Unconfirmed copy of Minutes of Meeting held on 28 May 2021 subject to confirmation at meeting to be held on 25 June 2021

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.

Ben Lewis
ACTING CHIEF EXECUTIVE OFFICER



DISCLAIMER

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

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

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

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

WRITTEN CONFIRMATION

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

Signed: _____
Ben Lewis
Acting Chief Executive Officer

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	1
2	RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE	1
2.1	ATTENDANCES	1
2.2	APOLOGIES	1
2.3	LEAVE OF ABSENCE	1
3	ELECTION OF SHIRE PRESIDENT	2
4	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	4
5	PUBLIC QUESTION TIME	4
6	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
7	APPLICATIONS FOR LEAVE OF ABSENCE	4
7.1	CR ANITA GRACE	4
8	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING	4
8.1	CONFIRMATION OF MINUTES	4
9	MEMBERS REPORT	5
9.1	ITEMS FOR RECOMMENDATION	5
9.2	ITEMS FOR INFORMATION	5
10	OFFICER'S REPORTS	7
10.1	CHIEF EXECUTIVE OFFICER	7
10.1.1	COUNCIL COMMITTEES – APPOINTMENT OF MEMBERS	7
10.1.2	EXTERNAL BODIES – APPOINTMENT OF COUNCIL REPRESENTATIVES	11
10.1.3	STATUS OF COUNCIL DECISIONS APRIL 2021	14
10.1.4	STATUS OF CAPITAL PROJECTS AS AT 30 APRIL 2021	21
10.1.5	AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY	72

10.1.6 EXTRAORDINARY VACANCY - SOUTH WARD 74

10.1.7 NEW POLICY – APPOINTMENT OF ACTING CEO 77

10.1.8 PROPOSED NEW LEASE OF OFFICE SPACE AT NEWMAN HOUSE – NEWMAN WOMEN'S SHELTER 84

10.2 EM CORPORATE SERVICES 92

10.2.1 MONTHLY FINANCIAL STATEMENTS AND INVESTMENT REPORT FOR PERIOD ENDING MARCH 2021 AND UNBUDGETED EXPENDITURE 92

10.2.2 CREDITORS FOR PAYMENT 129

10.2.3 PROPOSED RATING STRATEGY 2021-2026 154

10.2.4 NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATING 2021-2022 169

10.2.5 REVIEW OF COUNCIL POLICIES - CORPORATE SERVICES 183

10.2.6 REVIEW OF MEETING ATTENDANCE AND MEMBER ALLOWANCES 230

10.3 EM CUSTOMER & COMMUNITY SERVICES 237

10.3.1 CARAVAN PARK NAMING IN NEWMAN 237

10.3.2 COMMUNITY ASSISTANCE GRANTS - ANNUAL GRANTS 21/22 240

10.3.3 ANNUAL SPONSORSHIP APPLICATIONS 258

10.3.4 EAST PILBARA RACE CLUB SPONSORSHIP APPLICATION 263

10.3.5 MARBLE BAR RACES 2021 - SUPPORT REQUESTS AND MEMORANDUM OF UNDERSTANDING 277

10.3.6 MEMORANDUM OF UNDERSTANDING – INCLUSION SOLUTIONS 292

10.3.7 MENTAL HEALTH WORKING GROUP 307

10.4 EM COMMERCIAL SERVICES 336

10.4.1 DEVELOPMENT APPLICATION P036/20 – OASIS @ NEWMAN, LOT 44, GREAT NORTHERN HIGHWAY, NEWMAN 336

10.4.2 NEWMAN AIRPORT MASTERPLAN 344

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 545

12 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 545

12.1 CR WENDY MCWHIRTER-BROOKS 545

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL 546

14 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS 546

14.1 CHIEF EXECUTIVE OFFICER 547

14.1.1 COVID-19 DELEGATIONS TO CHIEF EXECUTIVE OFFICER 547

14.2 EM CORPORATE SERVICES 548

14.2.1 AWARD OF TENDER - RFT 14-2020/21 IT MANAGED SERVICES 548

14.3 EM INFRASTRUCTURE SERVICES 550

14.3.1 APPROVAL TO AUTHORISE VARIATIONS TO EMERGENCY RECOVERY WORKS IN NULLAGINE 550

14.3.2 AWARD OF TENDER - RFT 11-2020/21 PROVISION OF LIQUID WASTE SERVICES 551

14.3.3 AWARD OF RFT 12-2020/21 - PROVISION OF CLEANING SERVICES 553

14.3.4 PERFORMANCE REVIEW OF THE CHIEF EXECUTIVE OFFICER 554

15 DATE OF NEXT MEETING 555

16 CLOSURE 555

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

Officer Apologies

Mr Steven Harding	Chief Executive Officer

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.

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:

1. **Cr Anthony Middleton** **5 votes**
2. **Cr Geraldine Parsons** **3 votes**

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.

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 Pleming 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 Pleming

- 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**

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 Pleming**
3.	**Karen Lockyer**	**3.**	**Anita Grace**

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

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

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

Members	Deputy Members

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

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**

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**

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
CHIEF EXECUTIVE OFFICER									
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 endorses 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 Plan • 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
EM CORPORATE SERVICES									

9.2.1	Steve Leeson	Creditors for Payment	That Council endorse the following payments: FUND VOUCHER AMOUNT EFT Payments Mastercard EFT56489 – EFT57038 $2,960,501.13 $12,101.46 Total $2,972,602.59 Cheque Payments Superannuation Fleet Control 25136 - 25143 DD14747.1– DD14789.1 11462253 $10,461.74 $112,289.79 $151.60 Total $122,903.13 GRAND TOTAL $3,095,505.72	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	That Council: 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. 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 table: Account Description Current Budget Amendment Revised Budget 119704 Minor Equipment – P&G Newman $0` $33,500 $33,500 129084 Plant & Equipment - Rural $20,000 $(13,500) $6,500 129722 Minor Equipment -Newman $30,000 $(20,000) $10,000 TOTAL Net Affect $0	Legislative - Medium	202021/184	Lisa Davis	Completed.	Nil	13/05/2021
9.2.3	Steve Leeson	Adoption of Proposed Fees and Charges 2021-2022	THAT Council: 1. Approve the proposed schedule of 2021/2022 Fees and Charges in principle, included as Appendix 1, except for: a. Consider increasing the charge for crèche fees at the Newman Recreation Centre to $5 per hour? b. Staff to investigate the cleaning charge for use of the Junior Sporting facility c. Consider increasing the charge for photocopying d. Remove the service for providing helium balloons 2. Include the proposed schedule within the drafting of the Shire's 2021/2022 annual budget for further consideration.	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
EM COMMERCIAL SERVICES									
9.3.1	Ben Lewis	Newman Airport Industrial Precinct - Scheme Amendment and Local Development Plan	That Council resolves: 1. Pursuant to section 75 of the Planning and Development Act 2005 to initiate Scheme Amendment No 27 to; 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. ii) Amend the Scheme Maps accordingly. 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: a) Modifications to the Servicing Report agreed in discussion with the engineering consultant following consideration of the Peer Review provided by JJ Ryan; 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; 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.		202021/186	Ben Lewis	Advert being prepared and advertising will be undertaken shortly	Nil	13/05/2021

			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). 4. Refer the Scheme Amendment to the Subject to sections 81 & 82 of the Planning and Development Act 2005 refer the matter to the Environmental Protection Authority for their information and advice. 5. Subject to satisfactory response from the Environmental Protection Authority proceed to Public Notice for 42 days. 6. Following Public Notice period return the Proposal to Council for further consideration of Submissions and responses to determine support or otherwise.			Ben Lewis	Application has been referred to the EPA for comment	Nil	13/05/2021
			7. Upon completion of Public Notice, return the draft Scheme Amendment to Council with a Schedule of Submissions for further consideration of the Proposal. 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.						
EM INFRASTRUCTURE SERVICES									
9.4.1	Raees Rasool	The Pilbara 2050 Cycling Strategy and Related Funding Outcomes	That Council 1. Endorse the principles of the Pilbara 2050 Cycling Strategy and receive the proposed action plan for future budget and planning consideration 2. Notes the grant of $51,000 (ex GST) in total from the Department of Transports Regional Bike Network Grants Program. 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.	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	That Council 1. Accept Variations 1A, 1B & 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 2. Accept Variations 2A, 2B & 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		202021/192	Lindon Mellor	Noted	Nil	11/05/2021
			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 4. Delegate authority to the Chief Executive Officer to authorise any future variations or additions of work related to the Storm damage insurance claim # PR0029938 (including minor upgrades), on the condition that these are accepted as approved by the Shires insurance provider.				Noted	Nil	11/05/2021

13.2.2	Raees Rasool	Newman Caravan Park - Variations	That Council 1. Accept the current 5 Variations for RFT 09-2020/21 Kurra Caravan Park – Stage 1 construction works # Description Cost (ex GST) 1 Retaining Wall $20,000.00 2 Additional Grassed Area $80,000.00 3 Installation of 2 x Fire Hose Reels and 1 x Electrical Conduit $6,210.00 4 Electrical Connection Upgrade $24,784.00 5 Generator Purchase and Installation to provide Electricity for Stage 1 Works $95,694.00 2. Approve additional funding for the Newman Caravan Park project (GL139220) based on the table below: Account Description Current Budget Amendment Revised Budget 139220 Newman Caravan Park $1,300,000 +$100,000 $1,400,000.00 PJ0007 Newman Caravan Park (Operational) $206,987.84 - $100,000 $106,987.84 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.		202021/193	Lindon Mellor	Noted	Nil	11/05/2021

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**

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

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

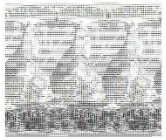
To be actioned by Mrs Kylie Bergmann, Acting Manager Governance

Appendix 1
Status of Capital Projects as at 30 April 2021

SYCLE
Organisation Empowerment System

Action and Task Progress Report

Shire of East Pilbara

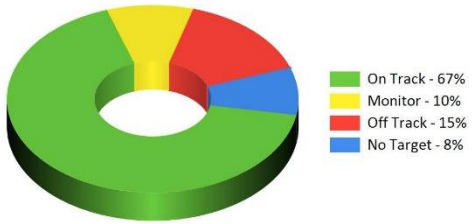


Print Date: 20-May-2021

www.cammsgroup.com

OVERVIEW

Action Status



Action Progress Against Targets



73 actions reported on
49 At least 90% of action target achieved
7 Between 70% and 90% of action target achieved
11 Less than 70% of action target achieved
6 actions with no target set

ACTION PLANS



At least 90% of action target achieved



Between 70% and 90% of action target achieved



Less than 70% of action target achieved


No target set

* Dates have been revised from the Original dates

BUDGET PERFORMANCE



On Track



Monitor



Off Track


Not Available

Commercial Services

Airport Services

6.1 Airport Asset Management

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

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

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

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

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

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

ACTION PROGRESS COMMENTS:
12/08/20 - Planning and scoping has commenced for draft RFT
01/09/20 - scope or works still in progress
04/11/20 - scope of works still in progress
27/11/20 - scope of works still in progress
18/01/21 - scope of works still in progress
10/02/21 - Servicing report being completed by consultants
18/03/21 - Draft report received from consultants currently being reviewed
20/04/21 - CCTV consultants report is being reviewed. The RFT for apron lighting is in final stages of review before being released for tender.
13/05/21 - CCTV consultants report is being reviewed. The RFT for apron lighting is ready to released for tender. Works will be undertaken in the next financial year
Last Updated: 13-May-2021

20-May-2021 CAMMS Page 6 of 48

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

ACTION PROGRESS COMMENTS:
12/08/20 - Body scanner is onsite and waiting for installation. Checked baggage screening is on back order delayed due to Covid
01/09/20 - Body scanner scheduled for installation in late October. Checked baggage scheduled for November 2020
04/11/20 - Body scanner installation delayed, checked baggage is now scheduled for delivery in December 2020
27/11/20 - Works still on track for December delivery and installation
18/01/21 - Works complete
Last Updated: 20-Jan-2021

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

ACTION PROGRESS COMMENTS:
12/08/20 - Equipment is on order and has been delayed due to Covid anticipated delivery October / November
01/09/20 - Still anticipating delivery October / November
04/11/20 - All equipment has been delivered
Last Updated: 05-Nov-2020

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

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

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 consulted and distributed to internal stakeholders for review.
18 May 2021 - Project to be carried forward and transferred for implementation by ICT Manager.

Last Updated: 18-May-2021

Recreation and Events

15.4 Aquatic Centres

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

Executive Services

Procurement and Contracts

9.1 Procurement

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

11/01/2021 - Delivered - Completed

Last Updated: 11-Jan-2021

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

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

Last Updated: 27-Nov-2020

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

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

27/11/2020 - Delivered - Completed
Last Updated: 27-Nov-2020

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

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

Last Updated: 02-Nov-2020

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

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

Last Updated: 02-Nov-2020

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

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

Last Updated: 06-Apr-2021

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

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

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

Last Updated: 19-May-2021

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

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

Last Updated: 02-Nov-2020

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

9.1 Procurement	Capital	98,000.00	63,250.00	0.00	63,250.00	GREEN

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

Last Updated: 06-Apr-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.1.1.8 CP109040 - 20/21 GEWS Vehicle - 2WD (101401)	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
9.1 Procurement	Capital	54,500.00	54,500.00	54,129.00	371.00	GREEN

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

Last Updated: 18-Feb-2021

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

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

Infrastructure Services

Infrastructure Services

19.1 Open Space - Newman

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.2.13 CP119704 - 20/21 Minor Equipment - Parks and Gardens Newman	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	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
ACTION PROGRESS COMMENTS: 05/08/2020 - Purchases as required - ongoing 02/09/2020 - No change 08/10/2020 - No change 02/11/2020 - No change							

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

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 %

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%	
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.2 Transport - Newman	Capital	30,000.00		30,000.00	0.00	30,000.00	GREEN

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

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%	
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.3 Open Space - Rural	Capital	20,000.00		20,000.00	0.00	20,000.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Purchases as required - ongoing
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change

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

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

ACTION PROGRESS COMMENTS:
05/08/2020 - Due to commence Aug/Sep - Council Crew
02/09/2020 - No change
08/10/2020 - Minor sheeting works and floodway repairs due to commence 3rd week of October
02/11/2020 - Minor works to Shaw River crossing completed further works pending
27/11/2020 - Culverts have been purchased
11/01/2021 - Culverts delivered - Works to commence late January
10/02/2021 - Works in progress
08/03/2021 - Works in progress
06/04/2021 - Completed

Last Updated: 12-Apr-2021

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

3.1.3.104 CP129546 - 20/21 Jigalong Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	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

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

ACTION PROGRESS COMMENTS:
05/08/2020 - Due to commence towards the end of 2020 once ore carting has been completed and remaining stockpiles have been removed from the Spinifex Ridge Site.
02/09/2020 - No change
08/10/2020 - Carting by Mining Company to remove existing stockpiles from Spinifex Ridge has been completed. Road Works due to commence late November at this stage when Youngs Earthmoving have completed the desert road works.
02/11/2020 - No change
27/11/2020 - No change

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

Last Updated: 06-Apr-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.106 CP129548 - 20/21 Muccan Shay Gap Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	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

Shire of East Pilbara — Action and Task Progress Report

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	440,000.00	440,000.00	234,379.00	205,621.00	GREEN

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

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

ACTION PROGRESS COMMENTS:
05/08/2020 - Due to commence following Desert Road Works completion estimated October/November 2020
02/09/2020 - No change
08/10/2020 - No change
02/11/2020 - No change
27/11/2020 - Works scope changed following inspection to reseal works - to be scheduled following the wet season.
11/01/2021 - Reseals to be scheduled for April/May
10/02/2021 - No change
08/03/2021 - No change

20-May-2021 CAMMS Page 22 of 48

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%	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	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

Shire of East Pilbara — Action and Task Progress Report

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	500,000.00	500,000.00	500,043.00	-43.00	GREEN

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

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.111 CP129559 - 20/21 Goldsworthy Shay Gap Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Deferred	26-Jul-2020	30-Jun-2021	1.00%	-	

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
19.4 Transport - Rural	Capital	0.00	0.00	0.00	0.00	GREEN

ACTION PROGRESS COMMENTS:
05/08/2020 - Not funded in 20/21

Last Updated: 12-Apr-2021

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

20-May-2021 CAMMS Page 24 of 48

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 %

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

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

Last Updated: 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

ACTION PROGRESS COMMENTS:
05/08/2020 - Completed

Last Updated: 05-Aug-2020

Shire of East Pilbara — Action and Task Progress Report

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.116 CP129542 - 20/21 Kunnawarritji Access Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	746,800.00		746,800.00	746,792.00	8.00	GREEN

ACTION PROGRESS COMMENTS:
02/09/2020 - Due to commence mid September 2020 following completion of the Desert Road project
08/10/2020 - Due for completion within the next 2 weeks
02/11/2020 - Completed

Last Updated: 02-Nov-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.1.3.117 CP129543 - 20/21 Desert Road	Oliver Schaer - MANAGER INFRASTRUCTURE SERVICES - RURAL	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	530,800.00		530,800.00	530,740.00	60.00	GREEN

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

Last Updated: 08-Oct-2020

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

3.1.3.120 CP129601 - 20/21 Nullagine Entry Statements	Helen Likiliki - COORDINATOR INFRASTRUCTURE SERVICES	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
19.4 Transport - Rural	Capital	30,000.00		30,000.00	30,305.00	-305.00	GREEN

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

Last Updated: 02-Feb-2021

Project and Asset Management

11.1 Project Management

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

ACTION PROGRESS COMMENTS:
01/08/20 - Quotes received for supply of shelters and options being reviewed. it is anticipated that shelters will be ordered mid October and installed by 18 December.

01/09/20 - no change to project status, awaiting feedback from stakeholders.
15/09/20 - no change to project status, advised that feedback from stakeholders will be provided in next week or so.
06/10/20 - Feedback has been received from stakeholders.
4/11/20 - quote requests sent out to three shelter suppliers.
25/11/20 - Quote requests closed for supply of player shelters and expect to award by the end of November. Quote requests for install of the player shelters will close on Friday 11th December. Shelters fabrication underway and due to arrive in Newman 12 February 2021.
18/12/20 - Quote requests for install of the player shelters closed on Friday 11 December, Contract to install player shelters was awarded to CADD,
12/01/21 - no change to project status, will schedule install of shelters once shelters arrive in town in February.
02/02/21 - no change to project status, will schedule install of shelters once shelters arrive in town this month
15/02/21 - Shelters have arrived in Town today and have schedule startup meeting with Contractor 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

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 Nrth Newman Reserve - Water Supply Connection	Daniel Hay-Hendry - GRADUATE ENGINEER - PROJECTS & ASSETS	Completed	26-Jul-2020	30-Jun-2021	100.00%	100.00%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**

11.1 Project Management	Capital	75,000.00	75,000.00	74,440.00	560.00	GREEN

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

Last Updated: 09-Mar-2021

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

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
11.1 Project Management	Capital	40,000.00	40,000.00	36,403.00	3,597.00	GREEN

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

Last Updated: 07-May-2021

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

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

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%	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	GREEN

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

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

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 2012.
09/02/21 - Revised Recommendations Report (RR) received and reviewed. Consultant to update cost estimates and issue amended final RR. Findings of the amended final RR to be adopted and Preliminary Design expected to commence this month .
02/03/21 - The Consultants Revised Recommendations Report included changes to scope of work which required additional Client review and comment. New revised RR expected this month. Consultant has begun Preliminary design on agreed scope.
07/04/21 - Updated Recommendations Report received from consultant. Final Review underway. SoEP is expected to grant Consultant approval to begin preparing Preliminary Design this month.
10/05/21 - Recommended upgrade options do not all meet the requirements of the contract. SoEP requires Consultant to amend the report to provide design solutions that meet our operational requirements and the approving authorities requirements.

Last Updated: 10-May-2021

11.2 Asset Management

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

3.1.3.118 CP129530 - 20/21 Newman Town Streets - Reseals	Michael Zion - COORDINATOR ASSET MANAGEMENT	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

ACTION PROGRESS COMMENTS:
03/07/20 - Tender award letter sent to contractor, works program being confirmed from site inspections.
01/08/20 - Contract document being prepared, updated Gantt chart requested based on confirmed program.
27/08/20 - Project startup meeting, Contractor signed Contract Documents.
01/09/20 - Contractor scheduled to commence work on site 19 October.
15/09/20 - no change to project status, awaiting TMP, OSH, insurance information from contractor.
06/10/20 - Works due to commence on the 19th of October. TMP, OSH, insurance information from contractor now provided.
04/11/20 - Works currently underway and on schedule with completion planned for Monday 9 November.
9/11/20 – Contractor has completed the 2020 Asphalt program and now requested to undertake crack patching on Newman streets. Contractor has advised that they will not be able to complete the crack patching in 2020 and has asked their sub-contractor to quote for the works.
25/11/20 - Crack sealing contractor inspecting town streets and will provide quote to complete crack patching. Line marking roads where covered with asphalt advised that it will be completed by mid December.
12/01/21 - Awaiting advice from Contractor for cost and timing of crack patching works and line marking.
02/02/21 - Contractor has provided quotation for crack patching and has advised that works can commence on week of later this month, weather permitting. These works did not happen due to seasonal weather.
08/03/21 - Contractor has been asked to quote on additional crack patching and update their previous quotation, now awaiting advice from Contractor for cost and timing of crack patching works and line marking.
12/04/21 - A quotation has been received from the contractor to undertake crack patching in Newman and additional work at the airport. funding is available within the existing budget and a purchase order will be issued to undertake the work this financial year.
05/05/21 - No further action 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

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.1 Built Infrastructure - Newman	Capital	15,000.00	15,000.00	0.00	15,000.00	GREEN

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

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

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

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

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**

24.1 Built Infrastructure - Newman	Capital	15,000.00	15,000.00	0.00	15,000.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
06/10/20 - 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 %	TARGET	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%	GREEN
SERVICE PROFILE	**BUDGET TYPE**	**BUDGET**		**YTD BUDGET**	**YTD ACTUAL**	**YTD VARIANCE**	**BUDGET PERFORMANCE**
24.1 Built Infrastructure - Newman	Capital	17,000.00		17,000.00	0.00	17,000.00	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 - Further site investigations required. Tender writing started.
04/11/20 - Scope of works completed, to be included in Public Building Capital Works RFT. Finalising of RFT underway, due to be advertised in mid November.
23/11/20 - RFT advertised on Tenderlink, submissions due back Mid December.
13/01/21 - Contract awarded, awaiting start date notification from contractor.
05/02/21 - Contractor has completed a site visit to confirm works, works due to commence next month.

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

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**

24.1 Built Infrastructure - Newman	Capital	0.00	0.00	0.00	0.00	GREEN

ACTION PROGRESS COMMENTS:
06/08/20 - Waiting on new Coordinator of Building Services to start in role mid August.
02/09/20 - Scoping of works underway.
07/10/20 - Works fully completed

Last Updated: 19-May-2021

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

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

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%	-	

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	0.00	0.00	0.00	0.00	GREEN

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

Last Updated: 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

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

20-May-2021 CAMMS Page 41 of 48

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 contactor site visits completed. Quotes received, currently negotiating with contractors.
09/03/21 - Contract awarded, materials on order.
06/04/21 - Contractor has advised there is a delay on manufacture lead time. Waiting on contractor to confirm date works will proceed.
11/05/21 - Contactor has experienced a shortage of material supplies but expects to start by end of May.

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**

24.1 Built Infrastructure - Newman	Capital	1,190,700.00	630,091.00	295,357.00	334,734.00	GREEN

ACTION PROGRESS COMMENTS:
07/08/20 - Commencing the Scope of Works for tender
02/09/20 - Tender writing underway
06/10/20 - Tender writing underway
04/11/20 - Rural capital works to be completed in Marble Bar mid December, Newman capital works tender to be advertised in November.
01/12/20 - Rural capital work on track to be completed mid December. Newman Housing Tender currently advertised, due back mid December.
04/12/20 - Rural capital works to be completed December, Newman Housing Solar Works completed, Newman Capital Tender to be evaluated and awarded in December.
08/01/21 - Newman Capital Works has been issued to contractor, Rural Works are 90% completed
10/02/21 - Newman Housing Capital works has commenced and in on track, Rural Works remains at 95% completed, needs final inspection
08/03/21 - Newman Housing Works approximately 40% complete with and on schedule, Rural works remains at 95A% with some defect works to be completed
17/03/21 - Newman Housing works approx., 60% completed, Rural works, awaiting for final defect works to be completed.
09/04/21 - Newman housing work approximately 80% completed. Due to be completed this month.
10/05/21 - Newman housing works approximately 85%, some supply delays, completion due 30th June 2021

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

ACTION PROGRESS COMMENTS:
07/08/20 - Commencing the Scope of Works for tender
02/09/20 - Tender currently being scoped
06/10/20 - Tender currently being scoped
04/11/20 - Tender to be advertised in November
01/12/20 - Tender currently advertised, due back mid December
04/12/20 - Delays to tender, to be advised in mid January 2021
08/01/21 - RFQ to be advertised
10/02/21 - RFQ currently advertised for Airport Housing Capital Works
08/03/21 - RQF closed Monday, 8th March evaluation currently taking place

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

Last Updated: 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%	GREEN

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE	BUDGET PERFORMANCE
24.2 Built Infrastructure - Rural	Capital	54,300.00	54,300.00	53,000.00	1,300.00	GREEN

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

Last Updated: 02-Feb-2021

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

Shire of East Pilbara — Action and Task Progress Report

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

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

Last Updated: 19-May-2021

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.1.168 CP49026 - 20/21 M/Bar Admin Building	Allan Giles - BUILDING SERVICES COORDINATOR	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

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

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

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

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

Last Updated: 19-May-2021

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

4.1.1.7 CP109038 - 20/21 Newman Landfill Signage	Mohamad Hosein Fadaei - GRADUATE ENGINEER - WASTE SERVICES	In Progress	26-Jul-2020	30-Jun-2021	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.

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

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 30th 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**

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,

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 2021will 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

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**

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

(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.

