1320.00
EFT58194	13/05/2021 LANDGATE (DOLA)	Landgate Purchase Order to cover expenses for the month of March 2021	-57.40
EFT58195	13/05/2021 LYNX INTEGRATED SYSTEMS	Investigation of Eisbaer SCADA	-253.00
EFT58196	13/05/2021 Lisa Hall (Bliss Yoga Mumma)	Yoga Classes 1/4 & 6/4	-225.00
EFT58197	13/05/2021 MARBLE BAR TRAVELLERS REST	Lunch, Dinner & Breakfast in Marble Bar - Rural RAP Consultation	-138.20
EFT58198	13/05/2021 MARKETFORCE	Full page monthly advertisement in North West Telegraph	-5351.07
EFT58199	13/05/2021 MSS Hard Services Pty Ltd	Runway inspection at Newman Airport	-2768.81
EFT58200	13/05/2021 Madeline Sharrock	Reimbursement for Travel Costs	-691.87
EFT58201	13/05/2021 Marble Bar Community Resource Centre	20/21 Advertising Marble Bar Mirage	-82.50
EFT58202	13/05/2021 Marble Bar General Trust	WAPOL Youth Activities Consumables	-105.45
EFT58203	13/05/2021 NEWMAN CLEANING RESOURCES P/L	GROUP 3 - ADMINISTRATION - CLEANING SERVICES - 12 MONTHS FY 20/21 - SHIRE	-37994.06
EFT58204	13/05/2021 NEWMAN HOME HARDWARE & ICE PLUS	Supply 3KVA Generator as per quote	-2836.65
EFT58205	13/05/2021 Newman Visitors Centre	Accommodation double room, inc meals - Check in Sunday 11th October to	-875.00
EFT58206	13/05/2021 OFFICEWORKS BUSINESS DIRECT	Delivery	-896.43
EFT58207	13/05/2021 Oz Airports Pty Ltd	Supply airport operations staff for the month of March 2021	-12759.96
EFT58208	13/05/2021 PARDOO ROADHOUSE & TAVERN	Fuels for Cape Keraudren & Vehicles - March 22nd to 30th April 2021	-2586.93
EFT58209	13/05/2021 PARNNGURR ABORIGINAL	Accommodation for Arts worker pre waru camp	-1170.00
EFT58210	13/05/2021 PERMEATE PARTNERS PTY LTD	Additional Support.	-2128.50
EFT58211	13/05/2021 PILBARA ELECTRICAL	2 HP 410 x Black high yield toner	-1452.58
EFT58212	13/05/2021 PILBARA MOTOR GROUP	Service and Repairs 120EPS - Toyota Prado (Lindon Mellor)	-1007.39
EFT58213	13/05/2021 Parnawarri IGA	Food for the road to Punmu - Field Trip	-87.56
EFT58214	13/05/2021 Phoebe Jones	Outback Fusion Festival Yoga Session	-240.00
EFT58215	13/05/2021 Polar Aviation Pty Ltd	Plane requested: Marble Bar to Newman x 2	-13200.00
EFT58216	13/05/2021 Punmu Aboriginal Corporation	Daily food vouchers for Martumili Officers 12/03/2021	-49.00
EFT58217	13/05/2021 Roo's Plumbing	Fix leaking tap & pin hole leak - East Newman Irrigation Shed	-250.80
EFT58218	13/05/2021 SABAH DUBAKH	Electricity Reimbursement 4.2.21-3.4.21	-1003.76
EFT58219	13/05/2021 SB Machinery Subway	Subway for Volleyball Grandfinal	-270.00
EFT58220	13/05/2021 SONIC HEALTHPLUS PTY LTD	Pre Employment Medical - Sophie Cowden MA1, AUD and INSTANT	-671.00
EFT58221	13/05/2021 SOUTH NEWMAN PRIMARY SCHOOL	Rubish Pick up Saturday 27 - 28 March - Outback Fusion Festival	-400.00
EFT58222	13/05/2021 STOCKMAN ENGINEERING	Replace Bearing & Reline Aerator Shaft / Fit New Wire Grids To Coupling At Waste	-1523.50
EFT58223	13/05/2021 SWAN TOWING	Removal of 7 Abandoned Vehicles EP001-21 to EP007-21 all within East Newman	-528.00
EFT58224	13/05/2021 Seasons Hotel - Jerry (Business) CT Pty Ltd aft Newman Hotel	Accommodation including meals Check in 30th March, check out 1st April	-522.50

EFT58225	13/05/2021 Seton Australia	Safety Mirror Entrance Corridor (quarter dome 457 MM)	-350.56
EFT58226	13/05/2021 Sportspower Newman	Table tennis set	-15.00
EFT58227	13/05/2021 TECHBRAIN	TechBrain Site Visit and Network Cabling	-27704.71
EFT58228	13/05/2021 Teresa Southwell	Reimbursement of farewell gift	-150.00
EFT58230	13/05/2021 Training Services Australia	HSR Training Michael Zion, 15.03.2021 - 19.03.2021	-950.00
EFT58231	13/05/2021 Trility Solutions Pty Ltd	RFT06 - 2019/20 - Replacement of East Newman Tank and Automation of chlorination	-86157.02
EFT58232	13/05/2021 ULTI MECH	Vehicle 184EPS - Spot Lights & Two Way Radio check and repair, not working	-427.76
EFT58233	13/05/2021 UNIFORMS AT WORK PTY LTD	Uniform Order April 2021	-346.50
EFT58234	13/05/2021 WIDEGLIDE CONSTRUCTIONS	7 Yalberree - minor works 2020/21 Toilet - SAI new flyscreen Bathroom - Remove	-121.00
EFT58235	13/05/2021 Water Infrastructure Science And Engineering (WISE)	Newman Liquid Waste Facility Detailed Design and Super Intendency	-22137.50
EFT58236	13/05/2021 Woolworths (WA) Ltd	Groceries for Punmu and Kunawarritji Field Trip	-2745.29
<b>EFT Payments</b>			<b>- 3,556,067.04</b>

## **Appendix 4 Mastercard**

SHIRE OF EAST PILBARA  
MasterCard Transactions 13/04/2021 to 13/05/2021

Card Holder	Card Number	Transaction Date	Narration	Debit
Amy Mukherjee	5586 **** * 3119	11/05/2021	COSSACK ART AWARDS KARRATHA INDUWA	-46.00
	5586 **** * 3119	11/05/2021	COSSACK ART AWARDS KARRATHA INDUWA	-46.00
	5586 **** * 3119	30/04/2021	SPOT 8666517768 LA555003611190839843314€	-39.59
	5586 **** * 3119	20/04/2021	WOOLWORTHS 4381 NEWMAN WA	-60.14
Oliver Schaer	5586 **** * 3908	10/05/2021	STAR MART EXMOUTH	-135.34
	5586 **** * 3908	10/05/2021	NANUTARRA ROADHOUSE PT NANUTARRA	-172.48
	5586 **** * 3908	3/05/2021	STAR MART EXMOUTH	-118.51
	5586 **** * 3908	26/04/2021	NANUTARRA ROADHOUSE PT NANUTARRA	-170.82
	5586 **** * 3908	21/04/2021	ANNUAL FEE	-39.00
Ben Lewis	5586 **** * 3732	11/05/2021	BATTERY SALES SRVICE WEDGEFIELD	-25.00
	5586 **** * 3732	7/05/2021	SILVER CAFFE PL PORT HEDLAND	-16.50
	5586 **** * 3732	5/05/2021	AIR SERVICES AUST CANBERRA	-256.00
	5586 **** * 3732	30/04/2021	The Newman Hotel Newman WA	-1231.00
	5586 **** * 3732	28/04/2021	ZOOM.US 888-799-9666 SAN JOSE CA	-179.98
	5586 **** * 3732	27/04/2021	CONTINENTAL HOTEL BROO BROOME WA	-1097.00
	5586 **** * 3732	26/04/2021	NEWMAN HARDWARE NEWMAN WA	-81.60
	5586 **** * 3732	19/04/2021	REGALIA CRAFT PTY LT PERTH WA	-125.00
	5586 **** * 3732	19/04/2021	The Shoe Kings Group Karrinyup WA	-55.00
	5586 **** * 3732	16/04/2021	LOCAL GOVERNEMENT MANA EAST PERTH	-670.00
Raees Rasool	5586 **** * 2474	13/04/2021	REFUEL AUSTRALIA-SWAGM MOUNT MAGNET	-68.00
	5586 **** * 2474	7/05/2021	INSTITUTE OF PUBLIC NORTH SYDNEY	-841.50
	5586 **** * 2474	5/05/2021	PILBARA TOOLS AND FAST WEDGEFIELD	-52.36
	5586 **** * 2474	30/04/2021	BP STH HEDLAND1928 SOUTH HEDLANDWA	-129.22
	5586 **** * 2474	30/04/2021	BP BROOME 6075 BROOME WA	-188.83
	5586 **** * 2474	19/04/2021	EG GROUP 4236 PORT HEDLAND WA	-97.14

**SHIRE OF EAST PILBARA  
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**28 MAY 2021**

<b>Sian Appleton</b>	5586 **** ** 4940	3/05/2021	LinkedIn 5620987976	Inkd.in/bill AU	-451.14
<b>Lisa Clack</b>	5586 **** ** 1176	11/05/2021	COMPASSESPLANADEHOTE	PORT HEDLAND WA	-243.50
	5586 **** ** 1176	5/05/2021	XERO AU INV-16431636	HAWTHORN VI	-77.00
	5586 **** ** 1176	5/05/2021	TELSTRA BSINSS APPS	ADELAIDE SA	-170.28
	5586 **** ** 1176	4/05/2021	JBHiFi.com.au	0395777000 VI	-62.91
	5586 **** ** 1176	29/04/2021	PICKSTAR.PRO	ADELAIDE SA	-1959.59
	5586 **** ** 1176	29/04/2021	ADOBE ID CREATIVE CLD	ADOBE.LY/ENAUJR	-45.99
	5586 **** ** 1176	29/04/2021	Heart of the Pilbara - Trademark		-500.00
	5586 **** ** 1176	27/04/2021	ZEN*TP*Bicton Trave	BICTON AU	-1012.00
	5586 **** ** 1176	26/04/2021	Oculus	Dublin IR	-1917.00
	5586 **** ** 1176	22/04/2021	MY INVESTMENT STRATEGY	NEWMAN	-7.98
	5586 **** ** 1176	22/04/2021	HEART AND HOME WA	NEWMAN	-47.99
	5586 **** ** 1176	19/04/2021	JBHiFi.com.au	0395777000 VI	-21.97
	5586 **** ** 1176	14/04/2021	PRIME STARZ PTY LTD	MALAGA WA	-1050.00
<b>Steve Leeson</b>	5586 **** ** 3627	13/05/2021	DRI*ID.MYCOMMERCE.COM	NRW DE	-76.13
	5586 **** ** 3627	7/05/2021	Veda SwiftCheck	NORTH SYDNEY	-54.95
	5586 **** ** 3627	26/04/2021	DWER - WATER	PERTH	-6496.00
	5586 **** ** 3627	26/04/2021	WANEWSDTI	Osborne Park WA	-28.00
	5586 **** ** 3627	21/04/2021	WOOLWORTHS	4381 NEWMAN WA	-76.00
<b>Billing Account</b>	5586 **** ** 8665	13/05/2021	FOREIGN TRANSACTION FEE		-2.25
	5586 **** ** 8665	30/04/2021	FOREIGN TRANSACTION FEE		-1.17
	5586 **** ** 8665	29/04/2021	FOREIGN TRANSACTION FEE		-1.36
	5586 **** ** 8665	28/04/2021	FOREIGN TRANSACTION FEE		-5.31
	5586 **** ** 8665	26/04/2021	FOREIGN TRANSACTION FEE		-56.55
<b>TOTAL</b>					<b>-\$20,307.08</b>

### 10.2.3 PROPOSED RATING STRATEGY 2021-2026

Attachments:	Appendix 1 – Proposed Rating Strategy 2021-2026
Responsible Officer:	Mr Steve Leeson Executive Manager Corporate Services
Author:	Mr Steve Leeson Executive Manager Corporate Services
Proposed Meeting Date:	28 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

#### REPORT PURPOSE

For Council to consider a proposed Rating Strategy 2021 to 2026 which revises the Shire of East Pilbara's differential rating model for the drafting of the 2021/2022 annual budget.

#### BACKGROUND

Council has adopted a process of differential rating since the 2006/2007 budget whereby different rates are set for different land uses.

An extensive review of the Shire's rating strategy was previously undertaken by Moore Stephens, including Pilbara region comparatives and benchmarking. The outcome was from the 2019 – 2020 financial year, 11 differential rating categories being reduced to 6. Together with property revaluations, it was the fewer rate in the dollar charges which necessitated the need for rating concessions to achieve consistency in general rating.

The following table sets out the current 2020/2021 differential rating approach and rating amounts.

Category	2020/2021 Rate in Dollar	2020/2021 Minimum
General Rate - Gross Rental Value	0.073662	\$663
Unimproved Value – Pastoral / Other	0.085900	\$230
Unimproved Value – Mining	0.171800	\$430

#### COMMENTS/OPTIONS/DISCUSSIONS

Changes are proposed for the Shire's existing differential rating categories to ensure the rating principals of objectivity, fairness and equity, consistency, transparency and administrative efficiency are met.

With reference to the Department of Local Government, Sport and Cultural Industries Rating Policy: Differential Rates, the current single General Rate is recommended for further consideration.

Objectivity

Properties currently charged the same General Rate (GRV) include residential, commercial and industry, as well as mining. These land use characteristics are all dissimilar in nature.

Fairness and Equity

The current objects and reasons for differentially rating mining is as follows:

*“...to ensure that the proportion of total rate revenue derived from mining related activities reflects the financial impact associated with activities from these assessments, which is generally considered higher than other assessments.”*

*\*Assessment = rateable property*

There are mining land use assessments within the General Rate (GRV) category. For consistency, ideally these properties would also be identified separately, apart from residential, business and industry.

Most notably, these properties include Transient Workforce Accommodation (TWA) campsites. Regional local governments recognise the impact that TWAs have on their communities, preferring more residential workers and less fly in fly out (FIFO). Whilst recognising the necessity of having FIFO workers for construction and mining projects, they need to be making a fair contribution so that we can continue to improve the services and infrastructure that the Shire provides the community.

Consistency

The Department's policy also includes the review of and consideration of rating in neighbouring local governments. All other Pilbara local governments differentially rate TWAs and non-residential properties.

Differential Rates	Ashburton	Karratha	Pt Hedland
GRV - Residential	0.102360	0.117479	0.096289
GRV - Commercial / Industrial	0.065930	0.100770	0.096287
GRV - Airport / Strategic Industry		0.156459	
GRV - TWA	0.131850	0.387044	0.192093
UV - Pastoral / Special Lease	0.062200	0.103638	0.110785
UV - Other / Mining	0.369570	0.132900	0.197513
UV - Strategic Industry		0.184880	

Transparency and administrative efficiency

The outcome of an earlier review of the Shires rating reduced the previous 11 rating categories to 6. The 2018/2019 rating categories are listed below.

	Rate in the \$
• GRV – Industrial	1.8998 cents
• GRV – Town Centre	5.7426 cents
• GRV – Transient Worker Accommodation	6.8077 cents
• GRV – Nullagine Townsite	7.3662 cents
• GRV – Mixed Business	3.7603 cents
• GRV – Other	7.3662 cents
• UV – Pastoral / Special Leases	6.0894 cents
• UV – Other (General, Mining and Petroleum)	17.1800 cents
• UV – AML	17.1800 cents
• UV – Exploration Leases	17.1800 cents
• UV – Prospecting Leases	17.1800 cents

With fewer rate in the dollar charges, together with a triennial revaluation, some property rates increased significantly. This necessitated the need to introduce rating concessions to then achieve consistency in general rating, with a budget forecast amount of \$910,408 in 2020/2021.

## 1. RATES AND SERVICE CHARGES (CONTINUED)

### (g) Waivers or concessions

Rate or fee and charge to which the waiver or concession is granted	Type	Discount %	Discount (\$)	2020/21 Budget
GRV - Industrial	Concession	52.0%		\$ 492,423
GRV - Mixed Business	Concession	28.0%		26,884
UV - Pastoral / Special	Concession	55.0%		391,100
				910,408

### Proposed Rating Strategy 2021 to 2026

The intent of revising the Shire's approach to rating is to:

- a) Achieve independent rating outcomes based on valuations

*Consistent rating outcomes without the need for concessions can be achieved through appropriate categories and rate in the dollar amounts.*

- b) Recognise the individual characteristics of residential, business and industry (non-residential), as well as pastoral and mining

*Establishing three general rate categories, being:*

- GRV – Residential
- GRV – Non-residential
- GRV – Transient Workforce Accommodation

*to apportion the rating burden consistently, and;*

*Establish two unimproved rate categories, being:*

- • pastoral
- • mining.

*Along with setting minimum rating charges for categories.*

- c) Provide a clear indication to the community and ratepayers on future rating  
*Achieving comparative rating consistency with neighbouring local governments in the short-term will support the Shire's long term financial sustainability. Following with a gradual and consistent approach to increasing rates, avoids the need to raise rates outside of an acceptable range and or comparison over the long-term.*
- d) Introduce flexibility in Council's approach towards considering:
- i. Specified Area Rating (SAR)
  - ii. Service charges
  - iii. Rate exempt properties
  - iv. Rate notification charges

The proposed Rating Strategy 2021 – 2026 is included as **Appendix 1**.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Section 6.33 of the Local Government Act 1995 (the Act) provides local governments with the option of implementing differential rates. It is proposed that the Shire's rating will continue to be based on land use - being residential, non-residential and introducing transient workforce accommodation.

Section 6.36 of the Act requires local public notice of the intention to levy differential rating.

Department of Local Government, Sport and Cultural Industries Rating Policy: Differential Rates recommends if there are fewer than thirty ratepayers who will be subject to the differential general rate, each affected ratepayer has been informed in writing by the local government

### **POLICY IMPLICATIONS**

3.3 Budget Preparation

3.8 Rates Incentive Policy

4.1 Advertising Statutory and General

### **STRATEGIC COMMUNITY PLAN**

#### **5: Governance**

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

### **RISK MANAGEMENT CONSIDERATIONS**

Legislative – High

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

### **FINANCIAL IMPLICATIONS**

Revising the Shire's rating strategy enables an increased ability for consistent rating outcomes which lessens the need for concessions, which also better responds to the triennial revaluation cycle process.

**VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/206**

**MOVED: Cr Holly Fleming**

**SECONDED: Cr Adrienne Mortimer**

**That Council:**

- 1. Adopts the Rating Strategy 2021 to 2026 included as Appendix 1;**
- 2. Provides local public notice of the Rating Strategy, seeking feedback as part of the 2021-2022 annual budget process.**

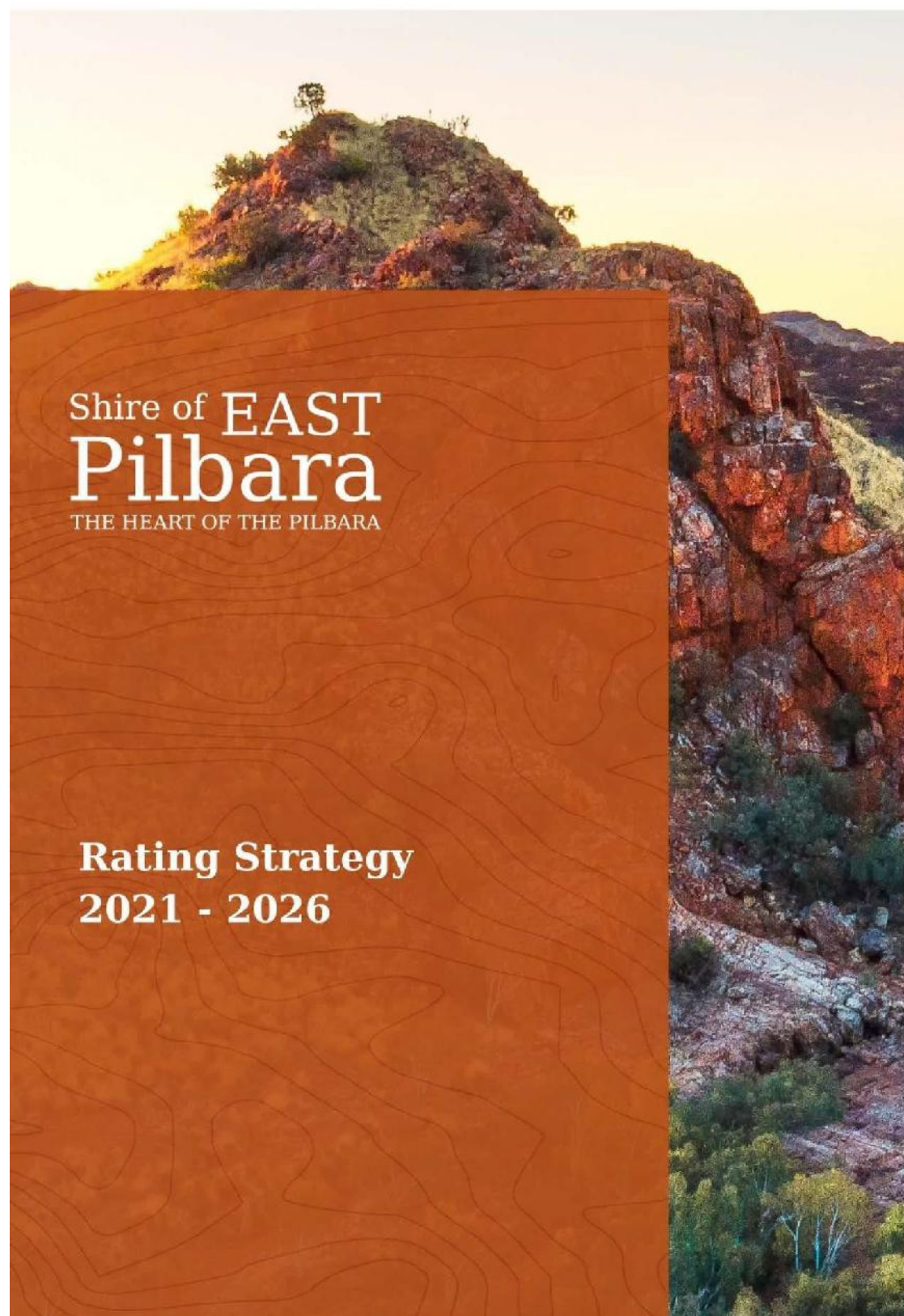
**CARRIED UNANIMOUSLY**

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

## **Appendix 1**

### **Proposed Rating Strategy 2021-2026**

Rating Strategy 2021 to 2026



SHIRE OF EAST PILBARA

## RATING STRATEGY 2021 to 2026

The purpose of our Rating Strategy is to:

- Establish a framework by which a fair and equitable share of property rates fees and charges are paid by property owners, for the services and infrastructure within the Shire of East Pilbara (the Shire)
- Create consistency amongst property rates and charges and their revenue for the Shire
- Provide a clear indication to the community and ratepayers on future rating

It does not determine how much ratepayers must contribute. This is a Council decision, determined each year as part of the Shire's Annual Budget process.

Rates are levied on all rateable properties within the district of the Shire in accordance with the *Local Government Act 1995* (the Act). Rates are a tax on property and are set in accordance with principles of equity, efficiency, simplicity, sustainability and policy consistency.

Rating provides for the net funding requirements of the Shire's services, activities, financing costs, plus the current and future capital requirements, after taking into account all other forms of revenue.

In Australia, the basis of using property valuations has been found to be the most appropriate means of achieving rating equity. Whilst it may be an imperfect system in which to assess property owner's ability to pay, it is the method Council is required to rely upon under the Act.

### RATING STRATEGY OBJECTIVES

This strategy establishes a framework to address the following key elements:

- a) That the basis of valuation for rating purposes continues to be Gross Rental Value (GRV) and Unimproved Value (UV) method.  
*\* Landgate values all properties in the State independently.*
- b) Recognise the individual characteristics of land use as the basis for differentially rating properties within the Shire.  
*\* The use of differential rating is considered a means to achieve greater uniformity in annual rate revenue apportionment across property types, being subject to fluctuations in their triennial revaluation reviews.*
- c) To maintain transparency and consistency each year in annual rating.  
*\* The Shire charges separately for rates, waste and State Emergency Services Levy (ESL).*
- d) That electronic communication methods are more efficient and effective.  
*\* Sustainable, cost effective and a digital Shire.*

## **1 RATING**

### **1.1 Rate(s) in the Dollar**

The Shire's differential rates in the dollar charge will be determined each year through the annual budgeting process. It is calculated to meet each year's requirements for net revenue raising as guided within the context of the Shire's Long Term Financial Plan. All rate(s) in the dollar amounts will be re-evaluated following the Valuer General's revaluation cycles for properties, adjusted according to the overall change in value of the properties being rated.

### **1.2 Key Values**

The Department of Local Government, Sport and Cultural Industries Rating Policy: Differential Rates, outlines the following considerations for differential rating:

- Objectivity

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

- Fairness & Equity

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

- Consistency

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

- Transparency and efficiency

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

The Shire is to prepare and make publically available a notice describing the object of and reason for each differential rate and advertise a period calling for submissions in accordance with the Act. The council is to consider all submissions received within the prescribed time, ahead of adopting the annual budget.

### **1.3 Differential Rating**

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

- Residential
- non-residential
- transient workforce accommodation
- pastoral
- mining

Clear objects and reasons for the use of any differential rating must be communicated through the annual budget process.

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

#### **1.3.1 GRV - Residential**

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

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

#### **1.3.2 GRV – Non residential**

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

*\* To ensure that the proportion of total rate revenue derived from non-residential properties remains essentially consistent with previous years and to recognise the additional costs of servicing these types of properties. Non-residential properties generate higher volumes of pedestrian and traffic movements than residential properties which results in increased road and streetscape maintenance requirements, additional on street parking needs and the requirement to install additional traffic treatments. Due to the increased presence of litter surrounding non-residential land the Shire is also required to provide additional litter collection services to these areas. Patrons and employees of commercial and industrial premises are consumers of Shire services but unless they are also property owners within the Shire, are not contributing to the cost of services which they use.*

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

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

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

### **1.3.4 UV – Pastoral**

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

### **1.3.5 UV – Mining / Other**

This incorporates all mining tenements, permits, drilling reservations, leases or licences held, extracting, stock piling, processing or refining of minerals and the extraction, processing or refining of fuel sources.

OR

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

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

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

## **1.5 Waste Service Fee**

A waste service which includes the removal of rubbish and recycling, as well as the need to provide waste services to public areas, is required to be funded by ratepayers throughout the Shire. It is considered appropriate to separately identify this charge. The annual charge is to meet all operational and capital expenditure requirements and any surplus or deficit to be taken to reserve at year end.

### **1.6 Specified Area Rates (SAR)**

A specified area rate is an additional rate which may be used by Council as a strategy to support funding future improvements at specified activity locations, which could address;

- a) Infrastructure development
- b) Improved town site amenity and form
- c) Improved pedestrian accessibility and cycle ways connectivity
- d) Car parking at and around activity centres
- e) The need to provide social spaces in activities centres for their continued success

It is not necessary that the amount raised from specified area rates fully meet the cost of the overall improvements. Specified area rating may be used to meet annual repayment of loan funding.

Clear objects and reasons for the use of specified area rating must be communicated through the annual budget process.

#### **1.6.1 Strategy and Plan Implementation**

Council has adopted several strategies which support the overall objectives of the Strategic Community Plan. Together these will shape the Shire's future direction, priorities and service delivery. Major Shire projects or local area initiatives may be supplementarily funded through the use of specified area rating in addition to annual rating charges.

### **1.7 Service Charges**

The Shire may impose a fixed charge on every property owner or occupier in its area, where it's considered that everyone benefits from a specific provision of a service and/or infrastructure specified under the Act which everyone should make a contribution towards. Service charges may be applied for;

- a) property surveillance and security;
- b) television and radio rebroadcasting;
- c) underground electricity;
- d) water.

#### **1.7.1 Property Surveillance and Security Service Charge**

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

**1.7.2 Television and Radio Rebroadcasting Service Charge**

A television and radio rebroadcasting service is provided at some locations throughout the Shire. It is considered appropriate to separately identify this charge to ratepayers receiving this service. Implementing an annual charge could meet all operational and capital expenditure requirements and any surplus or deficit to be taken to reserve at year end.

**1.8 Emergency Services Levy (ESL)**

The Shire is obligated to charge and collect this Western Australian State Government imposed rate.

**2 OTHER AMOUNTS**

**2.1 Interest Charges**

Interest charges on rates paid by instalment are allowable under the Act and considered appropriate in recompense for the Shire's foregone investment earnings. An instalment interest charge as opposed to a fixed fee equalises the benefit available across all ratepayers, who elect to pay their rates by instalments. Eligible pensioners and seniors are exempt from interest charges.

**2.2 Discounts**

Making discounts available for the early payment of rates and charges are considered an unfair advantage to those with the financial capacity to do so above other ratepayers. It is also administratively onerous. Discounts will not be applied.

**2.3 Concessions**

Concessions may be used to alter the amount of rates that would otherwise be payable away from a determination of a property's value and the applicable rate in the dollar charge. An equitable application of a concession would only apply to the entire rating category, or a location of properties which do not benefit from the same level of Shire services and infrastructure.

### **3 RATE EXEMPT PROPERTIES**

Exemption from having to pay local government rates under the Act is primarily for land use towards charitable purposes. Welfare is primarily the responsibility of State and Federal governments.

To address the inequity in rate exempt properties not paying for having equal access to services and infrastructure primarily funded by the local community, the Shire may adjust their waste service fees, in line with the approach implemented by other local governments.

### **4 RATES NOTIFICATION**

There are over 4,700 rateable properties within the Shire that are issued with a rates notice annually. Approximately half of all ratepayers elect to pay their rates by instalment, requiring the issue of three further reminder notices.

Digital notices were established for 2016/2017 rating year. Ratepayers may elect to have their notice emailed, avoiding the use of paper and postage, which aligns with sustainability objectives.

It is now common place for banks, utility service providers and other government agencies to interact via digital channels with their customers.