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

Attachments:	**Appendix 1 – Letter from Newman Women's Shelter**
Responsible Officer:	**Mr Steven Harding Chief Executive Officer**
Author:	**Ms Caitlin Lewis Contracts and Leasing Admin Officer**
Proposed Meeting Date:	**28 May 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

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;

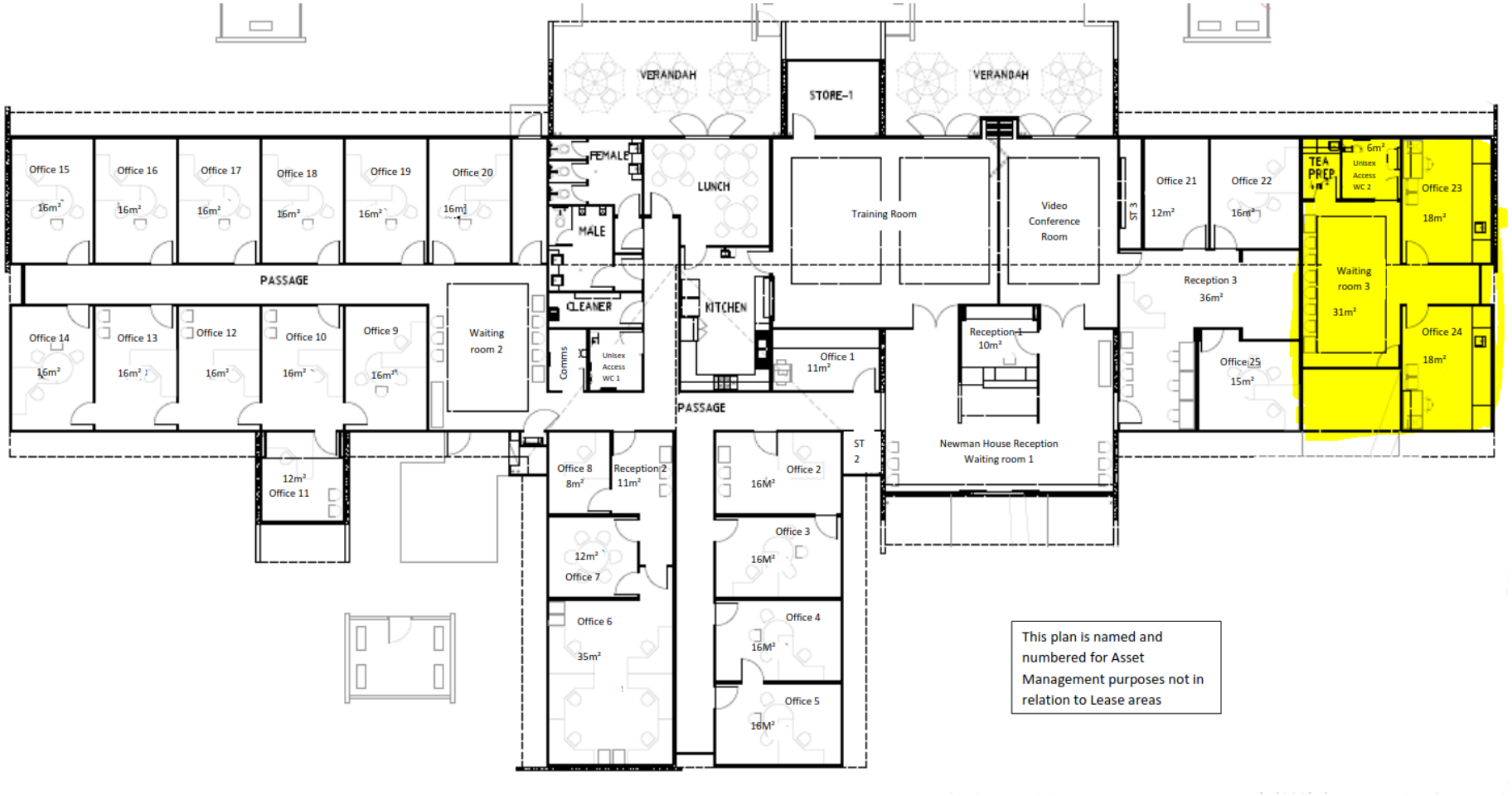
> **Eligible Tenants**
>
> *The Shire of East Pilbara commits itself to the principal goal of providing office accommodation to not for profit organisations, and such organisation shall be given preference over all other organisations.*
>
> *Space allocation shall be made by the Shire of East Pilbara on the basis of first priority to be given to al NFP organisations. Should there be more NFP organisations seeking tenancy that 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%.


VERANDAH
STORE-1
VERANDAH
Office 15
16m²
Office 16
16m²
Office 17
16m²
Office 18
16m²
Office 19
16m²
Office 20
16m²
FEMALE
MALE
LUNCH
Training Room
Video Conference Room
ST 3
Office 21
12m²
Office 22
16m²
TEA PREP
6m²
Unisex Access WC 2
Office 23
18m²
PASSAGE
CLEANER
KITCHEN
Reception 3
36m²
Waiting room 3
31m²
Office 14
16m²
Office 13
16m²
Office 12
16m²
Office 10
16m²
Office 9
16m²
Waiting room 2
Comms
Unisex Access WC 1
Office 1
11m²
Reception 1
10m²
Office 24
18m²
Office 25
15m²
PASSAGE
12m²
Office 11
Office 8
8m²
Reception 2
11m²
Office 2
16M²
ST 2
Newman House Reception
Waiting room 1
12m²
Office 7
Office 3
16M²
Office 6
35m²
Office 4
16M²
Office 5
16M²
This plan is named and numbered for Asset Management purposes not in relation to Lease areas

The proposed terms of the lease will be as follows:

Term: One (1) year commencing on 1st June 2021 and expiring on 30th June 2022.

Further Terms: **First Further Term**
One (1) year commencing on 1st July 2022 and expiring on 30th June 2023.

Second Further Term
One (1) year commencing on 1st July 2023 and expiring on 30th June 2024.

Third Further Term
One (1) year commencing on 1st July 2024 and expiring on 30th June2025.

Rent:

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

East Wing	3.0%			
Periods - invoice annually	Yrly Fee Gst Exc	Yrly Fee Gst Inc	Monthly Fee Gst Exc	Monthly Fee Gst Inc
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 Pleming **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 1st June 2021 with an Option Term of 3 x 1 year options.**
2. **Advises the Newman Women's Shelter that a further discount of 40% on the not-for-profit rental rate is not approved.**
3. **Approves affixing the Shire of East Pilbara common seal to the lease agreement between the Shire of East Pilbara and Newman Women's Shelter.**

CARRIED UNANIMOUSLY

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

Appendix 1
Letter from Newman Women's Shelter

Newman Women's Shelter

10th 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^2 and would increase on 1st 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^2 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.

Yours sincerely,

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

PO Box 218 Newman WA 6753
P: 0408382452
E: nwsfinance@newmanws.org.au
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

Attachments:	**Appendix 1 – Monthly Financial Statements**
Responsible Officer:	**Mr Steve Leeson** **Executive Manager Corporate Services**
Author:	**Mrs Lisa Davis** **Manager Corporate Services**
Proposed Meeting Date:	**28 May 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

REPORT PURPOSE

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

BACKGROUND

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

The attached report details the financial activities of the Shire for the period 1 July 2020 to 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.

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:**

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

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

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

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

TABLE OF CONTENTS

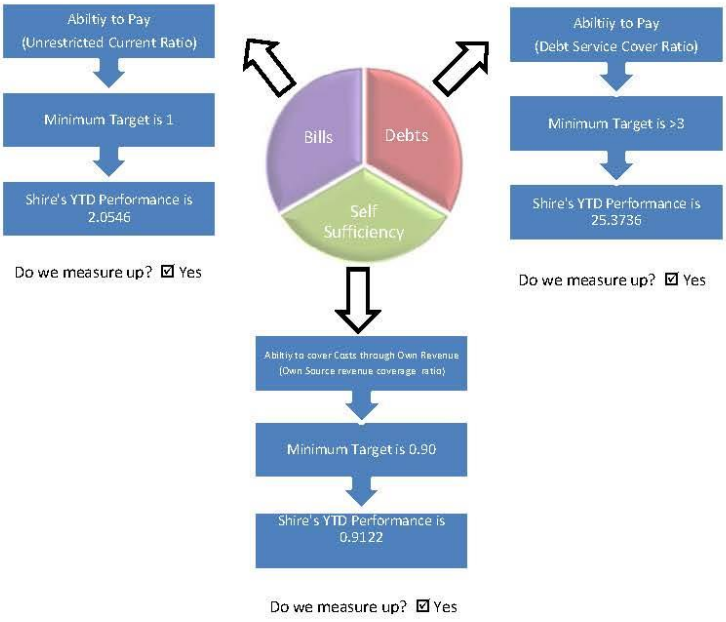
Monthly Health Checks & Summary Graphs		...	1
Statement of Financial Activity by Program		...	4
Statement of Financial Activity by Nature or Type		...	6
Rate Setting Statement		...	8
Cash Flow		...	9
Acquisitions and Construction of Assets		...	10
Note 1	Net Assets	...	17
Note 2	Explanation of Material Varianc	...	18
Note 3	Rating Revenue	...	19
Note 4	Receivables	...	21
Note 5	Disposal of Assets	...	22
Note 6	Borrowings	...	23
Note 7	Reserves	...	24
Note 8	Grants and Contributions	...	26
Note 9	Trusts	...	27
Note 10	Budget Amendments	...	28

Produced
20/05/2021 12:20

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?



Do we meet the target? ☒ No

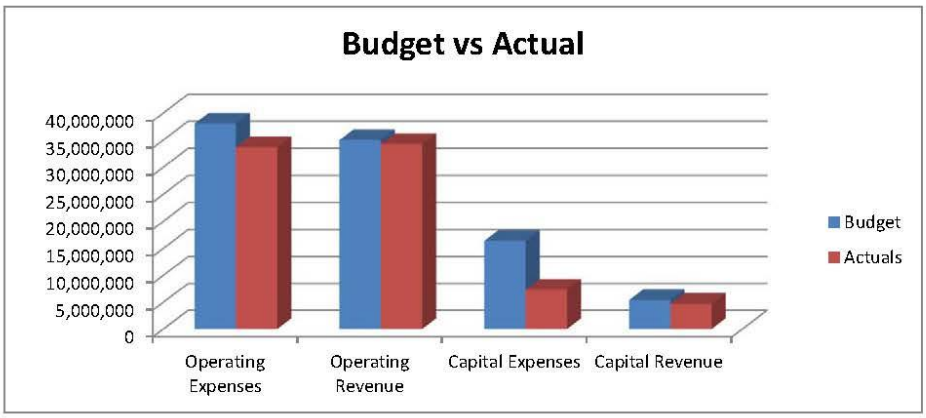
Adjusted operating surplus and self sufficient ratios are high due to rates being fully funded at the beginning of the financial year. However as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2021

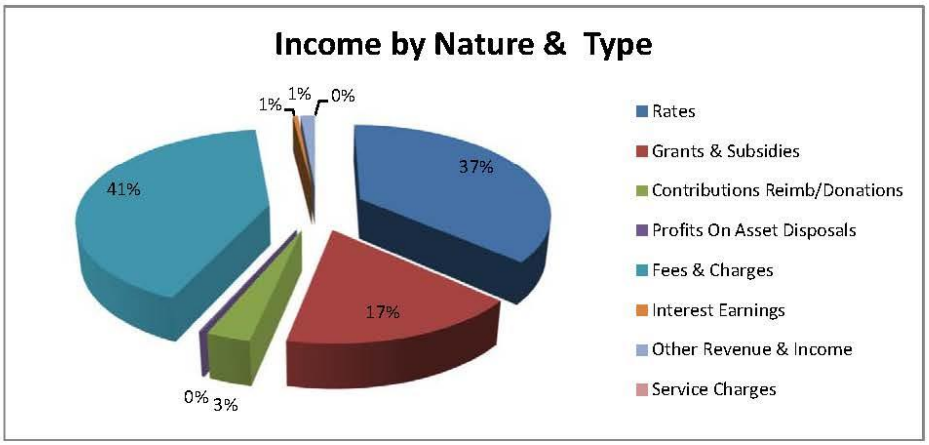
It should be noted that the increase in depreciation (following the revaluation of assets at fair value over the last four years) has significantly increased the annual depreciation and puts pressure on the operating surplus result.

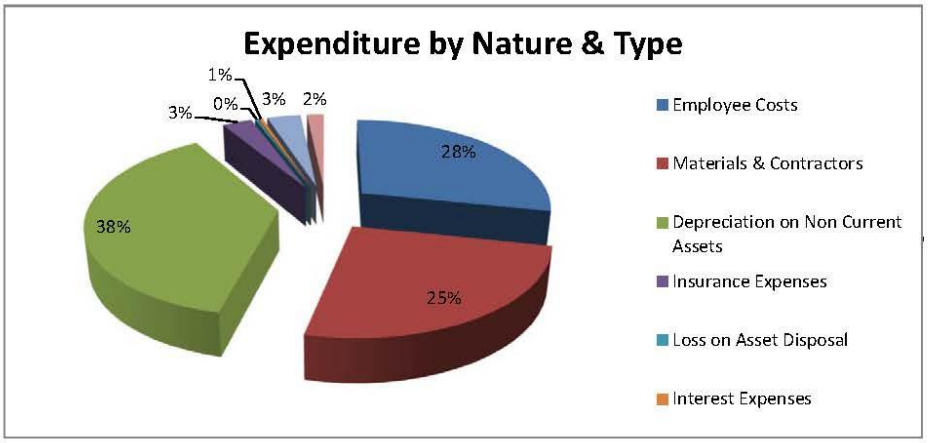


Do we meet the target? N/A

Shire Of East Pilbara
Financial Graphs
For The Period Ending 31st March 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 Bud vs Actual % Variance	Budget Annual Expenditure	Amended Budget Annual Expenditure	Amended Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance
General Purpose Funding												
Rates	14,062,600	14,486,000	14,260,257	14,466,207	(205,950)	(1)	385,400	382,600	286,911	129,150		
Other General Purpose Funding	2,050,000	2,030,000	1,522,494	897,933	624,562	41	-	-	-	-		
Total General Purpose Funding	**16,112,600**	**16,516,000**	**15,782,751**	**15,364,140**			**385,400**	**382,600**	**286,911**	**129,150**	**157,761**	55
Governance												
Members of Council	100	100	72	-			856,400	822,400	616,725	534,783		
Other Governance	108,700	358,700	248,373	90,414			1,009,500	1,025,300	913,563	667,047		
Corporate Governance	-	-	-	-			328,400	438,300	328,707	375,467		
Customer Service	-	-	-	-			439,700	392,200	294,138	214,493		
Marketing, Media and Publication	-	-	-	-			146,300	151,900	113,904	95,690		
Stakeholder Management	-	-	-	-			157,800	154,400	115,785	105,697		
Financial Services	-	-	-	-			908,300	825,100	618,795	522,771		
Records Management	-	-	-	-			169,400	191,200	143,388	137,440		
Human Resources	-	-	-	-			1,017,600	1,110,600	922,905	635,633		
Occupational Health and Safety	-	-	-	-			148,700	205,200	153,891	120,728		
Information and Technology	-	-	-	-			807,300	813,200	609,885	469,398		
IPR, Strategic and Business Planning	-	-	-	-			1,214,800	957,200	717,867	203,261		
Procurement and Contract Management	-	-	-	-			307,900	310,900	233,154	170,104		
Asset Management	-	-	-	-			333,300	328,400	376,866	192,740		
Fixed Assets	8,000	8,000	(12,256)	-			502,500	502,500	376,866	423,328		
Allocations To Other Functions	-	-	-	-			(7,647,700)	(7,573,000)	(5,679,738)	(5,426,873)		
Total Governance	**116,800**	**366,800**	**236,189**	**90,414**	**145,775**	62	**700,200**	**655,800**	**856,701**	**(558,292)**	**1,414,993**	165
Law, Order & Public Safety												
Fixed Assets	2,700	2,700	2,025	13,396			178,200	178,200	133,641	147,945		
Ranger Services	26,000	26,000	19,476	24,715			571,700	573,600	430,182	456,716		
Emergency Management	147,100	147,100	110,304	6,500			295,900	458,200	344,427	379,017		
Security and Surveillance	500,000	500,000	374,994	10,585			216,500	253,800	190,332	165,755		
Total Law, Order & Public Safety	**675,800**	**675,800**	**506,799**	**55,196**	**451,603**	89	**1,262,300**	**1,463,800**	**1,098,582**	**1,149,433**	**(50,851)**	(5)
Health												
Fixed Assets	-	-	-	-			13,400	13,400	10,044	11,622		
Health Inspection and Administration	68,800	68,800	51,561	22,040			443,800	434,200	325,602	266,832		
Preventative Services	18,000	18,000	-	8,238			83,000	83,000	62,235	22,882		
Total Health	**86,800**	**86,800**	**51,561**	**30,279**	**21,282**	41	**540,200**	**530,600**	**397,881**	**301,336**	**96,545**	24

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	EOY Forecast	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance
Education & Welfare												
Fixed Assets	-	-	-	-			408,000	408,000	305,982	315,586.42		
Place Based Services (Newman)	5,000	2,500	1,872	-			592,700	597,800	358,326	308,763.30		
Youth & Family Services	5,500	65,500	34,122	29,665			941,300	945,900	664,731	558,768.26		
Place Based Services (Rural)	-	-	-	-			576,900	572,700	420,624	421,504.05		
Total Education & Welfare	**10,500**	**68,000**	**35,994**	**29,665**	**6,329**	18	**2,518,900**	**2,524,400**	**1,749,663**	**1,604,622**	**145,041**	8
Housing												
Fixed Assets	-	-	-	-			452,200	452,200	339,147	435,885		
Staff Housing - Newman	179,600	179,600	134,694	178,262			179,600	179,600	185,697	253,914		
Staff Housing - Marble Bar	35,000	46,000	34,488	40,328			35,000	46,000	15,750	40,328		
Martumili Housing	14,500	14,500	10,863	8,090			14,500	14,500	22,125	9,890		
Built Infrastructure	72,500	72,500	54,360	70,574			100,000	40,000	115,000	28,357		
Total Housing	**301,600**	**312,600**	**234,405**	**297,254**	**(62,849)**	(27)	**781,300**	**732,300**	**677,719**	**768,374**	**(90,655)**	(13)
Community Amenities												
Fixed Assets	2,000	2,000	1,494	-			633,400	633,400	475,038	595,008		
Waste Collection & Recycling	671,900	731,900	696,755	666,193			878,200	862,700	654,624	508,432		
Landfill Management	4,128,500	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	944,458			1,181,000	1,226,500	904,815	812,597		
Energy & Biodiversity	-	-	-	-			-	-	(18)	2,367		
Town Planning & Regional Develop't	101,000	51,000	29,908	15,887			203,100	238,500	417,348	207,762		
Land Strategy	-	-	-	-			184,200	184,200	138,141	134,727		
Built Infrastructure - Newman							108,000	100,800	75,582	56,558		
Built Infrastructure (other communities)	6,500	6,500	4,869	3,964			134,200	128,700	86,979	60,803		
Total Community Amenities	**7,393,100**	**8,282,000**	**4,712,964**	**4,188,563**	**524,401**	11	**5,922,800**	**5,894,400**	**4,642,158**	**3,843,666**	**798,492**	17
Recreation & Culture												
Fixed Assets	2,700	2,700	2,025	8,036			2,091,200	2,091,200	1,568,394	1,723,358		
Built Infrastructure - Newman	-	-	-	-			518,000	513,200	170,901	394,446		
Built Infrastructure - Rural	101,400	101,400	76,032	65,641			244,400	232,000	173,961	178,719		
Aquatic Centres	172,400	172,400	129,276	142,644			1,951,600	1,584,400	1,188,180	972,289		
TV & Radio Re Broadcasting	-	-	-	-			30,400	31,500	23,616	11,286		
Recreation Centre - Newman	254,700	344,300	258,201	314,282			1,708,600	1,697,300	1,272,861	979,780		
Libraries	7,000	6,000	4,500	8,961			517,600	532,200	348,111	312,953		
Club Development	5,000	5,000	3,744	-			131,100	165,700	124,263	101,017		
Open Space Assets - Newman	83,100	90,100	67,536	68,647			3,291,700	3,283,100	2,462,094	2,142,194		
Other Culture	300	300	225	232			300	300	225	-		
Martumili	1,286,700	864,200	648,108	838,249			1,511,700	1,493,900	856,305	1,021,565		
Culture & the Arts	-	-	-	91			208,900	208,900	145,413	122,014		
Events	270,300	249,500	187,119	211,570			697,800	648,900	363,636	342,131		
Other Operating expenses for R&E Reallocatio	-	-	-	-			-		(36)	787		
Total Recreation & Culture	**2,183,600**	**1,835,900**	**1,376,766**	**1,658,352**	**(281,586)**	(20)	**12,903,300**	**12,482,600**	**8,697,924**	**8,302,541**	**395,383**	5

Function, Sub-Function and Department Name	Budget Annual Revenue	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	EOY Forecast	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual $ Variance	Monthly Bud vs Actual % Variance
Transport												
Fixed Assets	18,200	18,200	13,644	58,417.28			7,862,200	7,862,200	5,896,629	6,702,742.66		
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	720,000	649,516.25			3,692,200	3,804,900	2,853,555	2,517,797.74		
Road Plant Purchases	23,200	23,200	17,397	9,267.05			-	-	-	-		
Aerodromes	14,455,700	14,455,700	10,803,292	11,005,466			10,833,300	11,586,800	8,091,266	6,643,587.69		
Total Transport	**22,071,900**	**22,071,900**	**16,515,403**	**16,441,643**	**73,760**	0	**22,387,700**	**23,253,900**	**16,841,450**	**15,864,128**	**977,322**	6
Economic Services												
Fixed Assets	-	-	-	-			632,300	632,300	474,219	514,752		
Tourism and Area Promotion	155,400	162,500	121,860	123,865			546,100	498,200	306,108	235,225		
Building Control	163,200	203,200	152,379	224,929			238,500	251,000	188,199	161,139		
Rural Services	133,500	129,500	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	186,689		
Newman House	164,200	164,200	123,138	121,410			157,700	164,700	123,534	119,638		
Total Economic Services	**2,151,300**	**2,346,400**	**731,496**	**737,618**	**(6,122)**	(1)	**2,546,600**	**2,496,500**	**1,465,433**	**1,317,259**	**148,174**	10
Other Property & Services												
Fixed Assets	-	-	-	-			45,800	45,800	34,344	21,383		
Private Works	5,000	5,000	3,744	1,091			5,000	5,000	4,999	1,424		
Public Works Overheads	5,200	5,200	3,897	3,800			5,200	5,200	3,816	(267,524)		
Plant Operation Costs	-	-	-	-			-	-	(9)	376,241		
Salaries and Wages	10,000	10,000	7,497	8,549			10,000	10,000	7,497	396		
Project Management	-	-	-	-			1,142,700	765,500	919,071	357,116		
Unclassified	190,000	490,000	175,347	238,976			190,000	490,000	367,488	535,447		
Total Other Property & Services	**210,200**	**510,200**	**190,485**	**252,415**	**(61,930)**	(33)	**1,398,700**	**1,321,500**	**1,337,206**	**1,024,484**	**312,722**	23
Total Revenue & Expenditure As Per Operating Statement	**51,314,200**	**53,072,400**	**40,374,813**	**39,145,540**			**51,347,400**	**51,738,400**	**38,051,628**	**33,746,701**		

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
OPERATING REVENUE						
Rates	**13,963,600**	**14,337,100**	**14,337,100**	**14,297,157**	-39,943	0
Grants And Subsidies	**9,948,700**	**10,948,700**	**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
Total Operating Revenue	**$51,314,200**	**$53,072,400**	**$43,388,575**	**39,145,540**	-2,831,010	7
Less: OPERATING EXPENDITURE						
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)
Sub Total	**$51,347,400**	**$51,738,400**	**$39,024,225**	**33,747,021**	-4,952,904	13
Less: Applicable To Capital Expenditure	**0**	**0**	**0**	**0**	0	na
Total Operating Expenditure	**$51,347,400**	**$51,738,400**	**$39,024,225**	**33,747,021**	-4,952,904	13
NET PROFIT/(LOSS) RESULT	**($33,200)**	**$1,334,000**	**$4,364,350**	**5,398,519**	2,121,894	na
Other Comprehensive Income	**$0**			**0**		
TOTAL COMPREHENSIVE INCOME	**($33,200)**	**$1,334,000**	**$4,364,350**	**5,398,519**	2,121,894	na

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

OPERATING REVENUE	Budget	Amended Budget	YTD Budget	YTD Actual
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
Total Operating Revenue	**42,126,700**	**42,849,400**	**34,975,136**	**34,247,802**
Less: OPERATING EXPENSES				
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
Total Operating Expenditure	**51,347,400**	**51,702,900**	**38,025,006**	**33,660,769**
Add:				
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
Non - cash amounts excluded from operating activities	16,013,700	16,013,700	12,010,275.00	12,698,063
	25,436,100	**26,436,100**	**17,584,515**	**17,690,245**
Less: CAPITAL WORKS PROGRAMME				
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
		-		
	23,927,600	**23,907,500**	**16,377,993**	**7,318,879**
Less: OTHER				
Repayments of Debentures	1,209,500	1,209,500	576,699	576,699
Less Contributions to Loan Principal	-	-	-	-
Payments for principle portion of lease liability	-	-	-	27,489
Transfers to Reserves	2,890,800	3,639,500	28,801	5,182,277
	4,100,300	**4,849,000**	**605,500**	**5,786,465**
Add: FUNDING SOURCES				
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
	11,889,800	**11,196,900**	**4,510,300**	**3,670,385**
Estimated Surplus/(Deficit) June 30 c/fwd	**77,300**	**23,000**	**2,061,452**	**8,842,319**

CASHFLOW
For The Period Ending 31st March 2021

Municipal Fund

Cashflows From Operating Actvities		
Receipts from Operations		37,174,601
Less: Payments for Operations		-20,130,823
	Net Cash Provided by Operating Activities	17,043,779
Cashflow from Investing Activities		
Interest received		204,587
Payment for Property, Plant & Equipment		171,699
Less: Proceeds - Sale of Assets		-7,316,288
	Net Cash Used by Investing Activities	-6,940,003
Cashflows from Financing Activities		
Interest Paid		-142,269
Repayment of Borrowings		-576,699
Proceeds from Borrowings		0
	Net Cash Used by Financing Activities	-718,969
	Net Increase in Cash Held	**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
	Total Cash Held	**69,063,950**

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
	Governance							
	Other Governance							
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 Blg Security Upgrade	0	0	0	-		-	-
	Total Governance	**$345,000**	**$346,506**	**$382,000**	**133,545**	61	**122,840**	**256,385**
	Law, Order & Public Safety							
	Fire Prevention/Emergency Services							
59010	Ranger Vehicle - 4WD (51112)	65,000	65,000	65,000	75,117		-	75,117
59012	Nullagine BFB - Ablution Block	54,300	54,299	54,300	53,000		-	53,000
		$119,300	**$119,299**	**$119,300**	**128,117**		**-**	**128,117**
	Other Law, Order and Public Safety							
59022	** BHP - CCTV	500,000	347,400	463,200	-		-	-
		$500,000	**$347,400**	**$463,200**	**-**		**-**	**-**
	Total Law, Order, P/Safety	**$619,300**	**$466,699**	**$582,500**	**128,117**	73	**-**	**128,117**
	Health							
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
	Total Health	**$0**	**$0**	**$0**	**-**	na	**-**	**-**
	Education and Welfare							
	Community Services							
89023	CRC Marble Bar	10,000	7,497	16,000	-		15,706	15,706
89026	Newman Youth Centre	50,000	12,753	17,000	-		-	-
	Total Education and Welfare	**$60,000**	**$20,250**	**$33,000**	**-**	na	**15,706**	**15,706**
	Housing							
	Staff Housing							
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
	Total Housing	**$1,269,700**	**$752,769**	**$1,003,700**	**678,757**	10	**105,067**	**783,824**
	Community Amenities							
	Sewerage							
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**
	Sanitation Other							
109037	Newman Landfill Fencing	650,000	650,000	0	-		-	-
109038	Newman Landfill Signage	20,000	20,000	20,000	-		15,478	15,478
109039	Newman Landfill Bore	200,000	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
		$1,047,000	**$953,503**	**$396,500**	**168,845**		**19,109**	**187,955**
	Other Community Amenities							
109022	Public Toilets	0	0	0	-		-	-
109033	Nullagine Public Toilets	0	0	27,600	27,550		-	27,550
		0	**0**	**$27,600**	**27,550**		**-**	**27,550**
	Total Community Amenities	**$7,336,400**	**$5,256,840**	**$7,683,500**	**343,740**	93	**267,088**	**610,828**
	Recreation And Culture							
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
	Public Halls & Civic Centre	**$15,000**	**$11,250**	**$15,000**	**38,590**		**14,738**	**53,328**
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
	Swimming Areas / Beaches	**$80,000**	**$61,250**	**$65,000**	**19,939**		**14,763**	**34,702**
119310	Newman Community Library - L&B	15,000	15,000	15,000	-		14,874	14,874
	Libraries	**$15,000**	**$15,000**	**$15,000**	**-**		**14,874**	**14,874**
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
	Recreation Centre	**$90,000**	**$329,353**	**$348,600**	**56,361**		**237,802**	**294,164**
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
	Ovals, Parks and Other Reserves	**$760,000**	**$476,250**	**$723,500**	**240,168**		**130,720**	**370,888**
	Total Recreation And Culture	**$960,000**	**$893,103**	**$1,167,100**	**355,058**	60	**412,898**	**767,956**
	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 Marbe 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	Goldsworth 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
	Road Construction	**$3,688,100**	**$1,977,333**	**$3,261,300**	**1,529,629**		**1,010,194**	**2,539,823**
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
	Aboriginal Access Roads	**$2,393,600**	**$1,888,355**	**$2,688,300**	**2,571,447**		**-**	**2,571,447**
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
	Other Construction	**$1,937,500**	**$1,377,588**	**$1,989,500**	**625,840**		**75,901**	**701,740**
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 Backhow (2751)	190,000	195,400	195,400	195,420		-	195,420
129745	Fuso Canter 815 Tipper (2825)	98,000	63,300	63,300	63,651		-	63,651
	Road Plant Purchases	**$718,000**	**$519,800**	**$536,300**	**441,278**		**79,210**	**520,488**
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	-		-	-
	Landside Expenses	**$3,750,000**	**$2,235,000**	**$2,860,000**	**371,357**		**163,816**	**535,172**
	Total Airport	**$3,750,000**	**$2,235,000**	**$2,860,000**	**371,357**		**163,816**	**535,172**
	Total Transport	**$12,487,200**	**$7,998,076**	**$11,335,400**	**5,539,549**	31	**1,329,120**	**6,868,670**
	Economic Services							
139818	RPT Troop Carrier (131166)	0	0	0	-		-	-
	Rural Services	**$0**	**$0**	**$0**	**-**		**-**	**-**
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
	Total Economic Services	$850,000	$643,750	$1,720,000	140,113	78	949,548	1,089,661
	Other Works & Services							
149014	Toyota Prado	0	0	0	-		-	-
	Total Other Works & Services	$0	$0	$0	-	na	-	-
	Totals of All Assets	$23,927,600	$16,377,993	$23,907,200	7,318,879	55	3,202,268	10,521,146

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 $
Current Assets		
Cash		
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
Total Cash	**$38,624,100**	**69,063,950**
Stock on Hand		
Fuels	96,891	19,499
History Books	12,479	12,140
Martumili Baskets	15,229	18,295
Total Stock	**$124,599**	**49,934**
Debtors		
Rates	210,000	1,976,922
Sundry Debtors	40,000	4,357,380
ATO	0	3,757
Aust Securities Commission	200	0
Total Debtors	**$250,200**	**6,338,059**
Total Current Assets	**$38,998,899**	**75,451,944**
Current Liabilities		
Creditors & Provisions		
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
Total Current Liabilities	**($1,438,699)**	**($10,273,226)**
Total Net Current Assets	**$37,560,200**	**$65,178,718**
Less Restricted Cash - Reserves	**$37,482,900**	**$56,339,062**
Net Current Assets less Restricted Cash	**$77,300**	**$8,839,656**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY **NOTE 2**

For The Period Ending 31st March 2021 **EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2020/21 year is $10,000 or 10% whichever is the greater.

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
VARIANCE BY FUNCTION & ACTIVITY	$	%			
Revenue from operating activities					
Governance	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 Recoup up on Budget
Expenditure from operating activities					
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 then 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

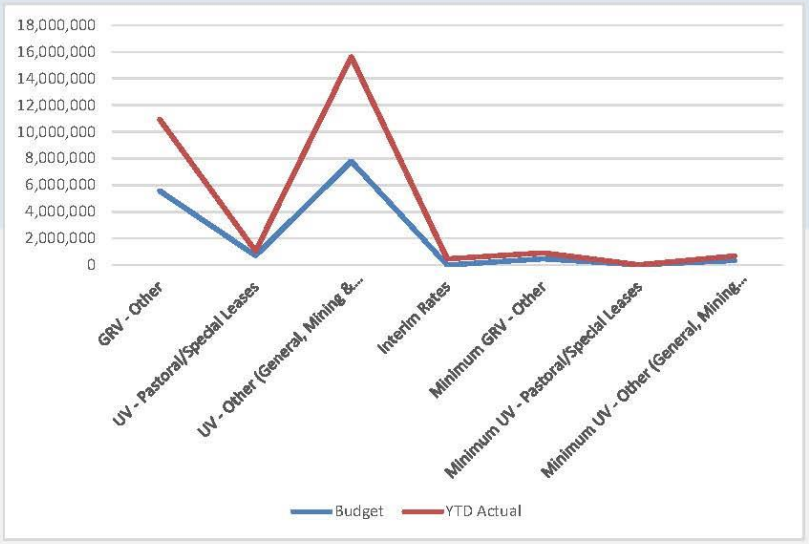
For The Period Ending 31st March 2021

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

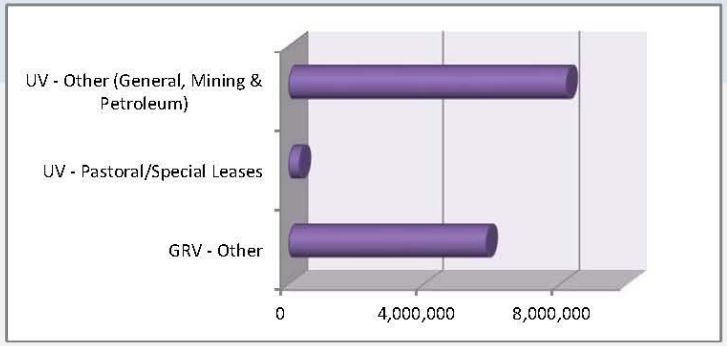
SIGNIFICANT ACCOUNTING POLICIES

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



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	1,349,994	1,893,659
Levied this year	16,670,389	17,554,747
Less Collections to date	(16,126,724)	(17,352,792)
Equals Current Outstanding	**1,893,659**	**2,095,614**
Net Rates Collectable	**1,893,659**	**2,095,614**
% Collected	96.74%	98.85%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	2,342,962	1,395,950	16,974	601,731	4,357,617
Percentage	54%	32%	0%	14%	
Balance per Trial Balance					
Sundry debtors					4,357,617
Total Receivables General Outstanding					**4,357,617**

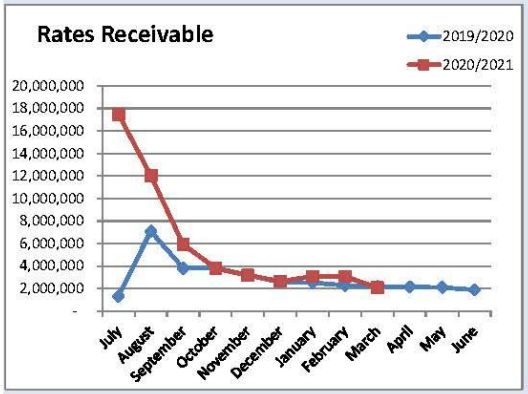
Amounts shown above include GST (where applicable)

KEY INFORMATION

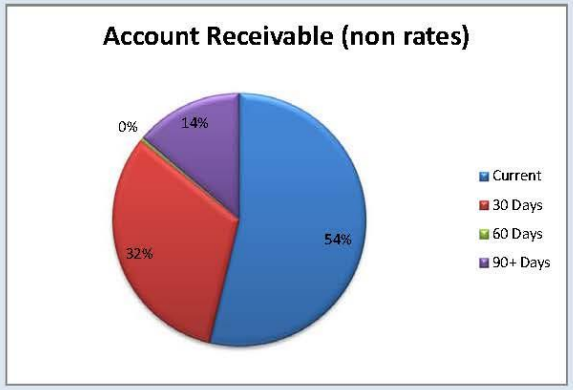
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
99%	$2,095,614



Debtors Due
$4,357,617

Over 30 Days
46%

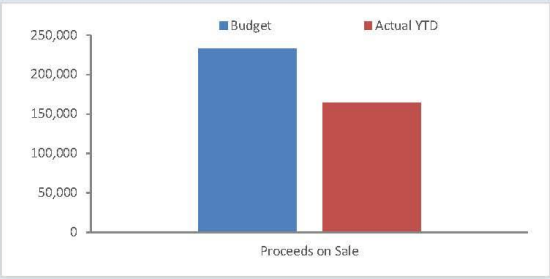
Over 90 Days
14%

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

OPERATING ACTIVITIES
NOTE 5
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
Program 4	**Governance**								
41229B	Toyota Hilux 4x4	9,000	17,000	8,000					
Z17058C	Newman - Shire Admin - Gardens					5,397			(5,397)
Program 5	**Law, Order & Public Safety**								
P51112E	Toyota Hilux	22,300	25,000	2,700		21,394	34,790	13,396	
Program 7	**Health**								
Program 10	**Community Amenities**								
121212A	GEWS Vehicle	13,000	15,000	2,000					
P16068	Newman Refuse - Cardboard Bailer					75,008	0		(75,008)
Program 11	**Culture and Recreation**								
111576D	CRS Vehicle	22,300	25,000	2,700		11,570	19,606	8,036	
P16004	Dolphin Commercial Expert Pro Pool					1,507	0		(1,507)
P13019	Newman Aquatic - Dolphin Pro Cleaner					2,486			(2,486)
Program 12	**Transport**								
2704C	Fuso Canter	32,300	27,000		(5,300)				
2727C	Fuso Canter	38,000	27,000		(11,000)				
2751A	Backhoe	9,200	25,000	15,800					
2807E	Holden Colorado	14,200	9,000		(5,200)	13,604	12,835		(770)
2810E	Holden Colorado	14,200	9,000		(5,200)	13,604	12,839		(766)
2812C	Toyota Hilux	24,600	27,000	2,400					
2825A	Toyota 79 Series	35,800	27,000		(8,800)				
2733B	HINO Ranger Pro - Mistral Suction Road Sw					17,280	61,326	44,046	
121212A	Toyota Hilux Extra Cab (4wd)					8,699	23,066	14,367	
Program 13	**Economic Services**								
Program 14	**Other Works and Services**								
		234,900	**233,000**	**25,600**	**(35,500)**	**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

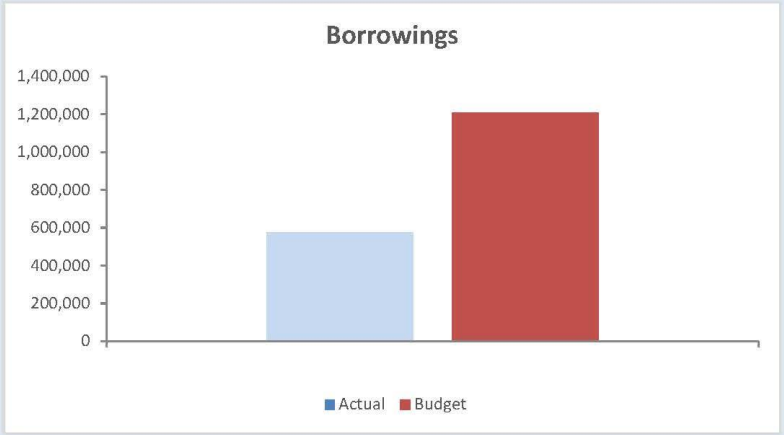
FINANCING ACTIVITIES
NOTE 6
BORROWINGS

Information on Borrowings	Opening Bal	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	2020/2021	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	$	$	$	$	$	$	$	$	$
Housing									
Staff Housing	193,958			93,893	93,900	100,065	100,058	11,055	11,100
								815	1,200
Staff Housing	929,661			131,295	131,300	798,366	798,361	58,239	58,200
								3,222	7,200
Community Amenities									
Sewerage Plant	1,354,944			61,918	125,200	1,293,026	1,229,744	30,419	59,500
								4,665	10,000
Sewerage Plant	823,455			45,832	92,400	777,623	731,055	12,558	24,400
								2,903	6,400
Sewerage Plant	0	0	4,700,000	0	271,600	0	4,428,400	-	92,700
								-	17,900
Transport									
Newman Airport Precinct	495,142			243,762	495,100	251,380	42	15,473	13,300
							0	2,921	8,700
	3,797,160	0	4,700,000	576,699	1,209,500	3,220,461	7,287,660	142,269	310,600
Self supporting loans									
							0		
	0	0	0	0	0	0	0	0	0
Total	3,797,160	0	4,700,000	576,699	1,209,500	3,220,461	7,287,660	142,269	310,600

All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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



KEY INFORMATION

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

	Principal Repayments
	$576,699
Note: Interest Accrual - As per Auditors Request	
Interest Earned	Interest Expense
$204,587	$142,269
Reserves Bal	Loans Due
$56.34 M	$3.22 M

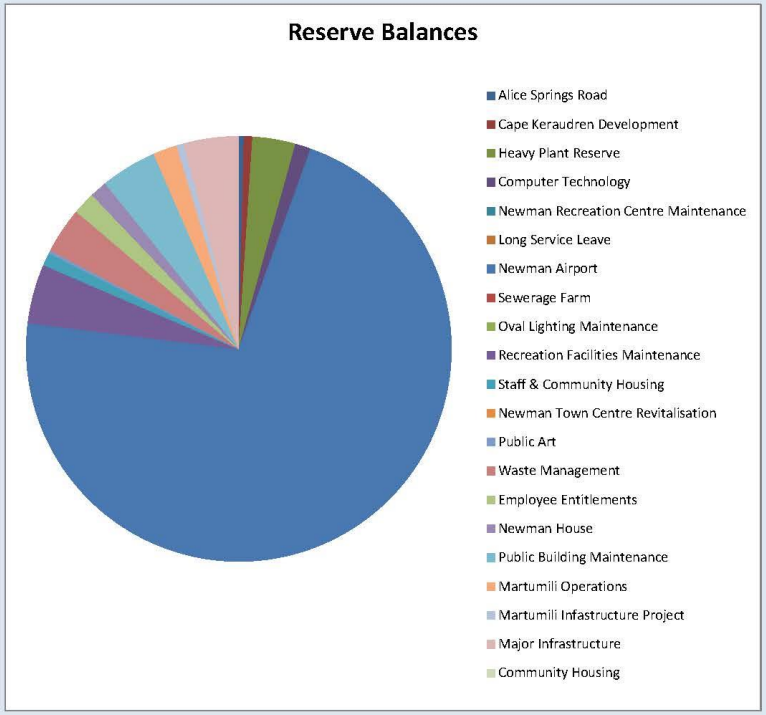
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For The Period Ending 31st March 2021

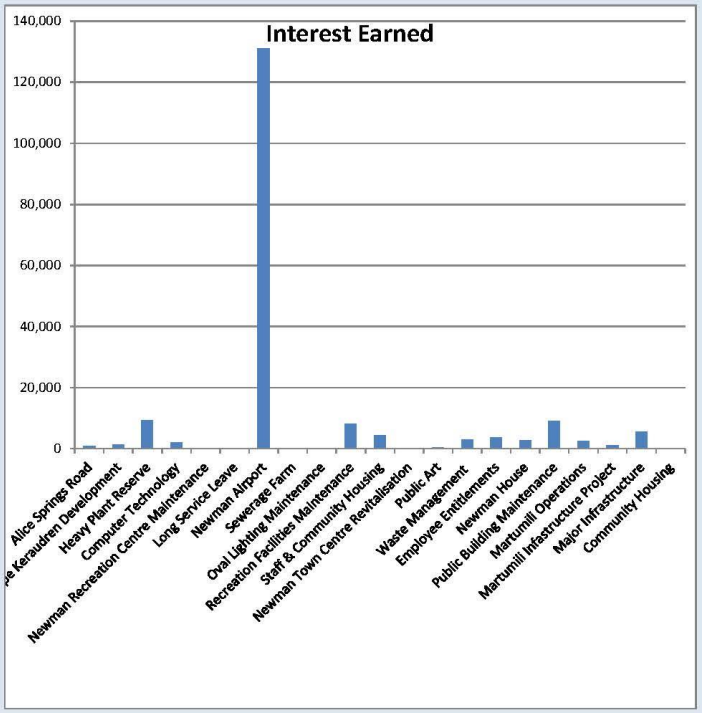
CASH AND INVESTMENTS
NOTE 7

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	(464,411)	0	(464,411)	0
Newman Airport	35,879,532	674,900	131,115	2,080,100	4,285,974	(435,700)	(43,423)	38,198,832	40,253,197
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	4,462	1,180,964	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	1,959,403	31,700	2,946	2,791,176	0	(663,964)	0	4,118,315	1,962,349
Employee Entitlements	968,504	23,800	3,624	959,185	0	(494,774)	0	1,456,715	972,128
Newman House	730,710	16,700	2,731	0	0	0	0	747,410	733,441
Public Building Maintenance	2,390,433	63,300	8,948	0	0	(200,000)	0	2,253,733	2,399,380
Martumili Operations	441,756	13,500	2,512	0	711,271	(267,000)	(129,811)	188,256	1,025,729
Martumili Infastructure Project	309,934	3,900	968	50,000	0	0	0	363,834	310,903
Major Infrastructure	2,344,018	0	5,644	0	0	0	0	2,344,018	2,349,662
Community Housing	0	0	0	0	0	(24,283)	0	(24,283)	0
	51,330,020	**1,005,900**	**185,031**	**7,403,603**	**4,997,246**	**(7,441,760)**	**(173,235)**	**52,297,762**	**56,339,062**

KEY INFORMATION





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

GRANTS & CONTRIBUTIONS

For The Period Ending 31st March 2021

NOTE 8

Non Operating Grants & Contributions For The Development Of Assets

Grant Source	Purpose	2020/2021 Estimated Actual	2020/2021 Budget	2020/2021 Actual	Variance (Under)/Over
		$	$	$	
State Grants					
FESA	NBFB Shed Grant	77,300	77,300	0	100
WA Grants Commission	Aboriginal Access Roads	500,025	666,700	517,508	-3
Main Roads WA	Aboriginal Access Roads	249,975	333,300	498,333	-99
Main Roads WA	Regional Road Group	782,550	1,043,400	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
		2,406,725	**3,183,200**	**2,024,651**	16
Federal Grants					
Federal Dep't Of Transport	Roads To Recovery	869,775	1,159,700	2,009,682	-131
Federal Dep't Of Transport	Roads to Recovery - Additional	637,500	850,000	475,000	25
Federal Dep't Of Transport	Local Roads & Community Infrast.	897,375	1,196,500	0	100
		2,404,650 0	**3,206,200**	**2,484,682**	-3
Contributions					
BHP	Collective Impact - Community Safety	500,000	500,000	10,585	98
BHP	Sewerage Pant Upgrade Funding	1,125,000	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
		1,875,000	**4,150,000**	**308,559**	84
Non-Operating grants, subsidies and contributions Total		**6,686,375 0**	**10,539,400**	**4,817,893**	28

Grants & Contributions Toward Operating Expenditure

Grant Source	Purpose	2020/2021 Estimated Actual	2020/2021 Budget	2020/2021 Actual	Variance (Under)/Over
		$	$	$	
State Grants					
WA Grants Commission	General Purpose Grants	1,085,000	2,000,000	878,377	19
CRSFF	Recreation Plan	-25,000	25,000	0	100
FESA	FESA Grant - SES	4,000	4,000	4,000	0
FESA	FESA Grant - Nullagine VBFB	15,000	20,000	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	Martumili - 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 **NOTE 9**
For The Period Ending 31st March 2021 **TRUST FUND**

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY **NOTE 10**

For The Period Ending 31st March 2021 **BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				0
	Permanent Changes						
888302	Cape Keraudren Development Reserve	202021/50	Non Cash Item		(150,000)		(150,000)
139203	Cape K - Potable Water	202021/50	Capital Expenditure			150,000	0
	Unbudgeted Expenditure - FBT Policy Reform Strategy	202021/56	Operating Expenses			34,000	34,000
102019	Income for Waste and Recycling - Education Tools	20202/85	Operating Revenue		(23,085)		(23,085)
101020	Expenditure for Easte and Recycling - Education Tools	20202/85	Operating Expenses			23,085	0
NEW	Income Newman WWTP Upgrade Grant		Operating Revenue		(1,000,000)		(1,000,000)
49817	Reserve Transfer - Newman WWTP Upgrade		Non Cash Item			1,000,000	0
102019	Income for Waste Services Grant - Bin Tagging Program		Operating Revenue		(8,000)		(8,000)
101020	Expenditure for Waste Services Grant - Bin Tagging Program		Operating Expenses			8,000	0
102019	Income for Waste Services Grant - E-waste Collection & Recycling		Operating Revenue		(40,000)		(40,000)
101020	Expenditure for Waste Services Grant - E-waste Collection & Recycling		Operating Expenses			40,000	0
NEW	Income for Newman Economic Development and Tourism Stratergy		Operating Revenue		(500,000)		(500,000)
NEW	Expenditure for Newman Economic Development and Tourism Stratergy		Operating Expenses			500,000	0
	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**

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 26th March 2021.