Despite campaigns and advertising promotions to encourage the switch to eRates (emailed rate notifications) the take up remains at around 50% of 4,700 ratepayers. This is despite the majority of ratepayers paying via online banking.

The Shire may implement a cost recovery fee for postage and handling of its rate notices. The fee would be waived for pensioners and all ratepayers receiving the rates notice by email or online banking. Currently under legislation, the first rates notice is required to be posted and only instalment notices could be considered for cost recovery.

### **5 PAYMENT DIFFICULTIES / FINANCIAL HARDSHIP**

It is recognised that at times, due to unforeseen circumstances, the payment of property rates fees and charges may present a financial burden.

Ratepayers who are experiencing payment difficulty should contact the Shire immediately on 09 9175 8000 to discuss payment options. All enquiries are treated confidentially, and early communication may help prevent the commencement of costly legal action for the recovery of outstanding rates.

The Shire has adopted a Financial Hardship Policy. Alternative payment arrangements are available, by direct debit. Rates and charges may not remain outstanding for more than three years, inclusive of subsequent annual charges.

In the event that rates and charges become overdue, the Shire will issue an overdue final notice which includes interest charges. If the account remains unpaid the Shire will commence recovery action.

This may include redirection of lease income, the selling of the property, and or transfer of ownership to the Shire, by way of the Act. All fees and court costs are recoverable from the ratepayer.

## **6 FUTURE RATES FEES AND CHARGES**

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

Holding rates at comparatively low amounts may necessarily lead to larger increases in later years. Initially, achieving comparative rating consistency with neighbouring local governments in the short-term will support the Shire's long-term financial sustainability. Following with a gradual and consistent approach to increasing rates, avoids the need to raise rates outside of an acceptable range and or comparison over the long-term.

#### **10.2.4 NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATING 2021-2022**

<b>Attachments:</b>	<b>Appendix 1 – Objects and Reasons for Differential Rates</b>
<b>Responsible Officer:</b>	<b>Mr Steve Leeson Executive Manager Corporate Services</b>
<b>Author:</b>	<b>Mr Steve Leeson Executive Manager Corporate Services</b>
<b>Proposed Meeting Date:</b>	<b>28 May 2021</b>
<b>Location/Address:</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 consider the draft differential rating model for the 2021/2022 financial year for the purpose of advertising and seeking public submissions in accordance with the Local Government Act 1995 (the Act).

#### **BACKGROUND**

Council sets its budget in July each year. A required component of the setting the budget is the consideration of rate revenue for the year to meet the estimate of the budget deficiency.

Council seeks to uphold the rating principals of objectivity, consistency, transparency, equity and efficiency within its approach to apportioning the rating burden across land owners in the district. Council has adopted a process of differential rating since the 2006/2007 budget whereby different rate charges are set for different land uses.

The 2019/2020 annual budget and subsequent rating was in response to the COVID-19 pandemic, acknowledging State directives towards rates, fees and charges upon land owners and the community, mostly freezing amounts at 2018/2019 levels.

Currently, Australia's national economic situation overall is positive, in response to COVID-19 measures, along with Federal, State and Local Government financial stimulus initiatives.

This year, a further review of the Shire of East Pilbara (the Shire) approach to rating was undertaken towards meeting the objectives of:

- Department of Local Government, Sport Community and Cultural Industries (DLGSC) rating principals
- Considering the previous Shire rating review recommendations as implemented and its outcomes
- Furthering the application of rating available to the Shire under the Local Government Act 1995 (the Act) towards services and infrastructure
- Comparatively benchmarking Shire rating and achieving both consistency and parity, and

- Ensuring financial sustainability.

### COMMENTS/OPTIONS/DISCUSSIONS

As part of the process to draft the Shire's 2021/2022 annual budget, operating income and expenditure has been forecast towards maintaining current levels of service to Shire land owners and community, along with planned capital works. The proposed differential rating model is to meet the Shire's net funding requirements to support the 2021/2022 annual budget expenditure, financial requirements and reserves established for meeting future needs.

The further review of the Shire's approach to rating has recommended the adoption of a Rating Strategy 2021 – 2026. A proposed change in differential rating recommends parity in Pilbara local government rating, removing the application of concessions and establishing separate rate(s) in the dollar charges across the following categories; being:

- GRV – Residential
- GRV – Non-residential
- GRV – Transient Workforce Accommodation
- UV - Pastoral
- UV - Mining.

For several years, the Shire has had an operating budget deficit of circa \$9M. This has been in response to circumstances present at the time. DLGSC measures for long-term financial sustainability, prescribes achieving several financial health ratios of which achieving an operating surplus is a primary measure. Whilst an increase in operating revenue, primarily possible through rating is key towards achieving prescribed DLGSC outcomes, so too is effectively managing the Shire's operating expenditures.

Taking an approach that would significantly reduce Shire operational expenditure as a means to achieve the prescribed operating surplus, would necessarily result in a reduction in the current levels of service provided to and expected by ratepayers and the community, based on past expectations. Increased operational expenditure requirements are present, including increasing superannuation rates, utility charges, insurance premiums etc. Therefore raising revenue is the most applicable means by which to achieve an operating surplus.

The 2021/2022 notice of intention to levy differential rating it is proposed towards achieving operating surplus, setting a three year goal to achieve this through the use of implementing a new rating strategy, achieve parity in rating with other Pilbara local governments. The approach involves:

- GRV – Residential  
*Increase \$1 a week on the average residential property (an equivalent average increase of 4%)*
- GRV – Non-residential  
*Increase \$3 a week on the average non-residential property (an equivalent average increase of 4%)*

- GRV – Transient Workforce Accommodation  
*Establish rate in the dollar parity with other Pilbara local governments*
- UV – Pastoral  
*Maintain a consistent rating contribution amount, ahead of the 2022 - 2023 revaluation*
- UV - Mining.  
*Establish rate in the dollar parity with Pilbara local governments*

A range of various rating models have been considered towards meeting the required 2021 – 2022 rates yield.

The table below details the total yield to be derived from each differential category of the recommended 2021 – 2022 rating model proposed for advertising:

Rate Category	Proposed Yield	Burden %	2020-2021 Yield
GRV Residential	\$2,906,727		\$6,029,609
GRV Non-Residential	\$ 793,000		
GRV Transient Workforce Accommodation	\$2,436,567		
UV Pastoral	\$1,025,390		\$716,272
UV Mining	\$13,520,660		\$8,128,127
<i>Concessions</i>	<i>-\$687,394</i>		<i>-\$910,394</i>
<b>Total</b>	<b>\$20,825,558</b>		<b>\$13,963,600</b>
<i>*Including estimated growth from new properties</i>	<i>\$830,606</i>		

The table below details the rate in the dollar and minimum amounts of the recommended 2021 – 2022 rating model proposed for advertising:

Rate Category	Rate in the Dollar charge	Minimum rate charge
GRV Residential	0.076785	\$715
GRV Non-Residential	0.052570	\$813
GRV Transient Workforce Accommodation	0.105140	
UV Pastoral	0.141450	\$357
UV Mining	0.282900	\$715

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

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

Towards achieving further parity with neighbouring local government rating amounts in subsequent years, will require further adjustments to Shire rate in the dollar and minimum charges. It is foreseen that Ministerial approval under section 6.33(3) for the imposition of a differential general rate which is more than twice the lowest differential general rate imposed by it, will be necessary to eliminate the use of concessions as well as achieve consistent rating outcomes. Several documents are required as part of this process:

1. Copy of the Rate Information Table for current and past financial year
2. Copy of the draft budget
3. Copy of minutes that reflect that council reviewed and considered budget efficiency measures
4. Copy of statement of objects and reasons
5. Copy of minutes where council adopted the objects and reasons
6. Copy of letters to ratepayers where there are fewer than 30 in a category
7. Copy of any submissions received
8. Copy of the response to submissions
9. Copy of the council minutes that reflect the reason for deviation from the rating strategy in the corporate business plan and long term financial plan
10. Copy of the public notice
11. Copy of the council agenda and minutes where submissions were considered
12. Copy of minutes where council resolved to make an application to the Minister

**POLICY IMPLICATIONS**

3.3 Budget Preparation Policy

4.1 Advertising Statutory and General

DLGSC Rating Policy: Differential Rates

## STRATEGIC COMMUNITY PLAN

### 5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

## RISK MANAGEMENT CONSIDERATIONS

Legislative – High

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

## VOTING REQUIREMENTS

Simple.

## OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/207

**MOVED:** Cr Stacey Smith

**SECONDED:** Cr Holly Pleming

**That Council**

**1. Endorse the advertising of the Council's intention to levy the following differential rates in 2021/22**

Rate Category	Rate in the Dollar charge	Minimum rate charge
GRV Residential	0.076785	\$715
GRV Non-Residential	0.052570	\$813
GRV Transient Workforce Accommodation	0.105140	
UV Pastoral	0.141450	\$357
UV Mining	0.282900	\$715

**2. Endorse the Objects and Reasons for the proposed differential rates as presented at Appendix 1;**

**3. Consider all submissions received in preparation towards drafting the Shire's 2021/2022 annual budget.**

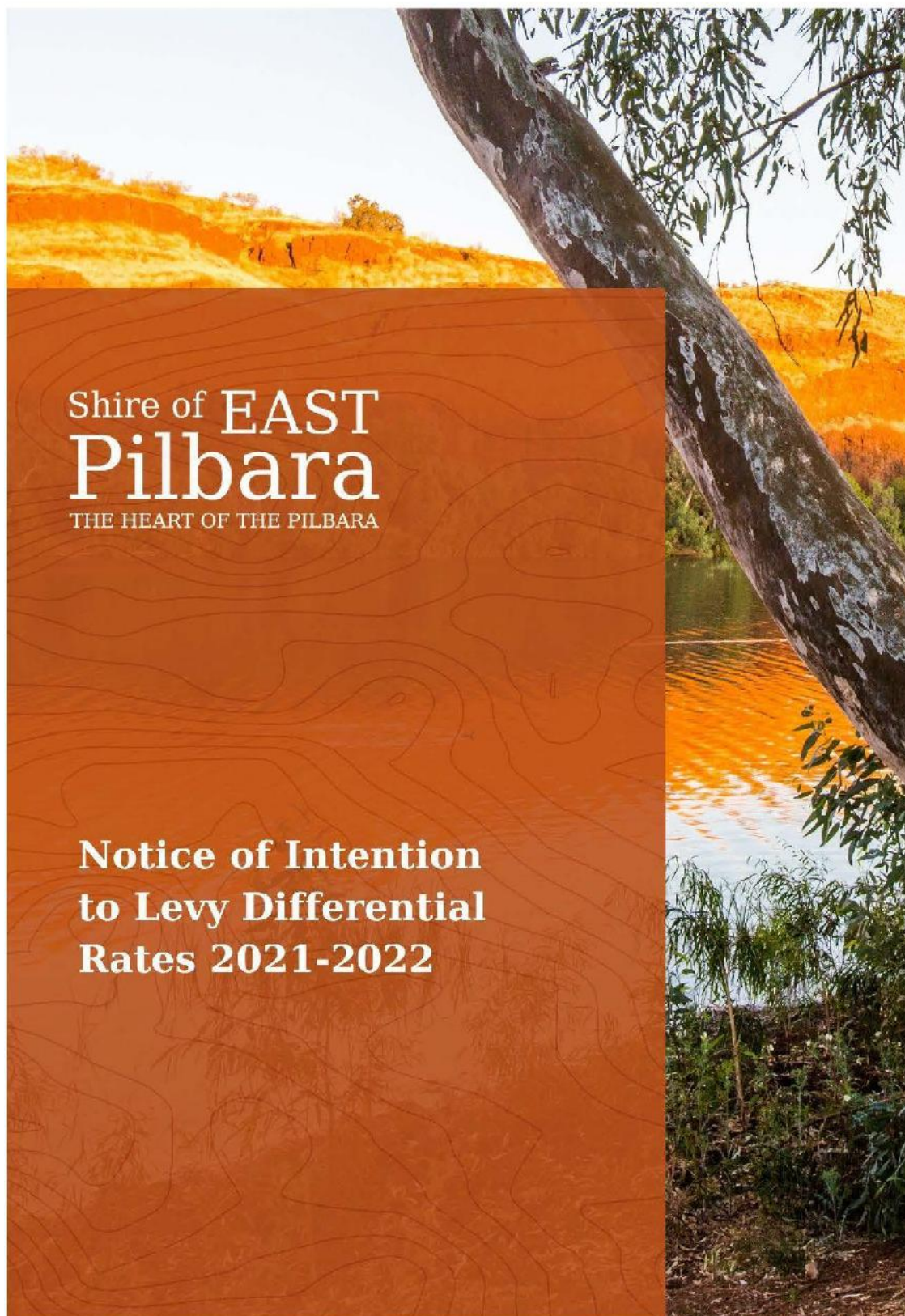
**CARRIED UNANIMOUSLY**

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

## **Appendix 1**

### **Objects & Reasons for Differential Rates**

Notice of Intention to Levy Differential Rates 2021-2022



SHIRE OF EAST PILBARA



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

## 1. Introduction

Rates are a tax levied on all rateable properties within the boundaries of the District of East Pilbara in accordance with the Act. The overall objective of the proposed rates in the 2021/21 Annual Budget is to provide for the net funding requirements of the Shire's services, activities, financing costs and the current and future capital requirements. Council has determined its required rates yield after taking into account all revenue sources, expenditure and efficiency measures as part of budget deliberations.

The importance of achieving an operating surplus towards the Shire's long-term financial sustainability is recognised. The Department of Local Government Sport and Cultural Industries have prescribed guidelines for local governments to achieve. The Shire's operating budget has been in deficit by \$9-\$10M for the last 5 years.

Without fault, several factors have created this situation, including:

- Departure in annual budgeting from the long-term financial plan;
- Rates revenue not keeping pace with operational and capital requirements;
- Minimal interest earnings in the current low rate environment;
- Coming from a comparatively low budget and rates base for Pilbara local governments; and
- The COVID-19 response and its constraints upon the 2020/2021 annual budget and following year's impacts,

## 2. Rating Strategy 2021 - 2022

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

- a) That the basis of valuation for rating purposes continues to be Gross Rental Value (GRV) and Unimproved Value (UV) method.

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



- b) Recognise the individual characteristics of land use as the basis for differentially rating properties within the Shire.
  - \* The use of differential rating is considered a means to achieve greater uniformity in annual rate revenue apportionment across property types, being subject to fluctuations in their triennial revaluation reviews.*
- c) To maintain transparency and consistency each year in annual rating.
  - \* The Shire charges separately for rates, waste and State Emergency Services Levy (ESL).*
- d) That electronic communication methods are more efficient and effective.
  - \* Sustainable, cost effective and a digital Shire.*

### 2.1 Overall Objective

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

### 2.2 Basis of Rating

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

### 2.3 Key Values

Council has considered the key values contained within the Rating Policy Differential Rates (s.6.33) March 2016 released by the Department of Local Government and Communities, being:

- Objectivity

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



- Fairness & Equity

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

- Consistency

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

- Transparency and efficiency

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

### 3. Revenue Requirements

Council has reviewed its available revenues and expenditure requirements and considered efficiency measures as part of its budget deliberations. The key points for the drafting of the 2021-2022 annual budget being to:

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



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

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

It is recognised the need to accommodate:

- Superannuation Guarantee Charge (SGC) increase of 0.5% pa to reach 12%
- Expected increases in insurance expense due to Shire claims and other events
- Increased demand for trades and continuing supply issues driving up prices

Therefore the short-term measure which will most effectively close the operating deficit can only come from an uplift in income.

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

Rate Category	Proposed Yield	Burden %	2020-2021 Yield
GRV Residential	\$2,906,727	14%	\$6,029,609
GRV Non-Residential	\$793,000	4%	
GRV Transient Workforce Accommodation	\$2,436,567	12%	
UV Pastoral	\$1,025,390	5%	\$716,272
UV Mining	\$13,520,660	65%	\$8,128,127
<i>Concessions</i>	<i>-\$687,394</i>		<i>-\$910,394</i>
<b>Total</b>	<b>\$20,825,558</b>		<b>\$13,963,600</b>
<i>*Including estimated growth from new properties</i>	<i>\$830,606</i>		



The table below details the rate in the dollar and minimum amounts of the recommended 2021 – 2022 rating model as proposed:

Rate Category	Rate in the Dollar charge	Minimum rate charge
GRV Residential	0.076785	\$715
GRV Non-Residential	0.052570	\$813
GRV Transient Workforce Accommodation	0.105140	
UV Pastoral	0.141450	\$357
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#### 4. Differential Rating

Section 6.33 of the Act provides local governments with the option of implementing differential rates. The Shire's 2021 – 2022 rating will be based on land use, being;

- Residential
- Non-residential
- Transient workforce accommodation
- Pastoral
- Mining

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

##### 4.1 GRV - Residential

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

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



#### **4.2 GRV – Non-residential**

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

*\* To ensure that the proportion of total rate revenue derived from non-residential properties remains essentially consistent with previous years and to recognise the additional costs of servicing these types of properties. Non-residential properties generate higher volumes of pedestrian and traffic movements than residential properties which results in increased road and streetscape maintenance requirements, additional on street parking needs and the requirement to install additional traffic treatments. Due to the increased presence of litter surrounding non-residential land the Shire is also required to provide additional litter collection services to these areas. Patrons and employees of commercial and industrial premises are consumers of Shire services but unless they are also property owners within the Shire, are not contributing to the cost of services which they use.*

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

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

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

#### **4.4 UV – Pastoral**

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



#### **4.5 UV – Mining / Other**

This incorporates all mining tenements, permits, drilling reservations, leases or licences held, extracting, stock piling, processing or refining of minerals and the extraction, processing or refining of fuel sources.

OR

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

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

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

### **6 Submissions Invited**

Submissions are invited from any elector or ratepayer with respect to the proposed rates, and any related matter, within a minimum 21 days of the date of this notice.

Submissions should be addressed to the Chief Executive Officer, Shire of East Pilbara, PMB 22, NEWMAN WA 6753 and clearly marked Submission – Differential Rating 2021/22.

All submissions should be received no later than 12.00pm on 24 June 2019

**Steven Harding**

**Chief Executive Officer**

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### 10.2.5 REVIEW OF COUNCIL POLICIES - CORPORATE SERVICES

<b>Attachments:</b>	<b>Appendix 1 - 3.1 Accounting Policies</b> <b>Appendix 2 - 3.1 Accounting for Non Current Assets Proposed</b> <b>Appendix 3 - 3.3 Budget Preparation</b> <b>Appendix 4 - 3.6 Management Accounts</b> <b>Appendix 5 - 3.8 Rates Incentive Policy</b> <b>Appendix 6 - 3.15 COVID-19 Financial Hardship policy Adopted</b> <b>Appendix 7 - 3.15 Financial Hardship policy Proposed</b> <b>Appendix 8 - 4.1 Advertising Statutory and General</b> <b>Appendix 9 - 4.6 Insurance Professional Indemnity</b> <b>Appendix 10 - 4.15 Internal Controls Policy</b>
<b>Responsible Officer:</b>	<b>Mr Steve Leeson</b> <b>Executive Manager Corporate Services</b>
<b>Author:</b>	<b>Mr Steve Leeson</b> <b>Executive Manager Corporate Services</b>
<b>Proposed Meeting Date:</b>	<b>28 May 2021</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 consider a progressive review of Corporate Services related policies, based on a priority need to address.

#### BACKGROUND

A Local Government's Council adopts policies as prescribed under the Local Government Act 1995 (the Act) and other policies to establish Council's position, view and outcomes across a range of matters as required in governing the district.

Although section 2.7(2)(b) of the Local Government Act 1995 specifically mentions the making of policies as a role of the Council, there is no definition of "Policy" in the Act.

As a general rule, a policy is to be applied in the exercise of a function (power or duty) and includes a statement of conditions under which an authorisation may, or is to be, given or withheld.

In that it is a rule, a policy can be regarded as the fourth layer in a legislation hierarchy, i.e.

- Acts of Parliament

- Regulations
- Local Laws
- Policies

A good policy will:

- Be consistent with other written laws
- Be easily understood and applied
- Be fair and equitable
- Facilitate prompt customer service (Decisions)
- Avoid repetitive submissions to the Council

The previous approach towards reviewing Council policies was to present annually the policy manual, resulting in minor change to existing and mostly additional policies as needed.

Taking a different approach will progressively consider Shire operational divisions related policies, to;

- Rescind (Where the policy objectives are already within Local Government Act 1995, other legislation)
- Redirect (Where the policy objectives are a management procedure or process being the responsibility of the Chief Executive Officer (CEO))
- Review (Where the policy objectives are meeting current needs for Council to have an established position on a matter to which provide guidance to Shire process and procedures)
- Retain (Where no change is recommended to the current policy).

<b>No.</b>	<b>Policy</b>	<b>Rescind</b>	<b>Redirect</b>	<b>Review</b>	<b>Retain</b>
3.1	Accounting Policies			X	
3.3	Budget Preparations	X			
3.6	Management Accounts	X			
3.8	Rates Incentive Policy	X			
3.15	COVID-19 Financial Hardship Policy			X	
4.1	Advertising Statutory and General	X			
4.6	Insurance – Professional Indemnity use of Disclaimers	X			
4.15	Internal Controls Policy	X			

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**COMMENTS/OPTIONS/DISCUSSIONS**

3.1 Accounting Policies Policy **Appendix 1**

Date Adopted 27 June 2003 (last reviewed 25 October 2019)

Recommendation Review

Reason Is legislated - *Local Government (Financial Management) Regulations 1996 r.27* The annual budget and annual financial statement is to include or be accompanied by notes, plus reference to Australian Accounting Standards.

The current policy replicates regulations and standards. The Shire engages accounting consultancy for best practice guidelines on notes to its accounts.

A policy which outlines the requirements for acquisition, accounting, control, transfer and disposal of non-current physical assets recognised as property, plant and equipment is required. The proposed policy included as **Appendix 2** maintains the same capitalisation threshold of \$5,000.

3.3 Budget Preparation Policy **Appendix 3**

Date Adopted 27 June 2003

Recommendation Rescind

Reason Is procedural – The annual approach to budget preparation and cyclical nature to update the Plan for the Future (Integrated Planning and Reporting) require consideration of several aspects which will influence timing. The LGA specifies dates for budget adoption.

3.6 Management Accounts Policy **Appendix 4**

Date Adopted 27 June 2003

Recommendation Rescind

Reason Is legislated - *Local Government (Financial Management) Regulations 1996 r.34* Financial activity statement is required each month

3.8 Rates Incentive Policy Policy **Appendix 5**

Date Adopted 28 June 2002 (Last Reviewed 03 February 2017)

Recommendation Rescind

Reason Is procedural – The details and conditions for any rates payment incentive prize draw may be included within the annual budget.

3.15 COVID-19 Financial Hardship Policy Policy **Appendix 6**

Date Adopted 24 April 2020

Recommendation Review

Reason Is restrictive – The policy objective relates to the COVID-19 pandemic. Financial hardship and vulnerability occurs in many situations within our community and ratepayers. The proposed revised policy included as **Appendix 7** maintains the same consideration for ratepayers, specifically residential

and small business, where payment of outstanding rates would cause the ratepayer further distress.

4.1 Advertising Statutory and General Policy **Appendix 8**

Date Adopted 27 June 2003 (Last Reviewed 28 June 2019)

Recommendation Rescind

Reason Is legislated – The LGA both defines and specifies the requirements for local and state wide public notices.

4.6 Insurance – Professional Indemnity use of disclaimers Policy **Appendix 9**

Date Adopted 27 June 2003

Recommendation Rescind

Reason Is procedural – It is the Shire and not Council which provides advice to third parties. In consultation with the Shire's insurers, professional indemnity insurance policy is maintained.

4.15 Internal Controls Policy Policy **Appendix 10**

Date Adopted 3 February 2017

Recommendation Rescind

Reason Is legislated – LGA s6.5 requires the CEO to ensure proper accounts and records of the transactions and affairs of the local government. Plus Local Government (Financial Management) Regulations r.11 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.....credit cards.

## STATUTORY IMPLICATIONS/REQUIREMENTS

*Local Government Act 1995*

Part 5 Administration

Division 5 Annual reports and planning

Section 5.56 Planning for the future

## POLICY IMPLICATIONS

Amendments and deletions to existing policies are recommended within this report.

## STRATEGIC COMMUNITY PLAN

### 5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

## RISK MANAGEMENT CONSIDERATIONS

Legislative - Medium

**FINANCIAL IMPLICATIONS**

None identified, though amendments to existing policies recommended within this report, will change associated Shire processes

**VOTING REQUIREMENTS**

Absolute.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/208**

**MOVED: Cr Geraldine Parsons**

**SECONDED: Cr Adrienne Mortimer**

**That Council**

**1. Rescind policies:**

- 3.3            Budget Preparations**
- 3.6            Management Accounts**
- 3.8            Rates Incentive Policy**
- 4.1            Advertising Statutory and General**
- 4.6            Insurance – Professional Indemnity use of Disclaimers**
- 4.15          Internal Controls Policy**

**2. Adopts revised policies**

- 3.1            Accounting for Non-current Assets**
- 3.15          Financial Hardship Policy**

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Kylie Bergmann, Acting Manager Governance***

## **Appendix 1**

### **3.1 Accounting Policies (Current)**

### 3.1 Accounting Policies

(CURRENT)

Responsible Directorate	Corporate Services
Responsible Officer	Executive Manager Corporate Services
File Number	LEG-2-1

#### Policy

The significant accounting policies are:

#### **(a) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in appropriate note. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

#### **(b) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities of the statement of financial position.

#### **(c) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

**Impairment and risk exposure**

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in the appropriate note.

**Previous accounting policy:**

Impairment of trade receivables. In the prior year, the impairment of trade receivables was assessed based on the incurred loss model. Individual receivables which were known to be uncollectible were written off by reducing the carrying amount directly. The other receivables were assessed collectively to determine whether there was objective evidence that an impairment had been incurred but not yet identified. For these receivables the estimated impairment losses were recognised in a separate provision for impairment.

**Classification and subsequent measurement**

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**(d) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land Held for Sale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Land held for sale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

**Other current assets**

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**Non-current assets held for sale**

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

**(e) Other Financial Assets**

**Other financial assets at amortised cost.**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**Financial assets at fair value through profit and loss.**

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

**Impairment and risk**

Information regarding impairment and exposure to risk can be found at appropriate note.

**Previous accounting policy: available for sale financial assets**

Available-for-sale financial assets were non-derivative financial assets that were either not suitable to be classified as other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

**Previous accounting policy: Loans and receivables**

Non-derivative financial assets with fixed or determinable payments that were not quoted in an active market and are solely payments of principal and interest were classified as loans and receivables and are subsequently measured at amortised cost, using the effective interest rate method.

Refer to appropriate note for explanations regarding the change in accounting policy and reclassification of available for sale financial assets to financial assets at fair value through profit and loss.

**(f) Fixed Assets**

Each class of fixed assets within either, property, plant and equipment or infrastructure, is carried at cost or fair value as indicated, less where applicable, any accumulated depreciation and impairment losses.

**Initial recognition and measurement between mandatory revaluation dates**

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of

acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

#### **Revaluation**

The fair value of fixed assets is determined at least every three years and no more than five years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

#### **AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY**

##### **Land Under Control**

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

##### **Land Under Roads**

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, the Shire elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

#### **Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

#### **Depreciation rates**

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Infrastructure assets are depreciated on a straight-line basis over their useful lives as follows:

Bridges	75 years
Car parks	20 years
Culverts	50 years
Cycle ways	50 years
Drains	25 years
Footpath - in situ concrete	50 years
Footpath - slab	20 years
Irrigation	20 years
Kerbs and channel	50 years
Manholes	50 years
Median strips	50 years
Road seals - aggregate	15 years
Road seals - asphalt	25 years
Road (sealed) - pavement	50 years
Road (unsealed) - formed	20 years
Road (unsealed) - gravel	20 years
Street lights	25 years
Street signs	10 years
Water reticulation systems	20 years
Park and Gardens	20 years

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**(g) Investment properties**

Investment properties are principally freehold buildings, held for long-term rental yields and not occupied by the Shire. They are carried at fair value. Changes in the fair values are presented in profit or loss as a part of other revenue.

**Fair value of investment properties**

A management valuation was performed to determine the fair value of investment properties. The main Level 3 inputs used in the valuation were discount rates, terminal yields, expected vacancy rates and rental growth rates estimated by management based on comparable transactions and industry data.

**(h) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(i) Financial Liabilities**

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**Borrowing costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**Risk**

Information regarding exposure to risk can be found at the appropriate note.

**(j) Employee Benefits**

**Short-Term Employee Benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other Long-Term Employee Benefits**

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(k) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term. Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**(l) Rates**

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(m) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable and payable. The net amount of GST recoverable from, or payable to, the ATO is included in the receivables or payables in the statement of financial position.

Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities are recoverable from, or payable to, the ATO and are presented as operating cash flows.

**(n) Current and Non-Current Classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**(o) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**(p) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial

position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**(q) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**(r) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**(s) Fair Value of Assets and Liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**(t) Fair Value Hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**(u) Impairment of assets**

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

References			
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date	28 July 2012	Item No	9.2.8
Review/Amendment Date	19 April 2013	Item No	9.2.7
Review/Amendment Date	23 September 2016	Item No	9.2.9
Review/Amendment Date	25 October 2019	Item No.	9.2.1
Next Review		Item No	

**Appendix 2**  
**3.1 Accounting for Non-current Assets**  
**(Proposed)**

### 3.1 Accounting for Non-Current Assets

(PROPOSED)

Responsible Directorate	Corporate Services
Responsible Officer	Executive Manager Corporate Services
File Number	LEG-2-1

#### Objective

This purpose of this policy is to provide a consistent standard for accounting for non-current assets. This policy aims to:

- (a) Ensure compliance with legislation and Accounting Standards
- (b) Identify asset classifications that will be adopted for financial accounting
- (c) Specify financial accounting treatments of non-current asset transactions
- (d) Advise of valuation methodologies used in valuing non-current assets for financial accounting purposes
- (e) Prescribe the disclosure requirements for financial reporting

#### Policy

This policy is directly applicable to all custodians who have a role in delivering services related to non-current assets.

##### 1. Non-Current Asset Classification

Classifications used to group all non-current assets under The Shire's ownership and / or control is shown in Table 1.