COMMENTS/OPTIONS/DISCUSSIONS

EFT Payments	EFT57827 – EFT58235	$3,556,067.04
Mastercard	See attachment	$20,307.08
	Total	**$3,576,374.12**
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
	Total	**$119,047.51**
	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:

FUND	VOUCHER	AMOUNT
EFT Payments	EFT57827 – EFT58235	$3,556,067.04
Mastercard	See attachment	$20,307.08
	Total	**$3,576,374.12**
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
	Total	**$119,047.51**
	GRAND TOTAL	**$3,695,421.63**

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

Appendix 2
Directs Payments

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
			Fuel Payments Total	**-1025.39**
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
			SuperannuationPayments Total	**-114196.47**
			Directs Total	**-115221.86**

Appendix 3
EFT Payments

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 WHYOULTER	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 Culldorah - SAI 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	DDLS 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 Contractr - 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	-440.20

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 WHYOULTER	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 6745685)	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 Spencer	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 04/02/2021 -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 4.2.21-3.4.21 -1107.66

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	CELLARBRATIONS AT NEWMAN	Outback Fusion Festival Purchase of riders	-93.00
EFT57906	22/04/2021	CHRISTOPHER SUMNERS	Electricity Reimbursment 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 tempary 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 Enertainment - 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: 00055451	-2282.50
EFT57913	22/04/2021	David Olney	Remiburse 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.	-4932.91
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 - 40% 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	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	2x Batteries Fuso 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 400ltrs ULP and other general supplies	-679.60
EFT57934	22/04/2021	MCLEODS BARRISTERS & SOLICITORS	Legal opinion Liquid Waste Contract	-848.09
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 50Pkand 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 4 Confidor.	-7937.82

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 Reimbursment 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 reimbursment 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 Fesitval	-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	BUGAI WHYOULTER	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 WHYOULTER	Artist Payment Ref # 8093	-841.33
EFT57984	29/04/2021	Derrick Butt	Artist Payment Ref # 8108	-500.00

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	Pivotel 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

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 PO Galvins Plumbing Depot Parks and Gardens	-218.28
EFT58027	29/04/2021	GOESCAPE Pty Ltd	18 Francis Street, MB - SAI new dininig room AC as per quote	-3061.61
EFT58028	29/04/2021	Gianna Mazzeo	Promo movie for Pukurlpa Exhibtion	-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 Reopenning	-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 PO Newman Home Hardware Depot Main Account	-789.60
EFT58048	29/04/2021	Newman Hotel Motel	Secuirty 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 FO car artsworker field trip	-825.50
EFT58059	29/04/2021	ROBERT WEIR	Electricity Reminbursment - 04.2.21-03.4.21	-1188.81
EFT58060	29/04/2021	Raees Rasool	Electricity Reimbursment 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

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	Tavel 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 Grammer community event	-146.43
EFT58103	05/05/2021	Minuteman Press Perth	Gallery Decal for Pukurpa exhitbition	-247.78
EFT58104	05/05/2021	NEWMAN HOME HARDWARE & ICE PLUS	Various Items as required - Open PO until 30JUN21	-944.90

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 Reimbursment 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: Kav Temperley Perofrmance 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 111EPS as per Quote #Q104705	-299.25
EFT58119	05/05/2021	ULTI MECH	Various vehicle servicing and reparis	-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 WHYOULTER	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	NOELENE GIRGIBA	Artist Payment Ref # 8120	-127.50
EFT58139	05/05/2021	PAULINE WILLIAMS	Artist Payment Ref # 8172	-430.00
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

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	-734.49
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 WHYOULTER	Artist Payment Ref # 8188	-1000.00
EFT58150	13/05/2021	Derrick Butt	Artist Payment Ref # 8186	-357.45
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 IECZ040	-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	Bucci 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

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	Accommodationdouble 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	Electricty 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 Satuday 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 Yalberee - 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
			EFT Payments	**- 3,556,067.04**

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 LA55500361119083984331 4 6	-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
	5586 **** **** 3732	13/04/2021	REFUEL AUSTRALIA-SWAGM MOUNT MAGNET	-68.00
Raees Rasool	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

Sian Appleton	5586 **** **** 4940	3/05/2021	LinkedIn 5620987976 lnkd.in/bill AU	-451.14
Lisa Clack	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/ENAUIR	-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
Steve Leeson	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
Billing Account	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
			TOTAL	**-$20,307.08**

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 Pleming **SECONDED: Cr Adrienne Mortimer**

That Council:

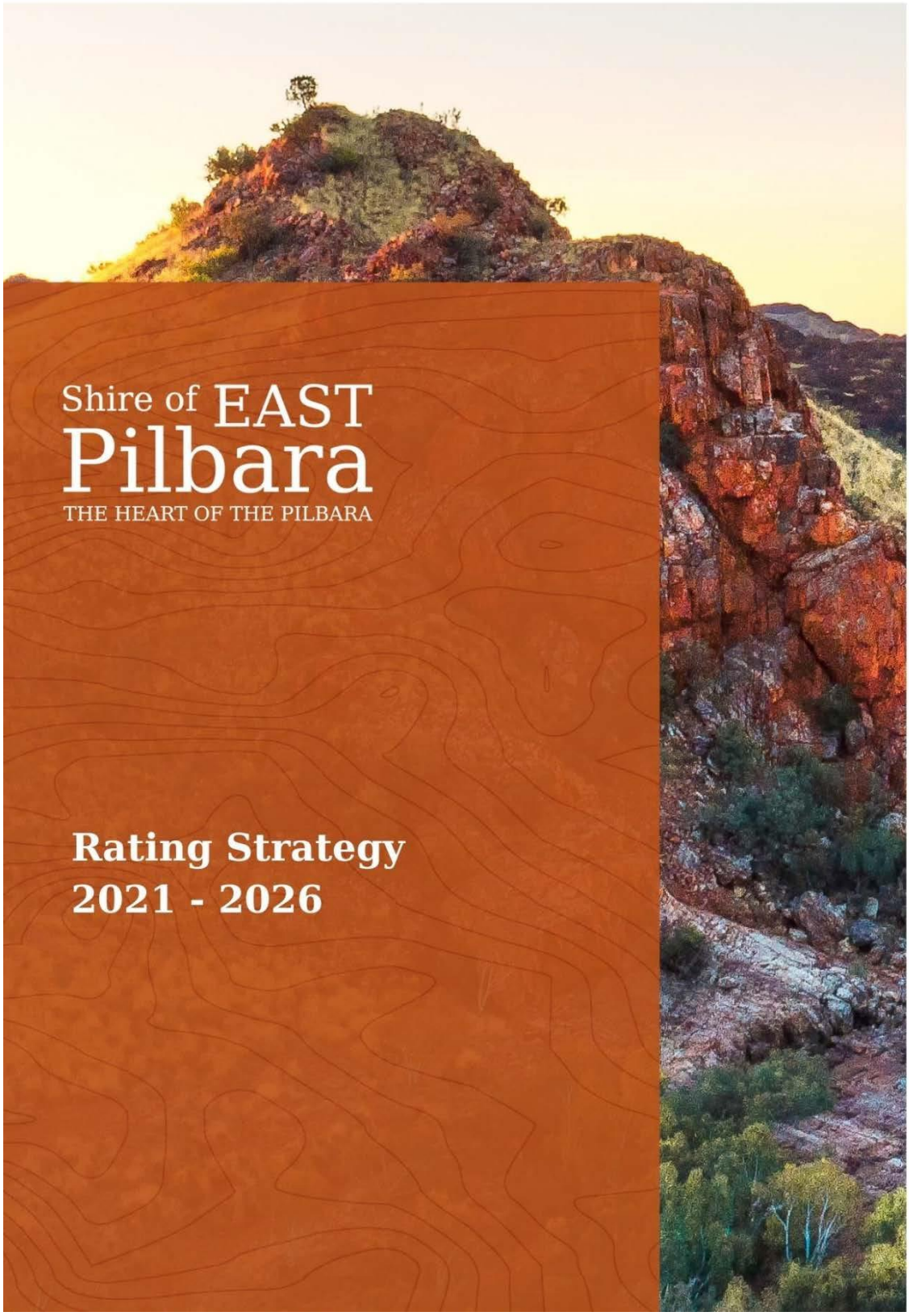
1. **Adopts the Rating Strategy 2021 to 2026 included as Appendix 1;**
2. **Provides local public notice of the Rating Strategy, seeking feedback as part of the 2021-2022 annual budget process.**

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 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 additional 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

Attachments:	**Appendix 1 – Objects and Reasons for Differential Rates**
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:	
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

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
Concessions	*-$687,394*		*-$910,394*
Total	**$20,825,558**		**$13,963,600**
**Including estimated growth from new properties*	$830,606		

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

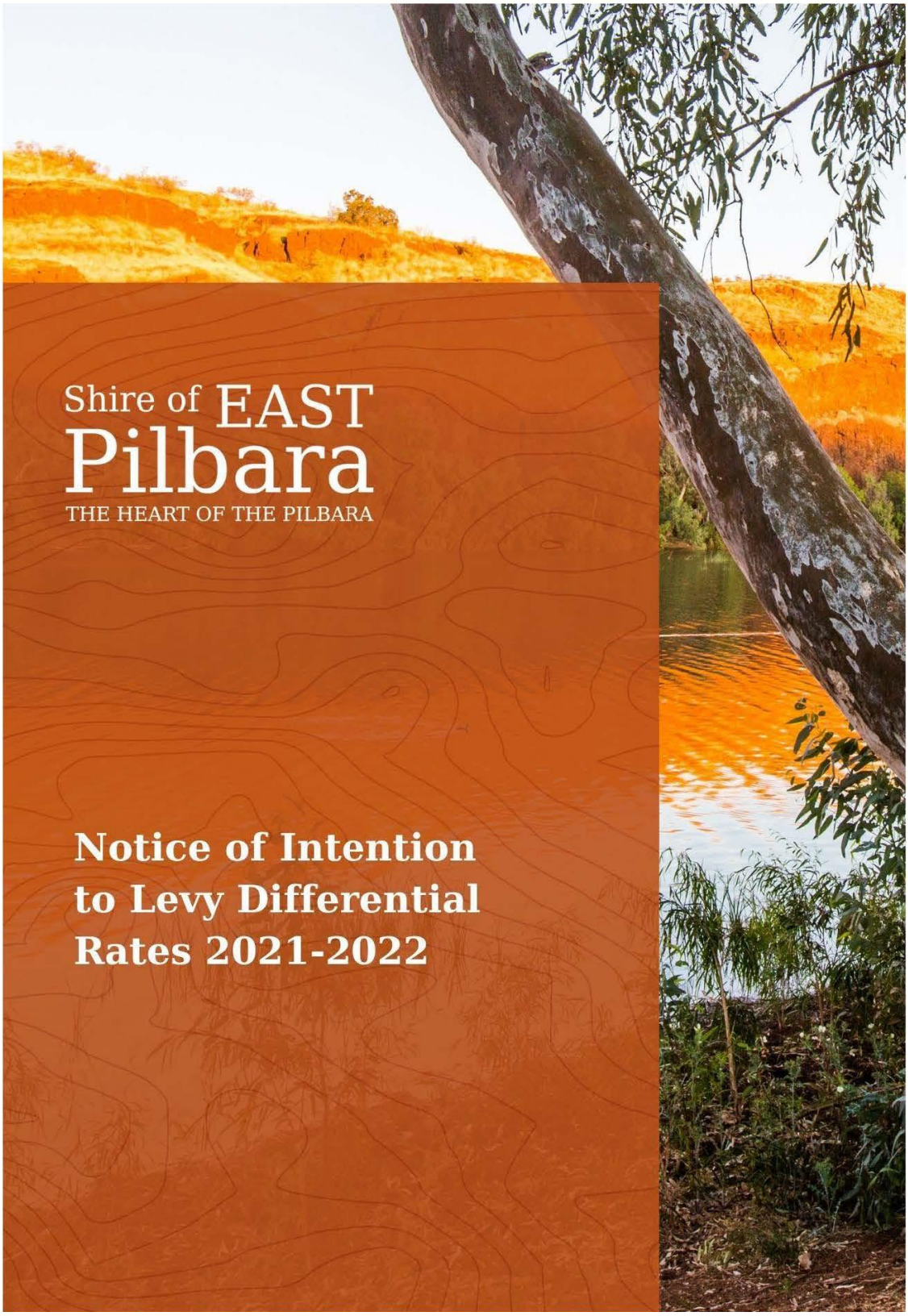
2. Endorse the Objects and Reasons for the proposed differential rates as presented at Appendix 1;

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



SHIRE OF EAST PILBARA

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

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.

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

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%	
GRV Non-Residential	$793,000	4%	$6,029,609
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
Concessions	*-$687,394*		*-$910,394*
Total	**$20,825,558**		**$13,963,600**
**Including estimated growth from new properties*	*$830,606*		

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
UV Mining	0.282900	$715

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

10.2.5 REVIEW OF COUNCIL POLICIES - CORPORATE SERVICES

Attachments:	**Appendix 1 - 3.1 Accounting Policies** **Appendix 2 - 3 1 Accounting for Non Current Assets Proposed** **Appendix 3 - 3.3 Budget Preparation** **Appendix 4 - 3.6 Management Accounts** **Appendix 5 - 3 8 Rates Incentive Policy** **Appendix 6 - 3.15 COVID-19 Financial Hardship policy Adopted** **Appendix 7 - 3 15 Financial Hardship policy Proposed** **Appendix 8 - 4 1 Advertising Statutory and General** **Appendix 9 - 4 6 Insurance Professional Indemnity** **Appendix 10 - 4 15 Internal Controls Policy**
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 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 polices 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).

No.	Policy	Rescind	Redirect	Review	Retain
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			

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	This policy had been developed to take into account the various prescribed requirements and associated interpretations as noted below Local Government Act 1995 Local Government (Financial Management) Regulations 1996 AASB 5 Non-current Assets Held for Sale AASB 9 Financial Instruments AASB 13 Fair Value Measurement AASB 140 Investment Properties AASB 102 Inventories AASB 141 Agriculture AASB 116 Property Plant and Equipment AASB 1051 Land Under Roads AASB 117 Leases AASB 123 Borrowing Costs AASB 136 Impairment of Assets AASB 138 Intangible Assets UIG 1030 Depreciation of Long-Lived Physical Assets UIG 1030 Depreciation of Long-Lived Physical Assets		
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	*Local Government (Financial Management) Regulations 1996*		
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 vulnerability1

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

[1] 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 3rd 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

Responsible Directorate	Corporate Services
Responsible Officer	Manager Corporate Services
File Number	

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

Financial Hardship	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: • Changes in employment status (such as losing a job or having hours significantly reduced). • Significant life events such as serious illness, a relationship breakdown or death in the family. • Significant loss of revenue. • Emergency event or natural disaster.
State Concessions	Meeting eligibility criteria for approved Pensioner or State Concession Card, Commonwealth Seniors Health Card with a WA Seniors Card.
Payment Arrangement	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.
Payment Options	Centrepay, internet, direct debit, telephone, mail or POST Bill pay.

Fees and Charges	Includes waste collection fees, security service charge and emergency services levy
Penalty Interest	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.
Approving Officer	Means any person to whom power has been authorised to determine applications in accordance with Council's approved policy guidelines.
Residential Ratepayer	The category of ratepayer which is not classified as non-residential or unimproved land.
Small Business Ratepayer	A small business which: • Employs less than 20 people *Australian Bureau of Statistics (ABS) definition of small business. Where the owner draws a wage from the business they are considered an employee and are included in the employee count above. • Owns and operates their business from premises within the Shire (being both ratepayer and business owner). This includes home-based businesses.

Qualifying Criteria

Subject to qualifying criteria, eligible residential and small business ratepayers in Financial Hardship will be provided assistance where:

a) In the opinion of the Chief Executive Officer, upon recommendation by the Approving Officer, the ratepayer is experiencing genuine financial hardship;

b) The ratepayer's circumstances can be substantiated if requested;

c) The ratepayer is not bankrupt or subject to a bankruptcy petition;

d) No revenue is being derived from the residential property;

e) The non-residential property is the principal place of business of the ratepayer;

f) 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	

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			

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**

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 Telecommunications Allowance	$1,000 (Councillors) $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:

	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	Carnavon
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, Pleming, McWhirter-Brooks, Mortimer, Smith, Lockyer

AGAINST: Councillors Parsons and Coppin OAM

To be actioned by Mrs Lisa Davis, Manager Corporate Services

10.3 EM CUSTOMER & COMMUNITY SERVICES

10.3.1 CARAVAN PARK NAMING IN NEWMAN

Responsible Officer:	**Ms Lisa Clack Executive Manager Customer & Community Services**
Author:	**Ms 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**

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 Pleming **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.

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 $	Recommended 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 Pleming 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, Pleming

AGAINST: Councillor Lockyer

CARRIED

7-1

COUNCIL RESOLUTION: 202021/211

MOVED: Cr Holly Pleming **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**
Newman Scouts	**$5,000.00**

FOR: **Councillors Coppin OAM, McWhirter-Brooks, Mortimer, Parsons, Middleton, Smith, Lockyer**
AGAINST: **Councillor Pleming**

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

Recommended Applications			
Applicant Organisation	**Recommendation**	**% of Request**	**Amount Recommended**
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
		Total (OPTION 1)	**$41,710.00**
Recommended IF Council supports allocating additional funding			
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
		Total	$14,503.18
		Total (OPTION 2)	$56,213.18

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

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

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

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

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 assess 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 from. 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.

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

- 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 requestion 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

10.3.3 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 Pleming declared an Impartiality Interest in Item 10.3.3 being Committee Member of NCCI , and remained in the Council Chambers.

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:

Sponsorship for Budget Consideration				
Applicant Organisation	**Event**	**Amount received in the past**	**Amount Sought**	**Comment / Description**
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.
Sponsorship Letters not received				
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.
		OPTION 1 $35,000	**OPTION 2 $40,000**	

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

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.

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 21st 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 40th Anniversary of the Newman Races.

The additional contributions are towards the costs of the 40th 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 the requested the funds for the 2022 sponsorship to the 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

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

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	☑	NO	☐
ABN?	YES	☑	NO	☐
Funding sought from other organisations	YES	☑	NO	☐
If other funding is sought, amount funded from other organisation	$ 121,000			
Previous funding from Shire of East Pilbara	YES	☑	NO	☐
If yes, amount received and funded years	2019 & 2020			

Shire Grant or other funding received this year	YES	☐	NO	☑		Comments:
Funds Acquitted	YES	☑	NO ☐	NA	☐	Comments:
Outstanding Shire Debts (greater than 30 days)	YES	☐	NO	☑		Comments:
Does Application meet funding criteria?	YES	☑	NO	☐		Comments:

☑	**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**
☑	**Not duplicate an activity already available in the local area**
☑	**Be an Australian legal entity**
☑	**Have all appropriate insurances and licences that are sufficient for the event**
☐	**Marketing/promotional plan submitted with application outlining how the Shire will be recognized for its sponsorship.**

Summary of the purpose of Sponsorship	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.
Identified link to the Strategic Community Plan	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.
Identified and documented community/local need	A popular and well loved Newman event that happens annually. It provides a social benefit as well as an economic benefit to the community.
Target group of project outcome	Community of Newman, inclusive of family's and singles, of all ages.
Acknowledgement of SOEP	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	☑
Application meets criteria	☑
All sections signed by appropriate officer	☑
No outstanding Acquittals	☑
No outstanding debts with the Shire of East Pilbara	☑
Have no other Shire grants accepted this financial year	☑
Copy of Certificate of Currency (Insurance) attached	☑

Appendix 2
CAGs Guidelines

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

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

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

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 assess 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:

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

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 from. 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

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

- 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
AUSTRALIA'S LARGEST SHIRE

- 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 requestion 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

Attachments:	**Appendix 1 – MOU Marble Bar Race Club**
Responsible Officer:	**Ms Lisa Clack** **Executive Manager Customer & Community Services**
Author:	**Mr Paul Miller** **Manager Recreation & Events**
Proposed Meeting Date:	**28 May 2021**
Location/Address:	**N/A**
Name of Applicant:	**N/A**
Author Disclosure of Interest:	**Nil**

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

Shire of EAST Pilbara
AUSTRALIA'S LARGEST SHIRE

PMB 22 Newman
Western Australia 6753

THIS MEMORANDUM OF UNDERSTANDING and FUNDING AGREEMENT

is dated the 1st 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 1July 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
Public Event		
Event Applications	100%	0%
Insurance – MBRC Owned Buildings	100%	0%
Insurance – SoEP Owned Buildings	0%	100%
Insurance – Public Event and Public Liability	100%	0%
Public Toilets		
Building - Maintenance	0%	100%
Building – Cleaning & Supplies	100%	0%
Portable Toilets – Hire, cleaning and stock	100%	0%
Race Course Track		
Track Maintenance - Grounds	100%	0%
Track Maintenance – Railings and Gates	100%	0%
Track Maintenance – Finish line and tower	0%	100%

Stables – Holding Area		
Horse Stable Area, including storeroom	100%	0%
Building, including Jockeys and TAB Rooms and Main Bar Area		
Building Maintenance	0%	100%
Bar Area - Bar in front of rooms	100%	0%
Bar Area – Main	100%	0%
Fencing & Gates	0%	100%
Utilities Supply		
Additional Power Supply	100%	0%
Power Consumption	100%	0%
Water – Bore	0%	100%
Security		
Security – Event	100%	0%
Camping Area		
Designated Area - Site Plan	100%	0%
Fire Control	100%	0%
Volunteer Bush Fire Brigade	100%	0%
Buildings and Storage on Reserve		
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

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

Annexure 2

Marble Bar Sporting Complex – Aerial Plan 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

Annexure 3

Marble Bar Sporting Complex – Buildings and Storage facilities



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

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 OR 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

Attachments:	**Appendix 1 - Shire of East Pilbara Building Inclusive Communities WA MOU**
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**

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 weigh 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

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

1. HEADS OF AGREEMENT

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:

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

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

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*

inclusion solutions

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

- ***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*

inclusion solutions

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

- ***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.

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

4. MUTUAL OBLIGATIONS

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

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

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

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.

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

8. BUDGET

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.

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

9. EXECUTION

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:

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**

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 Pleming 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

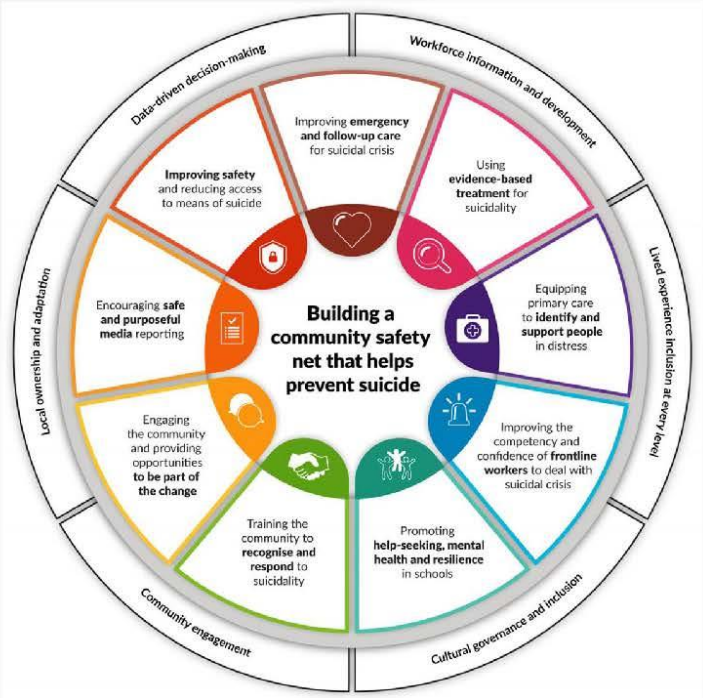
Newman Holistic Wellbeing Action Plan





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.

COMMUNITY | COMPASSION | QUALITY | INTEGRITY | EQUITY | CURIOSITY 2

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
Provide a space where community has space to voice perspective and be involved in the actions from the plan				
▪ Events ▪ Services/ facilities ▪ Media-tv and radio ▪ Collaborative community events ▪ Champions ▪ Forums ▪ Surveys ▪ Yarning circles	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.
Establish and implement quarterly drop in days				
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
Encourage the community to participate and have a voice about the changes they want to see in the community				
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
Identify what a safe place means to our community				
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
All staff (including ED staff) to complete ASIST or relevant mental health specific care training as a requirement				
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.
Training from WACHS mental health ETS				
Training	WACHS	VC training- WACHS	Medium	Number of trained people.
Residential GP				
Shire Lobby state Government Lobby WAPHA for support	WAPHA	State Government Local Government Community	For new hospital	Permanent full time GP
Supports in place to allow a "person centered approach" along with utilising culturally appropriate care on country.				
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
De-stigmatisation of mental health through the facilitation of a range of programs.				
Training in schools for staff, parents and students of: ▪ Mental Health 1st Aid Training ▪ ASIST ▪ safeTALK ▪ Bullying awareness	Dep of Ed Principal	YMCA, WACHS, NESA	Ongoing Consider culturally appropriateness and cognitive behaviour changes	Statistics People engaging in open communication
Educators confident in knowledge and conversations and change				
▪ Health literacy ▪ Confidence and readiness	Department of Education	Suicide Prevention Coordinator, School champion, Physical and mental wellbeing rep.	Ongoing (turnover)	Modules completed Number of trained people.
Positive role models and Resilience building				
▪ Guest speakers ▪ Beyond blue ▪ Resilience project ▪ Body image	Department of Education	Schools, Funding bodies, Headspace Pilbara	Ongoing	2 speakers per year
Increase regular health promotion activities within the schools.				
▪ Wellness expos ▪ Safe spaces ▪ Talk to someone ▪ Learn about services day	NCWBWG	Services School health nurses	Annually	1 event in each school year

COMMUNITY | COMPASSION | QUALITY | INTEGRITY | EQUITY | CURIOSITY 6

Newman Holistic Wellbeing Action Plan

▪ R U OK day ▪ Mental Health week				
Primary schools utilising available services- external				
▪ Engage school leadership ▪ Promote through parents ▪ Promote through school apps and newsletters	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
Development of a local media mental health/ wellbeing strategy.				
▪ Map and Gap existing media pathways ▪ Define and outline content of and co-ordination of existing media avenues ▪ Develop strategy ▪ Implement an ethical localised procedure for media reporting. ▪ Evaluate the procedure	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.
Reframe and de-stigmatising the narrative around mental health and suicide. Local positive mental health messaging and messaging in English and language.				
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
Establishment of a 24hr safe place to improve psychological safety.				
▪ Safe haven café ▪ Pop up facility ▪ Chat ▪ Churches ▪ Games	NCWBWG Suicide Prevention Coordrinator	Mental health network Shire of East Pilbara (advocacy supports)		Activation of safe place space
Peer support workers				
Establish a peer support workforce		All services, Government, Non-Government		
Creation of FIFO focused safety plan and programs to support FIFO mental health and suicide prevention				
▪ Things to do ▪ People to talk to ▪ Safe place	NCWBWG Suicide Prevention Coordrinator	Mining and industry		
Education for community to counteract means of suicide preventive measures- Culturally appropriate				

Newman Holistic Wellbeing Action Plan

▪ Having professionals in often ▪ Early intervention education with families, parents, teachers and young people ▪ Yarns on country (cultural, spiritual, healing camps.	NCWBWG	Community leaders Local facilitators		

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				
▪ Collaborative response with services- WAPOL, GPs and WACHS ▪ Community mentors- family involvement with holistic follow up care.	NCWBWG Suicide Prevention Coordrinator	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

▪ Step down process back into community following acute care ▪ Ensuring services that support appropriate agencies		WACHS, WAPHA, PAMS		
No wrong door processes within the sector to ensure person centred simpler processes.				
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
Establishment of home visits following crisis				
Establishment of an after-hours position/s to support situations crisis				
▪ Development of a business case for PLN based at the Newman Health Campus ▪ Develop a business case for a cultural position to complement the PLN position.	NCWBWG	WACHS PAMS WAPHA		Positions established and FTE filled.

Strategy: Evidence-based treatment for suicidality				
ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
Development of flexible local cultural practices to embed into treatment for mental health challenges and suicidality.				
▪ Establishment of training for front line staff, primary health care teams and ED staff.	Community leaders	KJ	Ongonig	Establishment of practices

Newman Holistic Wellbeing Action Plan

▪ Establishment of "on country" remote programs ▪ Data collation and research to establish a local culturally governed mental health intervention.	NCWBWG Mental health network PAMS KJs	WACHS BHP (funding) PAMS Disability services		Research findings Assessment and feedback

Strategy: Training the community to recognise and respond to suicidality				
ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
Increase the number of community members training in suicide awareness training such as; safeTALK, ASIST, Gatekeeper, Start				
Target groups that already gather ▪ P&Cs ▪ Mother's groups ▪ Shire council ▪ Martu Groups ▪ Neighbourhood centre ▪ Day care ▪ Schools ▪ BHP	NCWBWG Suicide Prevention Coordinator	Newman Futures, Community Groups, Shire, PAMS, KJs	12 Months and ongoing	Feedback and number of people attending training
To have local community members trained as facilitators to deliver suicide awareness and intervention trainings.				
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
Marketing and advertising of training information				
▪ School newsletters ▪ Flyers	NCWBWG, Suicide Prevention	Workplaces, Networks, EDAC- PDA	Ongoing	Increase in attendance numbers

Newman Holistic Wellbeing Action Plan

▪ Social media ▪ Workplaces ▪ Shire ▪ Hospital and health centres	Coordinator, local facilitators.			

Strategy: Improving the competency and confidence of frontline workers to deal with suicidal crisis				
ACTIONS	LEAD	WHO WILL CONTRIBUTE	BY WHEN	OUTCOME COMPLETE
Identify and qualify who frontline organisations and positions are in Newman				
▪ Questionnaire to agencies so they can self- identify ▪ Questionnaire to also identify gaps in knowledge ▪ Development of a Frontline organisation network group	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.
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.				
▪ Formation of group ▪ Identify cultural input and governance ▪ Identify whether it is possible with confidentiality and governance boundaries ▪ Development of explicit terms of reference for the group.		WACHS WAPOL Cultural advocate		
Offer professional development sessions and training targeted at frontline workers				

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, placed 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.MHDS@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 13th 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.



COMMUNITY | COMPASSION | QUALITY | INTEGRITY | EQUITY | CURIOSITY

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

COMMUNITY | COMPASSION | QUALITY | INTEGRITY | EQUITY | CURIOSITY

5

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
- Ngarla
- 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

Services Available

- WACHS- CAMHS-PMHDS* *
- Mission Australia **
- BSS/ EAP*
- Save the children- World Vision*
- Remote school attendance strategy
- Aboriginal men's healing centre**
- NWC
- WAPOL
- PAMS
- Newman Police
- Martu Farm**
- YMCA
- Chiro
- Scouts
- Relationships Australia
- Headspace
- Youth Centre*
- Men's Shed
- Women's/ men's groups*
- Playgroup
- Sporting clubs*
- Library
- Newman Neighbourhood Centre**
- Mental Health First Aid
- EPIC*
- AA *
- EPIS*
- Women's Shelter
- Town Square
- Water holes
- Aboriginal agencies- Ashburton/ KJs*
- Martumili
- SOEP
- BHP- resource sector
- Pilbara disability advocacy
- GP*
- Shire
- Hospital
- Allied health/ population health *
- School psychs x 2

What's Missing/ New Ideas

- Activities outside of sport
- Cultural competence/awareness●●
- Mental health promotion and education
- Peer to Peer
- More tele health (for some)
- Advocacy stronger to state
- Mental health (holistic approach)
- Mental health issues/ challenges in language ●
- Length of shifts
- Contributing to community in a more meaningful way ●
- More opportunities for professional/educational growth
- Aged care resources/ services
- Dry town
- Night patrol
- Alcohol strategy
- Collaboration
- Carer supports
- Mental health directory*
- Services for men●●
- Enough people trained to provide service ●
- Adult early intervention
- Location/ safe spaces
- Strong substance support
- Housing stability
- After school- child care
- Specific process- competent services/ specialised ●●
- Continuous GP service ●

What Need's Improving

- Advocacy
- Communication between stakeholders
- Appropriateness of services●●●●
- Collaboration●●●●
- WACHS resourcing/ strategic vision for Newman
- Allied health services ●●●
- Referral pathways
- Sonic health ●●●
- Connection/contact to hospitals
- Locums/ lack of/ consistency
- Access to specialists
- Approval limits to access EAP
- Health literacy
- Consistency in service delivery ●●●
- Competing interests
- Collective goal setting and cooperation
- Follow up
- Continuity of care- transiency
- professional expertise/ capacity ●●
- Identifying mental health concerns
- Services provider accountability*●●



COMMUNITY | COMPASSION | QUALITY | INTEGRITY | EQUITY | CURIOSITY

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 ●

COMMUNITY | COMPASSION | QUALITY | INTEGRITY | EQUITY | CURIOSITY

8

Community Programs

Services Available:

- Workshops
- Groups
- R U Ok events
- Friends
- Highlight universal help
- Service and school engagement
- Mental health first aid
-

What's Missing/ New ideas:

- Services
- Improvements
- Language- cultural hotline ●

Postvention

Services Available:

- People talking- collectively/ individually
- Family connection
- Gernal health services
- Aboriginal foundations
- BSS
  Funeral directors
- GPs

What's Missing/ New ideas:

- Services
- Availabilities
- Crisis Response model ●●
- Money
- Right of access

Recommendations:

The information gathered from the consultation will provide guidance for the Wellbeing Working Group when creating the Community Wellbeing Action Plan.

Participants in attendance were invited to express their interest in participating on the working group.



Why is lived experience so important:

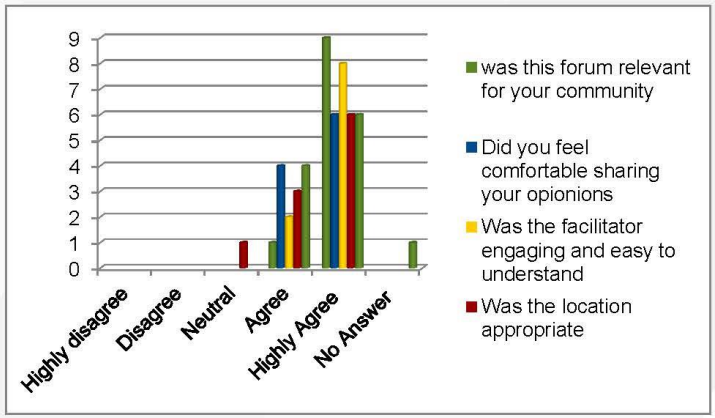
- Knowledge is power, understanding within community, normalising mental health
- You have the knowledge to better understand what is required Not knowing= no idea
- Great!
- Is the way to go! So that the assessments are real, for the appropriate plan and implementation in order to achieve the right 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 that 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 to we ensure we're meeting the ultimate target??



COMMUNITY | COMPASSION | QUALITY | INTEGRITY | EQUITY | CURIOSITY

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

Attachments:	**Appendix 1 – Site Plan**
Responsible Officer:	**Mr Ben Lewis** **Executive Manager Commercial Services**
Author:	**Mr. Cameron Leckey** **Contract Planner**
Proposed Meeting Date:	**28 May 2021**
Location/Address:	**Lot 44 Great Northern Highway, Newman**
Name of Applicant:	**Oasis Newman Operations Pty Ltd**
Author Disclosure of Interest:	**Nil**

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").

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 manger'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.

<u>Conclusion</u>

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, Pleming**
AGAINST: **Councillor Lockyer**

CARRIED

RECORD OF VOTE: 7-1

To be actioned by Mr Ben Lewis, Executive Manager Commercial Services

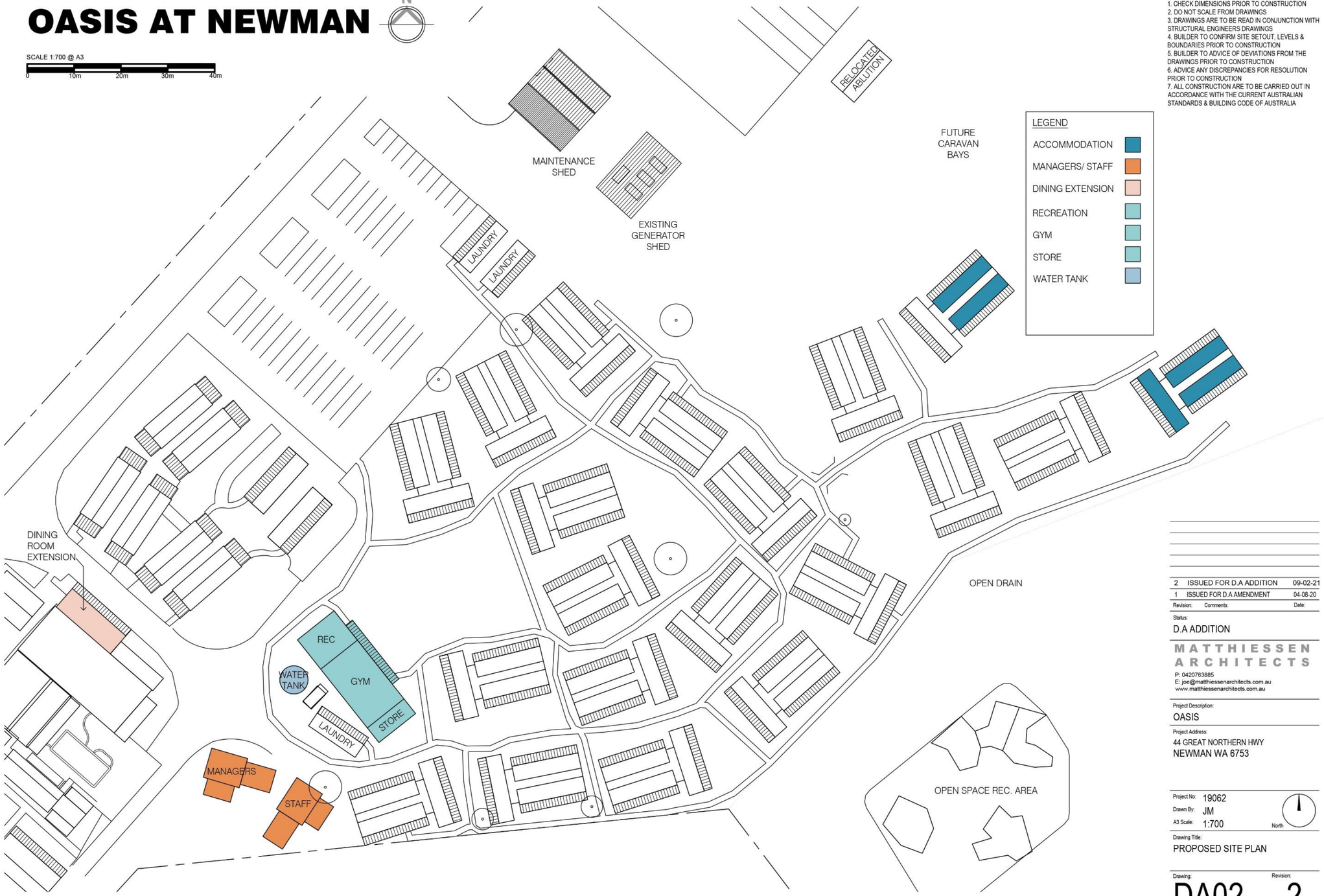
Appendix 1
Site Plan

OASIS AT NEWMAN

N

SCALE 1:700 @ A3

0 10m 20m 30m 40m



GENERAL NOTES:

1. CHECK DIMENSIONS PRIOR TO CONSTRUCTION
2. DO NOT SCALE FROM DRAWINGS
3. DRAWINGS ARE TO BE READ IN CONJUNCTION WITH STRUCTURAL ENGINEERS DRAWINGS
4. BUILDER TO CONFIRM SITE SETOUT, LEVELS & BOUNDARIES PRIOR TO CONSTRUCTION
5. BUILDER TO ADVICE OF DEVIATIONS FROM THE DRAWINGS PRIOR TO CONSTRUCTION
6. ADVICE ANY DISCREPANCIES FOR RESOLUTION PRIOR TO CONSTRUCTION
7. ALL CONSTRUCTION ARE TO BE CARRIED OUT IN ACCORDANCE WITH THE CURRENT AUSTRALIAN STANDARDS & BUILDING CODE OF AUSTRALIA

LEGEND

- ACCOMMODATION
- MANAGERS/ STAFF
- DINING EXTENSION
- RECREATION
- GYM
- STORE
- WATER TANK

Revision:	Comments:	Date:
2	ISSUED FOR D.A ADDITION	09-02-21
1	ISSUED FOR D.A AMENDMENT	04-08-20

Status: D.A ADDITION

MATTHIESSEN ARCHITECTS
P: 0420763885
E: joe@matthiessenarchitects.com.au
www.matthiessenarchitects.com.au

Project Description: OASIS

Project Address: 44 GREAT NORTHERN HWY NEWMAN WA 6753

Project No: 19062
Drawn By: JM
A3 Scale: 1:700
North

Drawing Title: PROPOSED SITE PLAN

Drawing: DA02 Revision: 2

10.4.2 NEWMAN AIRPORT MASTERPLAN

Attachments:	**Appendix 1 – Draft Newman Airport Masterplan**
	Appendix 2 – Staged Implementation Plan
Responsible Officer:	**Mr Ben Lewis** **Executive Manager Commercial Services**
Author:	**Mr Ben Lewis** **Executive Manager Commercial 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 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 Councils 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

JJ RYAN CONSULTING PTY LTD

Newman Airport Master Plan



August 2020

Prepared by JJ Ryan Consulting Pty Ltd for Shire of East Pilbara

www.jjryan.com.au

ABN: 69 145 797 726

JJR-7190322A

Version History

Version Number	Prepared By	Revision Date	Approved By	Approval Date	Description
0.1	T Baxter	26 August 2020	J Ryan	26 August 2020	Draft Concept Plan for the Shire's review
1.0	T Baxter	21 December 2020	J Ryan	21 December 2020	Final Report

Executive Summary

JJ Ryan Consulting Pty Ltd (JJR) has been engaged to provide the Shire of East Pilbara with the Master Plan for Newman Airport. A series of consulted and accepted documents have been delivered and incorporated into the Newman Airport Master Plan, which consisted of a:

- Land Use Plan;
- Master Plan; and
- Costed project implementation.

The objectives of the Master Plan process is to identify ways to maximize the use of competitive locally based businesses in the provision of goods or services purchased or contracted by the Shire of East Pilbara. This will be reviewed in consultation with the Shire and relevant stakeholders to provide a realistic framework for the development of Newman Airport.

Historical Information

Newman Airport ('Airport') is owned and operated by the Shire of East Pilbara ('Shire') and links Newman and its surrounding communities to Perth. The Shire is the largest in the Southern Hemisphere with a size of 371,969 square kilometres. Newman currently has a population of 7,238 people which is prone to significant fluctuations based on resource cycles.

The Airport is located 11km south of the Town of Newman and was originally constructed by BHP Billiton as a dedicated mine site airstrip in 1968. The Airport provides approximately fifty (50) Regular Public Transport (RPT) flights per week between Newman and Perth and serves as the preferred alternate airport to all the privately owned and operated jet airports within the catchment.

The Airport experienced a peak in passenger numbers of 450,000 during the 2013 financial year, although this has declined to approximately 348,000 passengers during the 2019 calendar year.

Environmental Factors

The Shire requires JJR to review the environmental factors that may be affected by Newman Airport as part of a Land Use Plan. This comprised of collating, consolidating and coordinating available information and confirm that there were no issues, constraints and risks to the Airport planning. Some of the factors that were considered include:

- Resources or areas of ecological significance (including habitats, wildlife corridors, buffer zones, places supporting biological diversity or resilience, and features contributing to the quality of air, water and soil);
- Areas contributing significantly to amenity (such as areas of high scenic value, physical features that form significant visual backdrops or that frame or define places or localities, and attractive built environments);
- Areas or places of cultural heritage significant (such as areas or places of indigenous cultural significance, or aesthetic, architectural, historical, scientific, social or technological significance to present, past and future generations); and
- Resources or areas of economic value (such as extractive deposits, fishery resources, forestry resources, water resources, sources of renewable and non-renewable energy and good quality agricultural land).

Stakeholder consultation was undertaken to obtain feedback from key stakeholders and the community to feed into the Land Use Plan and Final Airport Master Plan.

Policy Context

CASA has released new safety requirements for aerodromes of all sizes across Australia. The updates reflect changes in technology and best practice and ensures Australia enhances its level of compliance with International Civil Aviation Organization (ICAO) standards. The new measures came into effect on the 13th August 2020 and are detailed in CASA's updated Manual of Standards (MOS) Part 139 - 2019. All recommendations for the Newman Airport Master Plan have been developed in accordance with MOS 139 - 2019.

Forecasting

Annual aircraft movement forecasts have been developed by considering airport user groups individually, including:

- RPT;
- Charter operations;
- General Aviation (GA);
- Aeromedical;
- Business;
- Helicopters; and
- Maintenance.

Airport infrastructure needs to be designed to ensure capacity to support future anticipated growth and passenger volumes. Passenger movements have been analysed and forecast to provide an indication of future facility requirements to meet these needs.

Forecast passenger movements and growth rates are dependent on numerous factors including travel demand, aircraft seating capacity, slot availability at destination airports, airline route economics and aircraft traffic growth at existing and potential destinations. Passenger movements are highly dynamic and dependent on mining operations, with a significant portion of RPT operations conducted for Fly-in Fly-out (FIFO) workers.

Land Use Plan

Newman's location in the Pilbara region at the centre of northern Western Australia makes it an attractive option for the establishment of a transport and logistics hub for industrial and freight land use with the possibility of a transport corridor between Kalgoorlie and Newman. Its close proximity to the iron ore mines and location on the Great Northern Highway marks the airport as an important gateway to the Pilbara Region.

The Land Use Plan provides for a range of precincts that may be developed for aviation-related, and compatible commercial and business uses. Development including the enabling infrastructure, will occur in stages.

Proposed Infrastructure Development

The existing terminal building is proposed to be expanded in parallel to the RPT Apron. The existing terminal building footprint will be insufficient to accommodate the anticipated future capacity requirements therefore expansion to the north-east will be required.

Assessments of existing and future requirements will be developed to include the areas of opportunity and concern for current and forecast future capacity requirements.

Ground transport at Newman Airport will undergo modifications to integrate and consolidate the ground transport activities and road access. There are a number of internal access roads that service the terminal, maintenance and air service facilities. Internal road upgrades will be undertaken incrementally

to provide additional capacity as required. Potential car park upgrades comprise of a further 1,500 car spaces to accommodate forecast increases in passenger traffic.

The intersection of the Great Northern Highway and Dewar Avenue is proposed to be upgraded to facilitate large vehicle movements associated with the proposed future development. The internal site road network will also require significant upgrades and extensions to facilitate the proposed developments.

Construction of a new runway is proposed to expand the runway capability at Newman Airport and to ensure MOS 139 compliance. Runway 05/23 is proposed to be constructed parallel to the existing runway and will be 2,700m long and 45m wide.

The proposed new runway and associated movement areas have several major advantages including accommodation of larger Code E aircraft, facilitating increased passengers and freight movements to and from Newman Airport.

The proposed new runway will require a full taxiway system capable of handling all expected operating aircraft. The current runway will be converted to a parallel taxiway with the development of the proposed new runway to provide a link from the RPT, Freight and GA aprons to the new runway.

While existing apron infrastructure is adequate for current aircraft movement numbers, expansion to accommodate increased levels of service and complement proposed extensions to the terminal facility will be required in the future.

Periodic apron expansion will increase the capacity of the airport. In addition, Code E aprons will allow for larger, wide bodied aircraft.

A dedicated air freight reserve will be established to the northeast of the RPT Apron to facilitate the transfer of freight to and from the road and rail network.

The proposed GA and Helicopter Operations Precincts provides future space for the establishment of a dedicated area to delineate GA operations from RPT operations. The construction of new taxilanes and space to accommodate 10 fixed wing hangars and 10 rotary wing hangars will increase the capacity of the Airport to allow future storage of GA aircraft.

As the current VOR/DME facility is located on lands that are required for the future upgrade of the runway, moving the VOR/DME facility to another part of the airport would be beneficial to future operations.

The Shire is also currently investigating the option to decommission the NDB which is currently located in the middle of General Industry Precinct scheduled for development in the short term.

Contents

EXECUTIVE SUMMARY II

1 INTRODUCTION 1

1.1 Background 1
1.2 Overview of the Airport 1
1.3 Purpose of the Newman Airport Master Plan 2
1.4 Methodology and Consultation 2
1.5 Consultation with CSC and key stakeholders. 4
1.6 Report Structure 5

2 STRATEGIC CONTEXT 6

2.1 Historical Background 6
2.2 Regional Context 6
2.3 Socio-Economic Context 6
2.4 Regulatory Context 6
2.5 Policy Context 9
2.5.1 National Strategic Framework 10
2.5.2 State Strategic Framework 11
2.5.3 Regional Strategic Framework 1
2.5.4 Local Strategic Framework 2
2.5.5 Strategic Approach to Future Growth 4
2.6 Previous and Current Master Plans 5

3 CURRENT SITUATION 6

3.1 Ownership and Management 6
3.2 Site Description 6
3.3 Surrounding Land 6
3.4 Facilities and Levels of Service 6
3.5 Existing Activities 7
3.5.1 Existing Leases 7
3.6 Existing Airside Infrastructure (Existing Facilities) 8
3.6.1 Runway 05/23 8
3.6.2 Taxiways 8
3.6.3 Aprons 9
3.6.4 Airfield Lighting 10
3.6.5 Navigation Aids 10
3.6.6 Aviation Fuel 11
3.6.1 Aviation Rescue and Fire Fighting Service 11
3.6.2 Air Traffic Control Tower 11
3.7 Existing Terminal Infrastructure 11
3.7.1 GA Terminal 11
3.7.2 RPT Terminal 11
3.8 Existing Landside Infrastructure 12
3.8.1 Car park 12
3.9 Utility Services 12
3.9.1 Potable Water 12
3.9.2 Wastewater 12
3.9.3 Electricity 12
3.9.4 Communications 12
3.10 Environmental Values 12
3.11 Heritage Values 13

4 STAKEHOLDER ENGAGEMENT 14

4.1 Key Stakeholder Consultation Feedback 15
4.2 Key Stakeholders 15

5 SWOT ANALYSIS 17

5.1 Strengths and Advantages 17
5.2 Weaknesses and Constraints 17
5.3 Opportunities and Prospects 18
5.4 Threats and Risks 18
5.5 Summary of SWOT Analysis 18

6 STRATEGIC VISION AND OBJECTIVES 20

6.1 Strategic Vision 20
6.2 Objectives 20

7 CRITICAL AIRPORT PLANNING PARAMETERS 21

7.1 Forecast of Future Operations 21
7.1.1 Historical traffic analysis 21
7.1.2 Drivers of air traffic demand 23
7.1.3 Air Traffic Forecast 24
7.1.4 Peak Hour Analysis 26
7.1.5 Revenue Model 27
7.2 Aerodrome Reference Code System 27
7.3 Selected Design Aircraft 29
7.4 Navigation Systems 31
7.5 Aircraft Movement Areas (including new runway options) 34
7.6 Pavement Strength 34
7.7 Passenger Terminal (expansions and replacement considering the runway terminal system) 35
7.8 Security Requirements 35
7.9 Airspace Protection Surfaces 37
7.10 Aircraft Noise Contours 37
7.11 Environmental and Heritage Sites 38
7.11.1 Environmental Constraints 38
7.11.2 Flora and Fauna 39
7.11.3 Hydrology 39
7.11.4 Geology 40
7.11.5 Acid Sulphate Soils 41
7.11.6 Climate 41
7.11.7 Heritage 42
7.11.8 Aboriginal Significance 42

8 LAND USE PLAN 44

8.1.1 Purpose of Land Use Plan 44
8.2 Land Use Precincts 44
8.2.1 Precincts 44
8.3 Land Use Precinct Guidelines 48
8.3.1 Summary of Land Use Constraints 48
8.4 Land Ownership/ Purchasing Guidelines 49

9 FACILITIES DEVELOPMENT PLAN 54

9.1 Landside 54
9.1.1 Potential development precincts based on broad land-use 54

9.1.2 Passenger Terminal Building 54
9.1.3 Parking Facilities 55
9.2 Movement area facilities 56
9.2.1 Runway 56
9.2.2 Taxiways 58
9.2.3 Apron 58
9.2.4 GA Precinct 59
9.3 Aviation support facilities 60
9.3.1 Navigational Aids 60
10 GROUND TRANSPORT PLAN 62
10.1.1 Car park 62
10.1.2 Road Network 62
10.1.3 Rail Network 63
11 ENVIRONMENTAL MANAGEMENT 65
11.1.1 Stormwater Management 65
11.1.2 Wastewater management 65
12 HERITAGE MANAGEMENT PLAN 67
13 AIRPORT SAFEGUARDING PLAN 68
13.1 National Airports Safeguarding Framework 68
13.2 Principles for National Airports Safeguarding Framework 69
13.3 Managing Aircraft Noise 69
13.4 Managing Building-Generated Windshear 70
13.5 Managing Wildlife Strike Risks 70
13.6 Managing Pilot Lighting Distraction 71
13.7 Managing Protected Airspace Intrusion 71
13.7.1 Obstacle Limitation Surface 71
13.8 Protecting Aviation Facilities-Communications, Navigation and Surveillance (CNS) 72
14 IMPLEMENTATION PLAN 73
14.1 Master Planning 73
14.2 Planning 73
14.3 Development 75
14.4 Implementation 75
14.5 Handover & Completion 75
14.6 Asset Management 75
14.7 Financial Plan 76
14.7.1 Estimated Development Costs 76
14.7.2 Assumptions & Exclusions 77
14.7.3 Reliability and Confidence in Forecasts 77
APPENDICES 78
APPENDIX A – LAND USE PRECINCT PLANS 79
APPENDIX B – PROPOSED CONFIGURATION OF THE RPT AND FREIGHT APRONS 80
APPENDIX C – ANEF REPORT 81
APPENDIX D – WINDSHEAR ASSESSMENT ZONES 82
APPENDIX E – WILDLIFE HAZARD ZONES 83
APPENDIX F – LIGHTING INTENSITY RESTRICTION ZONES 84
APPENDIX G – OLS 85