Table 1 – Asset Classifications

Land	Roads	Buildings
Land Held for Resale	Bridges	Recreation & Parks
Furniture & Equipment	Storm Water Drainage	Plant and Equipment
Intangibles	Footpath and Cycleway	Other Assets

Note: The Shire applies a minimum threshold of \$5,000 which is applicable for the purposes of Capitalisation and Revaluation.

## 2. Capitalisation Threshold

The minimum amount for recognition of any non-current asset is set at \$5,000. Items of low value are to be expensed through the statement of comprehensive income on the basis of materiality.

The minimum threshold is consistent with the *Local Government (Financial Management) Regulations 1996*.

## 3. Revaluation Threshold

Revaluation threshold provides for assets of greater than \$5,000 to require revaluation. While only a portion of the total asset class is comprehensively inspected and revalued, the entire asset class is deemed to be revalued at fair value because the final result is not materially incorrect.

The minimum threshold is consistent with the *Local Government (Financial Management) Regulations 1996*.

## 4. Asset Register

A record of all asset information is stored in a centralised asset register for completeness and accuracy within the Shire's Asset Management Information System. The asset register includes all financial and operating asset details and attribute information.

All other sources of asset data stored in a separate database is to be reconciled to the asset register at least on an annual basis.

## 5. Accounting for Non-Current Assets

### (1) Recognition and Control

The recognition of initial and subsequent costs of a non-current asset should be consistent with requirements set out in applicable Australian Accounting Standards Board.

### (2) Measurement at Recognition

An item of that qualifies for recognition as a non-current asset will be measured at its cost or fair value according to applicable Australian Accounting Standards Board.

Elements of cost and measurement of cost should be consistent with relevant standards.

### (3) Measurement after Recognition

#### Subsequent Expenditure

Expenditure subsequent to initial acquisition is to either be expensed through the profit and loss account as maintenance or capitalised against the asset as capital expenditure.

Where expenditure meets the following criteria, costs are considered capital in nature and will be capitalised against the asset:

- Exceeds the capitalisation threshold
- Extends the useful life of the asset, by a period of greater than 12 months, and
- Provides additional economic benefits or service potential

#### Depreciation Method

The depreciable amounts of all non-current assets are to be depreciated on a systematic basis over their useful life using straight line depreciation. This shall reflect the pattern in which the value of the asset's future economic benefits is expected to be consumed by the Shire.

Consideration is required to ensure:

- Where the asset has a number of different components with varying patterns of consumption, each component is depreciated separately.
- Depreciation is to be calculated on a systematic basis over the asset's useful life.
- Where residual value has been determined, ensure the depreciation is allocated against the depreciable amount only

#### Annual Reviews (Including Impairment)

All non-current assets are subject to an annual review to ascertain whether there has been any material changes to its carrying amount. The following aspects are reviewed:

- Replacement Cost / Unit Rates
- Condition
- Useful life
- Residual value
- Recoverable amount (if there are indicators of Impairment)

Where the impact of changes in any of the key assumptions used to determine the fair value would result in a material difference between the carrying amount and the fair value the appropriate accounting treatment will be processed according to the relevant standards.

#### (4) Management of Work in Progress

Capital projects are regularly reviewed to ensure that capital costs are capitalised to appropriate assets (whether new or additions to existing assets) in a timely manner.

The timing that expenditure no longer belongs in Work In Progress is the point at which the asset is put into service or use

#### (5) Assets Written Down to Nil but still in use

Where an asset is still in use but has been completely depreciated, The Shire will assess the asset for its remaining service potential. If it's deemed to be material in value the asset will be revalued in accordance with the relevant Australian Accounting Standards Board.

#### **6. De-recognition**

Non-current assets are to be removed from the asset register on its disposal, trade-in, retirement, decommissioning, abandonment, confirmation of any theft or loss, or when it is withdrawn from use and no future economic benefits are expected from the asset.

All decisions to derecognise an asset must be authorised and supported by appropriate documentation.

The gain or loss on disposal will be treated in accordance with the relevant Australian Accounting Standards Board.

#### **7. Revaluation of Non-Current Assets**

Regulation 17A of the Local Government (Financial Management) Regulations 1996 requires Local Governments to revalue its assets:

- (a) Whenever it is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount, and
- (b) In any event, within a period of at least three years but no more than five years after the day on which the asset was last valued or revalued.

The Shire will be consistent with these requirements as set out in Local Government (Financial Management) Regulations 1996.

#### **Fair Value Methods**

Fair value methods selected and applied by the Shire will be consistent with one or more of the approaches listed in AASB 13 Fair Value Measurement.

#### **8. Assets Held for Sale**

At the time when it is resolved that a non-current asset will be sold and the disposal is likely to occur within 12 months, then that asset will be classified as a current asset as "Asset Held for Sale". The value of this asset will be the carrying value in the asset register as at the date of the resolution. Any further costs incurred in the development of such asset will also be included as part of the value of the asset held for sale.

Items that are classified as assets held for sale are to be assessed on an annual basis at the end of the reporting period. If circumstances change and it is deemed that the asset will not be sold within the following 12 months then the asset is to be re-classified as a non-current asset and valued in accordance with the relevant valuation methodologies.

#### **9. Leases**

The recognition and treatment of leased assets should be consistent with requirements set out in International Financial Reporting Standard 16 whereby the lessee is required to recognise its leases on the Statement of Financial Position. This involves recognising:

- (a) A right of use asset, and
- (b) A lease liability

References	<p>This policy had been developed to take into account the various prescribed requirements and associated interpretations as noted below</p> <p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>AASB 5 Non-current Assets Held for Sale</p> <p>AASB 9 Financial Instruments</p> <p>AASB 13 Fair Value Measurement AASB 140 Investment Properties</p> <p>AASB 102 Inventories AASB 141 Agriculture</p> <p>AASB 116 Property Plant and Equipment AASB 1051 Land Under Roads</p> <p>AASB 117 Leases</p> <p>AASB 123 Borrowing Costs</p> <p>AASB 136 Impairment of Assets</p> <p>AASB 138 Intangible Assets</p> <p>UIG 1030 Depreciation of Long-Lived Physical Assets</p> <p>UIG 1030 Depreciation of Long-Lived Physical Assets</p>		
Related Procedures	Nil		
Date Adopted by Council		Item No	
Review/Amendment Date		Item No	
Next Review		Item No	

## **Appendix 3**

### **3.3 Budget Preparation (Rescind)**

### 3.3 Budget Preparation

(RESCIND)

Responsible Directorate	Corporate Services
Responsible Officer	Executive Manager Corporate Services
File Number	FIN 23-10

#### Objective

To determine the timeline for budget preparation.

#### February Meeting

- Councillors to submit road construction priority requests.
- Strategic Community Plan presented to Council.

#### March Meeting

- Executive Manager Infrastructure Services to submit costings for the road construction priority requests plus any other request including specific grants.
- Public submissions on the Strategic Community Plan are to be presented to Council.
- Loan borrowing program to be determined by Council.

#### April Meeting

- All fees, charges and rents etc. to be reviewed.
- Plan for Future of the District to be adopted by Council.

#### June Meeting

- Every 4 years the Strategic Community Plan is to be adopted by Council.

#### July Meeting

- Budget approved.

References	Fees and Charges – Local Government Act 1995 Section 6 Subdivision 2		
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date		Item No	
Next Review			

## **Appendix 4**

### **3.6 Management Accounts (Rescind)**

### 3.6 Management Accounts

(RESCIND)

Responsible Directorate	Corporate Services
Responsible Officer	Manager Corporate Services
File Number	FIN 21-1

#### Policy

Management accounts will be produced to Council on a monthly basis in accordance with the *Local Government (Financial Management) Regulations 1996*. They will be in sufficient detail to allow comparison with the detailed budget figures and to enable Council to monitor year to date expenditure and income on capital and operating items and to determine expenditure and income for all relevant cost centres.

Monthly financial reports to Council comprising year to date actual to budget will be in the form as set out in the *Local Government (Financial Management) Regulations 1996*.

References	<i>Local Government (Financial Management) Regulations 1996</i>		
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	
Review/Amendment Date		Item No	
Next Review			

## **Appendix 5**

### **3.7 Rates Incentive Policy (Rescind)**

### 3.7 Rates Incentive Policy

(RESCIND)

Responsible Directorate	Corporate Services
Responsible Officer	Manager Corporate Services
File Number	FIN 22-2

#### Objective

To encourage ratepayers to pay promptly, within the time limit, and to pay the full amount owing, rather than taking the instalment option. This will assist with increasing revenue for the start of the financial year, and help promote good public relations in the community.

#### Policy

Conditions of the Rates Incentive Prize Policy would be as follows:

1. To be eligible for the draw all outstanding amounts on the rates notice must be received on or before close of business on the due date for the single-payment option.
2. All ratepayers shall be eligible for prizes.
3. No ratepayer shall be eligible for more than one prize.
4. The Council consider at budget time a cash incentive.
5. The prize is drawn by an independent person who has no connections to the Shire of East Pilbara.
6. Sponsorship is sourced and prizes detailed to Council at budget setting time.

References			
Related Procedures	Nil		
Date Adopted by Council	28 June 2002	Item No	9.21
Review/Amendment Date	03 Feb 2017	Item No	9.2.3
Next Review			

**Appendix 6**  
**3.15 COVID-19 Financial Hardship Policy**  
**(Adopted)**

**3.1 COVID-19 Financial Hardship Policy**

**(ADOPTED)**

Responsible Directorate	Corporate Services
Responsible Officer	Manager Corporate Services
File Number	

**Objective**

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of East Pilbara recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

**Policy**

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

**Policy Statement**

**1. Payment difficulties, hardship and vulnerability<sup>1</sup>**

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of East Pilbara recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This

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<sup>1</sup> Adapted from the Ombudsman Western Australia publication, *Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance*: <http://www.ombudsman.wa.gov.au/>

policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

## **2. Anticipated Financial Hardship due to COVID19**

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

## **3. Financial Hardship Criteria**

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

## **4. Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of East Pilbara of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

**5. Interest Charges**

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

**6. Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

**7. Debt recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

**8. Review**

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

**9. Communication and Confidentiality**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

References			
Related Procedures			
Date Adopted by Council	24 April 2020	Item No	10.1.5
Review/Amendment Date		Item No	
Next Review			

## **Appendix 7**

### **3.15 Financial Hardship Policy (Proposed)**

### 3.15 Financial Hardship Policy

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Officer</b>	Manager Corporate Services
<b>File Number</b>	

#### **Objective**

This Policy is intended to recognise there are unforeseen cases of genuine financial hardship where payment of outstanding rates would cause the ratepayer further distress. The policy outlines the scope and criteria for determining applications for rating relief.

#### **Policy**

This policy applies to residential and small business owner ratepayers. However, the Shire encourages any ratepayer experiencing payment difficulty to make contact with the Shire.

#### **Definitions**

<i>Financial Hardship</i>	When a Ratepayer is willing but unable to pay their rates because of unforeseen and unexpected events that impacts substantially upon short term cash flow, for example: <ul style="list-style-type: none"><li>• Changes in employment status (such as losing a job or having hours significantly reduced).</li><li>• Significant life events such as serious illness, a relationship breakdown or death in the family.</li><li>• Significant loss of revenue.</li><li>• Emergency event or natural disaster.</li></ul>
<i>State Concessions</i>	Meeting eligibility criteria for approved Pensioner or State Concession Card, Commonwealth Seniors Health Card with a WA Seniors Card.
<i>Payment Arrangement</i>	A payment plan is an agreement between the Shire and the rate payer, to receive a certain amount of money in regular instalments over an agreed timeframe.
<i>Payment Options</i>	Centrepay, internet, direct debit, telephone, mail or POST Bill pay.

<i>Fees and Charges</i>	Includes waste collection fees, security service charge and emergency services levy
<i>Penalty Interest</i>	An amount of interest charged by the Shire in accordance with the annual budget for overdue payment of rates, fees and charges. The Shire on behalf of the State, collects and charges interest on any overdue Emergency Services Levy Amounts.
<i>Approving Officer</i>	Means any person to whom power has been authorised to determine applications in accordance with Council's approved policy guidelines.
<i>Residential Ratepayer</i>	The category of ratepayer which is not classified as non-residential or unimproved land.
<i>Small Business Ratepayer</i>	<p>A small business which:</p> <ul style="list-style-type: none"> <li>• Employs less than 20 people</li> </ul> <p>*Australian Bureau of Statistics (ABS) definition of small business.</p> <p>Where the owner draws a wage from the business they are considered an employee and are included in the employee count above.</p> <ul style="list-style-type: none"> <li>• Owns and operates their business from premises within the Shire (being both ratepayer and business owner). This includes home-based businesses.</li> </ul>

**Qualifying Criteria**

Subject to qualifying criteria, eligible residential and small business ratepayers in Financial Hardship will be provided assistance where:

- In the opinion of the Chief Executive Officer, upon recommendation by the Approving Officer, the ratepayer is experiencing genuine financial hardship;
- The ratepayer's circumstances can be substantiated if requested;
- The ratepayer is not bankrupt or subject to a bankruptcy petition;
- No revenue is being derived from the residential property;
- The non-residential property is the principal place of business of the ratepayer;
- The applicant must be the owner or co-owner of the property and liable for payment of rates and charges.

#### **Assistance**

When ratepayers are determined to be in Financial Hardship the Shire will:

- a) Cease any penalty interest; *\*excluding the late payment interest applicable to the Emergency Services Levy*
- b) Temporarily pause payment of your rates, fees and charges;
- c) Establish an alternative payment arrangement plan.

The maximum time for a concession on future interest charges is two years.

The maximum time for a pause on payment is 6 months.

#### **Supporting Documentation**

Third party documentation may be requested to assist in determining applications for Financial Hardship.

#### **Ratepayer Obligations**

Ratepayers are obliged to inform the Shire of any changes in their circumstances that would no longer warrant consideration of Financial Hardship.

Residential ratepayers are encouraged to make application for State concessions which may provide them with further financial benefit.

Small business ratepayers are encouraged to make application for Federal and State Government funding which may provide them with further financial benefits.

Ratepayers are required to use available Payment Options.

#### **Duration**

A temporary suspension from the payment of rates and subsequent establishment of alternative payment arrangements, shall aim to clear overdue rates, fees and charges, and restore regularity of payments within 2 years.

It is acknowledged that experiencing unfortunate events may not be a one-off lifetime event and that some ratepayers may need to make application for Financial Hardship more than once.

#### **Debt recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting, the Shire will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, one further opportunity of adhering to a payment plan that will clear the total debt within the allowed timeframe is possible.

**Review position and date**

This policy will apply for rates levied from 1 July 2019 onwards.

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

**Communication and Confidentiality**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants requesting financial hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

References			
Related Procedures			
Date Adopted by Council		Item No	
Review/Amendment Date		Item No	

Next Review	
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**Appendix 8**  
**4.1 Advertising Statutory and General**  
**(Rescind)**

**4.1 Advertising Statutory and General**

**(RESCIIND)**

Responsible Directorate	Executive Services
Responsible Officer	Chief Executive Officer
File Number	ADM 3-4

**Objective**

To determine where State wide and local advertising will occur.

**Policy**

1. Local Public Notice advertisements are to be placed in the North West Telegraph newspaper, the notice boards at the Newman and Marble Bar Administration Offices and the notice boards at the Libraries at Newman, Nullagine and Marble Bar.
2. State wide Public Notice advertisements are to be placed in the West Australian Newspaper.
3. The Chief Executive Officer is empowered to approve the additional Council advertisements being placed in other periodicals if considered appropriate.

References			
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date	28 June 2019	Item No	10.1.3
Next Review			

**Appendix 9**  
**4.16 Insurance – Professional indemnity use of  
disclaimers (Rescind)**

**4.6 Insurance – Professional indemnity use of disclaimers (RESCIND)**

Responsible Directorate	Executive Services
Responsible Officer	Chief Executive Officer
File Number	FIN 23-12

**Objective**

To ensure Council is properly protected when providing advice to third parties.

**Policy**

Council will use disclaimers (where appropriate) when providing advice or information to either the public or other statutory bodies. The wording of such disclaimers is to be as recommended from time to time, in consultation with Council's insurers.

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

## **Appendix 10**

### **4.15 Internal Controls Policy (Rescind)**

#### 4.15 Internal Controls Policy

(RESCIND)

Responsible Directorate	Corporate Services
Responsible Officer	Executive Manager Corporate Services
File Number	LEG 2-1

##### **Introduction**

The Internal Controls Policy serves as evidence of Council's commitment to proper and effective internal controls and their significance to the organisation.

This policy provides a basis for establishing documented internal controls that are implemented based on risk management policies and standards.

The policy ensures that Council meets its obligations under the Local Government Act 1995, related Regulations and other legislation.

The policy will aid the organisation to address the risks as outlined under the objectives.

##### **Objectives**

- To execute a risk-based approach to address and reduce the risk of loss caused by material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets.
- To protect the Shire of East Pilbara's assets – people, property, reputation, financial sustainability and information.
- To frequently audit, identify gaps in the system and improve internal controls maintained at the Shire of East Pilbara.

##### **Definitions / abbreviations used in the Policy**

##### **Internal Control**

Systems of policies and procedures that protect assets, ensure correct and consistent financial reporting, promote legislative compliance and achieve operations that are efficient and effective. Other than accounting and reporting, the systems are also inclusive of internal and external organisational processes as well as staff management and error handling.

##### **POLICY**

To ensure the appropriateness and effectiveness of the policy the following aspects apply:

- It is applicable to all Staff and Contractors; working for the Shire of East Pilbara.

- All staff is accountable for the implementation of systems, controls, processes and procedures in their different areas of responsibility and play a role in the internal control structure at varying degrees.
- It is the responsibility of the Audit Committee and Council to mandate that a robust internal control framework is enforced to ensure organisational good governance.
- The Chief executive officer will provide regular reports to the Audit Committee and Council on the review and improvement to Council's internal control framework.

**Monitoring, Reviewing and Reporting:**

- The monitoring and reviewing procedure will ensure provision of biannual reports to management, the Audit Committee and Council regarding the position of Risk Management, Internal Controls and Legislative Compliance within the Shire of East Pilbara to ascertain the necessity for precise areas to be reviewed.
- To fulfil Regulation 17 of the Local Government (Audit) Regulations 1996, the Chief Executive Officer is required to report on a review of the above three areas biennially. This is in addition to the four yearly review required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 which also includes a review of Council's financial internal controls.

References	Local Government (Financial Management) Regulations 1996 – Regulation 5 Local Government (Audit) Regulations 1996 – Regulation 17		
Related Procedures	Policy 4.12 Risk Management Policy Policy 1.15 Fraud and Corruption Prevention Plan Policy 4.11 Legislative Compliance		
Date Adopted by Council	03 Feb 2017	Item No	9.2.4
Review/Amendment Date		Item No	
Next Review			

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## 10.2.6 REVIEW OF MEETING ATTENDANCE AND MEMBER ALLOWANCES

**Responsible Officer:** Mr Steve Leeson  
Executive Manager Corporate Services

**Author:** Mrs Lisa Davis  
Manager Corporate Services

**Proposed Meeting Date:** 28 May 2021

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

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### REPORT PURPOSE

To determine the amount to be provided for in the drafting of the Shire of East Pilbara (the Shire) 2021/2022 annual budget, for elected Members meeting attendance fees and reimbursement of allowable expenses.

### BACKGROUND

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

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

Current 2020/2021 Shire of East Pilbara Fees paid to its elected Members are as follows: -

- |     |                               |  |
|-----|-------------------------------|--|
| (a) | Councillor's Meeting Fees     | \$161,100 (An Annual Fee of \$16,100 per Councillor) |
| (b) | President's Meeting Fees      | \$21,600   |
| (c) | Presidential Allowance        | \$44,000   |
| (d) | Deputy Presidential Allowance | \$11,000   |
| (e) | Telecommunications Allowance  | \$1,000 (Councillors)                                |
|     | Telecommunications Allowance  | \$2,000 (President)                                  |

### COMMENTS/OPTIONS/DISCUSSIONS

SAT has not increased allowances this year. The permissible range for attendance fees and allowances are stipulated by SAT and from 1 July 2021 have been determined as follows:

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	For a council member other than the President			For a council member who holds the office of President		
Council meeting attendance fees per meeting – local governments	\$373	to	\$582	\$373	to	\$780
Committee meeting and prescribed meeting attendance fees – per meeting (including President)	\$186	to	\$291	\$186	to	\$291
Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees	\$14,865	to	\$23,230	\$14,865	to	\$31,149
Annual allowance for a President				\$15,377	to	\$63,354
Annual allowance for a Deputy President	The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.					

SAT also allows for an annual Information Communication and Technology (ICT) allowance -

*9.2 Annual Allowances Determined Instead of Reimbursement for Particular Types of Expenses*

(1) In this section –

ICT expenses means –

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

- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

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

The Shire’s current Council meeting and allowance fees are within the Salaries and Allowances Tribunal permissible range. Council does have the option to raise Councillor meeting fees and allowances more than its current levels.

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

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

Within the following table, the maximum permissible amounts have been benchmarked with other category band 2 local governments.

Details	Max Amount	East Pilbara	Ashburton	Wyndham East Kim'y	Derby West Kim'y	Broome	Carnarvon
President Meeting Fees	31,149	21,820	31,149	18,689	22,125	23,361	17,484
Councillor Meeting Fees	23,230	16,260	23,230	13,938	16,500	17,423	17,484
Presidents Allowance	63,354	44,000	63,354	38,012	62,727	47,515	46,896
Dep Presidents Allowance	15,838	11,000	15,838	9,503	15,681	11,879	11,724
Telecommunication (Pres)	3,500	2,000	500	2,400	1,333	3,500	2,278
Telecommunication (Crs)	3,500	1,000	500	2,400	1,333	3,500	285

### **OPTIONS**

Suggested options that Council could consider towards setting 2021/2022 meeting and allowance fees payable are below, not being all scenarios that may be determined:

#### **Option One**

No change – maintain Councillor Remuneration at the current 2020/2021 amounts

#### **Option Two**

Consideration of a one, two or three percent increase to meeting and allowance fees payable as reflected in the below table:

Details	2020/2021 Current	2021/2022 1% increase	2021/2022 2% increase	2021/2022 3% increase
President's Meeting Fees	21,820	22,038	22,256	22,475
Councillor Meeting Fees (each)	16,260	16,423	16,585	16,748
Presidents Allowance	44,440	44,884	45,329	45,773
Deputy Presidents Allowance	11,110	11,221	11,332	11,443
Telecommunication Allow (Pres)	2,000	2,020	2,040	2,060
Telecommunication Allow (Each Crs)	1,000	1,010	1,020	1,030
	\$ 96,630	\$ 97,596	\$ 98,563	\$ 99,529

#### **Option Three**

Take a trimmed mean approach (excluding the highest and lowest values) towards setting meeting and allowance fees payable as reflected in the below table:

Details	Trimmed Mean \$	Current East Pilbara
President Meeting Fees	21,499	21,820
Councillor Meeting Fees	16,917	16,260
Presidents Allowance	50,285	44,000
Dep Presidents Allowance	12,571	11,000
Telecommunication (Pres)	2,003	2,000
Telecommunication (Crs)	1,308	1,000

#### Option Four

Follow the Shire's nearest and most comparative local government neighbour's approach to setting meeting and allowance fees payable as reflected in the below table:

Details	Max Amount	East Pilbara	Ashburton
President Meeting Fees	31,149	21,820	31,149
Councillor Meeting Fees	23,230	16,260	23,230
Presidents Allowance	63,354	44,000	63,354
Dep Presidents Allowance	15,838	11,000	15,838
Telecommunication (Pres)	3,500	2,000	500
Telecommunication (Crs)	3,500	1,000	500

#### Option Five

Commence a transition towards setting fees at maximum permissible amounts over 3 years as reflected in the below table:

Details	Max Amount	East Pilbara	21/22	22/23	23/24
President Meeting Fees	31,149	21,820	24,930	28,039	31,149
Councillor Meeting Fees	23,230	16,260	18,583	20,907	23,230
Presidents Allowance	63,354	44,000	50,451	56,903	63,354
Dep Presidents Allowance	15,838	11,000	12,613	14,225	15,838
Telecommunication (Pres)	3,500	2,000	2,500	3,000	3,500
Telecommunication (Crs)	3,500	1,000	1,833	2,667	3,500

#### **COMMENT**

SAT notes each local government is able to set remuneration within the band to which it is allocated. Each local government must therefore conduct its own assessment to determine whether any increase, within the bands, is justified.

The remuneration amounts independently set by SAT are commensurate with the responsibilities, duties and effort required to fulfil the role of elected member for the

Shire of East Pilbara. It is not considered a fair expectation upon Council to perform their roles at a discount for the district's ratepayers and community.

A transition towards maximum permissible amounts over 3 years is considered reasonable.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

### **Local Government Act**

Section 5.98 Fees for Council members

5.98A Allowance for Deputy President

5.99 Annual Fee for Attending Meetings

5.99A Allowances in Lieu of Reimbursements

### **Administration Regulations**

Regulation 30 Meeting Attendance Fees

31 Expenses that are to be reimbursed

32 Expenses that may be reimbursed

33 Annual Allowance for President

33A Annual Allowance for Deputy President

34 Annual Attendance Fees

34A Allowances in Lieu of Reimbursements of Telecommunications Expenses

Salaries and Allowances Tribunal – Local Government Elected Members Review April 2021.

## **POLICY IMPLICATIONS**

### **1.11 SHIRE PRESIDENT & COUNCILLORS – ATTENDANCE FEES, EXPENSES & ALLOWANCES**

## **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**

Financial – Low.

Adequate resources need to be allowed for in the development of the budget for the 2021/22 financial year.

## **FINANCIAL IMPLICATIONS**

There are no current resources allocated, will need to be considered as part of next budgetary process.

**VOTING REQUIREMENTS**

Absolute.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/209**

**MOVED: Cr Wendy McWhirter-Brooks      SECONDED: Cr Adrienne Mortimer**

**As per option 5, Council:**

- 1. Endorse the following annual allowances and meeting attendance fees for inclusion in the 2021/22 budget to be paid quarterly in arrears:**
  - (a) Councillor's Meeting Fees \$185,830 (An Annual Fee of \$18,583 per Councillor)**
  - (b) President's Meeting Fees \$24,930**
- 2. A Telecommunications Allowance per annum to be paid quarterly in arrears of \$1,833 to all councillors and \$2,500 to the Shire President.**
- 3. A Presidential Allowance of \$50,451 per annum be paid quarterly in arrears**
- 4. A Deputy Presidential Allowance of \$12,612 per annum be paid quarterly in arrears**

**CARRIED**

**RECORD OF VOTE: 6-2**

**FOR: Councillors Middleton, Fleming, McWhirter-Brooks, Mortimer, Smith, Lockyer**

**AGAINST: Councillors Parsons and Coppin OAM**

***To be actioned by Mrs Lisa Davis, Manager Corporate Services***

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### 10.3 EM CUSTOMER & COMMUNITY SERVICES

#### 10.3.1 CARAVAN PARK NAMING IN NEWMAN

<b>Responsible Officer:</b>	<b>Ms Lisa Clack Executive Manager Customer &amp; Community Services</b>
<b>Author:</b>	<b>Ms Chloe Townsend Coordinator Community Wellbeing</b>
<b>Proposed Meeting Date:</b>	<b>28 May 2021</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 proposed name for the new caravan park in Newman.

#### BACKGROUND

As part of developing its Reconciliation Action Plan, the Shire of East Pilbara is committed to the continued recognition of Aboriginal cultural heritage. Assigning Aboriginal names to geographical features and places will help with the wider preservation of Aboriginal heritage and is an important way to progress reconciliation in the Shire.

2019 was the United Nations international year of Indigenous languages. The then Minister for Lands, the Hon Ben Wyatt MLA and the former Minister for Local Government, the Hon David Templeman MLA, used this as a platform to encourage local governments to find opportunities to apply and recognise Aboriginal names – whether by naming features, renaming or dual naming existing features.

The Newman Caravan Park, presents Council with an opportunity to incorporate Nyiyaparli language into its name, as suggested by the former Ministers above.

To assist with this process, the Shire consulted with Karlka Nyiyaparli Aboriginal Corporation (Karlka), to provide a Nyiyaparli name, for the yet to be completed Caravan Park in Newman. The options provided are presented to Council for consideration.

This is an opportunity for the Shire, as the local government for the East Pilbara, to acknowledge and embrace the history and continued endurance of the East Pilbara Aboriginal Languages and cultures.

Many successful caravan parks choose names which assist in the promotion of the area, instead of using the destination as the name. An example of this is 'Wintersun Caravan Park' which is located in Carnarvon. The name assists the promotion of destination as part of a larger marketing plan. When travellers google 'Carnarvon

accommodation' or 'Carnarvon caravan park' the Wintersun Caravan Park comes up on both searches.

In the Northern Territory they regularly use traditional names for buildings, businesses and caravan parks. Two examples are below:

- Ooraminna Station Homestead in Alice Springs. Ooraminna means "hot tucker"
- Cooinda Lodge Kakadu in Kakadu. Cooinda meaning "happy place"

Karlka have been supportive of this approach and a list of names for the caravan park were developed through consultation with Nyiyaparli elder David Stock.

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

Karlka provided the following options as part of their consultation:

- 1.Yurlu (Campground) Caravan Park.
- 2.Yurluputulpi (to make camp for) Caravan Park.
- 3.Wanajimpa (Country around Mount Newman) Caravan Park.
- 4.Kunanpangayi (To rest) Caravan Park.

Staff have provided the following four options for the Caravan Park Naming:

- a) Yurlu Caravan Park.
- b) Yurlu Caravan Park, Newman.
- c) Wanajimpa Caravan Park.
- d) Wanajimpa Caravan Park, Newman.

Council has the opportunity to consider one of these names, for the yet to be completed Caravan Park in Newman.

While Council can choose any of the four proposed names, the Administration recommendation is for Yurlu Caravan Park Newman to be selected.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

### **POLICY IMPLICATIONS**

#### **10.14 NAMING OF PARKS, RESERVES AND BUILDINGS**

### **STRATEGIC COMMUNITY PLAN**

#### **1: Economic**

A diverse and sustainable regional economy.

E2 The Shire is a great place for tourists.

E2.2 Facilitate, support and promote the Shire's unique Arts, Culture and History.

**5: Governance**

Demonstrated accountability and corporate governance.

G2 Strong Shire identity and regional capacity.

G2.2 Preserve, enhance and celebrate the Shire's history and culture

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/210**

**MOVED: Cr Holly Fleming**

**SECONDED: Cr Karen Lockyer**

**That Council endorse the name for the caravan park as 'Yurlu Caravan Park Newman'.**

**CARRIED UNANIMOUSLY**

***To be actioned by Ms Chloe Townsend, Coordinator Community Wellbeing***

### 10.3.2 COMMUNITY ASSISTANCE GRANTS - ANNUAL GRANTS 21/22

**File No:** CLR-4-5

**Attachments:** Appendix 1 - Recommended Annual Grant Applications  
Appendix 2 - CAGS Guidelines

**Responsible Officer:** Ms Lisa Clack  
Executive Manager Customer & Community Services

**Author:** Ms Samantha Hawkins  
Community Development Officer

**Proposed Meeting Date:** 28 May 2021

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Lisa Clack, has declared an interest being a board member of EPIS.

*11:13am Cr Anthony Middleton declared an Impartiality Interest in Item 10.3.2 being President of the Lions Club, and remained in the Council Chambers*

*11:14am Cr Holly Pleming declared an Impartiality Interest in Item 10.3.2 being a member of the Fortescue Golf Club Committee and Playgroup Committee, and remained in the Council Chambers.*

*11:16am Cr Karen Lockyer declared an Impartiality Interest in Item 10.3.2 being a Committee Member of the Centrals Football Club and Newman Netball Association, and remained in the Council Chambers.*

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### REPORT PURPOSE

For Council to endorse the Community Assistance Grant 'Annual Grant' funding applications for the 2021/2022 financial year.

### BACKGROUND

In September 2020, the Shire of East Pilbara (the Shire) introduced the new Community Assistance Grant's Policy and Sponsorship guidelines (attached). This encompasses the Annual Grants and the ongoing grants provided throughout the year. The Sponsorship component is addressed in a separate Council item within this Agenda.

The Annual Grant applications close at the end of March each year, with applications being assessed at the next scheduled Ordinary Council Meeting. Each application is eligible for a grant of up to \$10,000 in cash and/or in-kind contributions. Applications for ongoing events can apply for up to three years of funding on the one application form.

The Shire's Community Assistance Grants and Sponsorships are designed to promote community development and wellbeing within the East Pilbara. Applications which meet the Strategic Community Plan and have co-contribution from the applicant are looked upon favourably.

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

The requests from the Annual Grant applications totalled \$180,716.36.

The budget for the Community Assistance Grants, including the Annual Grants is \$55,000. \$15,000 of this is accounted for in the Sponsorship Fund (please see Sponsorship agenda item). This leaves \$40,000 to be spent between the Annual Grants and the ongoing Community Assistance Grants (i.e. applications which are received throughout the year).

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

For the Annual Grants, the Shire has received nineteen applications. Only fourteen of the nineteen applications meet the eligibility criteria. The full list of applications and summary details can be found in the attachment.

The Grants which have been recommended, have strength in their application, co-funding arrangements, alignment to the Strategic Community Plan and weren't funded in the COVID-19 grants.

Additionally, as the budget doesn't have the capacity to fund all applications which meet this criteria, staff have listed the applications in priority order of recommended groups and amounts for Council to consider. Order of priority was based on the criteria listed above, and the expected return, or value of the program to the community.

Whilst Council can fund, some, all, or none of the applications, the Table (over the page) provides an outline of the funding requested, as prioritised by staff, along with how much can be spent, whilst allowing a residual amount of \$13,290 to be used for the ongoing Community Assistance grants through the year.

Organisation	Requested Support \$	Recommend ed Support \$	Multi-year funding	Sponsorship allocation	Remaining grant budget (as you read down the table, each grant endorsed reduces remaining funding available for ongoing grants through the year).
Total budget allocation					\$55,000
Money allocation to sponsorship - Refer to separate Council Report in this Agenda				\$15,000	\$40,000
Recommended Applications: Eligible and recommended grants, which are the highest priority.					
Newman Women’s Shelter	\$10,000	\$10,000.00			\$30,000
Tigers Football Club	\$5,710.00	\$5,710.00			\$24,290
EPIS	\$6,000	\$6,000.00	x		\$18,290
Newman Scouts	\$10,000	\$5,000.00			\$13,290
Sub- total of recommended applications within budget		\$26,710	Remaining for Community Assistance Grants		\$13,290
Not recommended applications: Eligible and suitable grants, outside of the current budget allocation. Applicants did not receive COVID-19 grant funding.					
East Pilbara BMX	\$10,000	\$5,000.00			Outside current budget allocation
Parnngurr Community	\$10,000	\$5,000.00			Outside current budget allocation
The Junction Co.	\$10,000	\$5,000.00			Outside current budget allocation
Not recommended applications: Applicants below received Shire COVID-19 grant funding					
Newman Playgroup	\$9,006.36	\$4,503.18			Outside current budget allocation
Pioneers Sporting Club	\$10,000	\$5,000.00			Outside current budget allocation
Newman Cricket Association	\$10,000	\$5,000.00			Outside current budget allocation
Centrals Football & Sporting Club	\$10,000	\$5,000.00			Outside current budget allocation
Anglican Parish of Newman	\$10,000	\$5,000.00			Outside current budget allocation

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

**6.5 COMMUNITY ASSISTANCE GRANTS**

**STRATEGIC COMMUNITY PLAN**

**2: Social**

S3 Advocate and partner to improve access to services.

S3.1 Facilitate services for families and children, youth and aged (inclusive of all demographic types including people living with a disability, Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI).

**1: Economic**

E1 Develop and promote a diverse and sustainable economy.

E1.1 Actively support local businesses.

**5: Governance**

Demonstrated accountability and corporate governance.

G2 Strong Shire identity and regional capacity.

G2.2 Preserve, enhance and celebrate the Shire's history and culture

A diverse and sustainable regional economy.

E2.3 Develop events relevant to the region to attract visitors.

E2.2 Facilitate, support and promote the Shire's unique Arts, Culture and History.

S2 Build a vibrant community.

S2.1 Facilitate community connectedness and inclusion.

Harmonious communities sharing strong community connections.

S1 Promote and facilitate safe and healthy communities.

S1.2 Support local sporting clubs and community organisations.

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The funding is requested to be included within the drafting of the 2021/2022 annual budget.

The proposed budget of \$55,000 is for the Annual and ongoing Community Assistance Grants. When choosing successful applicants, Council should consider ensuring there is adequate funding remaining in the budget for applications throughout the year from the broader Community Assistance Grants program.

Should Council prefer to increase or decrease the monies allocated to the Annual Grants applicants, it will have a direct impact on the remaining monies available for ongoing applications through the 2021/22 financial year.

Note: EPIS has applied for multi-year funding. EPIS is eligible and selected 3 year funding for their event. Council will need to consider if they recommend the funding be approved over 2021/22, 2022/23 and 2023/24 financial years.

### **VOTING REQUIREMENTS**

Simple.

### **OFFICER RECOMMENDATION**

MOVED: Cr Holly Fleming

SECONDED: Cr Adrienne Mortimer

That Council endorse:

1. An amount of \$55,000 being included within the drafting of the 2021/22 annual Budget for its Community Assistance Grants;
2. Council approve the following organisations listed in the table below for funding for the Annual Grant as part of (1) above, at a total amount of \$26,710.

Newman Women's Shelter	\$10,000.00
Tigers Football Club	\$5,710.00
EPIS	\$6,000.00
Newman Scouts	\$5,000.00

3. \$6000 funding for EPIS be approved in principle, for the drafting of the 2022/23 and 2023/24 Community Assistance Grants Budgets.

### **AMENDMENT:**

MOVED: Cr Adrienne Mortimer

SECONDED: Cr Lang Coppin OAM

1. In item 2 of the recommendation, remove the funding to EPIS, in the amount of \$6,000.
2. Remove item 3 from the recommendation.

FOR: Councillors Coppin OAM, McWhirter-Brooks, Mortimer, Parsons, Middleton, Smith, Fleming

AGAINST: Councillor Lockyer

**CARRIED**

**COUNCIL RESOLUTION: 202021/211**

**MOVED: Cr Holly Fleming**

**SECONDED: Cr Adrienne Mortimer**

**That Council endorse:**

- 1. An amount of \$55,000 being included within the drafting of the 2021/22 annual Budget for its Community Assistance Grants;**
- 2. Council approve the following organisations listed in the table below for funding for the Annual Grant as part of (1) above, at a total amount of \$26,710.**

<b>Newman Women's Shelter</b>	<b>\$10,000.00</b>
<b>Tigers Football Club</b>	<b>\$5,710.00</b>
<b>Newman Scouts</b>	<b>\$5,000.00</b>

**FOR: Councillors Coppin OAM, McWhirter-Brooks, Mortimer, Parsons, Middleton, Smith, Lockyer**

**AGAINST: Councillor Fleming**

**CARRIED**

**RECORD OF VOTE:7-1**

***To be actioned by Ms Samantha Hawkins, Community Development Officer***

## **Appendix 1**

# **Recommended Annual Grant Applications**

Recommended Annual Grant Applications Attachment

<b>Recommended Applications</b>			
<b>Applicant Organisation</b>	<b>Recommendation</b>	<b>% of Request</b>	<b>Amount Recommended</b>
Newman Women's Shelter	Full funding recommended. The Inaugural Heritage Rugby League 13's gala will provide both social and economic benefit to the community, as well as promoting the "Stop Elder Abuse" Campaign. The Newman's Women Shelter haven't received any significant funding from the Shire within the last 12 months.	100%	\$10,000.00
Tigers Football Club	Full funding recommended. The update to the security system is an identified need for Tigers Football Club, which will in turn also provide a benefit to the community with having a safe space to hire for functions and events and reduce anti-social behaviour.	100%	\$5,710.00
EPIS	Full funding recommended. The East Pilbara is limited in cultural entertainment available to the Aboriginal community, and is even scarcer for the Elders in the community that struggle to attend and enjoy wide community functions. Having cultural entertainment available will provide a social and overall benefit to the wellbeing of EPIS clientele.	100%	\$6,000.00
Newman Scouts	Partial funding is recommended. The Newman Scouts require facility maintenance improved safety and improve the functionality for the Scouts to use. Newman Scouts haven't received any significant funding from the Shire within the last 12 months.	50%	\$5,000.00
East Pilbara BMX	Partial funding is recommended. The East Pilbara BMX track was recently upgraded, and the funding will go towards the annual track maintenance, resurface and repair track damage due to general wear and tear and the weather. BMX have co-funding and these funds will ensure the ongoing maintenance of their new track.	50%	\$5,000.00
Parnngurr Community	Partial funding is recommended. The purchase of Go Karts will provide recreational activity for the youth in the community, which has great social benefits for Parnngurr. Parnngurr Community haven't received any funding from the Shire within the last 12 months.	50%	\$5,000.00

The Junction Co.	Partial funding is recommended. The COLabs project will provide significant benefit to the creatives and artists in the East Pilbara through upskilling and training, which will then have a wider benefit on the community through the facilitation of creative workshops and classes. The Junction Co. haven't received any funding from the Shire within the last 12 months.	50%	\$5,000.00
<b>Total (OPTION 1)</b>			<b>\$41,710.00</b>
<b>Recommended IF Council supports allocating additional funding</b>			
Newman Playgroup	Partial recommendation, the project will benefit the community, however the Playgroup is a paid membership only based organisation, and they have recently received \$3,040.00 from the Shire in Financial Year 20/21 through the COVID-19 Community Assistance Grant.	50%	\$4,503.18
Pioneers Sporting Club	Pioneers are doing a range of club renovations, partial funding is recommended, noting they have recently received \$7,500 from the Shire in Financial Year 20/21 through the COVID-19 Community Assistance Grant and are receiving grant funding from the State Government as well.	50%	\$5,000
Newman Cricket Association	The Newman Cricket Association are only eligible for single year funding, we are recommending partial funding for their light project as it allows them to train longer, they have also recently a fee-waiver of \$2,500.00 from the Shire in Financial Year 20/21 through the COVID-19 Community Assistance Grants.	50%	\$5,000
Centrals Football & Sporting Club	The Shire is recommending partial funding for this event, as the project aligns with the strategic objectives of social inclusion.	50%	\$5,000
Anglican Parish of Newman	We recommended partial funding for this project, if they can proceed without the full funding. The Anglican Parish did run the Christmas Carols event which received \$2,000.00 from the Shire in Financial Year 20/21 through the COVID-19 Community Assistance Grant.	50%	\$5,000
<b>Total</b>			<b>\$14,503.18</b>
<b>Total (OPTION 2)</b>			<b>\$56,213.18</b>

Not-Recommended Applications	
Applicant Organisation	Comment
Fortescue Golf Club	The Newman Golf Club are not recommended to fund to due receiving \$7,500.00 from the Shire in Financial Year 20/21 through the COVID-19 Community Assistance Grant. They did not provide quotes to show the type of lawnmower they wanted to purchase or show any indication of co-contribution towards the project.
Aboriginal Males Healing Centre	Aboriginals Males Healing Centre are not recommended due to not having a paid work force currently and no paid employees for this project to move forward.
Red Desert Events	The International Women's Day event received \$20,000.00 funding from BHP. They did not demonstrate in enough detail the added value to the event, for the Shire's contribution. The Shire's grant policy favours smoking and alcohol free events, or at the least doesn't fund the purchase of these substances.

Not-Eligible Applications	
Applicant Organisation	Comment
Newman Netball Association	The Newman Netball Association's project falls before the Annual Grant funding is released. In addition, the NNA have yet to submit their COVID-19 Community Assistance Grant Acquittal. Council have the option to consider the application for the following years North West Tournament.
Prairie Kit-chen	Prairie Kit-chen is ineligible for the Annual Grant funding due to not obtaining a Certificate of Currency or a Certificate of Incorporation
Christian Bible Baptist Church	The Christian Bible Baptist Church is ineligible due to not having a Certificate of Currency, and have failed to submit their COVID-19 Community Assistance Grant Acquittal.
6NEW Community Radio	6NEW Community Radio are ineligible as they have failed to supply quotes for the proposed project, as well as not supplying a Certificate of Currency and a Certificate of Incorporation.

## **Appendix 2 CAGS Guidelines**



## Community Assistance Grants and Sponsorship Guidelines

When administering the Community Assistance Grants and Sponsorship, the following guidelines will apply.

### Applications for Grants

Grants are available to organisations involved in arts, culture, sport, recreation and education.

Applicants whose project budgets include their own financial or in-kind contributions and/or contributions from other agencies will be considered favourably, along with those that align with the Shire Strategic Community Plan

### Funding Available

	Value	Frequency	Applications open	Who
Fast-Track Grant	<\$1000	Twice per year	All year	Organisations
Fast-Track Grant - Schools	<\$500 cash In-kind assessed per application	Once per year	All year round	Schools
Fast-Track Grant - Country Week	\$100 per applicant Or \$500 per team if more than 5 individuals attending from the same Sporting Association	Once per year	All year round	Individuals
Annual Grant	<\$10,000	Once per year	September	Organisations
Excellence	<\$500	Once per year	All year round	Individuals
Sponsorship	>\$10,000	Upon request	All year round	Organisations

*Find more details on each below*



### Fast-track Grant

Each Fast-track Grant is up to \$1,000.00 and is comprised of either cash and/or in-kind contribution. Fast-track Grants can be applied for at any time in the financial year with recipients being able to receive a fast-track grant a maximum of two times per financial year.

Applicants must submit their funding application at least 14 working days before the planned activity. Fast-track grants are approved by Executive staff under delegation. Applications that do not fit the criteria but can demonstrate merit and benefit may be assessed at the CEO's discretion for up to an amount of \$1,000.

#### Eligibility

- Either be an incorporated association or an unincorporated association that has established a partnership with an organisation willing to auspice their grant (organisations who auspice a grant, may also apply for their own two grants per year if required).
- Current public liability insurance - certificate of currency – applicants must ensure its proportionate with the event

#### Who can apply?

1. Not for profit groups or organisations providing a new benefit (agreed to by the Shire) for the East Pilbara community and where there is a demonstrated new community need or social benefit
2. Sporting Associations to assist with:
  - Club development (e.g. Coaching courses, governance training and / or grant writing courses)
  - Hosting or traveling to regional tournaments
  - Building improvements and capital works
  - Equipment or uniforms for team/club use and ownership (not for personal use or for specific players)

*Not eligible: perishables, personal equipment, trophies and other consumables.*

3. An organisation involved in arts or cultural development; benefiting the East Pilbara community, where there is a community need or benefit
4. Schools located within the East Pilbara are eligible for up to \$500 cash contribution per year and in-kind contributions to be assessed per application
5. Country Week applications are accepted for \$100 per applicant or \$500 per team if more than 5 individuals attending from the same Sporting Association apply. Limited to one grant per year.

#### Additional Information

If applicants meet one or more of the above criteria, they will also be required to meet the following criteria to be eligible to receive a grant.

- Preference will be given to applications that:



a) benefit or assist a target group or activity identified in Council's [Strategic Community Plan](#)

b) benefit areas where there is an identified and documented community/local need / gap.

- All applications will be formally assessed and prioritised in accordance with the dot point above and the allocated Community Assistance Grant budget.
- All applications will be considered on merit and compliance with the selection criteria outlined above.
- The Shire of East Pilbara's decision on applications shall be final and no appeals will be considered.

### Annual Grant

This grant is up to \$10,000.00 and is available once a year. Annual grants are approved by Council and allow ongoing events to apply for multi-year funding.

Request for applicants will be requested to coincide with budget preparations for the financial year.

#### Eligibility

- Either be an incorporated association or an unincorporated association that has established a partnership with an organisation willing to auspice their grant (organisations who auspice a grant, may also apply for their own grant).
- Current public liability insurance - certificate of currency –and applicants must ensure its proportionate with the event
- Only ongoing event applications are eligible for multi-year funding (maximum three year)

#### Who can apply?

1. Not for profit groups or organisations providing a benefit (agreed to by the Shire) for the East Pilbara community and where there is a demonstrated community need or social benefit

2. Sporting Associations to assist with:

- Club development (e.g. Coaching, governance and club related courses or equipment or activities that assist to build or develop the club)
- Hosting a regional tournament
- Building improvements and capital works
- Equipment or uniforms for team/club use (not for personal use or for specific players)
- *Not eligible: perishables, personal equipment, trophies and other consumables.*

3. An organisation involved in arts or cultural development; benefiting the East Pilbara community, where there is a community need or benefit.

#### Additional Information

If applicants meet one or more of the above criteria, they will also be required to meet the following criteria to be eligible to receive a grant.



- Preference will be given to applications that:
  - a) benefit or assist a target group or activity identified in Council's [Strategic Community Plan](#)
  - b) benefit areas where there is an identified and documented community/local need.
  - c) Applications whose project budgets include their own financial or in-kind contributions and/or contributions from other agencies will be considered favourably.
- All applications will be considered on merit and compliance with the selection criteria outlined above.
- All applications will be formally assessed and prioritised in accordance with the dot point above and the allocated Community Assistance Grant budget.
- Applicants can apply for one, two or three years of funding on the one application form. If approved for multiple years of funding, each year will only be approved in principle, subject to meeting relevant criteria, including acquitting the grant from the year before and the level of funding provided by Council in the ensuing year.
- The Shire of East Pilbara's decision on applications shall be final and no appeals will be considered.

### Excellence Grant

The Excellence Grant can be up to \$500.00 and is for young people aged under 30, to provide the opportunity to develop personally or professionally in the areas of:

- Arts
- Culture
- Sport
- Education
- Social Development or
- Inclusion

Excellence Grants take into account all information provided by the applicants along with the overall demand for support and allocated funds. Applicants may only receive the excellence grant once per year financial year. Decisions on the success of an application is made at Executive level.

#### Selection criteria for Excellence Grant

- Applicants must be under 30 years of age when the activity is taking place
- Applicants must be able to demonstrate excellence or a proven commitment to their area of endeavour/interest, in the application
- Applicants must present a compelling case towards the activity/ event and provide any supporting evidence that they can bring back information/ skills to the East Pilbara to benefit the community
- Applicants must be residing within the East Pilbara Local Government Area. Proof of residency must accompany the application
- In the case of the sports competitions

Assistance will only be provided for a competition that is being organised by a registered and/or accredited organisation at a representative (state) or elite level (*Note: Country week applications are not eligible under this category*)

- Documentation verifying the selection or invitation of the applicant must be provided by the host organisation

OR



- Documentation of the applicant to state their proven commitment to their sport of endeavor
- In the case of cultural events: The activity has to be organised by registered and/or accredited organisation.
- In the case of personal development, professional development, social development and inclusion or arts. The program must be a reputable and recognised program with accredited trainers or program operators and meet an identified gap in the community. The following areas are eligible;
  - training fees
  - equipment
  - travel and accommodation fees
  - expenses for volunteer or career development
  - Not eligible: reimbursements, consumables (food and drink), utilities.

## Applications for Sponsorship

### Sponsorships

The Shire of East Pilbara may provide sponsorship to events and activities that create opportunity for commercial leverage, promotion, activation or exposure to achieve defined outcomes from the Shire's Strategic Community Plan; promoting the region and assist to build a vibrant community.

Sponsorship applications are available for requests over \$10,000 and must be approved by Council. Applications must be submitted four months before the event.

### Criteria for Sponsorships

The applications must be able to demonstrate it meets one, or more of the Shire's key priority areas in the [Strategic Community Plan](#)

### Projects must be able to demonstrate:

- Benefit to the local community
- Provide brand exposure and positive public recognition benefits to the Shire of East Pilbara
- Positively increase awareness and raise the profile of the Shire of East Pilbara.
- Meet an identified need for the Shire of East Pilbara
- Not duplicate an activity already available in the local area
- Make every effort to not run on the same date as another event in the Shire of East Pilbara
- The Shire of East Pilbara expects to receive an agreed reciprocal benefit beyond a modest acknowledgement. The sponsorship will provide tangible and mutual compensation for all parties in the arrangement.

### Eligibility requirements:

- be an Australian legal entity with an Australian Business Number (ABN)
- submit an application through the Shire's approved method
- have all appropriate insurances and licences –and applicants must ensure its sufficient for the event
- be applying for a project or initiative which either occurs within the Shire of East Pilbara or an initiative which demonstrates that it directly supports the Shire of East Pilbara's goals as identified in its Strategic Community Plan.



- Must present a marketing / promotional plan with the application, outlining how the Shire will be recognised for its sponsorship. Value of the recognition must be deemed to benefit beyond a modest acknowledgement.
- Organisations can only receive either one grant or one sponsorship per financial year, not both.

#### Criteria for ineligible grants and sponsorships

- Government Agencies (excluding Schools based within the Shire of East Pilbara)
- Organisations with current outstanding acquittals with the Shire of East Pilbara
- Organisations can only receive either the annual grant or one sponsorship per financial year, not both.
- Projects that do not meet the application criteria
- For grants: Community initiatives or events that generate financial profits for commercial companies and/or individuals (except in exceptional circumstances)
- For an initiative that duplicates existing available services to an identical target group within the same geographic location
- For funding on-going operational or administration expenses. Examples of on-going operational or administration expenses include (but not limited to) insurance, utilities, communications, wages and rent.
- Reoccurring programs that have been funded by the Shire in the previous 12 months, that have not demonstrated an effort to develop the program, make changes and seek alternative funds (excluding multi-year approved funding for the annual grant)
- Retrospective activities that have already occurred, or due to occur within two months' of the application's lodgment
- Applicants who are in a position to self-fund their project
- Activities that are the primary responsibility of other funding agencies or government departments
- An applicant that has failed to provide satisfactory acquittal reporting for any previous Shire of East Pilbara funding
- Businesses that has an adverse effect on public health, safety, the environment or heritage
- An applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the Shire of East Pilbara

#### Terms and conditions

To be successful, applicants must meet the following terms and conditions:

- Have no outstanding debts (greater than 60 days) with the Shire of East Pilbara
- Have no outstanding acquittals from previous Shire grants /sponsorships
- Funds must be used for the purpose for which they were approved. Unspent funds are to be returned to the Shire at the conclusion of the activity / program
- Funds must be utilised solely for the provision of benefits to residents within the Shire of East Pilbara



- Shire of East Pilbara must be acknowledged during the course of the event and in any publications or publicity that arise as a result of the event/activities/ programs as agreed through the grant / sponsorship endorsement process.
- Any unspent allocated funds are to be returned to the Shire within 28 days of the completion of the event/project
- All grant and sponsorship thresholds are ex GST

#### **Assessment of Grants and Sponsorships**

Applications will be assessed in a timely manner and referred to the relevant decision maker for assessment. Applicants will be informed of the outcome of their grant sponsorship application.

#### **Budgeting**

Budget limitation may see some applications, despite having merit and meeting the criteria, being unsuccessful. Some applications may not be able to receive the full amount requested due to budget restrictions.

Any organisation with a line item listed in the budget do not have to go through the formal application process, but will be required to write a letter to the Shire requesting the monies and what they will be used for. They will be required to complete a full acquittal process.

#### **Funding Agreement**

Successful applicants will be required to sign the appropriate Funding Agreement and formally acquit within 28 days of the completion of their project/activity.

#### **East Pilbara Healthy Communities**

*Applicants will be highly valued if organiser's demonstrate efforts to promote public health of the community by presenting programs / initiatives which*

- encourage smoke free
- encourage alcohol free events

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### 10.3.3 ANNUAL SPONSORSHIP APPLICATIONS

**Responsible Officer:** Ms Lisa Clack  
Executive Manager Customer & Community Services

**Author:** Ms Samantha Hawkins  
Community Development Officer

**Proposed Meeting Date:** 28 May 2021

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

*11:41am Cr Gerry Parsons declared an Impartiality Interest in Item 10.3.3 being President of NCCI, and remained in the Council Chambers.*

*11:42am Cr Anthony Middleton declared an Impartiality Interest in Item 10.3.3 being President of the Newman Lions Club, and remained in the Council Chambers.*

*11:43am Cr Karen Lockyer declared an Impartiality Interest in Item 10.3.3 being Committee Member of Newman Vets and East Pilbara Race Club, and remained in the Council Chambers.*

*11:44am Cr Holly Fleming declared an Impartiality Interest in Item 10.3.3 being Committee Member of NCCI, and remained in the Council Chambers.*

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### REPORT PURPOSE

For Council to endorse the annual sponsorship funding for the 2021/2022 financial year budget.

### BACKGROUND

In 2020, the Shire of East Pilbara introduced the new Community Assistance Grant's Policy and guidelines (attached). With this new Policy, the new category of Sponsorships was implemented.

In the September 2020 Council item, Council endorsed for the following six applicants to be added as budget lines in the 2021/22 financial year budget for their events.

The organisation were required to submit a letter and request funding before the end of March 2021. Below is the requests submitted

- RSL Newman: Newman ANZAC Day Memorial Service
  - \$1,000 in kind support
  - \$4,000 financial contribution
- Newman VET's Football Club: Celebrity Match
  - \$6,000 financial contribution

- East Pilbara Race Club: Newman Races
  - \$6,000 financial contribution
- Police Legacy: Bloodyslow Cup
  - \$12,000 in-kind support
- Newman Chamber of Commerce and Industry: Annual Business Awards
  - \$3,000 in-kind support
  - \$5,000 financial contribution (gold sponsor status)

- \*\* Newman Lions Club: Fortescue Festival**
- \$3,000 in-kind support

As per the guidelines, these organisation were asked to submit a letter each year in March to continue to receive the annual funding and support. The organisations submitted a letter detailing their funding request, to be considered by Council as part of the annual budget for the 2021/2022 financial year. This process allows for a speedier and more streamlined approached to the annual Sponsorship applications.

It should be noted that whilst the Newman Lions Club did not submit a letter, the amount listed is the historical amount provided by the Shire.

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

For the 2021/2022 Financial Year, it is recommended the six ongoing Sponsorship applications be included within the annual budget to allow for a more streamlined process.

Details are as follows:

<b>Sponsorship for Budget Consideration</b>				
<b>Applicant Organisation</b>	<b>Event</b>	<b>Amount received in the past</b>	<b>Amount Sought</b>	<b>Comment / Description</b>
Newman Chamber of Commerce and Industry (NCCI)	Business Excellence Awards	\$5,000.00	\$8,000.00	The awards have been supported by the Shire through sponsorship for the last three years. The awards recognises the achievements and success business and the individuals that service the community. The event meets the strategic objectives of the Shire and celebrates the economic development of our town.
RSL Newman	ANZAC Day & Gunfire Breakfast	\$3,000.00	\$5,000.00	RSL host ANZAC Day each year in Newman. RSL has received funding by the Shire for a past three years which supports the day's activities.
Policy Legacy	Bloody Slow Cup	\$12,000.00	\$12,000.00	Bloodyslow Cup is primarily to raise funds for WA Police Legacy. The event attracts people from all over Western Australia and interstate and is one of

				the major events on the Newman calendar. The Bloody Slow Cup weekend strengthens the Newman community and supports local businesses. The Shire supports the event with in-kind contributions for facility and equipment hire.
East Pilbara Race Club	Newman Races	\$6,000.00	\$6,000.00	Each year the East Pilbara Race Club hold the Newman Races on the third weekend of the month of August. The Newman Races is a highly anticipated day in the community and region with over 1200 patrons through the gate in 2019. The Shire has funded the races on multiple occasions and its sponsorship would result in Gold Sponsor with a Race being named after the Shire as part of the sponsorship.
Newman VET's Football Club	Celebrity Match	\$6,000.00	\$6,000.00	The Shire has funded the VETs Celebrity match for many years. The meets many strategic outcomes of the Shire including economic development, social outcomes, tourism and creating a vibrant community.
<b>Sponsorship Letters not received</b>				
Newman Lions Club	Fortescue Festival	\$3,000.00	\$3,000	The Lions Club did not submit their letter, however the Shire is continuing to recommend the \$3,000 on in-kind funding towards the annual Fortescue festival.
		<b>OPTION 1 \$35,000</b>	<b>OPTION 2 \$40,000</b>	

The recommendation from staff is to maintain the current sponsorship amounts as detailed in Option 1 above at \$35,000. This recommendation is consistent with the intent of the Council report in 2020 where it was suggested that sponsorship items become individual line items in the budget, without any increase in financial contribution from the Shire.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

## **POLICY IMPLICATIONS**

### 6.6 COMMUNITY ASSISTANCE GRANTS

## **STRATEGIC COMMUNITY PLAN**

### **1: Economic**

A diverse and sustainable regional economy.