APPENDIX H – AVIATION FACILITIES PROTECTION ZONES 86

Tables

Table 2.1 Categories of aerodromes under CASR Part 139 (Adapted: CASA 2015) 7
Table 2.2 Passenger movement thresholds for proposed aerodrome management requirements (Source: CASA 2020) 8
Table 2.3 Integrated SPP1 principles 14
Table 4.1 Newman Airport stakeholders and their qualitative LOS expectations 14
Table 4.2 Relevant stakeholders 15
Table 7.1 Mine developments near Newman 22
Table 7.2 Peak hour passengers and stand requirements 27
Table 7.3 Forecasted revenue 27
Table 7.4 Aerodrome reference code (MOS Part 139 - 2019) 28
Table 7.5 CASA MOS Part 139-2019 Minimum graded runway strip width 28
Table 7.6 Runway strip width, including the fly-over area — non-precision approach runways 29
Table 7.7 Typical examples of critical aircraft 30
Table 7.8 Runway specifications requirements 31
Table 7.9 Recommended terminal space requirements per peak passenger 35
Table 7.10 Categories of security control at airports (Source: ComLaw 2005) 36
Table 7.11 100-year ARI flood levels 39
Table 7.12 Newman Airport climate data (Site No. 007176) 41
Table 8.1 Newman Airport precincts 45
Table 8.2 Industrial business precinct land uses 46
Table 13.1 Building type acceptability based on ANEF zones 69
Table 14.1 Newman Airport priority developments 74
Table 14.2 Indicative capital works cost estimates 76

Figures

Figure 1.1 Overview of Newman Airport relative to the Newman township....2
Figure 1.2 Master Plan development flowchart....4
Figure 2.1 Context of the Newman Airport Master Plan....10
Figure 2.2 Extension of air traffic surveillance coverage in Australia....11
Figure 2.3 State Planning Strategy 2050 positioning....12
Figure 2.4 Overview of the Western Australian planning system....12
Figure 2.5 Western Australia sectors....13
Figure 2.6 Western Australia planning framework....14
Figure 2.7 Current freight drivers....16
Figure 2.8 Future freight drivers....17
Figure 2.9 The Pilbara themes....2
Figure 3.1 Basic categorisation of aerodrome infrastructure types....6
Figure 3.2 Overview of the existing aerodrome facilities....7
Figure 3.3 ERSA extract showing aerodrome layout....8
Figure 3.4 RPT Apron layout....9
Figure 7.1 Newman Airport historical passenger traffic....22
Figure 7.2 Newman airport passenger traffic....23
Figure 7.3 Newman Airport traffic vs mining employment....24
Figure 7.4 Newman Airport passenger forecast....25
Figure 7.5 Newman Airport aircraft movements forecast....26
Figure 7.6 NDB BRA....32
Figure 7.7 Newman Airport NDB location and BRA zones....32
Figure 7.8 VOR BRA....33
Figure 7.9 Newman Airport VOR BRA....34
Figure 7.10 Schedule One Clearing Area....38
Figure 7.11 Geology map of the Pilbara region....40
Figure 7.12 Newman Airport annual wind rosettes....41
Figure 7.13 Map of Registered Aboriginal Sites and other heritage places....43
Figure 8.1 Newman Airport precincts overview....48
Figure 8.2 Newman Airport lot boundaries....50
Figure 8.3 Newman Airport relevant mining tenements....51
Figure 9.1 Proposed terminal extension footprint....55
Figure 9.2 Additional passenger parking facilities.....56
Figure 9.3 Proposed runway and movement area development.....57
Figure 9.4 Proposed runway and movement area development.....59
Figure 9.5 Proposed GA and Helicopter Operations Precincts.....60
Figure 9.6 Proposed location of the VOR/DME.....61
Figure 10.1 Great Northern Highway and Dewar Avenue concept intersection design....63
Figure 10.2 Current regional freight network....64
Figure 14.1 Airport infrastructure development flowchart....73

1 Introduction

1.1 Background

JJ Ryan Consulting Pty Ltd ("JJR") has been engaged by the Shire of East Pilbara ("Shire") to develop the Newman Airport Master Plan ("Master Plan") to guide the long-term framework for the development and maintenance of existing and future facilities. The planning horizon of this Master Plan covers a 20-year period from 2020 to 2040, with focus on developing Newman Airport facilities over the next 5 years.

The Master Plan will be utilised by the Shire to guide the future development decisions of the Newman Airport and aid in the development of the Shire aviation operations and facilities to achieve sustainable growth. This will allow the Shire to capitalise on future business, operations and commercial development opportunities for the continued future success of Newman Airport.

Australia's network of airports forms an integral part of the national economic infrastructure and are critical to connecting communities and enhancing broader economic performance. Airports need to be properly planned and protected to realise the benefits of their role in the national economy and a Master Plan is a key component to the orderly and proper planning of any airport.

The Master Plan establishes the strategic direction for the efficient economic development of the aerodrome over the planning period by:

- Providing for the development of additional uses of the Newman Airport site;
- Reducing potential conflicts between uses of the airport site; and
- Ensuring that uses of the airport site are compatible with the areas surrounding the aerodrome.

1.2 Overview of the Airport

Newman Airport was built in 1968 and was owned and operated by the partners of the Mount Whaleback mining operations including BHP Iron Ore Pty Ltd. The Shire of East Pilbara took ownership of the airport and associated landholding on the 22 February 1996 from BHP Iron Ore Pty Ltd.

It now primarily services the town of Newman and surrounding areas which comprise of pastoral leases, mine sites and associated activities, and indigenous communities. Its current primary function is the provision of an air service link to Perth for the local community, regional mining operations, and tourism.

The inland town of Newman is approximately 1,180 kilometres north-east of Perth. It takes nearly 14 hours travelling from Perth by road to reach Newman, which makes RPT air services, with a flying time of just an hour and 45 minutes one-way, the preferred mode of transport.

Newman Airport is a "Certified" aerodrome and is located approximately 11km south of the Newman township at latitude 23° 25' 04'' south, longitude 119° 48' 10'' east, with an elevation of 1724 feet. The main access is provided via the Great Northern Highway.

An overview of Newman Airport relative to the Newman township is provided in Figure 1.1.



Figure 1.1 Overview of Newman Airport relative to the Newman township

1.3 Purpose of the Newman Airport Master Plan

The Airport has been transformed in recent years and is self-sufficient from an operational point of view. The Shire is committed to providing efficient and effective services that represent value for money for its residents.

This Airport Master Plan for Newman Airport considers the impact of the uniqueness and remoteness of the area on the Airport.

The Shire's goal is to develop the Airport as a leading regional airport that achieves a high standard of customer satisfaction for passenger and freight movements, including to:

- Support the Community Strategic Plan;
- Ensure the delivery of fit for purpose infrastructure at the right time;
- Ensure the financial independence of the Airport in its operation and finance;
- Ensure the Airport can meet all likely future costs of operating, maintaining, renewing and development;
- Increase the economic contribution of the Airport to the Principal and the community;
- Increase passenger and freight traffic;
- Improve customer satisfaction in a supporting and welcoming manner;
- Ensure transparency in development decisions;
- Ensure future compliance to anticipated future environmental changes including the regulatory environment; and
- Find ways to reduce operating risk and exposure for the Principal.

The vision for the Shire is for the Airport to become a modern and well-serviced airport that provides a welcoming gateway to Australia's largest Shire.

1.4 Methodology and Consultation

The objectives of the Newman Airport Master Plan are as follows:

- Address the contents specified in 'Regional Airport Master Planning Guideline', published by Australian Airports Association (AAA); and
- Consult with key stakeholders and the community to determine future needs for the Airport and incorporate these into the Airport Master Plan.

The Newman Airport Master Plan will ensure Newman Airport is well placed for future growth and drive the Shire's economic success. Extensive consultation has been undertaken to capture future growth requirements and ensure that development occurs in a manner that meets the needs and expectations of the Pilbara Shire community, the Shire and State and Commonwealth government agencies.

The methodology to deliver all components of the Newman Airport Master Plan is broadly defined as the following, with a flowchart provided in Figure 1.2, which includes:

- Reviewing existing information on the airport and previous Airport Master Plans;
- Consult with key stakeholders and the community to determine future needs for the airport, and incorporate these into the Airport Master Plan;
- Develop a range of feasible and practicable options for the Shire to consider regarding the future development of the Airport;
- Develop risk treatments and adaptation pathways based on proposed development, in collaboration with the Shire staff and key stakeholders; and
- Produce a final deliverable that outlines all of the above, and includes a succinct breakdown of proposed development options, assessment of these options and recommended future actions for the development of the airport.

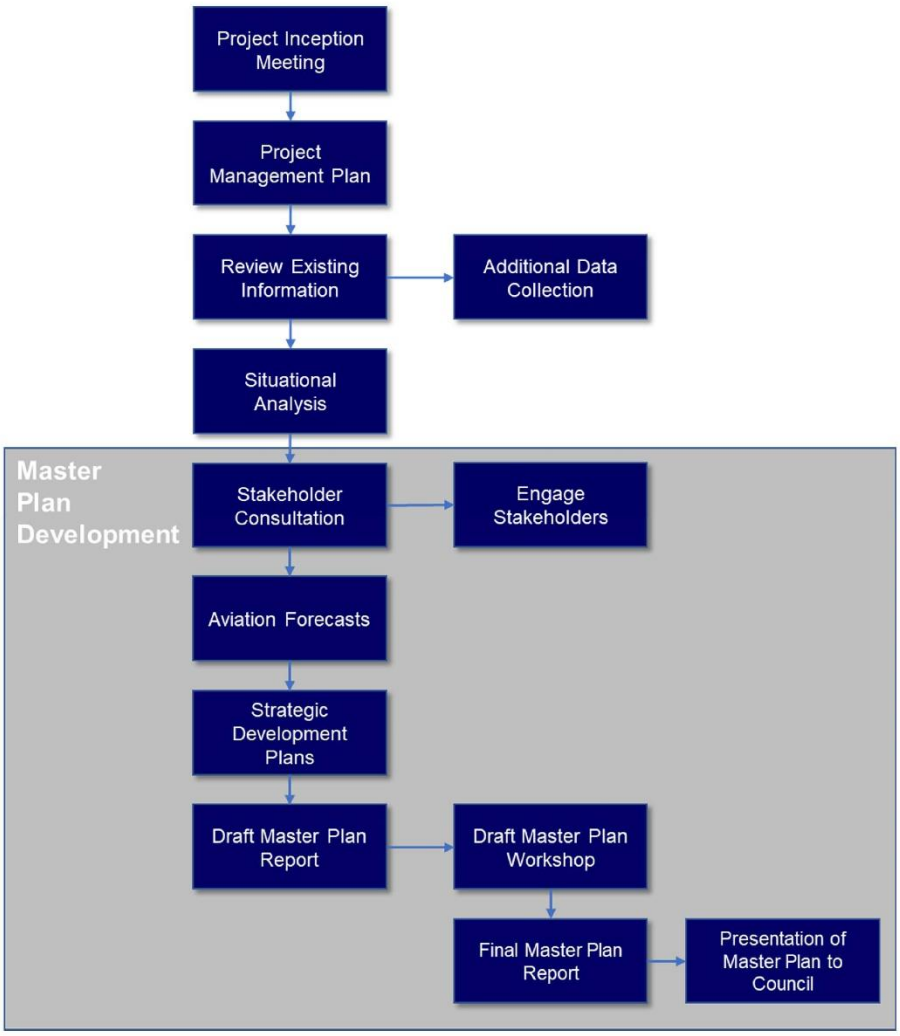


Figure 1.2 Master Plan development flowchart

1.5 Consultation with CSC and key stakeholders.

Wide consultation has been undertaken to ensure future growth requirements are captured enabling the Shire to develop the aerodrome in a manner to meet the needs and expectations of the local community, Shire, State and Commonwealth Government agencies.

The purpose of the Master Plan is to facilitate the appropriate development of Newman Airport and the local surrounds over the next 20 years, which will in turn, increase levels of employment, output and investment at the Newman Airport.

1.6 Report Structure

The report follows the Regional Airport Master Plan structure outlined in the Regional Airport Master Planning Guideline by Australian Airports Association (AAA). The Master Plan document is split into two major parts, background information and then the Master Plan. A breakdown of the structure is shown below:

- Background Information:
  - Master Plan Context.
  - Current Situation.
  - Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis.
  - Strategic Vision and Objectives.
  - Critical Airport Planning Parameters.
- Airport Master Plan:
  - Land Use Plan.
  - Facilities Development Plan.
  - Ground Transport Plan.
  - Environmental Management Plan.
  - Heritage Management Plan.
  - Airport Safeguarding Plan.
  - Implementation Plan.

The Newman Airport Master Plan is structured over fourteen (14) sections:

- **Section 1** provides an overview of the Airport Master Plan purpose, as well as an overview of the East Pilbara region, the Airport and the methodology to develop the Master Plan.
- **Section 2** provides an overview of the master planning context, including policy and legislative requirements.
- **Section 3** provides an overview of the existing Airport facilities (including airside, terminal and landside infrastructure).
- **Section 4** provides an overview of the key stakeholder consultation.
- **Section 5** provides a SWOT analysis.
- **Section 6** provides an overview of the strategic vision and objectives for Newman Airport.
- **Section 7** provides details of the critical airport planning parameters as well as an overview of historical and forecast aviation activity.
- **Section 8** provides an overview of the Land Use Plan and Land Use Precincts.
- **Section 9** provides an overview of future airport development plans. This has been based on forecast aviation movements, the proposed design aircraft and other demand for facilities.
- **Section 10** provides an overview of the ground transport including parking, road and rail.
- **Section 11** provides an overview of the stormwater and wastewater management.
- **Section 12** provides an overview of heritage sites in the vicinity of Newman Airport.
- **Section 13** defines the role of NASF in safeguarding airport land use plans.
- **Section 14** provides an implementation plan which considers the planning, development, implementation, handover/completion and asset management phases. A financial plan is also included which provides high level cost estimates for infrastructure upgrades.

2 Strategic Context

2.1 Historical Background

Newman Airport was first constructed in 1969. It was owned and operated by the partners of the Mount Whaleback mining operations including BHP Iron Ore Pty Ltd. The Shire of East Pilbara (Shire) took ownership of the airport and associated landholding on the 22 February 1996 from BHP Iron Ore Pty Ltd. Since 1996, Newman Airport has been owned and operated by the Shire.

2.2 Regional Context

The Pilbara region is an expansive and dry region located in the north of Western Australia and is known for its indigenous people, stunning landscapes, red earth and vast mineral deposits. The Pilbara is remote and its environment can be harsh with numerous days experiencing above 40°C, however, it is one of the most productive regions in Australia with a resources sector that is amongst the strongest in the world.

The Pilbara region relies strongly on its petroleum, natural gas and iron ore deposits which contribute significantly to Australia's economy along with other industries including pastoral activities, fishing and tourism.

The Pilbara is comprised of four (4) local government areas; the Shire of Roebourne, the Shire of Ashburton, the Shire of East Pilbara and the Town of Port Hedland.

The Newman Airport is strategically located on the Great Northern Highway in the Pilbara Region, Western Australia. The airport finds itself at an important cross-road in the Pilbara Region given its close proximity to key iron ore mines. It is envisaged that the Newman Airport becomes a logistical hub for the Pilbara linking key strategic initiatives' such as the Department of Transport Port Link Project.

2.3 Socio-Economic Context

The economy of Newman is heavily reliant on the mining industry with approximately 66% of the total workforce in East Pilbara involved in the mining industry and is responsible for 90% of all economic outputs within the Shire. The next most prominent industry in East Pilbara is the construction industry, however only approximately 8% of the total workforce is involved with the construction industry.

Newman's economic growth is closely tied with the mining industry and the Shire has identified a need to diversify Newman's economic base to protect itself from fluctuations in the mining industry. As part of the local planning strategy, proposals to establish an Industrial Zone and Transport and Logistics hub have been suggested as solutions to promote growth and reduce dependence on the mining sector and has potential to address immediate shortage of industrial land in Newman.

2.4 Regulatory Context

This section describes regulations that may directly impact Newman Aerodrome operations, management and development.

CASA is a Commonwealth regulator that has primary (although not exclusive) responsibility for aviation safety, including the operation of aerodromes.

CASA ensures the continued safe operation of aerodromes by administering various legislation, including but not limited to the following:

- *Civil Aviation Act* 1988;

- *Civil Aviation Safety Regulations* (CASR) 1998 which is accompanied by Advisory Circulars (AC), Acceptable Means of Compliance (AMC) / Guidance Material (GM) and the Manuals of Standards (MOS); and
- *Civil Aviation Regulations* (CAR) 1988 which is accompanied by Civil Aviation Orders (CAOs) and Civil Aviation Advisory Publications (CAAPs).

CASA's primary function is to conduct the safety regulation of civil air operations and airports in Australia and the operation of Australian aircraft overseas. It is also required to provide comprehensive safety education and training programs, cooperate with the Australian Transport Safety Bureau, and administer certain features of Part IV A of the Civil Aviation (Carriers' Liability) Act 1959.

CASA is authorised to determine and audit against the MOS Part 139, which provides a detailed set of standards for aerodrome compliance. CASA classifies aerodromes by reference to the passenger carrying capacity of aircraft that use them. Aerodromes are subject to different regulatory requirements depending upon which category it falls into, as summarised in Table 2.1.

Table 2.1 Categories of aerodromes under CASR Part 139 (Adapted: CASA 2015)

Regulatory Requirement	Certified Aerodromes	Registered Aerodromes	Other Aerodromes - more than 9 but not more than 30 passengers	Other Aerodromes - operations under proposed CASR 135
Maximum LOS provided	RPT or frequent charter with more than 30 passengers	Same physical standards as certified aerodrome	Not certified or registered but served by RPT or by charter operations at least once per week	
Responsibility for certification/registration	CASA	Approved Person	AOC[1] Holder Responsibility	AOC[1] Holder Responsibility
Aerodrome standards	MOS Part 139	MOS Part 139	MOS Part 139	MOS Part 139, Chap 13
Aerodrome manual required	Yes	No	No	No
Safety Management System required	Yes	No	No	No
Aerodrome Technical Inspection required	Yes	No	No	No
Aerodrome Safety Inspection required	No	Yes (if RPT or charter operations with more than 9 passenger seats)	Yes	No
Trained Reporting Officer required	Yes	Yes	Yes	AOC[1] Holder Responsibility
Aerodrome details published in ERSA/NOTAM [2]	Yes	Yes	No	No
Aerodrome operator required to monitor obstacles	Yes	Yes	AOC[1] Holder Responsibility	AOC[1] Holder Responsibility

Non-precision instrument approach procedures made available	Yes	Yes	No	No

[1]Details of certified airports must be published in the Airservices Australia En Route Supplement Australia (ERSA) and Notice to Airmen (NOTAM) publication, limited information may be published for other aerodromes.

CASA has modified the CASR requirements to remove the current two-tier aerodrome certification system of 'certified' and 'registered' aerodromes and replace it with a new scalable certification framework. This new framework is a single authorisation using risk-based standards. The changes enforce regulatory requirements on aerodromes based on the complexity of their operations and resultant risk.

Requirements for a safety management system, wildlife hazard management system and an aerodrome emergency plan would be based on proposed risk-related criteria that reflect aircraft and passenger movement activity. A summary of the CASA requirements that came into effect in August 2020 for aerodrome management is provided in Table 2.2.

Table 2.2 Passenger movement thresholds for proposed aerodrome management requirements (Source: CASA 2020)

Regulatory Requirement	International RPT Operations	More than 350,000 pax	50,000 + pax or 100,000 + movements	Less than 50,000 pax or less than 100,000 movements	10,000-50,000 pax or 20,000-100,000 aircraft movements	25,000 + pax or, 20,000 + aircraft movements	Less than 10,000 pax or less than 20,000 aircraft movements
Full Emergency Planning & Response	Yes	Yes	Yes	No, see 24.03,4.04 & 24.06	N/A	N/A	N/A
Full Safety Management System	Yes + 25.04	N/A	Yes	N/A	N/A	No, see 26.01 (risk management plan)	N/A
Full Aerodrome Technical Inspection	N/A	N/A	Yes	N/A	No, see 12.07 & 12.09	N/A	No, see 12.11
Full Wildlife Hazard Management Plan	Yes	N/A	Yes	No – 17.03(4)	No – 17.03(4)	No – 17.03(4)	No – 17.03(4)

Certified aerodromes require an Aerodrome Manual covering elements such as aerodrome emergency plans, aerodrome lighting, aerodrome reporting, unauthorised entry to the airport, aerodrome serviceability and technical inspections, aerodrome works safety, aircraft parking control, airside vehicle control, bird and animal hazard control, obstacle control, disabled aircraft removal, handling of hazardous materials, protection of radar and navigational aids as well as low visibility operations (AAA 2012).

Manual of Standards (MOS) Part 139

The MOS Part 139 comprises specifications prescribed by CASA, of uniform application, determined to be necessary for the safety of air navigation. In those parts of the MOS Part 139 where it is necessary to establish the context of standards to assist in their comprehension, the sense of parent regulations has been reiterated.

In addition to the MOS Part 139, specifications and procedures, which do not reach the regulatory level and information of an educational or advisory nature, may be issued in the form of Advisory Circulars (AC's).

Aerodrome standards will change from time to time to meet identified safety needs, technological changes and changes in international standards and practices. It is recognised that there are difficulties and limitations in applying new standards to existing aerodrome facilities and installations. Appendices and tables form part of the main document and have the same status as the primary text. The MOS Part 139 may also require standards from other documents to be followed. In this case, the referred standards become part of the MOS Part 139.

CASA has released new safety requirements for aerodromes of all sizes across Australia. The updates reflect changes in technology and best practice, and ensures Australia enhances its level of compliance with International Civil Aviation Organization (ICAO) standards. The new measures came into to effect on the 13th August 2020 and are detailed in CASA's updated Manual of Standards (MOS) Part 139 - 2019.

2.5 Policy Context

The strategic framework sets the policy direction for the Master Plan which forms the foundation to ensure appropriate development occurs at Newman Airport for the life of the Master Plan. The strategic framework for the Master Plan draws from planning strategies on a state, regional and local level.

From the national, state, regional and local strategic frameworks, the following core matters and main strategic intents were identified for Newman Airport:

- Improve and maintain existing airport infrastructure;
- Diversify Newman's economic base;
- Investigate feasibility of a Newman Industrial Zone; and
- Consider freehold/leasehold of the land for development.

A summary of the relevant plans and strategies that support the Pilbara region, and specifically Newman Airport, are provided in Figure 2.1.



Figure 2.1 Context of the Newman Airport Master Plan

The relevant national, state, regional and local strategic frameworks have been summarised in the following sections.

2.5.1 National Strategic Framework

National Aviation Policy

The National Aviation Policy White Paper includes objectives to give industry the certainty and incentive to plan and invest for the long term, maintain and improve Australia's excellent safety record, consider the interests of travellers and users of airports and better manage the impact of aviation activity on communities and the environment.

An overview of the air traffic surveillance coverage in Australia planned by Airservices Australia for implementation by 31 December 2009 (and has been achieved at Newman Airport) is provided in Figure 2.2 based on a shift towards Performance Based Navigation (PBN) to improve flight efficiency and overall safety.

The White Paper identifies several priority areas for airspace safety and systems improvements. This includes the En route environment in Western Australia as well as servicing the expanding mining and north-west WA centres of Broome and Karratha.

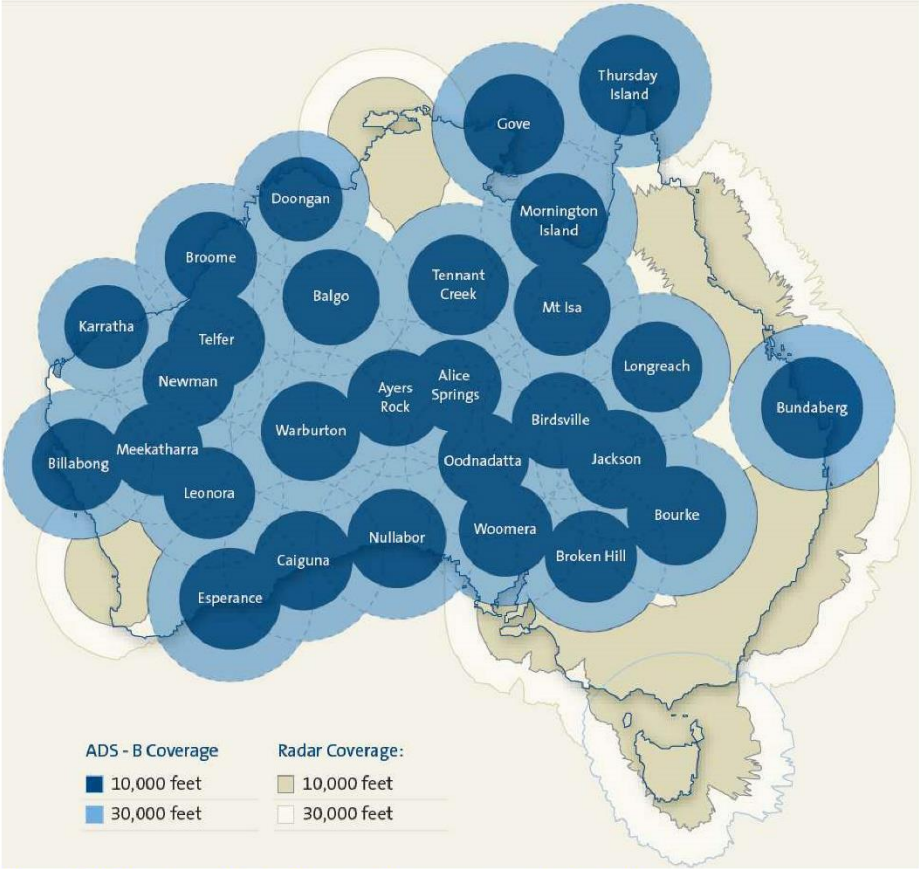


Figure 2.2 Extension of air traffic surveillance coverage in Australia

Australian Infrastructure Plan

The Airport Master Plan aims to align with recommendations set out in the Australian Infrastructure Plan, such as the shift to energy supply through renewable resources and reducing carbon dioxide emissions.