E2 The Shire is a great place for tourists.

E2.1 Explore partnership opportunities to promote the region.

E2.2 Facilitate, support and promote the Shire's unique Arts, Culture and History.

E2.3 Develop events relevant to the region to attract visitors.

## **2: Social**

Harmonious communities sharing strong community connections.

S1 Promote and facilitate safe and healthy communities.

S1.2 Support local sporting clubs and community organisations

## **RISK MANAGEMENT CONSIDERATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The sponsorship monies will form part of the 2021/22 budget allocation. Council has to option to retain the previous allocated amounts, or support the requests from the applicants for the increased amounts. Monies will be transferred from the community grants budget where they were located previous, to the new line items, for those that were not listed individually already within the budget.

Although some items are in-kind donations, for accounting purposes it is appropriate to recognise this in the budget.

## **VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/212**

**MOVED:** Cr Adrienne Mortimer

**SECONDED:** Cr Stacey Smith

That Council endorse the following organisations and financial contribution being included within the drafting of the 2021/22 Annual Budget for its Community Sponsorship.

Applicant Organisation	Event	Amount
Newman Chamber of Commerce and Industry (NCCI)	Business Excellence Awards	\$5,000.00
RSL Newman	ANZAC Day & Gunfire Breakfast	\$3,000.00
Policy Legacy	Bloody Slow Cup	\$12,000.00
East Pilbara Race Club	Newman Races	\$6,000.00
Newman VET's Football Club	Celebrity Match	\$6,000.00
Newman Lions Club	Fortescue Festival	\$3,000.00

**CARRIED UNANIMOUSLY**

*To be actioned by Ms Samantha Hawkins, Community Development Officer*

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#### 10.3.4 EAST PILBARA RACE CLUB SPONSORSHIP APPLICATION

Attachments:	Appendix 1 - Sponsorship Coversheet – EP Race Club Appendix 2 – CAGs Guidelines
Responsible Officer:	Ms Lisa Clack Executive Manager Customer & Community Services
Author:	Ms Samantha Hawkins Community Development Officer
Proposed Meeting Date:	28 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

*11:46am Cr Karen Lockyer declared an Impartiality Interest in Item 10.3.3 being Committee Member of the East Pilbara Race Club, and remained in the Council Chambers.*

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#### REPORT PURPOSE

For Council to endorse the East Pilbara Race Club's Sponsorship application for the Newman Races 2021 event.

#### BACKGROUND

The East Pilbara Race Club are seeking sponsorship funding from the Shire of East Pilbara for their annual Newman Races event to be hosted on 21<sup>st</sup> August. This event has been supported by the Shire in the past, with cash contribution to the value of \$6,000.00.

This year the East Pilbara Race Club are seeking a higher level of sponsorship to the value of \$10,000.00, as the 2021 Newman Races will be the 40<sup>th</sup> Anniversary of the Newman Races.

The additional contributions are towards the costs of the 40<sup>th</sup> Anniversary event, along with the Race Club committing to providing accessible toilets at the event this year, in strategic alignment of the Shire's Access and Inclusion Plan (at the cost of \$3,752). The Newman Races 2021 has a total budget of \$120,000.00, with contributions from other organisations within the East Pilbara.

In September 2020, the Shire of East Pilbara introduced the new Community Assistance Grant's Policy and guidelines (**Appendix 2 refers**). Council endorsed the East Pilbara Race Club being added as a budget line in the 2021/22 financial year budget for their Newman Races event. Whilst this will be deliberated by Council as part of a separate report in this Agenda, if successful, the allocated monies would be for the 2022 race meeting, not the 2021 event which is the focus of this report.

If Council approve the East Pilbara Race Club's Sponsorship application, the Shire will be a major sponsor, and a race will be solely dedicated to the Shire for naming rights. Other benefits include the Shire's logo being included on all social media and print advertising, Shire signage displayed on the winning post and at the event. A sponsor pack will be given during the cup promotional tour and photos will be taken for promotional requirements.

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

It is recommended the East Pilbara Race Club's sponsorship application be supported by sponsoring the Newman Races event, to the amount of \$10,000.00.

In return, the Shire will be a major sponsor and will receive naming rights for a race and associated benefits detailed above.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

### **POLICY IMPLICATIONS**

#### **6.6 COMMUNITY ASSISTANCE GRANTS**

### **STRATEGIC COMMUNITY PLAN**

#### **1: Economic**

E2 The Shire is a great place for tourists.

E2.1 Explore partnership opportunities to promote the region.

E2.2 Facilitate, support and promote the Shire's unique Arts, Culture and History.

E2.3 Develop events relevant to the region to attract visitors.

#### **2: Social**

S2 Build a vibrant community.

S2.1 Facilitate community connectedness and inclusion

Harmonious communities sharing strong community connections.

S1 Promote and facilitate safe and healthy communities.

S1.2 Support local sporting clubs and community organisations.

A diverse and sustainable regional economy.

E1 Develop and promote a diverse and sustainable economy.

E1.1 Actively support local businesses.

**RISK MANAGEMENT CONSIDERATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The Shire has sufficient funding to support the East Pilbara Race Club's sponsorship application within the 2020/2021 financial year budget, through its Community Assistance Grants program.

Note: The East Pilbara Race Club have requested the funds for the 2022 sponsorship to be valued at \$6,000 cash contribution which is in a separate agenda item.

**VOTING REQUIREMENTS**

Absolute.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/213**

**MOVED: Cr Stacey Smith**

**SECONDED: Cr Adrienne Mortimer**

**That Council endorse \$10,000 funding for the East Pilbara Race Club's 2021 Newman Races, in return for the sponsorship benefits detailed within their application.**

**CARRIED UNANIMOUSLY**

*To be actioned by Ms Samantha Hawkins, Community Development Officer*

## **Appendix 1**

### **Sponsorship Coversheet – EP Race Club**

Sponsorship Coversheet				
ASSESSMENT FORM		FILE NUMBER:		
Name of organisation	East Pilbara Race Club			
Project	Newman Races 2021			
Funding Details	Amount Requested		Total Budget	
	\$10,000		\$120,000	
Type of fund request	In kind	\$	Cash	\$10,000
Registered for GST 84 880 525 925	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
ABN?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Funding sought from other organisations	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
If other funding is sought, amount funded from other organisation	\$121,000			
Previous funding from Shire of East Pilbara	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
If yes, amount received and funded years	2019 & 2020			
Shire Grant or other funding received this year	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/> Comments:
Funds Acquitted	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/> NA <input type="checkbox"/> Comments:
Outstanding Shire Debts (greater than 30 days)	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/> Comments:
Does Application meet funding criteria?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/> Comments:
<input checked="" type="checkbox"/>	Provide brand exposure and positive public recognition benefits to the Shire of East Pilbara?			
<input checked="" type="checkbox"/>	Positively increase awareness and raise the profile of the Shire of East Pilbara			
<input checked="" type="checkbox"/>	Not duplicate an activity already available in the local area			
<input checked="" type="checkbox"/>	Be an Australian legal entity			
<input checked="" type="checkbox"/>	Have all appropriate insurances and licences that are sufficient for the event			
<input type="checkbox"/>	Marketing/promotional plan submitted with application outlining how the Shire will be recognized for its sponsorship.			



<b>Summary of the purpose of Sponsorship</b>	This year is the 40th Anniversary for the Newman Races. The East Pilbara Race Club would like the Shire to be a major sponsor in this event, which means a race will be solely dedicated to the Shire for naming rights. The Sponsorship funding will be used to purchase a portable accessible disabled toilet.
<b>Identified link to the Strategic Community Plan</b>	This event aligned with the community connectedness and inclusiveness. The Newman Races supports the economics of Newman, by supporting local businesses where possible. This event also supports social aspects by promoting a family friendly and inclusive event.
<b>Identified and documented community/local need</b>	A popular and well loved Newman event that happens annually. It provides a social benefit as well as an economic benefit to the community.
<b>Target group of project outcome</b>	Community of Newman, inclusive of family's and singles, of all ages.
<b>Acknowledgement of SOEP</b>	The Shire will have naming rights to a race, the Shire's logo will be included on all social media and print advertising, Shire signage displayed on winning post and at the event. A sponsor pack will be given during the cup promotional tour and photos will be taken for promotional requirements.

Application Checklist		
Application form received date in timeframe	<input checked="" type="checkbox"/>	
Application meets criteria	<input checked="" type="checkbox"/>	
All sections signed by appropriate officer	<input checked="" type="checkbox"/>	
No outstanding Acquittals	<input checked="" type="checkbox"/>	
No outstanding debts with the Shire of East Pilbara	<input checked="" type="checkbox"/>	
Have no other Shire grants accepted this financial year	<input checked="" type="checkbox"/>	
Copy of Certificate of Currency (Insurance) attached	<input checked="" type="checkbox"/>	

## **Appendix 2 CAGs Guidelines**



## Community Assistance Grants and Sponsorship Guidelines

When administering the Community Assistance Grants and Sponsorship, the following guidelines will apply.

### Applications for Grants

Grants are available to organisations involved in arts, culture, sport, recreation and education.

Applicants whose project budgets include their own financial or in-kind contributions and/or contributions from other agencies will be considered favourably, along with those that align with the Shire Strategic Community Plan

### Funding Available

	Value	Frequency	Applications open	Who
Fast-Track Grant	<\$1000	Twice per year	All year	Organisations
Fast-Track Grant - Schools	<\$500 cash In-kind assessed per application	Once per year	All year round	Schools
Fast-Track Grant - Country Week	\$100 per applicant Or \$500 per team if more than 5 individuals attending from the same Sporting Association	Once per year	All year round	Individuals
Annual Grant	<\$10,000	Once per year	September	Organisations
Excellence	<\$500	Once per year	All year round	Individuals
Sponsorship	>\$10,000	Upon request	All year round	Organisations

*Find more details on each below*



### Fast-track Grant

Each Fast-track Grant is up to \$1,000.00 and is comprised of either cash and/or in-kind contribution. Fast-track Grants can be applied for at any time in the financial year with recipients being able to receive a fast-track grant a maximum of two times per financial year.

Applicants must submit their funding application at least 14 working days before the planned activity. Fast-track grants are approved by Executive staff under delegation. Applications that do not fit the criteria but can demonstrate merit and benefit may be assessed at the CEO's discretion for up to an amount of \$1,000.

#### Eligibility

- Either be an incorporated association or an unincorporated association that has established a partnership with an organisation willing to auspice their grant (organisations who auspice a grant, may also apply for their own two grants per year if required).
- Current public liability insurance - certificate of currency – applicants must ensure its proportionate with the event

#### Who can apply?

1. Not for profit groups or organisations providing a new benefit (agreed to by the Shire) for the East Pilbara community and where there is a demonstrated new community need or social benefit
2. Sporting Associations to assist with:
  - Club development (e.g. Coaching courses, governance training and / or grant writing courses)
  - Hosting or traveling to regional tournaments
  - Building improvements and capital works
  - Equipment or uniforms for team/club use and ownership (not for personal use or for specific players)

*Not eligible: perishables, personal equipment, trophies and other consumables.*

3. An organisation involved in arts or cultural development; benefiting the East Pilbara community, where there is a community need or benefit
4. Schools located within the East Pilbara are eligible for up to \$500 cash contribution per year and in-kind contributions to be assessed per application
5. Country Week applications are accepted for \$100 per applicant or \$500 per team if more than 5 individuals attending from the same Sporting Association apply. Limited to one grant per year.

#### Additional Information

If applicants meet one or more of the above criteria, they will also be required to meet the following criteria to be eligible to receive a grant.

- Preference will be given to applications that:



a) benefit or assist a target group or activity identified in Council's [Strategic Community Plan](#)

b) benefit areas where there is an identified and documented community/local need / gap.

- All applications will be formally assessed and prioritised in accordance with the dot point above and the allocated Community Assistance Grant budget.
- All applications will be considered on merit and compliance with the selection criteria outlined above.
- The Shire of East Pilbara's decision on applications shall be final and no appeals will be considered.

### Annual Grant

This grant is up to \$10,000.00 and is available once a year. Annual grants are approved by Council and allow ongoing events to apply for multi-year funding.

Request for applicants will be requested to coincide with budget preparations for the financial year.

#### Eligibility

- Either be an incorporated association or an unincorporated association that has established a partnership with an organisation willing to auspice their grant (organisations who auspice a grant, may also apply for their own grant).
- Current public liability insurance - certificate of currency –and applicants must ensure its proportionate with the event
- Only ongoing event applications are eligible for multi-year funding (maximum three year)

#### Who can apply?

1. Not for profit groups or organisations providing a benefit (agreed to by the Shire) for the East Pilbara community and where there is a demonstrated community need or social benefit

2. Sporting Associations to assist with:

- Club development (e.g. Coaching, governance and club related courses or equipment or activities that assist to build or develop the club)
- Hosting a regional tournament
- Building improvements and capital works
- Equipment or uniforms for team/club use (not for personal use or for specific players)
- *Not eligible: perishables, personal equipment, trophies and other consumables.*

3. An organisation involved in arts or cultural development; benefiting the East Pilbara community, where there is a community need or benefit.

#### Additional Information

If applicants meet one or more of the above criteria, they will also be required to meet the following criteria to be eligible to receive a grant.



- Preference will be given to applications that:
  - a) benefit or assist a target group or activity identified in Council's [Strategic Community Plan](#)
  - b) benefit areas where there is an identified and documented community/local need.
  - c) Applications whose project budgets include their own financial or in-kind contributions and/or contributions from other agencies will be considered favourably.
- All applications will be considered on merit and compliance with the selection criteria outlined above.
- All applications will be formally assessed and prioritised in accordance with the dot point above and the allocated Community Assistance Grant budget.
- Applicants can apply for one, two or three years of funding on the one application form. If approved for multiple years of funding, each year will only be approved in principle, subject to meeting relevant criteria, including acquitting the grant from the year before and the level of funding provided by Council in the ensuing year.
- The Shire of East Pilbara's decision on applications shall be final and no appeals will be considered.

### Excellence Grant

The Excellence Grant can be up to \$500.00 and is for young people aged under 30, to provide the opportunity to develop personally or professionally in the areas of:

- Arts
- Culture
- Sport
- Education
- Social Development or
- Inclusion

Excellence Grants take into account all information provided by the applicants along with the overall demand for support and allocated funds. Applicants may only receive the excellence grant once per year financial year. Decisions on the success of an application is made at Executive level.

#### Selection criteria for Excellence Grant

- Applicants must be under 30 years of age when the activity is taking place
- Applicants must be able to demonstrate excellence or a proven commitment to their area of endeavour/interest, in the application
- Applicants must present a compelling case towards the activity/ event and provide any supporting evidence that they can bring back information/ skills to the East Pilbara to benefit the community
- Applicants must be residing within the East Pilbara Local Government Area. Proof of residency must accompany the application
- In the case of the sports competitions

Assistance will only be provided for a competition that is being organised by a registered and/or accredited organisation at a representative (state) or elite level (*Note: Country week applications are not eligible under this category*)

- Documentation verifying the selection or invitation of the applicant must be provided by the host organisation

OR



- Documentation of the applicant to state their proven commitment to their sport of endeavor
- In the case of cultural events: The activity has to be organised by registered and/or accredited organisation.
- In the case of personal development, professional development, social development and inclusion or arts. The program must be a reputable and recognised program with accredited trainers or program operators and meet an identified gap in the community. The following areas are eligible;
  - training fees
  - equipment
  - travel and accommodation fees
  - expenses for volunteer or career development
  - Not eligible: reimbursements, consumables (food and drink), utilities.

## Applications for Sponsorship

### Sponsorships

The Shire of East Pilbara may provide sponsorship to events and activities that create opportunity for commercial leverage, promotion, activation or exposure to achieve defined outcomes from the Shire's Strategic Community Plan; promoting the region and assist to build a vibrant community.

Sponsorship applications are available for requests over \$10,000 and must be approved by Council. Applications must be submitted four months before the event.

### Criteria for Sponsorships

The applications must be able to demonstrate it meets one, or more of the Shire's key priority areas in the [Strategic Community Plan](#)

### Projects must be able to demonstrate:

- Benefit to the local community
- Provide brand exposure and positive public recognition benefits to the Shire of East Pilbara
- Positively increase awareness and raise the profile of the Shire of East Pilbara.
- Meet an identified need for the Shire of East Pilbara
- Not duplicate an activity already available in the local area
- Make every effort to not run on the same date as another event in the Shire of East Pilbara
- The Shire of East Pilbara expects to receive an agreed reciprocal benefit beyond a modest acknowledgement. The sponsorship will provide tangible and mutual compensation for all parties in the arrangement.

### Eligibility requirements:

- be an Australian legal entity with an Australian Business Number (ABN)
- submit an application through the Shire's approved method
- have all appropriate insurances and licences –and applicants must ensure its sufficient for the event
- be applying for a project or initiative which either occurs within the Shire of East Pilbara or an initiative which demonstrates that it directly supports the Shire of East Pilbara's goals as identified in its Strategic Community Plan.



- Must present a marketing / promotional plan with the application, outlining how the Shire will be recognised for its sponsorship. Value of the recognition must be deemed to benefit beyond a modest acknowledgement.
- Organisations can only receive either one grant or one sponsorship per financial year, not both.

**Criteria for ineligible grants and sponsorships**

- Government Agencies (excluding Schools based within the Shire of East Pilbara)
- Organisations with current outstanding acquittals with the Shire of East Pilbara
- Organisations can only receive either the annual grant or one sponsorship per financial year, not both.
- Projects that do not meet the application criteria
- For grants: Community initiatives or events that generate financial profits for commercial companies and/or individuals (except in exceptional circumstances)
- For an initiative that duplicates existing available services to an identical target group within the same geographic location
- For funding on-going operational or administration expenses. Examples of on-going operational or administration expenses include (but not limited to) insurance, utilities, communications, wages and rent.
- Reoccurring programs that have been funded by the Shire in the previous 12 months, that have not demonstrated an effort to develop the program, make changes and seek alternative funds (excluding multi-year approved funding for the annual grant)
- Retrospective activities that have already occurred, or due to occur within two months' of the application's lodgment
- Applicants who are in a position to self-fund their project
- Activities that are the primary responsibility of other funding agencies or government departments
- An applicant that has failed to provide satisfactory acquittal reporting for any previous Shire of East Pilbara funding
- Businesses that has an adverse effect on public health, safety, the environment or heritage
- An applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the Shire of East Pilbara

**Terms and conditions**

To be successful, applicants must meet the following terms and conditions:

- Have no outstanding debts (greater than 60 days) with the Shire of East Pilbara
- Have no outstanding acquittals from previous Shire grants /sponsorships
- Funds must be used for the purpose for which they were approved. Unspent funds are to be returned to the Shire at the conclusion of the activity / program
- Funds must be utilised solely for the provision of benefits to residents within the Shire of East Pilbara



- Shire of East Pilbara must be acknowledged during the course of the event and in any publications or publicity that arise as a result of the event/activities/ programs as agreed through the grant / sponsorship endorsement process.
- Any unspent allocated funds are to be returned to the Shire within 28 days of the completion of the event/project
- All grant and sponsorship thresholds are ex GST

#### **Assessment of Grants and Sponsorships**

Applications will be assessed in a timely manner and referred to the relevant decision maker for assessment. Applicants will be informed of the outcome of their grant sponsorship application.

#### **Budgeting**

Budget limitation may see some applications, despite having merit and meeting the criteria, being unsuccessful. Some applications may not be able to receive the full amount requested due to budget restrictions.

Any organisation with a line item listed in the budget do not have to go through the formal application process, but will be required to write a letter to the Shire requesting the monies and what they will be used for. They will be required to complete a full acquittal process.

#### **Funding Agreement**

Successful applicants will be required to sign the appropriate Funding Agreement and formally acquit within 28 days of the completion of their project/activity.

#### **East Pilbara Healthy Communities**

*Applicants will be highly valued if organiser's demonstrate efforts to promote public health of the community by presenting programs / initiatives which*

- encourage smoke free
- encourage alcohol free events

**10.3.5 MARBLE BAR RACES 2021 - SUPPORT REQUESTS AND MEMORANDUM  
OF UNDERSTANDING**

<b>Attachments:</b>	<b>Appendix 1 – MOU Marble Bar Race Club</b>
<b>Responsible Officer:</b>	<b>Ms Lisa Clack Executive Manager Customer &amp; Community Services</b>
<b>Author:</b>	<b>Mr Paul Miller Manager Recreation &amp; Events</b>
<b>Proposed Meeting Date:</b>	<b>28 May 2021</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**

To inform Council of the support requested by Marble Bar Race Club for the 2021 Marble Bar Races event and approve the CEO or their delegate to enter into a Memorandum of Understanding. The Memorandum of Understanding outlines how both organisations agree to work together to operate the Marble Bar Sporting Complex for the Marble Bar Races event.

**BACKGROUND**

The Marble Bar Races is an iconic Pilbara annual event that attracts over 2,000 visitors to Marble Bar and the East Pilbara region every year. The event is run by the Marble Bar Race Club with support from the Shire of East Pilbara, held at the Marble Bar Sporting Complex which is a Shire managed reserve. For previous events this support has included infrastructure and administration assistance. To formalise and document the support required from the Shire of East Pilbara, Memorandums of Understanding have been prepared for previous events that outlines how both organisations agree to work together to operate the Marble Bar Sporting Complex for the Marble Bar Races event.

**COMMENTS/OPTIONS/DISCUSSIONS**

Due to COVID-19, the 2020 race was not able to go ahead and the Marble Bar Race Club are finalising their planning for the 2021 event, to be held on Saturday 3 July.

For the 2021 event, the Marble Bar Race Club has requested from the Shire of East Pilbara as outlined below:

- Slashing of camp grounds, parking area and central oval
  - Grading the race track and car park
  - Rubbish disposal
  - Generator and initial fuel (second fuel up at Race Clubs Cost)
  - Support to various locations on the grounds, for the week leading up to the event
-

- Administration Support
  - Permits and Shire event requirements
  - Assistance with setting up online ticket sales
  - Assistance with creating an Expression of Interest for Bar operations
- Ranger Services
  - Fire management
  - Illegal camping

The requested is consistent with previous year's events and will assist the club in the delivery of the event.

In order for a cohesive working relationship Memorandums of Understanding have been prepared for previous events that outline how both organisations agree to work together and the responsibilities within the reserve, in order to operate the Marble Bar Sporting Complex for the Marble Bar Races event. This includes responsibilities for existing infrastructure including the Race Course Track, Public Toilets, Jockeys Rooms and Main Bar area.

The Memorandum of Understanding is set for a period of 24 months, with the previous Memorandum of Understanding expiring as of 30 June 2020. A new agreement has been developed to commence on 1 July 2021 and conclude on 30 June 2023.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*

Part 9	Miscellaneous provisions
Division 3	Documents
s9.49A	Execution of documents

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC COMMUNITY PLAN**

### **1: Economic**

A diverse and sustainable regional economy.

E2 The Shire is a great place for tourists.

E2.1 Explore partnership opportunities to promote the region.

E2.3 Develop events relevant to the region to attract visitors.

### **2: Social**

Harmonious communities sharing strong community connections.

S1.2 Support local sporting clubs and community organisations.

### **5: Governance**

Demonstrated accountability and corporate governance.

G2 Strong Shire identity and regional capacity.

G2.1 Increase the Shire's identity and profile through communication, partnerships and lobbying/advocacy.

### **RISK MANAGEMENT CONSIDERATIONS**

There is a high risk that the Marble Bar Race Club will not be able to facilitate the event without the Shire of East Pilbara in-kind support.

### **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

Council has an allocated budget of \$90,100 in GL Account 111572 for the current financial year to maintain the Marble Bar Sporting Complex and prepare the track and the car park for the race weekend.

In addition Council staff provide significant in-kind administrative support to assist the club with the planning of the event as well as logistical support over the event weekend.

### **VOTING REQUIREMENTS**

Simple.

### **OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/214**

**MOVED: Cr Karen Lockyer**

**SECONDED: Cr Geraldine Parsons**

**That Council**

- 1. Approve the in-kind support to the Marble Bar Race Club, for the 2021 Marble Bar Races event.**
- 2. Endorse the CEO or their delegate to enter into a Memorandum of Understanding with the Marble Bar Race Club for the delivery of Marble Bar Races events for the period 1 July 2021 to 30 June 2023.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mr Paul Miller, Manager Recreation & Events***

## **Appendix 1**

### **MOU Marble Bar Race Club**



**THIS MEMORANDUM OF UNDERSTANDING and FUNDING AGREEMENT**

is dated the 1<sup>st</sup> July 2021

**BETWEEN**

**THE SHIRE OF EAST PILBARA**

[ABN 47 854 334 350] Cnr Kalgan & Newman Drives, Newman WA 6753

**AND**

**MARBLE BAR RACE CLUB**

P.O. BOX 50 MARBLE BAR WA 6760

**Description of Collaborating Agencies:**

- The Shire of East Pilbara is the local government for the East Pilbara region of Western Australia and is governed by the Local Government Act 1995.
- The Marble Bar Race Club.

**Terms of the Agreement:**

The terms of the Agreement as outlined below will be applicable pending the signing of this Agreement and confirmation by the full Council of the Shire of East Pilbara and the executive committee of the Marble Bar Race Club Incorporated.

For the purposes of this document the Shire of East Pilbara may be referred to as SOEP and the Marble Bar Race Club Inc. may be referred to as MBRC.

This Memorandum of Understanding may only be amended by mutual agreement in writing between the parties.

This agreement will continue to remain in force at the end of the expiry date until either party serves the other party three months termination notice in writing.

This agreement only covers the particulars outlined within. Any further agreements or contracts between the two parties are to be dealt with separately to this agreement.



**Specifics of the Agreement:**

- This Agreement is valid for 24 months, commencing 1 July 2021 expiring 30 June 2023.

**Purpose of the Agreement:**

The Marble Bar Race Club Inc. and the Shire of East Pilbara hereby agree to work together to:

- Operate the Marble Bar Sporting Complex specifically for the Marble Bar races held annually

**Funding and Financial Responsibilities:**

The Shire of East Pilbara agrees to:

Maintain the Reserve and structures owned by the shire.

The Marble Bar Race Club Inc. agrees to:

- Maintain the structures owned by the MBRC
- Cover all running costs associated with the race weekend

**Nature of the Collaboration:**

**Under the terms of this agreement the Marble Bar Race Club will:**

- Have exclusive use of Reserve 25354 known as the Marble Bar Sporting Complex for the Marble Bar races, being the first Saturday in July annually, including two weeks prior to the race weekend and one week post the event.
- Report any building maintenance issues to Coordinator Building Services, or the Shire of East Pilbara Asset Department.
- Must provide the Shire of East Pilbara with all insurance documentation, including, public liability, building insurance and public events
- Must provide a current copy of the committee of the Marble Bar Race Club

**Under the terms of this agreement the Shire of East Pilbara will:**

- Undertake maintenance of the Reserve prior to the event
- Consider in-kind support requests that include:
  - Slashing of Campgrounds, parking areas and central oval



- Grading of the race track and car park
- Rubbish disposal solution
- Ranger Services assistance with Fire Management and Illegal camping
- General infrastructure support
- General Administration support

**Responsibilities of the Reserve for the Marble Bar Race Day Public Event**

ITEMS	MBRC	SOEP
<b><u>Public Event</u></b>		
Event Applications	100%	0%
Insurance – MBRC Owned Buildings	100%	0%
Insurance – SoEP Owned Buildings	0%	100%
Insurance – Public Event and Public Liability	100%	0%
<b><u>Public Toilets</u></b>		
Building - Maintenance	0%	100%
Building – Cleaning & Supplies	100%	0%
Portable Toilets – Hire, cleaning and stock	100%	0%
<b><u>Race Course Track</u></b>		
Track Maintenance - Grounds	100%	0%
Track Maintenance – Railings and Gates	100%	0%
Track Maintenance – Finish line and tower	0%	100%

Newman T. (08) 9175 8000 F. (08) 9175 2668 Marble Bar T. (08) 9176 1008 F. (08) 9176 1073  
Nullagine T. (08) 9176 2063 F. (08) 9176 2063 [www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)



<b><u>Stables – Holding Area</u></b>		
Horse Stable Area, including storeroom	100%	0%
<b><u>Building, including Jockeys and TAB Rooms and Main Bar Area</u></b>		
Building Maintenance	0%	100%
Bar Area - Bar in front of rooms	100%	0%
Bar Area – Main	100%	0%
Fencing & Gates	0%	100%
<b><u>Utilities Supply</u></b>		
Additional Power Supply	100%	0%
Power Consumption	100%	0%
Water – Bore	0%	100%
<b><u>Security</u></b>		
Security – Event	100%	0%
<b><u>Camping Area</u></b>		
Designated Area - Site Plan	100%	0%
Fire Control	100%	0%
Volunteer Bush Fire Brigade	100%	0%
<b><u>Buildings and Storage on Reserve</u></b>		
All MBRC buildings and storage (including sea containers) on SOEP Reserve need to be approved by	100%	0%



Council, those not approved will require retrospective approvals. List to be provided by MBRC structures and storage, to be added to Annexure 3.		
All MBRC building maintenance	100%	0%
MBRC to provide SOEP a current copy of insurance documents for all buildings and structures on the Reserve.	100%	0%

#### **Reporting:**

**Marble Bar Race Club Reporting requirements are as follows:**

1. Supply a copy of the financial statement within 3 months post event.

#### **Dispute Resolution**

Both parties will do their best to honor the terms and spirit of the agreement. However the parties agree that any dispute arising during the course of this Agreement will be dealt with as follows: (a) First, the party claiming that there is a dispute will send to the other a notice setting out the nature of the dispute;

- (b) Secondly, the parties will try to resolve the dispute by direct negotiation, including by referring the matter to persons who may have authority to intervene and direct some form of resolution
- (c) Thirdly, the parties have 10 business days from the sending of the notice to reach a resolution or to agree that the dispute will be submitted to mediation or some other form of alternative dispute resolution procedure; and
- (d) Lastly,
  - (i) if there is no resolution or agreement; or
  - (ii) there is a submission to mediation but there is no resolution within 15 business days of the submission, or such extended time as the parties may agree in writing before the expiration of the 15 business days;

Either party may terminate the agreement immediately by notifying the other party in writing.



### **Representatives**

For the term of this MOU, each party may appoint one of its employees to act as its representative in relation to this MOU (each such employee being a "Representative").

The Representative of an appointing party will be responsible for: managing, overseeing or coordinating that party's relationship with the other party; discussing issues arising out of this MOU with the Representative of the other party; and coordinating the exchange of information between the parties.

The initial Representatives that have been chosen by the parties are:

(a) for the Marble Bar Race Club:

Add in Club Rep details

(b) for The Shire of East Pilbara: TBA  
Cnr Kalgan and Newman Drive, Newman 6753  
Phone: 08 9175 8000  
E-mail: [mpa@eastpilbara.wa.gov.au](mailto:mpa@eastpilbara.wa.gov.au)



**Annexure 1**

**Marble Bar Sporting Complex Reserve**



Newman T. (08) 9175 8000 F. (08) 9175 2668 Marble Bar T. (08) 9176 1008 F. (08) 9176 1073  
Nullagine T. (08) 9176 2063 F. (08) 9176 2063 [www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)



**Annexure 2**

**Marble Bar Sporting Complex – Aerial Plan of buildings**

**Marble Bar Sporting Club—Infrastructure on Reserve**



Newman T. (08) 9175 8000 F. (08) 9175 2668 Marble Bar T. (08) 9176 1008 F. (08) 9176 1073  
Nullagine T. (08) 9176 2063 F. (08) 9176 2063 [www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)



**Annexure 3**

**Marble Bar Sporting Complex – Buildings and Storage facilities**



Newman T. (08) 9175 8000 F. (08) 9175 2668 Marble Bar T. (08) 9176 1008 F. (08) 9176 1073  
Nullagine T. (08) 9176 2063 F. (08) 9176 2063 [www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)



**Annexure 4**

**Marble Bar Sporting Complex – Photos of Buildings**



Newman T. (08) 9175 8000 F. (08) 9175 2668 Marble Bar T. (08) 9176 1008 F. (08) 9176 1073  
Nullagine T. (08) 9176 2063 F. (08) 9176 2063 [www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)



**Executed by the parties:**

SIGNED for and on behalf of )  
The MARBLE BAR RACE CLUB INC. ) .....signature  
by its authorised Officer )  
 ) .....print name

in the presence of:

..... witness signature.....witness print name

SIGNED for and on behalf of )  
THE SHIRE OF EAST PILBARA ) .....signature  
by its authorised Officer )  
 ) .....print name

The Common Seal of Local Government Authority was hereunto affixed in the presence of:

in the presence of:

..... witness signature..... witness print name

### **10.3.6 MEMORANDUM OF UNDERSTANDING – INCLUSION SOLUTIONS**

<b>Attachments:</b>	<b>Appendix 1 - Shire of East Pilbara Building Inclusive Communities WA MOU</b>
<b>Responsible Officer:</b>	<b>Ms Lisa Clack Executive Manager Customer &amp; Community Services</b>
<b>Author:</b>	<b>Ms Samantha Hawkins Community Development Officer</b>
<b>Proposed Meeting Date:</b>	<b>28 May 2021</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**

To seek Council approval for the proposed Memorandum of Understanding (MOU) between Inclusion Solutions and the Shire of East Pilbara.

### **BACKGROUND**

As part of the Shire of East Pilbara's Access and Inclusion Plan (AIP) community consultation undertaken in 2019. One of the Objectives was "people with disability to receive the same level and quality of service from the staff of the Shire of East Pilbara as other people".

Through Inclusion Solutions Ltd., the opportunity to apply for and be a part of the Building Inclusive Communities WA (BICWA) project in 2021 presented itself, and the Shire was successful in their application to be a part this project. This Partnership will assist with meeting the abovementioned Objective in the AIP.

The BICWA project is designed to assist Local Government Authorities and peak bodies through capacity building, mentoring and a range of practical supports to ensure all people, regardless of ability, race, ethnicity, gender or sexual orientation, feel a sense of belonging, can actively participate in community life and have a valued role to play in the community. The BICWA project involves:

- **Professional Development:** Professional development sessions are tailored and interactive opportunities for staff within local government to learn about social inclusion and how it directly related to their position and work.
  - **Community Workshops:** Provides an interactive learning experience combining both theory and practical examples to help clubs and community groups identify barriers to participation, start conversations and identify challenges and opportunities specific to their group.
  - **Club Renovation Toolkit:** This toolkit is an 8-week online webinar series which gives community groups, sporting and recreational clubs the skills to build and strengthen their groups, attract new members and promote social inclusion.
-

- **Community Development Toolkit:** This 6 week course provides Club and Community Development staff with practical tools and resources to support clubs and community groups to create inclusive experiences for all people.
- **Community Webinars:** The Community Webinars provide clubs and community groups the opportunity to learn about social inclusion from the comfort of their own home or office. Covering a range of topics, each webinar provides participants with practical skills and resources to give them the confidence to strengthen their club or community group.
- **Club Mentoring:** The mentoring process supports clubs and community groups to increase connection with the wider community, increase membership and volunteerism and become more socially inclusive. Mentoring is an ongoing process where the BICWA team build a strong relationship with a club or group, identify their goals and work together in ways that best work for the club or group.

A partnership between Inclusion Solutions and the Shire can provide an overall benefit to the local community and sporting groups, as well as assist Shire staff to gain a deeper understanding and practices which create a more inclusive and accessible community and workplace.

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

With the successful application for the BICWA project, the Shire met with the Inclusion Solutions team to devise a suitable MOU that is proposed to be a 12 month term (included in the attachments).

The proposed MOU includes:

#### **Specifics of the Agreement:**

- a) This MOU is valid for 12 months.

#### **Purpose of the Agreement**

Inclusion Solutions and the Shire of East Pilbara hereby agree to work together to:

- a) Committing to the best interest of staff, clubs, associations, volunteers and those living within the Shire of East Pilbara Community (specific to the joint associations), and facilitating their inclusion into their local community life
- b) Recognise that Inclusion Solutions and Shire of East Pilbara have a role to play in the achievement of the objectives and that by supporting each other's roles there is greater chance of success.

#### **Financial Responsibilities**

The Shire agrees to provide a financial contribution to the value of \$3,200 (+GST) for the term of this agreement to Inclusion Solutions. This financial contribution is to be paid in full pending the approval of the MOU.

#### **Roles and Responsibilities**

Each party will have the following agreed roles and responsibilities:

***Inclusion Solutions agrees to:***

- **Fostering a supportive partnership with the Shire of East Pilbara** throughout the Building Inclusive Communities WA project. This includes:
  - Hosting an initial project information session
  - Attending an initial one-on-one information session
  - Regularly communicating with the Shire of East Pilbara throughout the project
- **Delivering one two-hour Community Workshop** for 25-35 participants to provide an interactive learning experience to help clubs and community groups to identify barriers to participation, start conversations and identify challenges and opportunities specific to their group. This includes:
  - Providing list of social inclusion workshop topics
  - Supporting your organisation to select the most appropriate workshop to suit your community needs
  - Promoting community workshop through Inclusion Solutions channels
  - Delivering one two hour workshop to 25-35 staff or community members
- **Delivering one eight-week online Club Renovation Toolkit** to support community groups, sporting and recreational clubs the skills to build and strengthen their groups, attract new members and promote social inclusion. This includes:
  - Providing registration codes for up to 10 clubs or community groups (2 members per club to participate)
  - Delivering Club Renovation Toolkit
  - Providing feedback summary to participants following completion of toolkit
  - Providing assistance and follow up with participants as required
- **Delivering one six-week Community Development Toolkit** for up to ten participants to provide staff with the practical tools and resources to support clubs and community groups to create inclusive experiences for all people. This includes:
  - Providing registration codes for up to 10 staff members to participate
  - Delivering Community Development Toolkit
  - Providing feedback summary to organisation following completion of toolkit
  - Providing follow up support as required
- **Delivering four one-hour webinars** to up to 99 participants to provide participants the opportunity to learn practical skills to promote social inclusion to strengthen their own club from the comfort of their own home or office. This includes:
  - Providing webinar topics to participating organisations
  - Supporting organisation staff to select the webinar best suited to their needs (if required)
  - Delivering four webinars throughout the year
  - Providing webinar dates and registration details
  - Promoting webinars on Inclusion Solutions channels

- **Mentoring one club or community group** over the course of the year to work with them one-on-one to identify their goals, build a strong supportive relationship and work together to achieve those goals. This includes:
  - Working with Shire of East Pilbara to identify one local club or community group to be mentored
  - Delivering an initial workshop
  - Providing ongoing mentoring and support to one community group or club through email, phone or in-person meetings at a frequency mutually agreed upon with the mentee
- **Delivering one one-and-a-half-hour professional development session** to up to four Shire of East Pilbara staff to go through social inclusion principles and how they directly relate to their work. This includes:
  - Delivering one personalised one-on-one professional development session with a single staff member focusing on their specific role, OR
  - Delivering professional development session with up to four staff members with a more general focus

***The Shire of East Pilbara agrees to:***

- **Fostering a supportive partnership with Inclusion Solutions** throughout the Building Inclusive Communities WA project. This includes:
  - Attending an initial project information session
  - Attending an initial one-on-one introductory meeting
  - Regularly communicate with Inclusion Solutions team throughout the project
- **Supporting one two-hour Community Workshop** for 25-35 community Members within the Shire of East Pilbara. This includes:
  - Selecting the workshop topic
  - Organising the venue for workshop
  - Promoting the community workshop through Participant channels
  - Identifying and invite 25-35 staff or community members to attend workshop
- **Supporting one eight-week online Club Renovation Toolkit** for 20 community members within the Shire of East Pilbara. This includes:
  - Identifying and inviting local clubs and community groups to participate in the toolkit (to a maximum of 10 clubs with 2 participants each)
  - Working with Inclusion Solutions to confirm toolkit participants
  - Regularly communicating with toolkit participants to provide encouragement and support
- **Participating in one six-week Community Development Toolkit** for up to ten Shire staff members. This includes:
  - Identifying up to 10 staff members to participate
  - Participating staff completing a feedback survey
  - Gathering and reporting on outcomes
- **Supporting four one-hour webinars** for up to 99 community members within the Shire of East Pilbara. This includes:
  - Voting for their preferred webinar topics
  - Identifying and inviting local clubs and community groups to participate in webinars
  - Promoting community webinars through your channels

- Inviting clubs and community groups to register and attend
  - Gathering and reporting on outcomes
- **Supporting the mentoring of one club or community group** within the Shire. This includes:
  - Working with Inclusion Solutions to identify one local club or community group to be mentored
  - Supporting an initial introduction between mentee club and Inclusion Solutions (as required)
  - Providing support and encouragement to club or community group receiving mentoring (as required)
- **Participating in a one one-and-a-half-hour professional development session** to up to four Shire of East Pilbara staff members. This includes:
  - Choosing up to four staff members to participate in a professional, personalised development session, OR
  - Choosing one staff member to participate in a personalised one-on-one professional development session
- Financial contribution
  - The Shire of East Pilbara agrees to contribute a total of \$3,200 (+GST) towards the Building Inclusive Communities WA 2021 project.

It is recommended that Council approves the Memorandum of Understanding between Inclusion Solutions and the Shire of East Pilbara for the provision of access and inclusion training for a financial contribution of \$3,200 (+GST) which it has sufficient allocation within the 2020/21 budget.

## STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

## POLICY IMPLICATIONS

### 4.5 EXECUTION OF DOCUMENTS

## STRATEGIC COMMUNITY PLAN

### 5: Governance

Demonstrated accountability and corporate governance.

G2.1 Increase the Shire's identity and profile through communication, partnerships and lobbying/advocacy

G2.1 Increase the Shire's identity and profile through communication, partnerships and lobbying/advocacy.

### 2: Social

S3 Advocate and partner to improve access to services.

S3.2 Continue to develop or advocate for new services or programs to meet unmet needs.

S2 Build a vibrant community.

S2.1 Facilitate community connectedness and inclusion.

Harmonious communities sharing strong community connections.

S1 Promote and facilitate safe and healthy communities.

S1.2 Support local sporting clubs and community organisations.

### **RISK MANAGEMENT CONSIDERATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

### **VOTING REQUIREMENTS**

Simple.

### **OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/215**

**MOVED: Cr Geraldine Parsons**

**SECONDED: Cr Adrienne Mortimer**

**That Council endorses the CEO to sign the Memorandum of Understanding between Inclusion Solutions Ltd. and the Shire of East Pilbara for the provision of access and inclusion training for a financial contribution of \$3,200 (+GST) for a 12 month period.**

**CARRIED UNANIMOUSLY**

***To be actioned by Ms Samantha Hawkins, Community Development Officer***

## **Appendix 1**

### **MOU Building Inclusive Communities**



**Inclusion Solutions Ltd.**  
**ABN** 83 610 169 072  
**a** Unit 4/61 Walters Drive,  
Osborne Park, WA 6017  
PO Box 1279, Innaloo WA  
6918  
**p** 08 9443 7226  
**w** [www.inclusionsolutions.org.au](http://www.inclusionsolutions.org.au)

## **Building Inclusive Communities WA**

### **Memorandum of Understanding**

Between

**The Shire of East Pilbara**

And

**Inclusion Solutions Limited**



**Inclusion Solutions Ltd.**

**ABN** 83 610 169 072  
**a** Unit 4/61 Walters Drive,  
Osborne Park, WA 6017  
PO Box 1279, Innaloo WA  
6918  
**p** 08 9443 7226  
**w** [www.inclusionsolutions.org.au](http://www.inclusionsolutions.org.au)

## 1. HEADS OF AGREEMENT

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**Denver D'Cruz – General Manager**  
**Inclusion Solutions Ltd. (Inclusion Solutions)**  
3 / 59 Walters Drive, Osborne Park,  
Western Australia, 6017

&

**Chloe Townsend – Coordinator of Community Wellbeing**  
**Shire of East Pilbara**  
Corner Kalgans and Newman Drive, Newman,  
Western Australia, 6753

## 2. INTRODUCTION:

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**Inclusion Solutions** (ABN: 83 610 169 072) is a not-for-profit organisation dedicated to building the capacity of WA communities, promoting the inclusion of all people who are disadvantaged, disconnected from society or living with a disability by facilitating inclusion in sport, recreation and community life.

**The Shire of East Pilbara** (ABN: 478 543 343 50) is one of the four local government areas in the Pilbara region of Western Australia.

**The objective of the service agreement is:**

To co-deliver the Building Inclusive Communities WA project 2021 with the community within the Shire of East Pilbara.

## 3. ROLES AND RESPONSIBILITIES

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Each party will have the following agreed roles and responsibilities:



**Inclusion Solutions Ltd.**

**ABN** 83 610 169 072  
**a** Unit 4/61 Walters Drive,  
Osborne Park, WA 6017  
PO Box 1279, Innaloo WA  
6918  
**p** 08 9443 7226  
**w** [www.inclusionsolutions.org.au](http://www.inclusionsolutions.org.au)

***Inclusion Solutions agrees to:***

- ***Fostering a supportive partnership with the Shire of East Pilbara*** throughout the *Building Inclusive Communities WA* project. This includes:
  - *Hosting an initial project information session*
  - *Attending an initial one-on-one introductory meeting*
  - *Regularly communicating with the Shire of East Pilbara throughout the project*
- ***Delivering one two-hour Community Workshop*** for 25-35 participants to provide an interactive learning experience to help clubs and community groups to identify barriers to participation, start conversations and identify challenges and opportunities specific to their group. This includes:
  - *Providing list of social inclusion workshop topics*
  - *Supporting your organisation to select the most appropriate workshop to suit your community's needs*
  - *Promoting community workshop through Inclusion Solutions channels*
  - *Delivering one two-hour workshop to 25-35 staff or community members*
- ***Delivering one eight-week online Club Renovation Toolkit*** to support community groups, sporting and recreational clubs the skills to build and strengthen their groups, attract new members and promote social inclusion. This includes:
  - *Providing registration codes for up to 10 clubs or community groups (2 members per club to participate)*
  - *Delivering Club Renovation Toolkit*
  - *Providing feedback summary to participants following completion of toolkit*
  - *Providing assistance and follow up with participants as required*
- ***Delivering one six-week Community Development Toolkit*** for up to ten participants to provide staff with the practical tools and resources to support clubs and community groups to create inclusive experiences for all people. This includes:
  - *Providing registration codes for up to 10 staff members to participate*
  - *Delivering Community Development Toolkit*
  - *Providing feedback summary to organisation following completion of toolkit*
  - *Providing follow up support as required*



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- **Delivering four one-hour webinars** to up to 99 participants to provide participants the opportunity to learn practical skills to promote social inclusion to strengthen their own club from the comfort of their own home or office. This includes:
  - Providing webinar topics to participating organisations
  - Supporting organisation staff to select the webinar best suited to their needs (if required)
  - Delivering four webinars throughout the year
  - Providing webinar dates and registration details
  - Promoting webinars on Inclusion Solutions channels
- **Mentoring one club or community group** over the course of the year to work with them one-on-one to identify their goals, build a strong supportive relationship and work together to achieve those goals. This includes:
  - Working with Shire of East Pilbara to identify one local club or community group to be mentored
  - Delivering an initial workshop
  - Providing ongoing mentoring and support to one community group or club through email, phone or in-person meetings at a frequency mutually agreed upon with the mentee
- **Delivering one one-and-a-half-hour professional development session** to up to four Shire of East Pilbara staff to go through social inclusion principles and how they directly relate to their work. This includes:
  - Delivering one personalised one-on-one professional development session with a single staff member focusing on their specific role, OR
  - Delivering professional development session with up to four staff members with a more general focus

**The Shire of East Pilbara agrees to:**

- **Fostering a supportive partnership with Inclusion Solutions** throughout the Building Inclusive Communities WA project. This includes:
  - Attending an initial project information session
  - Attending an initial one-on-one introductory meeting
  - Regularly communicate with Inclusion Solutions team throughout the project
- **Supporting one two-hour Community Workshop** for 25-35 community members within the Shire of East Pilbara. This includes:
  - Selecting the workshop topic
  - Organising the venue for workshop
  - Promoting the community workshop through Participant channels
  - Identifying and invite 25-35 staff or community members to attend workshop



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- **Supporting one eight-week online Club Renovation Toolkit for 20 community members within the Shire of East Pilbara. This includes:**
  - Identifying and inviting local clubs and community groups to participate in the toolkit (to a maximum of 10 clubs with 2 participants each)
  - Working with Inclusion Solutions to confirm toolkit participants
  - Regularly communicating with toolkit participants to provide encouragement and support
- **Participating in one six-week Community Development Toolkit for up to ten Shire of East Pilbara staff members. This includes:**
  - Identifying up to 10 staff members to participate
  - Participating staff completing a feedback survey
  - Gathering and reporting on outcomes
- **Supporting four one-hour webinars for up to 99 community members within the Shire of East Pilbara. This includes:**
  - Voting for their preferred webinar topics
  - Identifying and inviting local clubs and community groups to participate in webinars
  - Promoting community webinars through your channels
  - Inviting clubs and community groups to register and attend
  - Gathering and reporting on outcomes
- **Supporting the mentoring of one club or community group within the Shire of East Pilbara. This includes:**
  - Working with Inclusion Solutions to identify one local club or community group to be mentored
  - Supporting an initial introduction between mentee club and Inclusion Solutions (as required)
  - Providing support and encouragement to club or community group receiving mentoring (as required)
- **Participating in a one one-and-a-half-hour professional development session to up to four Shire of East Pilbara staff members. This includes:**
  - Choosing up to four staff members to participate in a professional, personalised development session, OR
  - Choosing one staff member to participate in a personalised one-on-one professional development session
- **Financial contribution**
  - The Shire of East Pilbara agrees to contribute a total of \$3,200 (+GST) towards the Building Inclusive Communities WA 2021 project.
    - Minimum of 50% of payment (\$1,600 +GST) to be made at the commencement of this MOU.
    - 50% of payment, or remainder of payment (\$1,600 +GST) to be made prior to Friday 5 November 2021.



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#### 4. MUTUAL OBLIGATIONS

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In signing this MOU, all parties jointly commit to the spirit of the agreement, which is defined in the following statements:

1. We are committed to the best interests of staff, clubs, associations, volunteers and those living within the Shire of East Pilbara community (specific to our joint Associations), and facilitating their inclusion into their local community life.
2. We recognise that we have different roles to play in the achievement of the objectives and that by supporting each other's role we have greater chance of success.

#### 5. DISPUTES

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If any dispute arises concerning this Agreement, the parties must first take all reasonable steps to resolve the dispute themselves. In particular, neither party may make any application to a court or tribunal in relation to such a dispute unless the dispute is first referred to an independent mediator.

#### 6. DURATION OF THE PROJECT

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The duration and terms of the project span a total of 9 months. The project will formally commence in June, 2021 and the project will conclude in February 2022.

#### 7. INTELLECTUAL PROPOERTY

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All new material produced by Inclusion Solutions for the purpose of the *Building Inclusive Communities WA (BICWA) 2021 project* is to remain the intellectual property of Inclusion Solutions during and beyond the BICWA project.

All new material produced in partnership between *the Shire of East Pilbara* and *Inclusion Solutions* for the purpose of the BICWA 2021 project is to remain the shared intellectual property of *the Shire of East Pilbara* and *Inclusion Solutions* during and beyond the BICWA 2021 project.



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## 8. BUDGET

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The Shire of East Pilbara agrees to pay a total of \$3,200 (+GST) to Inclusion Solutions Limited as per the EOI Document and the "Financial Contribution" section on Page 5 of this agreement.



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## 9. EXECUTION

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Signed for and on behalf of Inclusion Solutions by:

**Name:** Denver D'Cruz

**Position:** General Manager

**Date:**

**Signature:**

*In the presence of:*

**Name:** Zoya Yukhnevich

**Position:** Inclusion Consultant

**Date:**

**Signature:**

Signed for and on behalf of the Shire of East Pilbara by:

**Name:**

**Position:**

**Date:**

**Signature:**

*In the presence of:*

**Name:**

**Position:**

**Date:**

**Signature:**

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### 10.3.7 MENTAL HEALTH WORKING GROUP

Attachments:	Appendix 1 - Newman Holistic Wellbeing Action Plan_March Appendix 2 - Community Consultation Forum Report- Newman 2020
Responsible Officer:	Ms Lisa Clack Executive Manager Customer & Community Services
Author:	Miss Chloe Townsend Coordinator Community Wellbeing
Proposed Meeting Date:	28 May 2021
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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### REPORT PURPOSE

To have Council endorse the Shire's involvement in the 'Newman Community Wellbeing Working Group'.

### BACKGROUND

The Suicide Prevention Coordinator from the WA Country Health Service Pilbara has been working with the four main towns in the Pilbara, to develop community wellbeing/ suicide prevention plans and an associated working group for each town.

Community and Stakeholders were invited to participate in consultation forums to create the draft 'Newman Holistic Wellbeing Action Plan' which is attached to this agenda item (**Appendix 1 refers**).

The purpose of the forums were to obtain opinions, views and insight into what the community perceived as contributing factors to mental health challenges and what can assist with mental wellbeing. The forums were opened up for the community to discuss what was working well, what needed improving and where there might be gaps in local services in Newman.

### COMMENTS/OPTIONS/DISCUSSIONS

The Newman Community Wellbeing Working Group is in the process of its development. The Shire has been identified within the plan as a stakeholder to be involved in implementing the Newman Holistic Wellbeing Action Plan to be a member of the Newman Community Wellbeing Working Group.

Community Wellbeing Plans / Suicide Prevention Plans exist across Western Australia. These Plans aim to adopt a whole of community approach to suicide prevention. The purpose of the Working Group is to implement, support and monitor

the identified outcomes that are linked with the Newman Holistic Wellbeing Action Plan's priority areas, and to meet the stated timelines where possible.

Members are expected to make every effort to attend meetings. Representatives should be able to contribute to discussion and updates, and represent their organisation in any decisions on meeting activity. Memberships will be reviewed if members are not able to fulfil the outlined requirements.

Staff recommend that Council support the Shire's participation in this group, by having a representative as determined by the Executive Manager of Customer and Community Services. The Executive Manager of Customer and Community Service should be responsible for assessing any actions and outcomes from the Working Group, and the level of the Shire's involvement in them. Furthermore, the Executive Manager of Customer and Community Services, should periodically review if there should be ongoing Shire involvement, based on internal resources requirements, and the outcomes being achieved by the Working Group, amongst other considerations.

The working group will meet Bi-Monthly for two hours which is deemed to be viable within current workloads.

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

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **STRATEGIC COMMUNITY PLAN**

##### **2: Social**

S3 Advocate and partner to improve access to services.

S3.1 Facilitate services for families and children, youth and aged (inclusive of all demographic types including people living with a disability, Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI).

S3.2 Continue to develop or advocate for new services or programs to meet unmet needs

S2 Build a vibrant community.

S2.1 Facilitate community connectedness and inclusion.

Harmonious communities sharing strong community connections.

S1 Promote and facilitate safe and healthy communities.

S1.1 Support healthy and safe lifestyle choices.

#### **RISK MANAGEMENT CONSIDERATIONS**

Nil

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/216**

**MOVED: Cr Holly Fleming**

**SECONDED: Cr Adrienne Mortimer**

**That Council**

1. Support the Shire having a representative on the Newman Community Wellbeing Working Group.
2. Notes any program changes which may have resource or budget requirements would come back to Council for consideration.

**CARRIED UNANIMOUSLY**

*To be actioned by Ms Chloe Townsend, Coordinator Community Wellbeing*

## **Appendix 1**

### **Newman Holistic Wellbeing Action Plan**



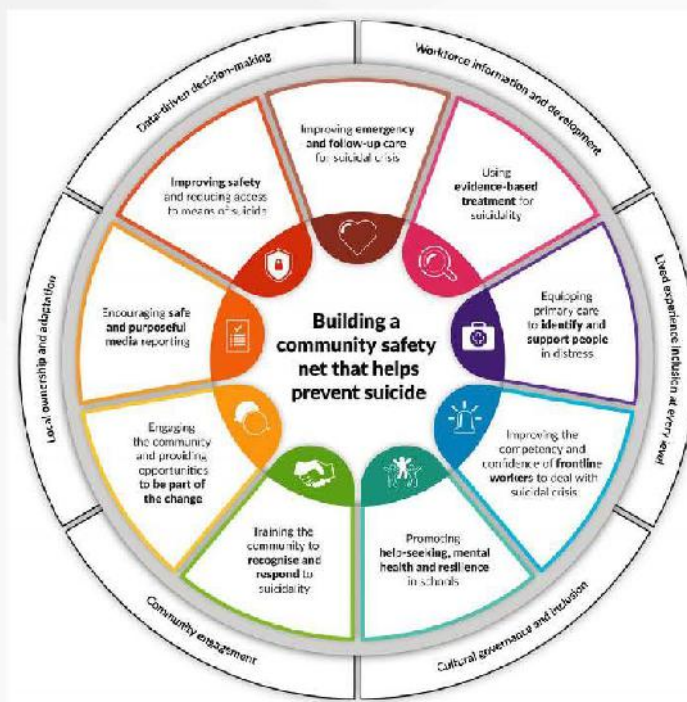
Government of Western Australia  
WA Country Health Service

## Newman Holistic Wellbeing Action Plan



COMMUNITY | COMPASSION | QUALITY | INTEGRITY | EQUITY | CURIOSITY

## Newman Holistic Wellbeing Action Plan



The Newman Community Wellbeing Action Plan has been co-designed by the community in conjunction with service providers, non-government and government support agencies with lived experience at the forefront. This was achieved through a process of community consultation commencing in February 2020. The first forum was an opportunity for community to voice concerns, identify challenges and gaps within the community with regard to mental health, suicide and self-harm. Following on from the initial consultation forum the Community Wellbeing Working Group forums commenced to develop the Newman Community Wellbeing Action Plan. The forums were open to all members of the community and advertised widely, through printed flyers, social media and network distribution. At the final draft review community forum identified service providers, government agencies and community champions were individually invited to participate in the process.

To facilitate and guide the development process the lifespan model developed by the Blackdog Institute was utilised. The model is an evidence-based approach to suicide prevention.

The lifespan model is a community led and implemented strategy that relies on collaboration with all aspects of a community. This systems approach to suicide prevention recognises that successful suicide prevention requires multilevel interventions involving healthcare and community professionals and organisations, along with government and non-government agencies. The systems approach puts emphasis on all relevant organisations and services to work together in an integrated fashion, alongside those with a lived experience of suicide.

### **Newman Holistic Wellbeing Action Plan**

#### **Overarching strategies to guide the Action Plan**

- An ongoing collective approach to Mental Wellbeing where services collaborate and commit to Newman's Community Wellbeing Action plan and the actions within.
- The Newman Community Wellbeing Plan will inform placed based change seen through the lens of evidence based best practice.
- The Newman Community Wellbeing Plan will be Newman specific, both culturally and regionally with strategies to suit the demographics of the local communities.
- The Newman Wellbeing Plan will have a holistic approach. An approach that does not address an individual as a single entity but a sum of its parts that include the environment they live in and the challenges they face

#### **Aims and Goals of the Action Plan**

- To minimise the impact of suicide through education, stigma reduction, ongoing communication and the creation of a community culture where people feel comfortable and competent to have conversations about mental health.
- Strategies within the Newman Community Wellbeing Action plan will aim to address the cause and not simply diagnose the problem.
- Support the creation of a network of mental health stakeholders- Newman Mental Health Network

### Newman Holistic Wellbeing Action Plan

Strategy: Engaging the community and providing opportunities to be a part of the change				
ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
<b>Provide a space where community has space to voice perspective and be involved in the actions from the plan</b>				
<ul style="list-style-type: none"> <li>Events</li> <li>Services/ facilities</li> <li>Media-tv and radio</li> <li>Collaborative community events</li> <li>Champions</li> <li>Forums</li> <li>Surveys</li> <li>Yarning circles</li> </ul>	NCWBWG	PAMS, headspace Pilbara, PMHS, EDAC- PDA, EPIS, EPIC, Martumili, WACHS, CPFS, Mission Australia, YMCA, Save the Children, Youth Centre, Schools, Mining, IGA, Shire, Radio, Newspaper, TV, BHP/ Roy Hill, BHP mental health committee, RSL, Newman Neighbourhood Centre	Short Term	Group TOR Meetings are occurring Events and forums in calendars.
<b>Establish and implement quarterly drop in days</b>				
A day for services and community to come together "to get to know us"	NCWBWG	All relevant services- government and non-government	6 months Ongoing actions	Once established and regularly occurring
<b>Encourage the community to participate and have a voice about the changes they want to see in the community</b>				
Implement a range of social base functions e.g. BBQs Sport	Elders, Community, Shire, PAMS, headspace	The community Anyone who volunteers Services	Ongoing	Effective community engagement is occurring
<b>Identify what a safe place means to our community</b>				
Consultation with community	NCWBWG	Suicide Prevention Coordinator, Mental Health Networks	ASAP	Report findings from consultation distributed.