The Australian Infrastructure Plan identifies how many regional industries rely upon freight supply chains to transport their goods to market and the currently fragmented oversight of Australia's freight network where planning, delivery and operation of infrastructure occurs largely in isolation and lacks a wider network perspective.

2.5.2 State Strategic Framework

State Planning Strategy 2050

The State Planning Strategy 2050 was developed by the Western Australia Planning Commission and is the lead strategic planning document within the State Government, which provides a guide for future land-use planning and development throughout the State. The purpose of the document is to provide a

credible State strategic context and basis for land-use planning and development on a state, region and local level.

Strategic goals and expectations highlighted by the State Planning Strategy 2050 and are applicable include:

- Creating a diversified economic base;
- Improve global trade and high-speed movements;
- Supporting economic diversity, innovation and resilience; and
- Linking regional economic opportunities to the movement of people, goods and services across the State.

The State Planning Strategy 2050 provides an integrated whole-of-Government view of Western Australia's required strategic planning and outlines the collaborative approach in planning for the State's land availability, physical and social infrastructure, environment, economic development, and security. The State Planning Strategy 2050 positioning and an overview of the Western Australia planning system is provided in Figure 2.3 and Figure 2.4.

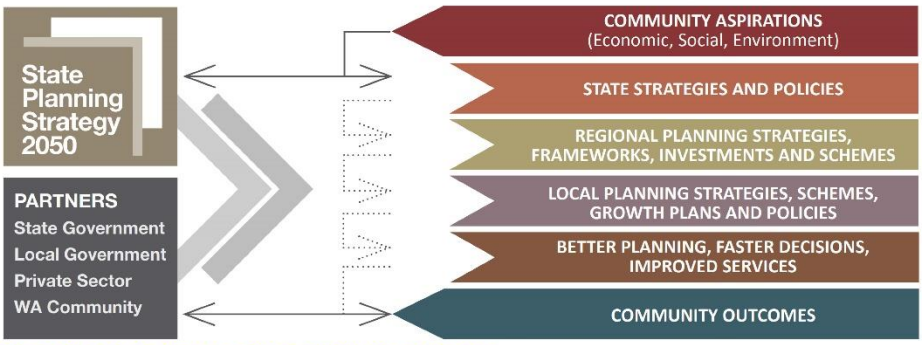


Figure 2.3 State Planning Strategy 2050 positioning

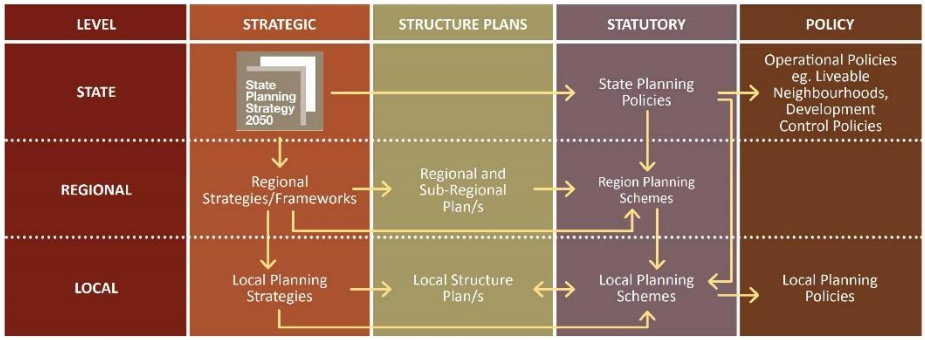


Figure 2.4 Overview of the Western Australian planning system

The State Planning Strategy divides Western Australia into three sectors for the purposes of strategic context as shown in Figure 2.5. The Pilbara region (and Newman specifically) have been classified in the 'Northern Sector' which is rapidly gaining importance in national and global trade, investment, and commerce, which is currently driven by increasing resourcing demand.

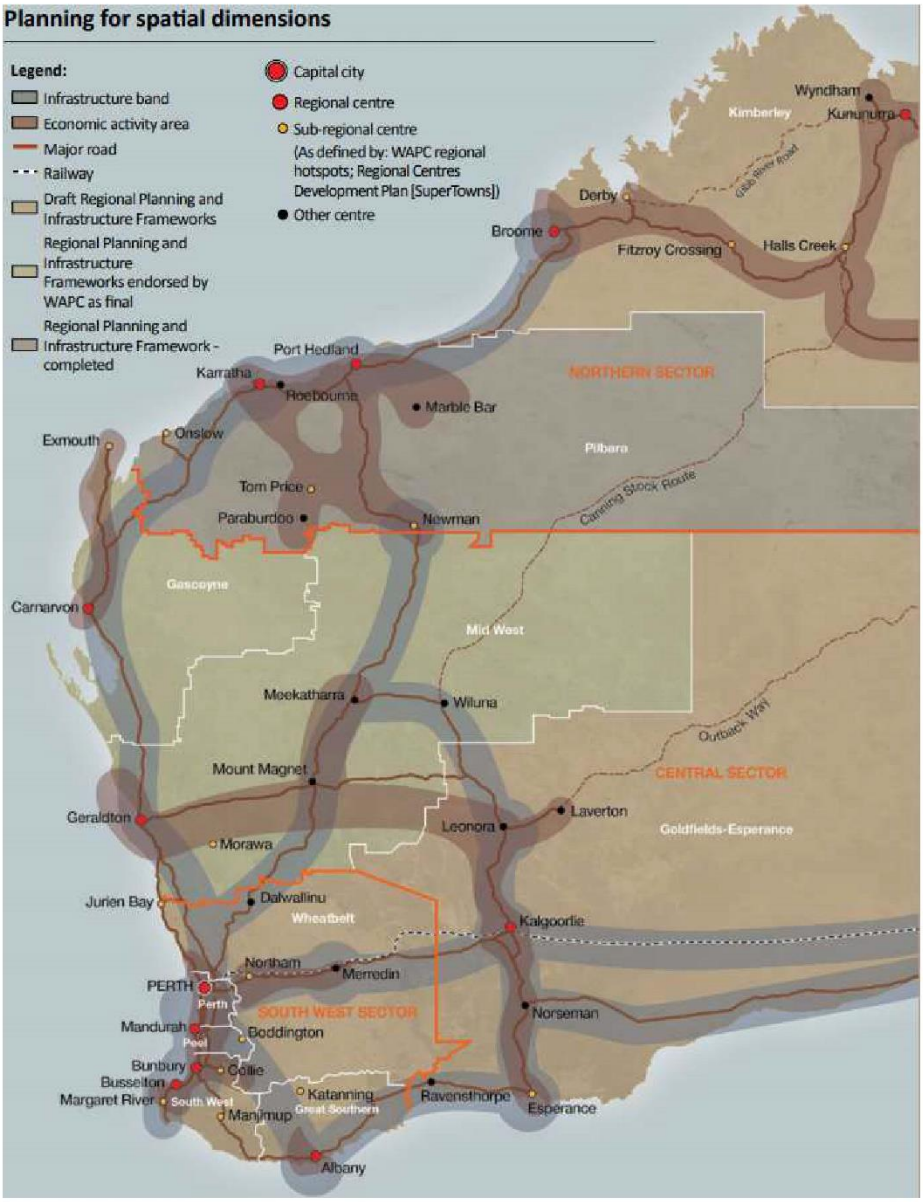


Figure 2.5 Western Australia sectors

The State Planning Strategy will be used by the State Government to plan and coordinate regional and urban infrastructure across the State, improve efficiency of infrastructure investment and to facilitate the consideration of project approvals, delivery of services and urban land supply. The infrastructure development at the Airport site will need to ensure it aligns with the objectives of this strategy.

State Planning Policy

The State Planning Policy 1 State Planning Framework Policy (SPP 1) compiles existing State and regional policies, strategies, plans and guidelines as one central State Planning Framework. The framework provides key principles regarding environment, community, economy, infrastructure, regional development and governance to guide future planning decisions.

An overview of the Western Australia planning framework is provided in Figure 2.6.

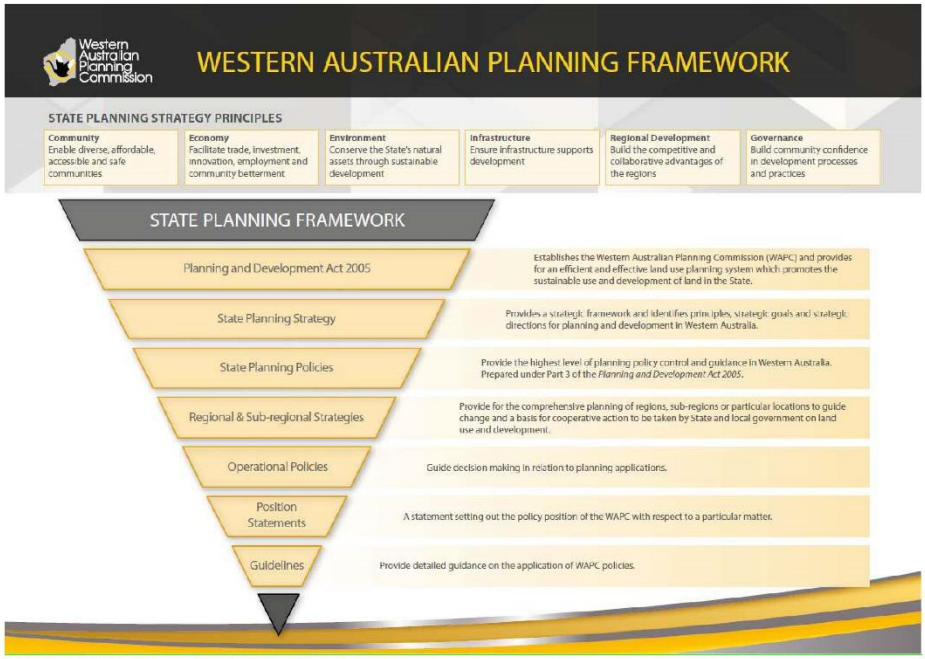


Figure 2.6 Western Australia planning framework

Whilst there is not a specific policy regarding Newman or the Airport, general principles which can be appropriately integrated from SPP1 are summarised in Table 2.3.

Table 2.3 Integrated SPP1 principles

SPP1 Principle	State Interest
Economy Facilitate trade, investment, innovation, employment and community betterment	Suitable zoned and serviced land for wealth generating activities Tourism facilities
Environment Conserve the State's natural assets through sustainable development	Ecological systems and biodiversity Cultural heritage Conservation of natural resources
Infrastructure Ensure infrastructure supports development	Protecting key infrastructure Development for efficient provision and maintenance of infrastructure
Regional Development Build the competitive and collaborate advantages of the regions	Developing regional resources through economic diversification and expansion and inter-regional collaboration

Western Australia State Aviation Strategy

The Western Australia State Aviation Strategy was developed to complement other key transport strategies and provide a sound framework for policy setting, future planning and investment in Western Australia's international and domestic air services and airport infrastructure.

The State's economy and population growth rates have resulted in a significant increase in demand for air services leading to increased congestion and delays at Perth Airport as well as the Pilbara airports, who are struggling to keep up with the necessary expansion of terminals, runways and other airport infrastructure. The State's reliance on Fly-In / Fly-Out (FIFO) workers in the resources industry has also increased the importance of the role of aviation in the economic and social development of the State.

The State Aviation Strategy's vision is for Western Australia to have a world-class aviation network and infrastructure that supports and promotes the State's economic and social development. To achieve this vision the strategy has outlined the following objectives:

- Support the economic and social development of Western Australia through the provision of safe, affordable, efficient, and effective aviation services and infrastructure; and
- Provide a sound framework for policy setting and future planning and investment in Western Australian international and domestic air services and airport infrastructure.

Airport land tenure issues that restrict the development of land holdings and inhibit the airports' commercial viability were also outlined in the strategy. Newman Airport is looking to pursue freehold title to two adjoining blocks of land of more than 800 hectares to diversify its current revenue.

Regional Freight Transport Network Plan

The Regional Freight Transport Network Plan was developed to establish the strategic directions for the Western Australian Government to manage future freight growth until 2031 and beyond. The Plan outlines various project investment priorities for the regional freight transport network including the upgrading of Marble Bar Road from Newman to Rippon Hills Road as follows:

- Upgrade Marble Bar Road with a sealed surface;
- Improve the road alignment; and
- Undertake flood-mitigation works including replacing the bridge over Fortescue River.

This project will improve access to and from Newman for freight vehicles.

A map of the current freight drivers is provided in Figure 2.7 which identifies iron ore ($32,212 million), building construction ($1,801 million) and gold and silver ($894 million) as the major industries in Pilbara by value.

A map of the future predicted freight drivers is provided in Figure 2.8, which identifies the major drivers in the Pilbara region as iron resource development, Anketell Port Strategic Industrial Area, development of heavy haulage rail lines, oil and gas resource development, Ashburton North Strategic Industrial Area and the Pilbara Cities Initiative.

2.5.3 Regional Strategic Framework

Pilbara Planning and Infrastructure Framework

The Pilbara Planning and Infrastructure Framework was developed in 2012 by the Western Australia Planning Commission (WAPC) to guide the decision-making of relevant government agencies in the areas of planning, infrastructure and economic development.

The Pilbara Planning and Infrastructure Framework had noted the significant increases in airport passengers over the five years preceding 2012, particularly between Pilbara airports and other Australian centres such as Brisbane, Sydney and Melbourne.

Key challenges for airport infrastructure that were identified were:

- Identifying future air transport requirement;
- Meeting the demand of increasing FIFO services (larger aircraft);
- Providing air links between regional centres – Pilbara and adjoining regions; and
- Increasing the number of international flights to overseas destinations, particularly Asia.

As outlined in the Pilbara Planning and Infrastructure Framework, economic diversification was a major focus as the required increase in jobs to meet growing population would unlikely to be achieved through expansion of the minerals and petroleum sectors alone. This would also mitigate the risk of uncertainties of global commodity price fluctuations as Pilbara is heavily reliant on the resource sector. Potential areas of development for economic diversification that were identified were:

- Significant reserves of iron ore and other minerals;
- Proximity to Asian markets – some four billion people in the same time zone;
- Renewable energy – solar, wind, wave, tidal and thermal energy;
- Tourism – Raw natural beauty of the region's ranges and coastline; and
- Lifestyle tourism:
    - Aboriginal culture and heritage.
    - Early settlement and pastoral heritage.
    - Mild dry winter climate.

Pilbara Development Commission Strategic Plan

The Pilbara Development Commission Strategic Plan has a vision for the Pilbara region of vibrant and sustainable communities underpinned by a strong, diverse economy. Providing a prosperous and diverse economy is a key objective of this plan through providing appropriate support and attracting investment to the region for new industries and businesses and ensuring a pipeline of land and economic infrastructure to support growth and development.

The Pilbara Plan

The Pilbara Plan was developed by local, State and Commonwealth agencies operating in Pilbara to address shortfalls in infrastructure and services impacting on the economic viability of the region. The plan seeks to build a sustainable economy and ensuring the growth has a sustainable impact on the environment.

An overview of the nine critical themes highlighting the key issues facing the region is provided in Figure 2.9. The critical themes relevant to the Airport Master Plan include communications, tourism, transport, and utilities.

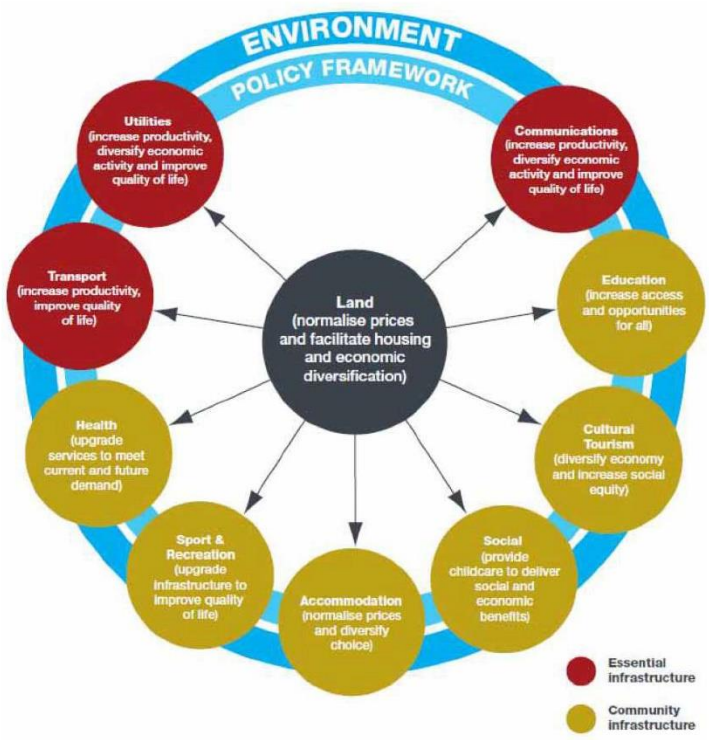


Figure 2.9 The Pilbara themes

Regional Development Australia Pilbara Regional Plan

The Pilbara Regional Plan developed by Regional Development Australia (RDA) outlines the key strengths, weaknesses, and opportunities for the Pilbara region as well as individual economic drivers for the region. This plan states the region has good transport connections and infrastructure, however, the high proportion of FIFO workers limits the ability for the FIFO workforce to contribute to the region's growth (beyond the specific project they are working on).

2.5.4 Local Strategic Framework

Local Planning Strategy

The Shire of East Pilbara Local Planning Strategy (LPS) is to provide the Shire of East Pilbara with a coordinated strategic planning framework, guiding its future growth and development towards the long-term vision of the Shire.

Economic diversification again was noted as a major focus of the Planning Strategy, 90% of the Shire's current revenue is reliant on mining and resource related activities. Several actions to improve economic diversification of Newman Airport were identified and include:

- Potential for a transport and logistics hub in Newman:
  - Prepare a feasibility study of a transport and logistics hub.
  - Prepare a transport and logistics master plan.
- Creation of a Newman Airport Industrial Zone:

  - Rezone land to 'Industrial Zone' or 'Special Use Zone' in areas surrounding the airport.
  - Investigate the development and implementation of a Structure Plan for the Newman Industrial Zone.
- Improve tourism:
  - Review and evaluate (where necessary) and update Economic Development and Tourism Strategy 2012 – 2015.
  - Create a working group including the Shire of East Pilbara, BHP Billiton and tourism providers to address availability and affordability issues of tourism accommodation and infrastructure.

Newman Airport is noted to be at capacity as of 2016, roughly three years ahead of passenger growth forecasts. Plans to upgrade both landside and airside infrastructure to keep up with the increased traffic in the medium term are being considered.

Economic Development and Tourism Strategy

The Economic Development and Tourism Strategy report recognises the significant challenges to support the rapid growth occurring and the efforts to be made by the Shire of East Pilbara to establish a brighter economic future and a more liveable community. There are fifteen (15) key strategic directions with the most relevant to the Airport summarised below:

- Develop the Newman Airport and associated land as an industrial/special use zone;
- Promote Newman as a transport and logistics centre;
- Undertake tourism activities in the Shire;
- Stimulate economic activity through improving information technology and innovation; and
- Formulate local solutions to reduce the negative impacts of labour mobility in the Shire.

The Strategy identifies that a required action is to ensure the Shire is well serviced for major transport infrastructure to develop future infrastructure and business development possibilities associated with the Airport land.

Strategy 2 seeks to develop the Airport and associated land as an industrial zone. The Airport provides an ideal opportunity for release of a large area of land in Newman to cope with the rapid response and flexibility required for future business due to the significant land available, proximity to industrial land and the availability / ability for rapid response to growth (which the region is prone to due to the focus on resources).

The Airport provides a range of opportunities that allows diversification including:

- Vibrant and centralised transport hub; and
- Mixture and range of small and larger business opportunities for a variety of services including providing greater regional capacity to supply goods and services.

The Strategy identifies specific opportunities to consider for an integrated commercial area that provides:

- Environment: The Airport's own power supply through renewable sources including solar power;
- Recreation: The Airport's own park area for leisure and exercise;
- Professional suites: For different types of business and business services;
- Accommodation: For both hotels and employees; and
- Small retail / café area: To service the development.

The development of an industrial/special use zone is contingent upon the Shire obtaining consent from the Minister for Lands to amend the permitted land use at the Reserve to include such activities or alternatively but less desirably enter into lease arrangements with the State Government under s79 of the Land Administration Act 1997. It is the preference of the Shire for the reserve permitted land uses

to be granted so that the Shire, as the developer of the land, (ie planning and headworks) can deliver much needed industrial land to the region more efficiently, and remove red tape that would ordinarily be involved with the Shire having to sub lease land from State Government. Further, it is the Shire's position to expand water provision on the Airport Reserve to provide for the industrial land demand through leasehold arrangements indicating an innate connection between the areas of reserve land. A submission is required to be submitted to the Minister and approval provided by the State Government before land is released for the proposed development.

Strategy 5 recommends the development of a transport and logistics master plan which should consider an interface for key transport infrastructure such as the Airport and road together with other public transport connections.

Local Planning Scheme & Strategy

The Shire's Local Planning Scheme No.4 prepared by the Department of Planning, Lands and Heritage establishes the local government planning aims and intents for the Scheme area and provides zoning to control and guide land use and development.

An airfield (i.e. Newman Airport) is not permitted under the Scheme for use as a Town Centre, Mixed Business, Residential, Industry, Rural Living or Community & Cultural Purposes, and can only be used as a Nullagine Townsite Zone or Rural where the local government has exercised its discretion by granting development approval.

Additionally, industrial land uses are not permitted on a "rural zone" for which the land is zoned and in this regard the Shire is progressing a scheme amendment to amend the 36ha of Stage 1 and 2 for industrial land use which is most likely proposed as a Special Use zone to provide for development of the land near the Airport infrastructure. The draft Shire of East Pilbara Local Planning Strategy recognises this action and at the time of this Report was on Public Notice.

Strategic Community Plan

The Shire's Strategic Community Plan is part of the regions integrated framework to assist with long-term objectives of the local government and identifying the resourcing and long-term financial implications and strategies.

The Plan outlines a long-term strategy to upgrade airside and landside areas of Newman Airport as a major capital project with an indicative cost of $160 million which has already been funded (as of 2013). This project will assist with addressing one of the Shire's key economic development priorities to develop the airport industrial precinct and accommodate aircraft and passenger growth.

2.5.5 Strategic Approach to Future Growth

As part of the Local Planning Strategy for the Shire of East Pilbara, it was identified that Newman's economy was heavily reliant on the resource industry which resulted in a homogenous economy. This results in a higher risk profile for Newman's economic security; thus, it was determined that diversification of the Shire's economy would be required.

This Airport Master Plan will incorporate the objectives and recommendations from the strategic documentation and framework outlined above to expand the Airport's revenue streams and align with the Shire's economic diversification strategy.

2.6 Previous and Current Master Plans

A previous Master Plan was developed for Newman Airport by GHD in 2011 and was revised in 2013 to update all elements of the 2011 master plan, particularly the forecasted demand and associated development options, strategy and cost of implications.

This Airport Master Plan established a baseline to ensure the Aerodrome's future viability to allow the Aerodrome to reach its maximum potential regarding on-aerodrome and off-aerodrome development occurring in response to current and future demand.

3 Current Situation

3.1 Ownership and Management

Newman Airport is currently owned, managed and operated by the Shire of East Pilbara. Newman Airport was constructed in 1969 under the ownership of the Mount Whaleback mining operations including BHP Iron Ore Pty Ltd. The Shire of East Pilbara took ownership of the airport and management of the associated landholding on the 22 February 1996 from BHP Iron Ore Pty Ltd.

3.2 Site Description

The Study Area is comprised of the current Airport site as well as land on the north-western side of the Great Northern Highway that the Shire is proposing to develop. The Study Area is comprised of an area of approximately 1,400 hectares with the Shire having a Management Order over the Crown Land for Airport purposes.

3.3 Surrounding Land

The town of Newman is surrounded by rocky outcrops and hills to the north, south and west which provide beautiful natural features including walking tracks and lookout points. The rocky outcrops also constrain future development as construction of residential properties is difficult and expansive on the steep slopes.

The Airport site has a very flat topography with levels varying from 522m AHD to 528m AHD.

3.4 Facilities and Levels of Service

The high-level components of the Newman Airport are summarised in Figure 3.1.

Airside	Terminal	Landside
• One sealed runway • Two sealed taxiways • RPT and GA sealed apron • Airfield lighting • Refuelling facilities • VOR/DME • Three Illuminated wind indicators	• Terminal facilities • GA Terminal • Security equipment • Standby / backup power	• Fencing • Entry road • Utility services • Short and long term car parking area • Rental car parking area • Airport manager housing • Utility services • Non-directional beacon • Five GA hangars • Abandoned aero club building

Figure 3.1 Basic categorisation of aerodrome infrastructure types

An overview of the existing aerodrome facilities is provided in Figure 3.2.