### Newman Holistic Wellbeing Action Plan

Strategy: Equipping Primary care to identify and support people in distress				
ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
<b>All staff (including ED staff) to complete ASIST or relevant mental health specific care training as a requirement</b>				
Train locals in ASIST facilitation Refresher courses	Suicide Prevention Coordinator	Partnerships Industries/ service providers e.g. BHP and lifeline headspace Pilbara Save the Children	18 months	An intervention trained staff member is on every shift.
<b>Training from WACHS mental health ETS</b>				
Training	WACHS	VC training- WACHS	Medium	Number of trained people.
<b>Residential GP</b>				
Shire Lobby state Government Lobby WAPHA for support	WAPHA	State Government Local Government Community	For new hospital	Permanent full time GP
<b>Supports in place to allow a "person centered approach" along with utilising culturally appropriate care on country.</b>				
Increase Aboriginal Trained staff that can be supported and upskilled to higher level clinical positions.	NCWBWG District Leadership Group Pilbara Aboriginal health Alliance.	WACHS PAMS WAPHA		

### Newman Holistic Wellbeing Action Plan

Strategy: Promoting help seeking, mental health and resilience in schools				
ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
<b>De-stigmatisation of mental health through the facilitation of a range of programs.</b>				
Training in schools for staff, parents and students of: <ul style="list-style-type: none"> <li>▪ Mental Health 1st Aid Training</li> <li>▪ ASIST</li> <li>▪ safeTALK</li> <li>▪ Bullying awareness</li> </ul>	Dep of Ed Principal	YMCA, WACHS, NESA	Ongoing  Consider culturally appropriateness and cognitive behaviour changes	Statistics  People engaging in open communication
<b>Educators confident in knowledge and conversations and change</b>				
<ul style="list-style-type: none"> <li>▪ Health literacy</li> <li>▪ Confidence and readiness</li> </ul>	Department of Education	Suicide Prevention Coordinator, School champion, Physical and mental wellbeing rep.	Ongoing (turnover)	Modules completed  Number of trained people.
<b>Positive role models and Resilience building</b>				
<ul style="list-style-type: none"> <li>▪ Guest speakers</li> <li>▪ Beyond blue</li> <li>▪ Resilience project</li> <li>▪ Body image</li> </ul>	Department of Education	Schools, Funding bodies, Headspace Pilbara	Ongoing	2 speakers per year
<b>Increase regular health promotion activities within the schools.</b>				
<ul style="list-style-type: none"> <li>▪ Wellness expos</li> <li>▪ Safe spaces</li> <li>▪ Talk to someone</li> <li>▪ Learn about services day</li> </ul>	NCWBWG	Services  School health nurses	Annually	1 event in each school year

### Newman Holistic Wellbeing Action Plan

<ul style="list-style-type: none"> <li>R U OK day</li> <li>Mental Health week</li> </ul>				
<b>Primary schools utilising available services- external</b>				
<ul style="list-style-type: none"> <li>Engage school leadership</li> <li>Promote through parents</li> <li>Promote through school apps and newsletters</li> </ul>	NCWBWG	PAMS School welfare officers	Short Term to establish Ongoing maintenance	Schools reporting engagement back to MHC and Ed dept.  Service providers

### Strategy: Ensuring safe and purposeful media reporting

ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
<b>Development of a local media mental health/ wellbeing strategy.</b>				
<ul style="list-style-type: none"> <li>Map and Gap existing media pathways</li> <li>Define and outline content of and co-ordination of existing media avenues</li> <li>Develop strategy</li> <li>Implement an ethical localised procedure for media reporting.</li> <li>Evaluate the procedure</li> </ul>	NCWBWG BHP- Funding support	Ngaarda Media, Curtis Taylor, Mindframe, Cultural Leaders, WAPOL  PAMS	Up to 12 months implementation with ongoing monitoring	A protocol will be finalised along with a local media centre.
<b>Reframe and de-stigmatising the narrative around mental health and suicide. Local positive mental health messaging and messaging in English and language.</b>				
Establishment and implementation of a local radio station that is community led to ensure that local media information is being reported	NCWBWG BHP- Funding support	Ngaarda Media, Curtis Taylor, Mindframe, Cultural Leaders, WAPOL, PAMS	Up to 12 months implementation with ongoing monitoring	Establishment of a continuous local media outlet

### Newman Holistic Wellbeing Action Plan

in a realistic, cultural appropriate, non-biased respectful manner.				
Utilising local good news stories, real community stories and lived experience.				

Strategy: Improving Safety and reducing access to means of suicide				
ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
<b>Establishment of a 24hr safe place to improve psychological safety.</b>				
<ul style="list-style-type: none"> <li>Safe haven café</li> <li>Pop up facility</li> <li>Chat</li> <li>Churches</li> <li>Games</li> </ul>	NCWBWG Suicide Prevention Coordinator	Mental health network Shire of East Pilbara (advocacy supports)		Activation of safe place space
<b>Peer support workers</b>				
Establish a peer support workforce		All services, Government, Non-Government		
<b>Creation of FIFO focused safety plan and programs to support FIFO mental health and suicide prevention</b>				
<ul style="list-style-type: none"> <li>Things to do</li> <li>People to talk to</li> <li>Safe place</li> </ul>	NCWBWG Suicide Prevention Coordinator	Mining and industry		
<b>Education for community to counteract means of suicide preventive measures- Culturally appropriate</b>				

### Newman Holistic Wellbeing Action Plan

<ul style="list-style-type: none"> <li>▪ Having professionals in often</li> <li>▪ Early intervention education with families, parents, teachers and young people</li> <li>▪ Yarns on country (cultural, spiritual, healing camps.</li> </ul>	NCWBWG	Community leaders Local facilitators		
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Strategy: Improving Emergency and Follow up Care				
ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
WAPOL and Mental Health team co-response team for mental health related incidents				
Creation of an emergency mental health team/ position	NCWBWG	MHC, WACHS- PMHS, WAPOL, DOCs if required		Positions- team or protocol established.
Video conferencing service for GPs to ensure follow up. Bulk billed or fee free. For mild or moderate presentations				
Agreement with an appropriate mental health service provider and local GP	NCWBWG	MHC (funding) , Sonic health plus, WAPHA, PAMS		
Improvement of follow up care procedures				
<ul style="list-style-type: none"> <li>▪ Collaborative response with services- WAPOL, GPs and WACHS</li> <li>▪ Community mentors- family involvement with holistic follow up care.</li> </ul>	NCWBWG Suicide Prevention Coordinator	PAMS, Aboriginal men's healing centre, Elders, Mental health services	12 months and ongoing	
Local 24 hr care centre that allows family and friends to support transition back to normal life following care.				

### Newman Holistic Wellbeing Action Plan

<ul style="list-style-type: none"> <li>Step down process back into community following acute care</li> <li>Ensuring services that support appropriate agencies</li> </ul>		WACHS, WAPHA, PAMS		
<b>No wrong door processes within the sector to ensure person centred simpler processes.</b>				
Development of standard feedback and consent form that can be shared to all agencies	WACHS, WAPHA PAMS	All relevant services	6 months	Processes developed and implemented
<b>Establishment of home visits following crisis</b>				
<b>Establishment of an after-hours position/s to support situations crisis</b>				
<ul style="list-style-type: none"> <li>Development of a business case for PLN based at the Newman Health Campus</li> <li>Develop a business case for a cultural position to complement the PLN position.</li> </ul>	NCWBWG	WACHS PAMS WAPHA		Positions established and FTE filled.

### Strategy: Evidence-based treatment for suicidality

ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
<b>Development of flexible local cultural practices to embed into treatment for mental health challenges and suicidality.</b>				
<ul style="list-style-type: none"> <li>Establishment of training for front line staff, primary health care teams and ED staff.</li> </ul>	Community leaders	KJ	Ongoing	Establishment of practices

### Newman Holistic Wellbeing Action Plan

<ul style="list-style-type: none"> <li>Establishment of "on country" remote programs</li> <li>Data collation and research to establish a local culturally governed mental health intervention.</li> </ul>	NCWBWG Mental health network PAMS KJs	WACHS BHP (funding) PAMS Disability services		Research findings Assessment and feedback
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#### Strategy: Training the community to recognise and respond to suicidality

ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
<b>Increase the number of community members training in suicide awareness training such as; safeTALK, ASIST, Gatekeeper, Start</b>				
Target groups that already gather <ul style="list-style-type: none"> <li>P&amp;Cs</li> <li>Mother's groups</li> <li>Shire council</li> <li>Martu Groups</li> <li>Neighbourhood centre</li> <li>Day care</li> <li>Schools</li> <li>BHP</li> </ul>	NCWBWG Suicide Prevention Coordinator	Newman Futures, Community Groups, Shire, PAMS, KJs	12 Months and ongoing	Feedback and number of people attending training
<b>To have local community members trained as facilitators to deliver suicide awareness and intervention trainings.</b>				
Target key people in organisations along with community champions	NCWBWG Suicide Prevention Coordinator	LivingWorks, St Johns, BHP (funding), PAMS	Ongoing	Database collated of trained facilitators
<b>Marketing and advertising of training information</b>				
<ul style="list-style-type: none"> <li>School newsletters</li> <li>Flyers</li> </ul>	NCWBWG, Suicide Prevention	Workplaces, Networks, EDAC- PDA	Ongoing	Increase in attendance numbers

### Newman Holistic Wellbeing Action Plan

<ul style="list-style-type: none"> <li>▪ Social media</li> <li>▪ Workplaces</li> <li>▪ Shire</li> <li>▪ Hospital and health centres</li> </ul>	Coordinator, local facilitators.			
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#### Strategy: Improving the competency and confidence of frontline workers to deal with suicidal crisis

ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
<b>Identify and qualify who frontline organisations and positions are in Newman</b>				
<ul style="list-style-type: none"> <li>▪ Questionnaire to agencies so they can self-identify</li> <li>▪ Questionnaire to also identify gaps in knowledge</li> <li>▪ Development of a Frontline organisation network group</li> </ul>	NCWBWG	Newman Futures, PAMS, WACHS, WAPOL, Newman Women's Refuge, BHP	3-6 months	We will have an understanding of who Newman identifies as Frontline staff and data on their knowledge or gaps in dealing with suicidal crisis.
<b>Collegial Case/ Peer review (health, WAPOL, SJO, NGO). Multiagency review of significant issues or cases that includes; debrief, identifying opportunities for change/ improvement, review of systems processes.</b>				
<ul style="list-style-type: none"> <li>▪ Formation of group</li> <li>▪ Identify cultural input and governance</li> <li>▪ Identify whether it is possible with confidentiality and governance boundaries</li> <li>▪ Development of explicit terms of reference for the group.</li> </ul>		WACHS WAPOL Cultural advocate		
<b>Offer professional development sessions and training targeted at frontline workers</b>				

### Newman Holistic Wellbeing Action Plan

As per other training strategies				
More practice to facilitate and gain confidence through repetition of facilitating				
Targeting different groups/ going out facilitating in different areas e.g. schools, remote communities, organisations	NCWBWG	Frontline Organisations network group	Ongoing	

The Newman Holistic Wellbeing Action Plan will be maintained, monitored, implemented and evaluated by the Newman Community Wellbeing Working Group. The Working group will be comprised of relevant government, non-government and community groups/ agencies alongside community champions, lived experience advocates and cultural leaders.

## **Appendix 2**

# **Community Consultation Forum Report**



Government of Western Australia  
WA Country Health Service

# Your Voice Community Consultation Forum Mental Health, Suicide and Self Harm

**Newman**  
February 2020



HEALTHIER COUNTRY COMMUNITIES THROUGH PARTNERSHIPS AND INNOVATION

COMMUNITY | COMPASSION | QUALITY | INTEGRITY | JUSTICE

## Background

Mental health can be a difficult subject to discuss. It is always in our minds but very rarely do we, as a collective discuss the issues surrounding mental health challenges.

In Western Australia there is an average of one death by suicide daily. The suicide rate for Aboriginal and Torres Strait Islander people in Western Australia is almost 3 times higher than the non-Aboriginal population. \*\*

It is important that we are collectively agreed that suicide is 'everyone's business', that we can come together to provide preventative, intervention and Postvention strategies, ideas and supports to all members of our community.

This forum provided an avenue for community voices to be heard. It was an opportunity for stories, lived experience and opinions to be shared and valued.

## Purpose

The purpose of the forum was to obtain opinions, views and insight into what the community perceives as contributing factors to mental health challenges and what assists with mental wellbeing.

The forum was opened up for the community to discuss what is working well, what needs improving and where there might be gaps in local services.

The information gathered will provide a knowledge base to assist with the creation of a *Community Wellbeing Action Plan* that incorporates Suicide Prevention, Postvention and Intervention strategies. The Wellbeing Plan will be a co-designed, place based initiative developed by a local working group. The working group will be made up of stakeholders, community champions, lived experience advocates and local Elders.

It is important that lived experience is heard, valued and included when looking at action plans for our community. To effectively support the community we must understand what the community needs, wants and desires to best support mental wellbeing and aid suicide prevention. Community voice must drive and lead the actions that support mental wellbeing, aid suicide prevention and support bereavement.

*"Knowledge is power, understanding within community, normalising mental health."*

Understanding what the community's mental health literacy levels are assists to determine what types of community education, events and programs might be necessary to enable a holistic supportive community.

The forum was also an opportunity to engage and communicate with community members what supports are currently available, what emergency care options are accessible in times of need and how to access those supports.

The participants had the ability to voice any concerns or complaints about current mental health supports to enable us to improve services and advise of the correct pathways to raise such incidents.

To provide feedback on this publication email  
WACHS-Pilbara.HHDS@health.wa.gov.au. Alternative  
formats can be provided on request. © WA  
Country health service.

## The Forum

### Attendees and location

The Consultation forum was advertised widely throughout the community. This was done via flyer distribution both hardcopy and electronically. It was distributed through stakeholder networks and advertised on widely on social media by those stakeholder networks.

The forum was held over two sessions at the Newman Neighbourhood Centre on the 13<sup>th</sup> February 2020. 12 participants engaged over the two sessions. Attendees were made up of community members, stakeholder organisations, mental health professionals and Not for Profit organisations. There were 8 female participants and 4 male participants.

*"Couldn't be more pertinent. More often, more people, more services to come with comment."*

The forum was facilitated with a mixture of small group activities, small and whole group discussions as well as individual reflection opportunities. After each group discussion and brainstorm participants were provided 3 dots to place on the charts to highlight important topics, issues, concerns, positives.

### Topics of Discussion

Participants were asked to discuss, document and reflect on:

- What is mental health
- Factors that contribute to mental health challenges
- Factors that contribute to positive mental health
- Types of support available within the community
- Suicide prevention
- Suicide intervention and early intervention

- Postvention
- The importance of lived experience



## Overview:

### Mental Health

Within the room there appeared to be a good understanding of what mental health is. There was acknowledgment that mental health encompasses your physical, emotional and mental wellbeing. When identifying what mental health is there was some focus on mental ill health and diagnosis, however overall there was a general focus on mental wellbeing.

When identifying what factors contribute to mental health challenges within our community it was evident that racism rated highly as a contributing factor. Intergenerational traumas along with an overall lack of services were also highlighted as prominent issues in the community that affect mental health.

During discussions about positive mental it was evident that Newman offers a lot of social engagement activities within the community. It was also highly noted that Community Champions lead mental wellbeing and have a strong impact on the community as a whole.

### Support Systems

Through identifying supports available within the community we looked at what is available to support individuals, families and the community from a mental health perspective.

It was evident from the discussions that the supports available to the community were well known within the participant group. However, discussion often returned to there being an overall lack of primary and mental health services in the area.

It was evident that in terms of community supports key areas of improvement included; the appropriateness of services being delivered, accountability of service deliverables, consistency of service delivery, collaboration and professional expertise and capacity.

It was highly evident that there is a strong need for regular and reliable GP services for the Newman community.

### Suicide and Self-Harm

Key influences on suicidality were noted as being substance abuse and alcoholism.

The topic of community programs in relation to suicide prevention noted multiple services of support. Collaboration, training and 24 hour face to face services were noted as key areas of improvement.

Few services were noted in terms of service provision for early intervention and intervention for suicidality. It was highlighted by participants that there is a need for an in-patient facility and respite options.

When it comes to preventative measures there were several supports noted within the community. It was highlighted that there is a need for service collaboration and 24hour services to support suicide prevention.

General health services, family and collective conversation along with Aboriginal Controlled Organisations were notes as being available within the Postvention space. Discussions highlighted that there is a need for a crisis response model for the Newman community.

### Why is lived experience so important?

Throughout both sessions we heard from passionate people sharing lived experience to guide service improvements both as service providers and individuals. We heard personal stories of resilience and overcoming extreme distress with limited supports available.



## Key findings:

- Services are lacking
- GPs are limited
- Accountability is required on all fronts
- Cultural safety is paramount
- Capacity building for both community and Individuals is required

## Appendix:

### *Describe mental health as a group?*

- About being well- social, mentally, physically, emotionally, individually. Added together= being well
- Mental health- co-morbidity, support services, community, isolation, acceptance, diagnosis, self-care, wellbeing, lonely, resilience, mental health, ability to have resilience to live well and feel supported- stigma free.
- You are not your diagnosis, continuum, everyone's business, wellbeing, mental GOOD health, a journey, peace and joy, fear and shame, mental=mad, leads to isolation, biophysiosocial, stigma, issue.

### *Factors contributing to mental health challenges:*

- Isolation \*    Co-morbidities (e.g. D&A use, criminal behaviour, peer pressure)    Gatekeeping
- Lack of collaboration between services    Lack of connection; with others; access to country \*
- Social determinants of health •    Remoteness \*•    Lack of/ inadequate services \*\*••••
- Lack of capacity building/ community development \* ••••    Funding and resources ••
- Duplication of services    Policies and procedures    Only VC or metro supports available- not helpful \*
- Men suppressing their feelings/ anger    Women suppressing their feelings    Bullying
- Small town- know everyone- fear of public knowledge- gossip •    Access to medication •
- Stereotyping- lack of knowledge or insight of mental health    Disadvantage    Overcrowding
- Lack of mental health education/ unable to articulate    Cultural appropriateness    Insecure housing \*••
- Ramifications from government departments    Culture of holding in- fear of disclosure    Gambling •
- Family and domestic violence \*••    Alcohol and other drugs/ substance misuse \* •    Lack of facilities
- Being labelled/ stigma from service providers \*    Trauma, unresolved intergenerational trauma \*••••
- Lack of trained professionals    Lack of family support- disconnect from family \*    Confidentiality- lack of
- Work schedules / work life balance \*•    Environment/ climate/ seasonal    Community
- Racism/ discrimination- institutional/ structural racism \*•••••    Lack of men's health awareness
- Lack of options- education, employment, social interactions •••    Lack of cultural and arts activities
- Exclusion- actively listening from policy people    Lack of knowledge about what is available
- Physical health- maintaining healthy lifestyle \*

- Lack of GPs- consistent/ FIFO locums \*•
- Lack of good health care
  - Stress
  - Retelling of story
  - Battle to get existing medications renewed
  - No actual care
  - Doctor not knowing
  - Punitive

\* Number of times raised by different groups  
• Highlighter by participants

### *Factors contributing to positive mental health:*

Community/ community connections \* ● Isolation Library \* Diet/ exercise/ health  
Spirituality Alcoholics anonymous Martu Farm Sense of purpose

Stable housing Resilience Work schedules Weather No traffic/ rat race

Small population Opportunities to grow, progress, try something new

Flexible work Lots of service provision Social media Research interest

Lots of events \*\*\*●

- Workshops
- Movie nights
- Science days
- Family events
- Ngaitia
- Crèche
- Mothers groups
- Women's groups
- Markets

Sports \*\*

- Little athletics
- Basketball
- Soccer
- swimming

Arts/ crafts Employer support Pathways Hope Information/ awareness Finances

Friendships/ socially connecting \* Mutual cultural respect Music Autonomy

Violence- learned behaviours (can be helped or unlearned) ● Healthy relationships

Volunteering

- committees
- St John's Ambulance
- Emergency services

Strong links to culture- strong old culture \* Community champions ●●●●

Environment/ country (hiking, 4WDing, waterholes) \* Men's Shed- in development ●

\* Number of times raised by different groups  
● Highlighter by participants

### *Support Systems:*

#### **What's Working Well**

- Agencies are present
- Nightfileds
- Sporting clubs
- Restaurants
- Events
- Improved communication reducing silos in some spaces
- Interagency network meeting
- Availability
- Referral pathways
- Collective goal setting and cooperation
- Youth Centre\*
- Neighbourhood centre\*
- AA
- Workshops
- Youth centre
- Scouts
- EPIS
- Martu Farm
- Women's Shelter
- Mother's groups
- Playgroup
- Shire



## *Suicide and Self-Harm:*

### *Factors contributing to Suicide*

Substance abuse- alcoholism \*      Family and domestic violence

Lack of services      Financial burden      Relationship stress

Isolation

- FIFO
- Working conditions
- Living away from home
- High lifestyle spending

Post-natal depression      Family stresses      Grief and loss

Children in care (removal CPFS)      Long work hours

Life work balances      Small town gossip      Social media

School bullying      Triggering experiences      Racism

Jealousy      Lack of hope      Despair      ABI-untreated

Illiteracy      Imprisonment (pre)      FASD

Cognitive function- forensic      Screening process when young

Misadventure      Boredom      Copycat      Social media

Relationships/ custody/ family split

### Prevention

#### Services Available:

- Radio Advertising
- Lifeline
- BHP- mental health promotion
- Psychoeducation- MHFA, Ngarla
- ASIST/ MHFA/ Gatekeeper
- Structured peer support
- WACHS
- Private
- PAMS
- Community
- Schools
- Events and connection
- Beyond blue
- AMHC
- Headspace
- Mission Australia
- Youth Centre

#### What's Missing/ New ideas:

- Services
- Availability
- Education and research
- 24 hour services ●
- Collaboration ●●
- Harm minimisation or reduction
- Safe spaces
- Sobering up facilities
- Community patrol
- D&A rehab (residential)
- Aged care facilities residential
- Phone booths, call points, wifi

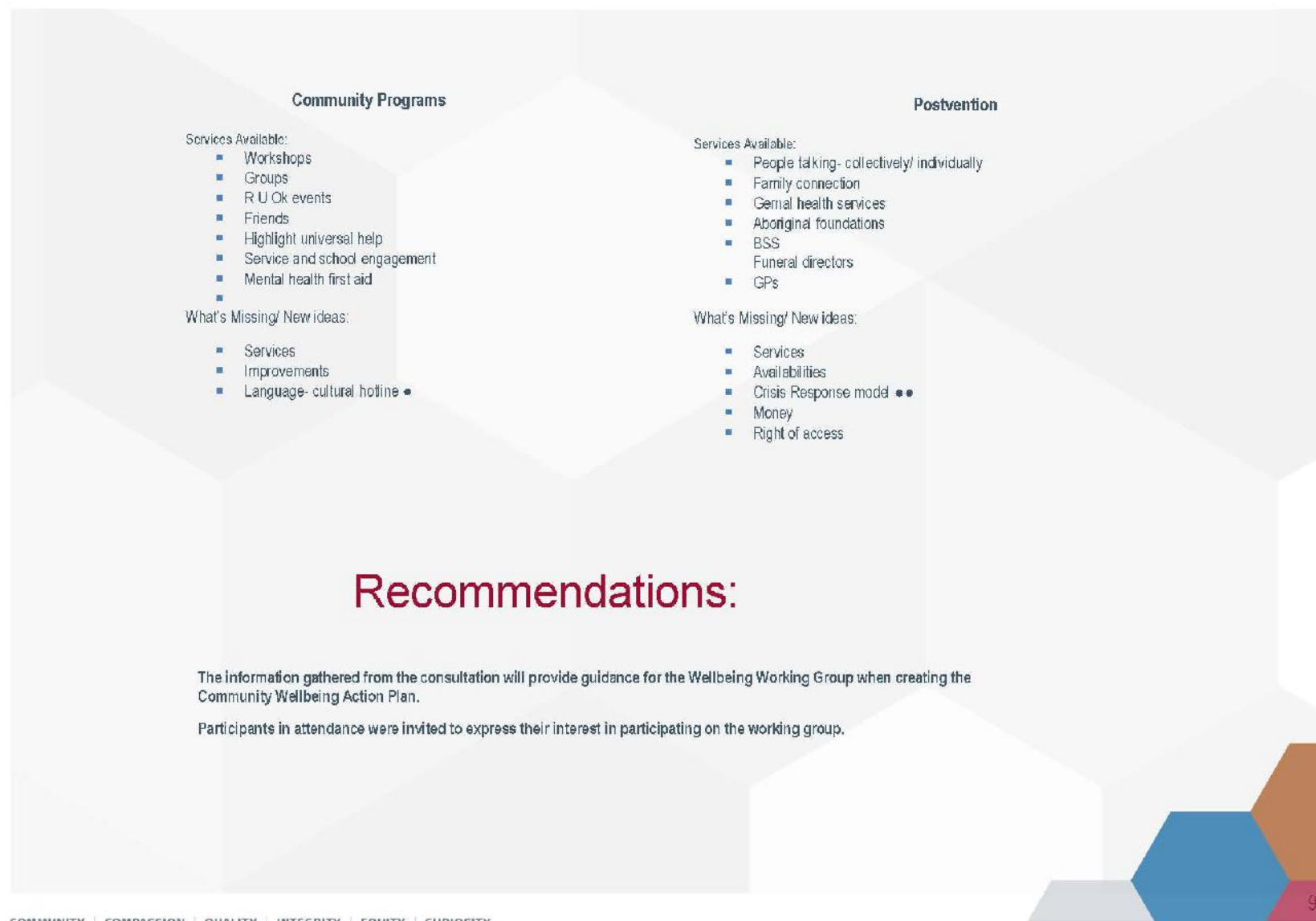
### Early Intervention/ Intervention

#### Services Available:

- St John's
- Phone lines
- Police
- Peer support (unstructured)
- PAMS
- Phone service
- WACHS mental health
- Phone services/ VC
- Youth centre

#### What's Missing/ New ideas:

- Services
- Improvements
- 24 hour service/ assertive outreach
- Collaboration
- Education and research
- In-patient facility- respite ●

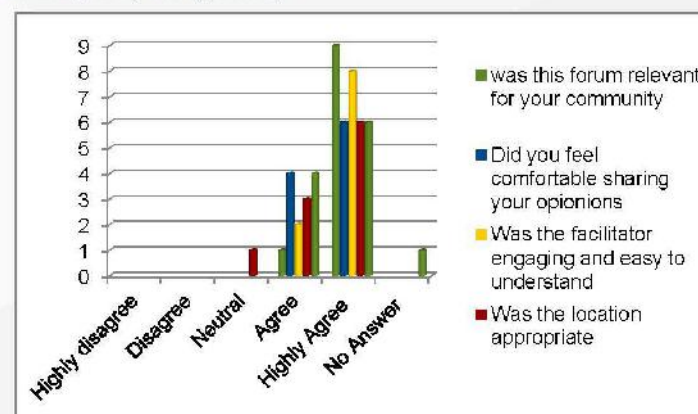


### *Why is lived experience so important:*

- Knowledge is power, understanding within community, normalising mental health
- You have the knowledge to better understand what is required Not knowing= no idea
- Great!
- Is the way to go! So that the assessments are real, for the appropriate plan and implementation in order to achieve the right outcomes which is continuously fed back.  
Harm reduction
- It's vital to understand people's lived experience because they have intimate knowledge of what service delivery is like in this place. Newman is a unique place with unique strengths and challenges/ barriers that need to be understood
- I think it's important to listen and seek to understand those that have lived experience as they give insight to the system you are trying to improve. The value in knowing what the end user has experienced can remove any road blocks that can come about. It also highlights what works to enable better access. None of this can work if the intent is to make assumptions on what you thing might work. Work with compassion, live with integrity, gain respect.
- Not tied up in funding, not tied to agendas, real experience is more powerful than hypothesis, perspective is meaningful of person in lived experience, can call out the gaps in continuum if experienced, provides empathy and compassion to situation
- Understanding, compassion, hope, perspective
- Peer to peer input and support. Ensures support is meaningful and taps into appropriate services, ensures cultural humility and regional perspective is present.
- Ultimately, while academic research is exceptionally important, what else truly matters?? How else do we ensure we're meeting the ultimate target??

### Comments from Participants

- Wasn't sure what I'd get out of it, but came on behalf of the council, got a lot out of the workshop. Only one opportunity - advertising to get more peoples view and opinions are to make this happen.
- More often, more people, more services to come with comment
- Was this relevant to your community?
  - Couldn't be more pertinent
  - Very, but we need to engage more (different) voices
  - Yes, very relevant
- Did you feel comfortable sharing your opinion
  - Largely
  - Yes
  - Cannot give much info around service providers
- Was the location appropriate?
  - ?children
  - Perfect
  - Yes, but still a bit hot (food awesome)
  - Yes, nice and cool
- Was the facilitator engaging and easy to understand?
  - Yes! Fantastic. Thought provoking- keeping the conversation moving (on track)
  - Yes, very engaging
  - Yes
- Would you attend another event?
  - If I was available
  - Yes
  - Yes, a mental health one
- I think a continuing needs analysis involvement the relevant indigenous people especially who have had in the ????(unable to read the comment.
- Thank you for visiting!! We want more



*I would like to thank all those who participated in the forums that have informed this report.*

*\*\*Statistical references referenced from Suicide Prevention 2020  
Together we can save lives*

#### 10.4 EM COMMERCIAL SERVICES

##### 10.4.1 DEVELOPMENT APPLICATION P036/20 – OASIS @ NEWMAN, LOT 44, GREAT NORTHERN HIGHWAY, NEWMAN

<b>Attachments:</b>	<b>Appendix 1 – Site Plan</b>
<b>Responsible Officer:</b>	<b>Mr Ben Lewis Executive Manager Commercial Services</b>
<b>Author:</b>	<b>Mr. Cameron Leckey Contract Planner</b>
<b>Proposed Meeting Date:</b>	<b>28 May 2021</b>
<b>Location/Address:</b>	<b>Lot 44 Great Northern Highway, Newman</b>
<b>Name of Applicant:</b>	<b>Oasis Newman Operations Pty Ltd</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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#### REPORT PURPOSE

The purpose of this application is to seek retrospective development approval for a number of unauthorised alterations and additions to the existing accommodation village at Lot 44 Great Northern Highway - known as *Oasis @ Newman*.

#### BACKGROUND

The unauthorised works have been carried out over a period of time, and were identified by officers during the assessment of the application considered and approved by the Council at the meeting of 26 February 2021 (ref P001/21).

At the request of officers, the applicants have submitted a retrospective development application in order to formalise the various unauthorised works.

The site's owner has been issued with a 'stop work' notice under both planning and building legislation in order to prevent further unauthorised works from progressing. The decision to issue a stop work notice is now under review with the State Administrative Tribunal, however this does not prevent the Shire from determining this application.

The unauthorised works are consistent with and incidental to the approved land use and will not impact any adjoining properties or the amenity of the locality. The caretaker's residence is exposed to an unacceptable level of risk with respect to the adjoining bushfire hazard, and the applicant has requested that this residence is excluded from the approval to allow additional time for the applicant to work with DFES and their bushfire consultant to resolve this issue.

The application, with the exception of the caretaker's residence, is recommended for approval subject to appropriate conditions.

The purpose of the application is to seek retrospective development approval for some unauthorised works at Oasis @ Newman (Lot 44 Great Northern Highway, Newman).

Lot 44 Great Northern Highway ("the subject site") is zoned 'Rural' under the Shire of East Pilbara Town Planning Scheme 4 ("TPS4").

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The subject site is currently improved by an accommodation facility comprising 387 rooms, along with associated amenities (pool, gym, dining room, recreation area, laundry facilities), parking, and a self-contained wastewater treatment facility.

The Council resolved to approve a substantial extension to the existing accommodation village in February 2021. This extension provided for a further 278 rooms, along with a number of other incidental works. It is understood that the landowner is currently working through the various conditions of this approval prior to progressing with a building licence and other statutory approvals.

The unauthorised works that form part of this application include the following:

- 5 x accommodation buildings in the north eastern portion of the site, each containing 4 single bed accommodation units (20 beds in total).
- A new gymnasium and recreational facility to the east of the existing kitchen and dining area.
- A single bedroom manager's residence located to the south of the new gymnasium.
- A single bedroom staff residence located to the south of the new gymnasium and adjacent the manager's residence.
- A free-standing carport adjacent to the dining area in the centre of the site.
- An extension to the existing dining room in the centre of the site.
- Relocation of the on-site administration office into the former gymnasium area.

The purpose of this application is to formalise these works through the planning system such that all development on the site is consistent with the various approvals that have been granted. The applicant can then proceed to formalise the unauthorised works through the building legislation in order to bring the property into compliance.

## **COMMENTS/OPTIONS/DISCUSSIONS**

### **ADVERTISING AND SUBMISSIONS**

The proposal was not required to be advertised as the works are retrospective in nature, and do not abut any common boundaries with residential land uses or similar.

### **INTERNAL REFERRALS**

No comments which have a material bearing on the assessment or recommendations of this planning application have been received from internal departments. It is noted that the appropriate building, health and engineering approvals will be required from the Shire should this retrospective development application be approved.

### **OFFICER'S ASSESSMENT**

A detailed assessment of the proposal against the applicable statutory and policy framework has been completed.

Given the incidental nature of the unauthorised works, and the Shire's recent approval of the more substantive application for the redevelopment of the site, considerations such as land use, traffic and access are already considered to be satisfactorily addressed.

The buildings themselves are generally appropriately located and designed to complement the remainder of the site, and do not raise any planning considerations with respect to their visual appearance.

The site is bushfire prone pursuant to SPP 3.7 and the DFES Bushfire Prone Mapping. A Bushfire Attack Level ("BAL") Assessment has not been provided as part of this application, however two separate BAL assessments have been submitted and approved by the Shire as part of earlier applications, the most recent being the February 2021 approval. The 2021 BAL assessment prescribed a setback of 9m in order to achieve BAL-29. This BAL assessment supersedes an earlier February 2020 assessment, which prescribed a lesser setback of 3m.

It is considered to be diligent planning to give greater weight to the more recent BAL assessment – particularly as it was prepared by a Level 3 Bushfire Consultant.

The applicant's Level 3 consultant has advised that the ability for the unauthorised works, and the manager's residence in particular, to meet a BAL rating of BAL-29 or lower is contingent on the maintenance of a firebreak within the adjacent Crown land to the east of the site. At present this firebreak is maintained sporadically by the Oasis owners.

Given the firebreak is not located within the subject site, there is no formal or legal mechanism which allows the landowner to maintain it. As such, the firebreak should not be relied upon when assessing BAL levels unless a formal arrangement is in place.

As an alternative, the applicant has suggested constructing the manager's residence to a BAL-40 standard, which would meet the applicable Australian Standard.

In considering this approach from a planning perspective, it is noted that SPP3.7 has a general presumption against any new development (unless classified as "minor") within the BAL-40 contour, without first obtaining the approval of the Department of Fire and Emergency Services (DFES), and demonstrating that there is no viable alternative location for the development. The applicant is currently working through this issue with their bushfire consultant and DFES, and is confident of a supportive recommendation from DFES in time.

As an interim solution, the applicant has requested that the caretaker's dwelling be excluded from this application, and that the remaining unauthorised buildings (all of which are not faced with the same bushfire issues) be approved so that the applicant can proceed with building certifications for the remainder of the unauthorised works. Whilst this is not an ideal situation, it is considered reasonable and pragmatic to allow for the rest of the works to be formalised via this approval, whilst allowing some additional time to resolve the issues associated with the caretaker's residence.

It is important to note that a new application for the caretaker's residence will need to be submitted, along with the appropriate bushfire reporting and confirmation from DFES before it can be approved. In the event that this application is not forthcoming, and / or the bushfire issue is unable to be resolved, it remains open to the Shire to proceed with a range of legal actions under the planning and building legislation in order to bring the property into compliance.

Aside from the bushfire setback consideration for the manager's residence, the remaining unauthorised works are considered acceptable from a planning perspective. The staff residence, whilst close to the site boundary, is set back further

than the approved accommodation units immediately to the east. The adjoining property is Rural zoned Unallocated Crown Land, and it is therefore considered that the setbacks will not have any adverse impact on the amenity of the adjoining property.

Conclusion

With the exception of the manager's residence, the proposed use and development is considered to be appropriate in the context of the planning framework and the previous approvals granted over the site, subject to the recommended conditions.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Council will determine this application in accordance with its powers under the Planning and Development Act 2005 and the Shire of East Pilbara Town Planning Scheme No.4.

In the event that the Council approves this application, the applicant will likely seek leave to withdraw the application with the SAT to review the planning stop work order.

**POLICY IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

**3: Built Environment**

Connected and accessible communities.

B1 Optimise places to live, work and enjoy.

B1.1 Improve local amenity

**RISK MANAGEMENT CONSIDERATIONS**

Council will be making a lawful discretionary decision in accordance with its powers under the Planning and Development Act 2005. There is no additional organisational risk caused by Council carrying out its powers in this manner.

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/217**

**MOVED: Cr Karen Lockyer**

**SECONDED: Cr Wendy McWhirter-Brooks**

That Council grants development approval in accordance with Clause 68(2)(b) of the Deemed Provisions for Local Planning Schemes subject to the following conditions:

**Administrative Conditions**

1. Development shall be in accordance with the approved plan(s) and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the Shire of East Pilbara.
2. At the request of the applicant, the 'manager's residence' as marked on the approved plan is excluded from this application and does not form part of this approval.

**Bushfire**

3. Prior to occupation, the Bushfire Emergency Evacuation Plan is to be implemented in accordance with the recommendations of the Bushfire Management Plan (Envision, January 2021).
4. Prior to occupation, internal site vehicle access is to be designed, constructed and maintained in accordance with Element 3, Table 6 column 3 in the *Guidelines for Planning in Bushfire Prone Areas V1.3*.
5. Prior to occupation, a minimum 3m wide traversable firebreak shall be installed around the internal perimeter of the site and maintained thereafter to the satisfaction of the Shire of East Pilbara.
6. Prior to occupation, an adequate water supply of sufficient capacity and pressure for fire fighting purposes shall be provided, with external hoses shielded from radiant heat, and capable of applying water safely onto all external surfaces of each building and for 10m around each building for a period of no less than 30 minutes at each building, to the satisfaction of the Shire of East Pilbara.

**Services**

7. Prior to occupation of the development, an adequate potable water supply shall be made available and thereafter maintained to the satisfaction of the Shire of East Pilbara and the Department of Health.
8. Prior to occupation, the development hereby permitted shall be connected to an approved wastewater management system, and the approved system thereafter maintained to the satisfaction of the Shire of East Pilbara and the Department of Health.

**Visual Appearance**

9. All new buildings are to be clad and finished such that they integrate and blend in with the existing buildings on site.

**ADVICE NOTES**

1. All building, health and waste management works are to comply with applicable legislative requirements.
2. In relation to condition 2, a separate development application is to be submitted for the manager's residence. This application is to address the requirements of State Planning Policy 3.7 – Planning for Bushfire Prone Areas, and in particular clauses 6.7.1 and / or 6.7.2 of SPP 3.7. We recommend that the applicant consult with DFES as part of the preparation of this application.
3. The applicant being advised that the Shire of East Pilbara reserves the right to take further legal action should the caretaker's residence not be formalised within a reasonable timeframe.

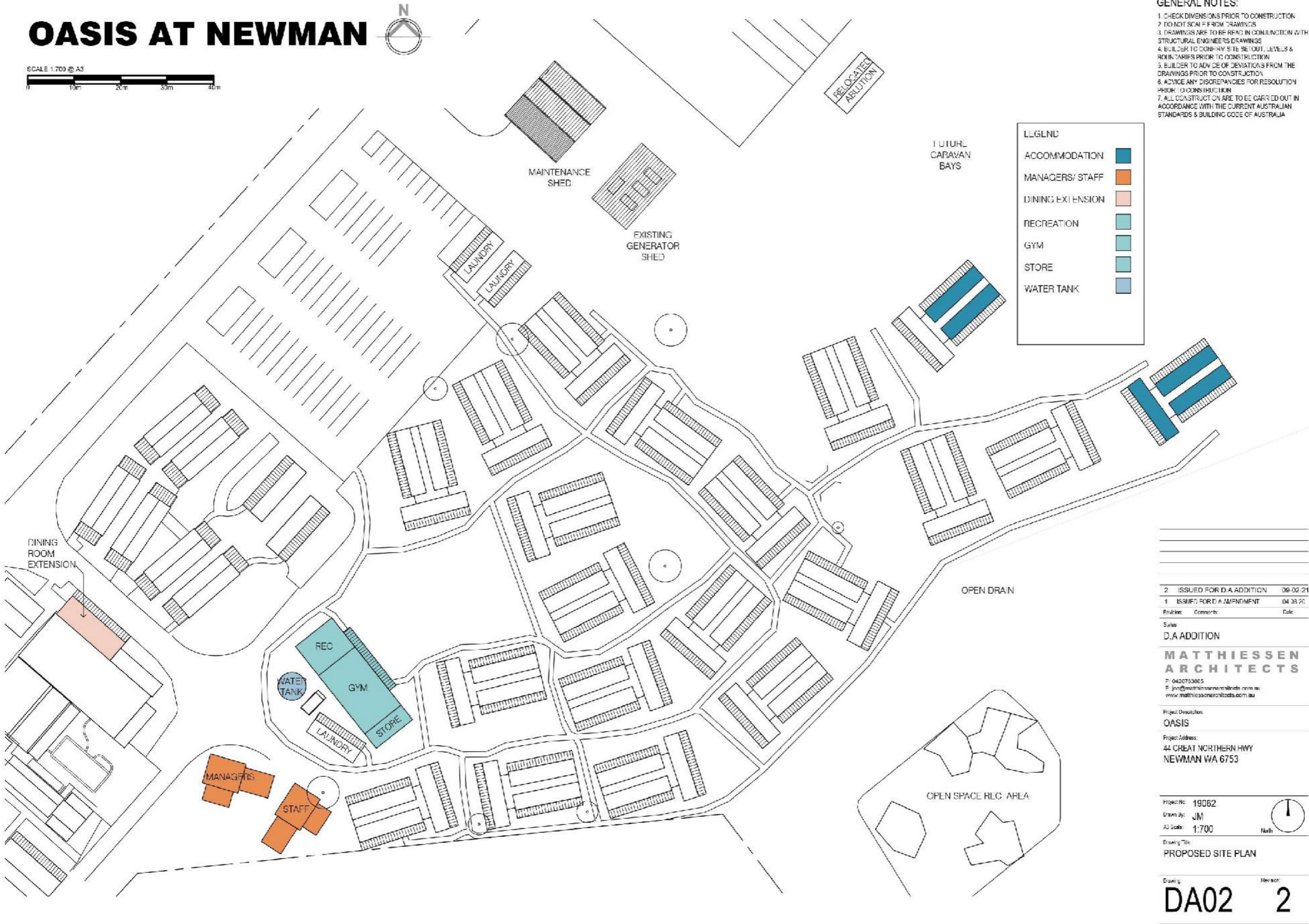
FOR: Councillors Coppin OAM, McWhirter-Brooks, Mortimer, Parsons,  
Middleton, Smith, Fleming  
AGAINST: Councillor Lockyer

CARRIED

RECORD OF VOTE: 7-1

*To be actioned by Mr Ben Lewis, Executive Manager Commercial Services*

## **Appendix 1 Site Plan**



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#### 10.4.2 NEWMAN AIRPORT MASTERPLAN

<b>Attachments:</b>	<b>Appendix 1 – Draft Newman Airport Masterplan Appendix 2 – Staged Implementation Plan</b>
<b>Responsible Officer:</b>	<b>Mr Ben Lewis Executive Manager Commercial Services</b>
<b>Author:</b>	<b>Mr Ben Lewis Executive Manager Commercial Services</b>
<b>Proposed Meeting Date:</b>	<b>28 May 2021</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 Newman Airport Master Plan and the staged implementation plan.

#### BACKGROUND

Council, at its ordinary meeting on 24 May 2019 resolved to appoint JJ Ryan for the supply or a Master Plan for Newman Airport.

#### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/154

**MOVED:** Cr Michael Kitchin

**SECONDED:** Cr Anthony Middleton

**That Council**

- 1. Award Tender RFT 09-2018/19 for the Supply of a Master Plan for the Newman Airport to JJ Ryan Consulting Pty Ltd at the tendered price of \$99,915.00 Ex GST.**
- 2. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between the Shire and JJ Ryan Consulting Pty Ltd with respect to this Tender**

**CARRIED BY ABSOLUTE MAJORITY**

***To be actioned by Mrs Dawn Ronchi, Contract and Procurement Officer***

#### COMMENTS/OPTIONS/DISCUSSIONS

The consultants have completed the Draft Master Plan, which incorporates a land use plan that identifies and sets out specific usage areas around the airport reserve such as the General Industrial Area (GIA).

As it can be seen from the overall site plan (refer to Appendix 1) the long term land use has incorporated the relocation and expansion of the General Aviation (GA) and rotary aircraft (helicopters) into precincts that allow for long term expansion and separation which will significantly assist in safe operational movements. The current

location of the GA area and the positioning of the Air Services land has effectively boxed in the GA area not allowing for any expansion or reconfiguration.

The plan also accommodates a precinct for airfreight, which the administration believes will dovetail with Council's plan to provide a freight and logistics hub for the Pilbara region.

There is also an expansion to the terminal, which will increase check-in and security area allowing for the current and future volume of passengers, which also incorporates the enclosure of the baggage collection area.

The reconfiguration of the short and long-term carpark is still yet to be designed. However, the allocation of a carpark reserve will provide enough space for any future designs.

At the April OCM, the staff presented the staged rollout plan based on a five and ten year proposal. Council's indication was to move forward with the rollout plan in a shortened process to gain the advantage of the current heightened iron ore prices. Therefore, the staff have provided a rollout plan based on a five year completion.

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

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **STRATEGIC COMMUNITY PLAN**

##### **3: Built Environment**

Connected and accessible communities.

B2 Plan for the future.

B2.2 Facilitate the release of land for diverse and inclusive housing options, industrial and commercial use

#### **RISK MANAGEMENT CONSIDERATIONS**

The risk associated with not implementing the master plan would include:

- Not completing the required asset renewal and replacement
- Not addressing the current restrictions hampering daily operations
- Not accounting for the future increase of passenger numbers based on the increased economic growth with in the region.

#### **FINANCIAL IMPLICATIONS**

That the staged rollout plan be endorsed as part of drafting the Shire's annual budgets.

**VOTING REQUIREMENTS**

Simple

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/218**

**MOVED: Cr Geraldine Parsons      SECONDED: Cr Wendy McWhirter-Brooks**

**That Council:**

- 1. Endorse the Newman Airport Master Plan as per appendix 1**
- 2. Endorse the staged roll out plan as per appendix 2**
- 3. Notes that the implementation plan will be submitted to Council for consideration as part of each budget process for the financial years 2021/22 – 2025/26 inclusive.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mr Ben Lewis, Executive Manager Commercial Services***

## **Appendix 1**

### **Draft Newman Airport Masterplan**

## **Appendix 2**

### **Staged Implementation Plan**

Staged Implementation Plan

Project	20/21	21/22	22/23	23/24	24/25	25/26
Carpark reloation and expansion			X			
Intersection upgrades		X				
Terminal expansion				X		
HV / LV - Transformer upgrade		X				
HV / LV - Ring main upgrade		X				
HV / LV - Street lighting works		X				
HV / LV - Expansion provisioning			X			
Sewer upgrade		X				
Water upgrade - Bore connecton		X				
Water upgrade - Fire Services			X			
Water upgrade - Network distribution		X				
Airside Lighting		X				
New Runway - Newman					X	
New taxiways and overlay of existing				X		
Apron expansion and overlay		X				
Relocation of boundary fencing		X				
Relocation of the GA area		X				
Creation of a freight and logistics				X		
Creation of Tourism and Accomodation						X
New Runway - Marble Bar	X					
Relocation of boundary fencing - Marble Bar		X				
New Entry Road and Carpark - Marble Bar		X				

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

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

**12.1 CR WENDY MCWHIRTER-BROOKS**

**Elected Member:** Cr. Wendy McWhirter-Brooks

**Proposed Meeting Date:** 28 May 2021

*12:06pm Cr Lang Coppin OAM left the Council Chambers.*

*12:08pm Cr Geraldine Parsons left the Council Chambers.*

*12:10pm Cr Geraldine Parsons returned to the Council Chambers.*

*12:12pm Cr Lang Coppin OAM returned to the Council Chambers.*

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**1. What plans are in place for the installation of a Dump Point at the public toilet at the Marble Bar Memorial Park?**

There is already a dump point installed at the RSL park in Marble Bar.

**2. What plan has been made for the provision of parking bays and turnaround opportunities has been made for long vehicles (trucks and cars towing caravans) on the Hillside-Woodstock Road from Marble Bar to the Shire of East Pilbara boundary and on the Limestone-Marble Road?**

There are numerous turnaround bays/areas and or gravel pit locations as well as cleared camp areas which provide an opportunity for vehicles to pull over and/or turn around.

**Cr Wendy McWhirter-Brooks asked a further question:**

Between Marble Bar town and the other side of Coongan Gorge there is nowhere for caravans to park. We have long vehicles that are pulling in at our Marble Bar entry statements. Can the administration look at what other options might be available?

Taken on notice.

**3. What plan has been made for the Comet Tourist Mine driveway access? Currently the driveway offers poor visibility due to bends in the road for transiting traffic and for vehicles entering and leaving the premises. Trucks and light vehicles are observed travelling at excessive speeds through this area.**

To date there has been no request and or issues raised pertaining to any traffic concerns. The driveway location is a matter for the property owner. The road has been speed rated with legal speed limits having been posted. Traffic/speed enforcement is a matter for the WA Police.

4. **What plan has been made for the provision of parking bays on the north end of the Corunna Downs Road for truck drivers wanting to make short stops to visit the Marble Bar Travellers Rest for refreshments?**

This was not factored into Atlas's road design and/or intention for their heavy haulage traffic to stop

5. **What is the Shire's plan to deter truck drivers from using the parking spaces at the Marble Bar town entry statements and opportunistic spaces opposite the Marble Bar entry statements to check their loads and to relieve themselves to the exclusion of the enjoyment of the Marble Bar town entry statements by visiting tourists?**

Council officers have not received any previous complains regarding this matter. The concerns will be passed on to Atlas who can advise their haulage contractors.

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

Taken on notice.

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

**MOVED: Cr Geraldine Parsons      SECONDED: Cr Wendy McWhirter-Brooks**

**THAT Council accept report – 14.3.4 – Performance Review of the Chief Executive Officer – as new business of an urgent nature introduced by a decision of Council.**

**CARRIED UNANIMOUSLY**

12:15pm      *Meeting adjourned in accordance with clause 11.7 of the Meeting Procedures Local Law 2019*

12:54pm      *Council Meeting resumed*

### **14 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**MOVED: Cr Holly Pleming      SECONDED: Cr Wendy McWhirter-Brooks**

**THAT the meeting go behind closed doors.**

CARRIED UNANIMOUSLY

**14.1 CHIEF EXECUTIVE OFFICER**

**14.1.1 COVID-19 DELEGATIONS TO CHIEF EXECUTIVE OFFICER**

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

**Author:** Mrs Kylie Bergmann  
Acting Manager Governance

**Proposed Meeting Date:** 28 May 2021

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**REASONS FOR CONFIDENTIALITY**

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

(b) The personal affairs of any person.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/219**

**MOVED:** Cr Adrienne Mortimer

**SECONDED:** Cr Karen Lockyer

That Council receive the report on delegated decisions made by the Chief Executive Officer, in relation to the COVID-19 Economic Relief Package, for the period 7<sup>th</sup> November 2020 – 30 April 2021.

CARRIED UNANIMOUSLY

*To be actioned by Mrs Kylie Bergmann, Acting Manager Governance*

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**14.2 EM CORPORATE SERVICES**

**14.2.1 AWARD OF TENDER - RFT 14-2020/21 IT MANAGED SERVICES**

**Responsible Officer:** Mr Steve Leeson  
Executive Manager Corporate Services

**Author:** Mr Steve Leeson  
Executive Manager Corporate Services

**Proposed Meeting Date:** 28 May 2021

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**REASONS FOR CONFIDENTIALITY**

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

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.
- (e) A matter that if disclosed would reveal, trade secrets, information of commercial value, information about the business, professional, commercial or financial affairs of a person.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/220**

**MOVED:** Cr Karen Lockyer

**SECONDED:** Cr Holly Fleming

That Council

1. Award Tender RFT 14-2020/21 for IT Managed Services to ES2 Pty Ltd for an initial contract period of three (3) years commencing on the 1<sup>st</sup> July 2021 and expiring on the 30<sup>th</sup> June 2024 for the lump sum fixed pricing \$342,000.00 and to accept the tendered hourly rates (*in commercial confidence*) for adhoc and out of hours requests, and
2. Approve the Chief Executive Officer to extend the contract with the same conditions for a further period of one (1) year on expiry of the initial contract period, to commence 1<sup>st</sup> July 2024 and to expire on the 30<sup>th</sup> June 2025, and
3. Approve the Chief Executive Officer to extend the contract with the same conditions for a final further period of one (1) year on expiry of the first further period, to commence 1<sup>st</sup> July 2025 and to expire on the 30<sup>th</sup> June 2026, and
4. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between ES2 Pty Ltd and the Shire of East Pilbara with respect to this Tender.

**CARRIED UNANIMOUSLY**

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



**14.3 EM INFRASTRUCTURE SERVICES**

**14.3.1 APPROVAL TO AUTHORISE VARIATIONS TO EMERGENCY RECOVERY WORKS IN NULLAGINE**

**Responsible Officer:** Mr Raees Rasool  
Executive Manager Infrastructure Services

**Author:** Mr Lindon Mellor  
Manager Projects & Assets

**Proposed Meeting Date:** 28 May 2021

**REASONS FOR CONFIDENTIALITY**

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

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/221**

**MOVED:** Cr Stacey Smith

**SECONDED:** Cr Geraldine Parsons

**THAT Council:**

1. Accept Variations 3A & 3B in Nullagine to a total of \$88,289.00 ex GST.

#	Description	Cost (ex GST)
3A	Gallop Hall Flooring	\$29,900.00
3B	Nullagine Gym Flooring	\$58,389.00

2. Pursuant to s6.8 of the *Local Government Act 1995*, approve an amendment to the Shire's 2020-2021 Annual Budget as per the following table:

Account	Description	Current Budget	Amendment	Revised Budget
148080	Storm Damage	\$1,474,885.50	+\$88,289.00	\$1,563,174.50
888333	Insurance Reserve Transfer	-\$29,625.54	-\$88,289.00	-\$117,914.54

**CARRIED UNANIMOUSLY**

*To be actioned by Mr Lindon Mellor, Manager Projects & Assets*

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**14.3.2 AWARD OF TENDER - RFT 11-2020/21 PROVISION OF LIQUID WASTE SERVICES**

**Responsible Officer:** Mr Raees Rasool  
EM Infrastructure Services

**Author:** Mr Hosein Fadaei  
Graduate Engineer Waste Services

**Proposed Meeting Date:** 28 May 2021

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**REASONS FOR CONFIDENTIALITY**

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

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.
- (e) A matter that if disclosed would reveal, trade secrets, information of commercial value, information about the business, professional, commercial or financial affairs of a person.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/222**

**MOVED:** Cr Holly Fleming

**SECONDED:** Cr Karen Lockyer

**THAT Council**

1. Award Tender RFT 11-2020/21 for the Provision of Liquid Waste Services (Collection & Disposal) to Cleanaway Management Services for an initial Contract period of three (3) years commencing on the 1<sup>st</sup> June, 2021 and expiring on the 31<sup>st</sup> May, 2024 for \$588,363.00 gst ex for the fixed scheduled works and adhoc service requests, and
2. Approve the Chief Executive Officer to extend the Contract with the same conditions for a further period of one (1) year on expiry of the initial Contract period, to commence 1<sup>st</sup> June, 2024 and to expire on the 31<sup>st</sup> May, 2025; and
3. Approve the Chief Executive Officer to extend the Contract with the same conditions for a second and final further period of one (1) year on expiry of the first further option period, to commence 1<sup>st</sup> June 2025 and to expire on the 31<sup>st</sup> May, 2026; and
4. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between Cleanaway Waste Management and the Shire of East Pilbara with respect to this Tender.

**CARRIED UNANIMOUSLY**

*To be actioned by Mr Hosein Fadaei, Graduate Engineer Waste Services*

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**14.3.3 AWARD OF RFT 12-2020/21 - PROVISION OF CLEANING SERVICES**

**Responsible Officer:** Mr Raees Rasool  
Executive Manager Infrastructure Services

**Author:** Mr Lindon Mellor  
Manager Projects & Assets

**Proposed Meeting Date:** 28 May 2021

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**REASONS FOR CONFIDENTIALITY**

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

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.
- (e) A matter that if disclosed would reveal, trade secrets, information of commercial value, information about the business, professional, commercial or financial affairs of a person.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/223**

**MOVED:** Cr Wendy McWhirter-Brooks

**SECONDED:** Cr Holly Fleming

**THAT Council**

1. Award Tender RFT 12-2020/21 for the Provision of Cleaning Services to Newman Cleaning Services for an initial Contract period of three (3) years commencing on the 1<sup>st</sup> July, 2021 and expiring on the 30<sup>th</sup> June, 2024 for \$2,471,343.00 gst ex for the fixed scheduled works and to accept the adhoc/reactive hourly rates tendered; and
2. Approve the Chief Executive Officer to extend the Contract with the same conditions for a further period of two (2) years on expiry of the initial Contract period, to commence 1<sup>st</sup> July, 2024 and to expire on the 30<sup>th</sup> June, 2026 for a further \$1,647,562.00 for the fixed scheduled works plus the adhoc/reactive hourly rates tendered; and
3. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between Newman Cleaning Resources and the Shire of East Pilbara with respect to this Tender.

**CARRIED UNANIMOUSLY**

***To be actioned by Mr Lindon Mellor, Manager Projects & Assets***

1:08pm Mr Ben Lewis, Ms Lisa Clack, Mr Steve Leeson, Mr Raees Rasool and Mrs Kylie Bergmann left the Council Chambers.

**14.3.4 PERFORMANCE REVIEW OF THE CHIEF EXECUTIVE OFFICER**

**Elected Member:** Cr Geraldine Parsons  
Deputy Shire President

**Author:** Devina Hunter  
WA Local Government Association

**Proposed Meeting Date:** 28 May 2021

*Cr Anita Grace Dialled in at 1.13pm to listen to the debate*

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**REASONS FOR CONFIDENTIALITY**

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

(b) The personal affairs of any person.

**OFFICER RECOMMENDATION & COUNCIL RESOLUTION: 202021/224**

**MOVED:** Cr Karen Lockyer

**SECONDED:** Cr Adrienne Mortimer

**THAT** Council approves the recommendation as contained in the Confidential Minutes.

**CARRIED**

**RECORD OF VOTE:6-2**

**MOVED:** Cr Adrienne Mortimer      **SECONDED:** Cr Wendy McWhirter-Brooks

**THAT** the meeting be re-opened to the public.

**CARRIED UNANIMOUSLY**

**15    DATE OF NEXT MEETING**

25 June 2021

**16    CLOSURE**

2.37 pm