Figure 3.2 Overview of the existing aerodrome facilities

3.5 Existing Activities

3.5.1 Existing Leases

An overview of the current Airport leases is provided below:

- Avis Car Rental (WTH Pty Ltd);
- Bayswater Road Pty Ltd (Air Pioneer);
- Air BP;
- Budget Car Rental (Chalkwest);
- Europcars (CLA Trading);
- Fortescue Helicopters;
- Heliwest;
- Hertz car Rental;
- Linkforce Engineering;
- C.A Helicopters;
- McLaren Hire - Raw Hire (Seanalisa Pty Ltd);
- North West Aviation Service;
- Polar Aviation;
- Qantas;
- SV Haoust Pty Ltd (Go West); and
- Thrifty Car Rental (Ilha Pty Ltd).

3.6 Existing Airside Infrastructure (Existing Facilities)

3.6.1 Runway 05/23

Newman Airport has a single main sealed runway on orientation 05/23. The runway is serviced by two taxiways located in the centre on the north western side of the runway. Figure 3.3 below provides an aerial of the existing airside infrastructure.

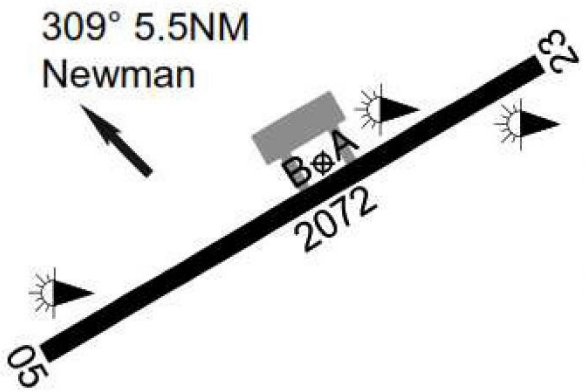


Figure 3.3 ERSA extract showing aerodrome layout

Runway 05/23 is a non-precision approach runway which is 2072m long by 30m wide. Being over 1800m long, it satisfies being classed as a Code 4 runway in length. However, the minimum width requirement for a Code 4 runway is 45m. The 30m width satisfies the requirements for Code 3C aircraft. Airlines operate under an exemption to utilise Code 4C aircraft on a 30m wide runway.

Runway 05/23 currently has a 150m runway strip width which complies with the current MOS 139 recommendation for Code 3 runways with a width of 30m to have a 150m runway strip.

The runway pavement has a sealed surface and a published Pavement Classification Number (PCN) of 44/F/B/1500(218PSI)/T.

Runway 05/23 is installed with low intensity runway lights (LIRL) along the runway edge, providing a single stage of brightness.

3.6.2 Taxiways

There are two active taxiways in effect at the Airport, specifically:

- Taxiway Alpha; and
- Taxiway Bravo.

Taxiway Alpha and Bravo provide the main access from the RPT and GA Apron to Runway 05/23. Both Taxiways have a 15m wide sealed surface and are suitable to accommodate Code C aircraft with OMGWS of less than 9m in accordance with Table 6.38 (1).1A of the MOS Part 139 – 2019 and are lit with blue taxiway edge lights. Currently access on the RPT apron between taxiways A and B is limited as the depth of the apron is not sufficient to facilitate safe movement behind stands 3 and 4.

3.6.3 Aprons

The aerodrome has one sealed apron which is divided into RPT, GA and taxilane areas.

RPT Apron

The aerodrome has one sealed RPT apron that is approximately 17,000m² in size, located in front of the Passenger Terminal Building.

The RPT apron provides three aircraft parking positions for 4C aircraft. The RPT apron has yellow painted aircraft nosewheel and pilot guidelines to assist aircraft to taxi and park safely without the need for a marshaller as shown in Figure 3.4. Parking on the apron is restricted to the RPT aircraft only, as well as any aircraft that are too heavy to park elsewhere on the apron.

Floodlighting is provided on the RPT apron which is connected to the Pilot Activated Lighting (PAL).

Itinerant aircraft are permitted to park on the RPT apron with prior approval from the Aerodrome Manager or delegated officer. Parking and engine run-ups are currently self-managed by pilots, with no marshalling, docking, follow-me or push-back control services as is appropriate to the scope of operations.



Figure 3.4 RPT Apron layout

GA Apron

The existing GA Apron is located southwest of the RPT Apron and is bordered on the south-west side by five GA hangars which have been built by their owners on sites leased from the Shire.

The GA Apron can accommodate a range of light aircraft types. The GA Apron is partially line marked with lead-in/lead-out line marking for the three northern parking bays. The remaining parking bays adjacent to the hangars are not line marked and parking is at the pilot's discretion.

Currently there are no published Helicopter Landing Sites (HLS) or tie down lines available at Newman Airport. Two existing helicopter parking pads are located on the eastern side of the GA Apron marked by two parallel blues lines and four marked parking bays.

3.6.4 Airfield Lighting

The existing airport lighting system is a Pilot Activated (PAL) system and is owned and operated by the Shire of East Pilbara. The system includes the following:

- Low Intensity runway edge lights;
- Runway threshold lighting;
- Runway end lighting;
- Holding point lights;
- Taxiway edge lighting;
- Apron flood lighting;
- Primary illuminated wind direction indicator (IWI) located near Taxiway A and two secondary IWIs located near each runway threshold on the left-hand side of the approach;
- Pilot activated lighting equipment; and
- Precision Approach Path Indicators (PAPI) on the left-hand side of Runway 05 and Runway 23.

The airfield lighting facilities are on standby power feed from the airport power centre. The standby generator is fully automatic and cuts in within 10 to 15 seconds of a primary power failure. The apron flood lighting is also on the standby power system.

The existing lighting system in its entirety by the nature of its current condition has passed its design life, therefore requires replacement to meet CASR 139: Chapter 9 – Visual Aids Provided By Aerodrome Lighting, in particular to meet operational requirements for a Low Intensity lighting system.

Upgrading the existing lighting to LED technology has been included in the short term (1-5 year plan) to improve the environmental impact of the aerodrome and reduce energy use costs.

Airfield lighting upgrade works are set to commence following the release of the Newman Airport Master Plan, so will not be evaluated further in this plan.

3.6.5 Navigation Aids

Navigational aids for Newman Airport are supplied and maintained by Airservices Australia under the Airservices Australia Act.

Newman Airport has three pilot monitored navigation aids. A VHF Omni-directional Range (VOR), Distance Measuring Equipment (DME) and a Non-Directional Beacon (NDB).

The VOR operates on VHF frequency 117.2 and is positioned on latitude 23° 25' 09'' south, longitude 119° 48' 9'' east.

The NDB has a range of 85 nautical miles day and night, operates on the frequency 233 and is positioned at latitude 23° 25' 09'' south, longitude 119° 47' 07'' east.

The DME operates on 117.2/119X and is co-located with the VOR.

A Global Navigation Satellite System (GNSS) is available at Newman Airport, which improves the aerodrome's usability. CASA published CAO 20.18, which mandated the use of the GNSS for all Instrument Flight Rule (IFR) aircraft operating in Australian airspace by 4 February 2016. As part of the transition to satellite-based navigation, the Airservices Navigation Rationalisation Project (NRP)

decommissioned approximately half of Australia's network of conventional navigation facilities. The remaining network of navigation aids subsequently formed the Backup Navigation Network (BNN) which will be maintained and monitored by Airservices to support GNSS contingency.

It should be noted that as part of the NRP, the NDB at Newman has been retained to form the BNN and is only maintained to support GNSS contingency. All Airport development has been designed to consider the development constraints associated with the existing NDB, noting that the primary navigational aid is the GNSS.

Three Illuminated Wind Indicators (IWI) are provided. The primary indicator is located east of the RPT Apron and north-east of the centre of RWY 05/23. The two supplementary IWI's are located on the left-hand side of RWY 05 and RWY 23 landing thresholds.

Aerodrome Weather Information Service (AWIS) is operational at the airport. It provides a Terminal Area Forecast (TAF) Category B, METAR and SPECI observations.

3.6.6 Aviation Fuel

There is no fuel pipeline delivery to Newman Airport. Fuel is supplied to the airport by road tanker to a storage facility consisting of a 55,000 litre Avgas Tank, 110,000 litre Jet A1 Tank, 17,000 litre Jet fuel tanker truck, two Jet A1, and one Avgas self-service bowsers which are capable of providing adequate refuelling service to RPT and GA users.

3.6.1 Aviation Rescue and Fire Fighting Service

An Aviation Rescue and Fire Fighting (ARFF) station was established at Newman Airport in March 2015. The airport has reached a threshold of 350,000 passengers per annum, where an ARFF service presence is required to support airport operations. The station, which includes a Fire Control Centre, is staffed by 14 fire fighters and features two vehicle bays and a maintenance workshop to house and maintain three ultra-large fire vehicles.

3.6.2 Air Traffic Control Tower

Newman Airport is an uncontrolled aerodrome which operates without an air traffic control tower. The Airport is classified as Class G General airspace with Common Traffic Advisory Frequency (CTAF) procedures requiring mandatory radio communications. Additional services are provided by Melbourne Centre Flight Information Area for RPT and IFR operators.

3.7 Existing Terminal Infrastructure

3.7.1 GA Terminal

The GA Terminal provides amenities for GA and charter operators, passengers and pilots as well as aeromedical services. The terminal houses the Airport Management, car rental and security offices and provides amenities including toilets.

3.7.2 RPT Terminal

The Newman Airport Regular Public Transport (RPT) passenger terminal is 1400m^2 and was constructed in 2009 parallel to the RPT Apron. The terminal building accommodates departing and arriving passenger processing functions, including passenger check-in, security screening, passenger departure waiting lounge, arriving passenger bag claim and supporting facilities such as car rentals and passenger amenities.

The Passenger Terminal Building was further expanded in 2012 and 2016. Terminal development works included additional check-in counters, expanded baggage make-up facilities and extensions to the departures lounge with additional boarding gate facilities, new amenities and viewing area.

3.8 Existing Landside Infrastructure

3.8.1 Car park

The car parking provision at Newman Airport amounts to a total of approximately 585 paid parking spaces. The following observations have been made regarding the parking infrastructure:

- The short-term parking is located approximately 20m from the terminal, there are 163 parking bays that include 60 rental car bays;
- There are 422 parking bays for long-term parking which is located approximately 100m from the terminal; and
- An additional 33 bus bays and bus drop-off area is provided.

Paid parking was introduced at Newman Airport in 2013, with parking spaces in peak periods reaching capacity.

3.9 Utility Services

3.9.1 Potable Water

The raw water feed is provided from the Great Northern Highway from the north-east and is distributed across the Airport site after treatment at the current utilities reserve, adjacent to the existing long-term car park. The future development of the north-eastern area of the Airport site can capitalise on the location of the existing water feed, although it must also consider development constraints due to its current location.

3.9.2 Wastewater

The current Airport site utilises on-site treatment of wastewater and a leach drain for the accommodation units at the north-east of the site. A centralised wastewater treatment plant is likely to be required as part of the 20-year planning horizon to treat wastewater from the proposed development.

3.9.3 Electricity

Electrical supply is provided along Dewar Avenue from the Great Northern Highway. To meet future development requirements, additional power facilities will be required including a new transformer, new back-up emergency generator, and switchboard.

3.9.4 Communications

Telecommunications are provided across the Airport site via an underground network of Telstra pits and conduits. The future development of the Airport site will require extending the dedicated network with new connections for residential and business use.

3.10 Environmental Values

Newman is one of several major towns within the Pilbara region and is located near the eastern, inland boundary of the Hamersley subregion. The region is a well-known biodiversity hotspot, stretching from pristine reefs, coastal mudflats, and sandy and rocky coastlines through to inland semi-arid and arid

landscapes. The Dampier Archipelago is a reef system near the coastline known to be the most biologically diverse in the state, while the Hamersley-Pilbara region is one of 15 nationally known biodiversity hotspots. Areas of eucalypt woodland habitat can be found between extensive areas of hummock and tussock grasslands throughout the region, while coastal alluvial plains support grasslands, open woodlands and mangroves. Western Australia's largest mountain ranges, the Hamersley Ranges are found in the Pilbara region, which contributes to the landscape character, with the origin of major rivers, creating spectacular gorges and rock holes. Fortescue River is an intermittent system that flows from the Hamersley Ranges and is one of three major rivers in the Pilbara region (rangelandswa.com.au).

3.11 Heritage Values

Historically significant buildings and places are found across the Pilbara region, although a higher number are associated with coastal settlement in the region. A large portion of inland arid and semi-arid areas, such as surrounding the township of Newman, are under mining tenures, with the landscape providing a rich resource of minerals, including iron-ore, salt, silver, zinc and manganese, as well as petroleum. The Pilbara region is also a major gas-processing hub, as it contains a significant portion of the nation's hydrocarbon reserves. Pastoral activities are challenging in the area and leasehold tenures cover extensive areas of more than 200,000 hectares (rangelandswa.com.au).

The natural and cultural heritage values associated with the environment found in the Pilbara region supports a strong tourism industry. The region is ideal for tourists with campers, caravans and 4wds to explore ancient natural landscapes and historic rock art. Tourism activities accessible from Newman, or via vehicle hire at the Newman Airport include the Karijini National Park, Kalgan Pool, mining tour of the world's largest open cut iron-ore mine located at Mount Whaleback, and seasonal wildflower tours.

4 Stakeholder Engagement

It is important to identify relevant stakeholders, their interactions with the various aerodrome assets and their relevant serviceability and performance expectations to gain an understanding of stakeholder's perceptions and requirements of the different assets and the overall network.

A Stakeholder Engagement Plan was developed for the Newman Airport Master Plan to provide a strategic direction for the consultation process during the planning and preparation phase of the Master Plan. The purpose of this plan was to assist the Shire and ensure the preparation of the Master Plan considered and involved all relevant stakeholders and parties of interest.

The objectives of the Plan were as follows:

- Share information and create alignment between the Shire and stakeholders;
- Identify and develop a plan to inform key stakeholders;
- Assign responsibilities for project tasks and information, particularly those related to the dissemination of information to stakeholders;
- Manage sponsor and stakeholder information and expectations; and
- Maintain the focus of the Newman Airport Master Plan and all related development.

The main component of the consultation period involved Key stakeholder consultation.

Typical stakeholder groups relevant to the Newman Airport Master Plan and their typical expectations regarding Level of Service (LOS) requirements are summarised in Table 4.1.

Table 4.1 Newman Airport stakeholders and their qualitative LOS expectations

Group	Stakeholder Description	Qualitative LOS Expectations
Local Industry	Business, commerce, tourism organisations	Access to major centres, condition of facilities
Emergency Services	Royal Flying Doctor Service (RFDS), Emergency Rescue Helicopter Service, Department of Fire & Emergency Services, WA Police Force and St John's Ambulance Service	Accessibility, capacity, availability and safety of facilities
Other Airport Users	Charter aircraft operators and General Aviation (GA) users	Condition of facilities, accessibility and safety
Service Providers	Aviation fuel suppliers	Condition of facilities, operational efficiency
Aerodrome Operator	Shire of East Pilbara	Safety, airport growth and economic benefits to community, customer satisfaction
Employees	Shire employees of the airport organisation and airport tenants	Provide secure jobs, wages, and benefits
Commonwealth Regulators	AsA, CASA, BOM etc	Regulatory compliance / airport standards, safety, performance, capacity, noise, economic benefits
Non-Government Organisations	Aircraft Owners & Pilots Association, Australian Airports Association, Recreational Aviation Australia	Facilities, safety, sustainability of the airport to continue operating

4.1 Key Stakeholder Consultation Feedback

The stakeholder consultation included the Shire identifying and seeking to consult with all appropriate individual stakeholders across a variety of businesses and user groups including:

- Airport Users;
- Local Government;
- State Government;
- Commonwealth Government;
- Concessionaires / Refuelling; and
- Community & Business.

A summary of aerodrome stakeholders that were identified are provided in Table 4.2. It should be noted that not everyone was approached for feedback as this was beyond the scope of this Master Plan. The Shire may seek to engage further with relevant stakeholders in the future including those outlined below.

4.2 Key Stakeholders

A summary of Airport stakeholders that have been identified are outlined in Table 4.2.

Table 4.2 Relevant stakeholders

Category	Stakeholder Description
Airport Operator	Shire of East Pilbara
Airlines & Airport Users	Alliance Airlines Skywest QantasLink Northwest Aviation Services (NWAS) Heliwest Virgin Australia Aircraft & Charter Operators Recreational Aviation Australia Royal Flying Doctor Service (RFDS) Emergency Rescue Helicopter Service Airport Tenants
Local Government	Pilbara Development Commission Shire of Broome Town of Port Hedland City of Karratha
WA Government	Department of Transport (DoT) Department of Jobs, Tourism, Science and Innovation (JTSI) Department of Planning, Lands and Heritage (DPLH) Main Roads Western Australia Tourism WA Infrastructure WA

Category	Stakeholder Description
	WA Department of Primary Industries and Regional Development
	Department of Fire & Emergency Services
	WA Police Force
	St John's Ambulance Service
Commonwealth Government	Department of Infrastructure & Regional Development (DIRD)
	Civil Aviation Safety Authority (CASA)
	Airservices Australia
	Office of Transport Security
	Department of Defence
	Bureau of Meteorology
Concessionaires / Refuelling	Budget Car & Truck Rental
	Hertz Car Rental
	Europcar
	Raw Hire
	Thrifty Car & Truck Rental
	Avis Car & Truck Rental
	Air BP
Community & Business	Rio Tinto
	FMG
	Roy Hill
	Perth Airport
	Chamber of Minerals and Energy
	BHP Billiton
	MSS Security
	NBN Co
	Landcorp
	Airline Passengers
	Surrounding Neighbours
	Hotel and Motel Operators
	Local Hospital
	Local Mining Organisations
	Australian Airports Association (AAA)
	PM+D Architects P/L
	Other Community Groups

5 SWOT Analysis

A Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis has been undertaken for Newman Airport.

5.1 Strengths and Advantages

Newman Airport has the following benefits:

- Advantageous placement with no regional airports close by with the same access to major mines sites;
- Strong FIFO airport identity (cultural);
- Reasonably convenient layover airport for GA aircraft;
- There are no residential development nearby, which minimises noise conflict;
- Plenty of open area for future development;
- Availability of Aviation Fire and Rescue Services;
- Air service linking local community with Perth;
- Air service connection to coastal tourism destinations, including Port Hedland and Broome;
- Centrally located for tourists to explore surrounding National Parks and other natural features in the region;
- Direct link for tourists to explore a variety of cultural and historic tourism attractions in Newman and the east Pilbara region;
- Airport parking area provides heavy vehicle parking bays; and
- Associated onsite activities includes car rental offices, helicopter corporate charter and scenic tours.

5.2 Weaknesses and Constraints

The following weaknesses and constraints have been identified:

- Landside facilities determine critical capacity and do not match airside facilities in quality (i.e. size of the terminal);
- The existing schedule highlights weaknesses in the airport's landside infrastructure capacity, particularly when there are delays;
- Heavily reliant on strong mining activity/industry;
- Location of the existing NDB (i.e. NDB protection area) and VOR limits development areas;
- Does not meet all of the MOS 139 requirements of a Code 4C aerodrome;
- Car parking (i.e. no covered or security-controlled carpark) which exposes vehicles to the elements;
- Available car parking is in high demand and nearing capacity;
- Limited on-site hospitality services;
- Tourism industry is a competitive market;
- Limited tourist accommodation available;
- Tourists to the region may fluctuate due to limited access to cultural and natural attractions caused by wet season climate and weather;
- Flat topography and expansive clay soils at Airport site and adjoining major waterway results in water ponding after monsoonal rains and large storm events; and
- Essential services need to be upgraded for development at the airport, including wastewater on-site treatment plant, new electricity transformer, and back-up emergency generator and switchboard.

5.3 Opportunities and Prospects

The following opportunities and prospects have been identified relevant to the Airport:

- Aviation compatible development on airport site, such as freight, industry and accommodation facilities;
- Non-aviation development;
- Provide additional carparking;
- Promote any local agritourism associated with pastoral leases, such as wedding functions, farm stays and retreats;
- Promote aviation-based tourism activities;
- Promote local cultural and heritage tourism, such as indigenous culture, bush food tours and masterclasses;
- Installation of solar panels could provide an alternative and renewable energy resource;
- Increase freight traffic and freight network across Western Australia and globally;
- Increased passenger volumes will likely drive airport revenue. i.e. PSC, landing fees, retail, rental cars, car park revenue etc.; and
- Given the location of the airport and surrounding land, there are landside development opportunities for regional, natural resource related, and services businesses.

5.4 Threats and Risks

The following threats and risks have been identified:

- Mining industry downturns or lack of new deposits due to cyclical nature of the industry;
- Temporary suspension of RPT operations;
- Local population and tourism numbers prone to significant fluctuations based on resource and climate cycles;
- Absence of public transport link between Airport and Newman township for tourism and local community;
- Timing of airport infrastructure upgrades may not line up with the timing of the need by the FIFO industry;
- A lack of funding to develop the airport infrastructure will limit access to the region;
- Airlines may deploy aircraft to other routes, thereby reducing capacity;
- Increasing aircraft movements will place pressure on airport infrastructure; and
- Apron parking bays will need to be increased for any major increases in passenger and aircraft movements.

5.5 Summary of SWOT Analysis

Newman Airport is advantageously placed as the only regional airport that supports access to the east Pilbara region and has extensive open areas with flat topography for future development. The Airport site's large open areas for future development provide opportunities to build financial independence, including future operation and maintenance costs. Development of non-aviation facilities and activities on site, such as a heavy vehicle transport link and freight distribution centre could support an increase demand for aviation services and improve aviation-based transport network across Australia, including links to major ports.

The Airport has a strong FIFO culture and with new mining deposits, the airport can readily support future increases in demand for FIFO. This opportunity for additional revenue may increase demand for car parking facilities at the Airport. Current parking available at the Airport is at near capacity and exposed to the elements. Solar panels could provide an alternative and renewable energy resource, which could contribute to the development of financial independence for the Airport and improve efficiency in use of energy resources on site.

There is limited tourism accommodation in and surrounding Newman, incorporation of tourist accommodation as part of future non-aviation facilities in future development of the Airport site could enhance aviation-based tourism as well as promote and increase tourism to the region. Tourist accommodation at the Airport site could support a road transport network to the Newman township via public transport or private bus shuttles, improving connection to the township and the region for tourists and the local community.

6 Strategic Vision and Objectives

The vision and objectives for the Airport reflect the Shire mission through:

- Committing to the objectives of the Shire's Community Strategic Plan;
- Realising alternate land use at the Reserve in accordance with the Shires draft Local Planning Strategy;
- Embracing innovation;
- Creating and taking advantage of opportunities; and
- Being the gateway to the community.

6.1 Strategic Vision

Newman Airport will continue to provide air transportation services to the local community and act as a gateway for passengers into the Pilbara Shire. The Aerodrome will balance the needs of the aerodrome users and the community, facilitate and support regional growth and minimise environmental impacts.

The operation of the Aerodrome will be considerate of immediate financial impacts and focused on long-term financial sustainability, providing a safe airport working culture, and implementing environmental best practice measures. Aerodrome development will be undertaken to provide appropriate infrastructure that meets the region's current and future needs in a cost effective and sustainable manner.

6.2 Objectives

The objectives of the Newman Aerodrome include the following:

Accommodating projected passenger and aircraft movements with appropriate airside and landside infrastructure, including;

- Undertaking continuous engagement with key stakeholders of the aerodrome;
- Engaging with industry to maximise the benefits of future regional growth; and
- Maintaining compliance with relevant safety standards.

7 Critical Airport Planning Parameters

7.1 Forecast of Future Operations

There are a range of different demand drivers for passenger numbers at regional and remote aerodromes across Australia. Each demand driver features a different level of price elasticity, and has been listed below from most sensitive to changes in airfare prices to least sensitive:

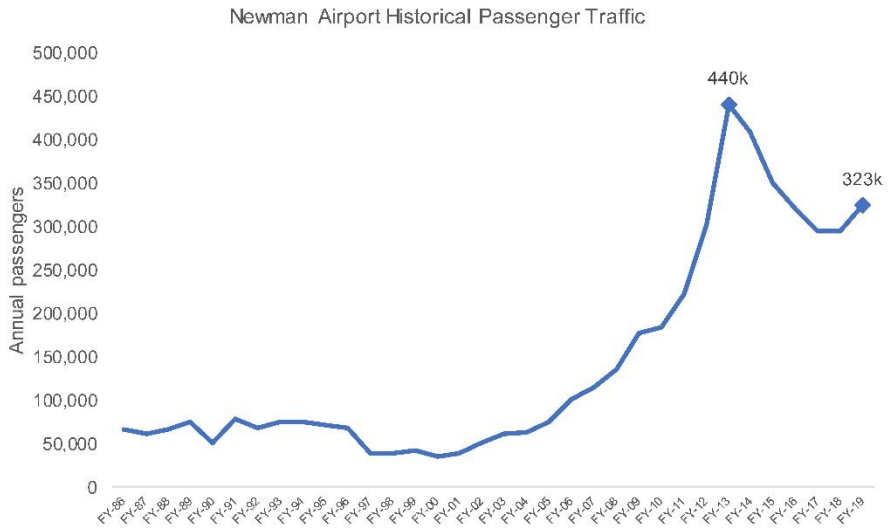
- Holiday destination (visitation for holiday or recreational purposes);
- Visiting family and friends;
- Business (including government); and
- Work (rostered Fly-in Fly-out workforces).

Aerodrome infrastructure, particularly the passenger terminal and associated landside access facilities, need to be designed to ensure capacity to support future anticipated growth and passenger volumes. Passenger movements have been analysed and forecast to provide an indication of future facility requirements to meet these needs.

Forecast passenger movements and growth rates are dependent on numerous factors including travel demand, aircraft seating capacity, slot availability at destination airports, airline route economics and aircraft traffic growth at existing and potential destinations.

7.1.1 Historical traffic analysis

Newman Airport's traffic is heavily reliant on the resources industry and its largely Fly-In Fly-Out (FIFO) workforce. This is evidenced through analysis of the airport's historic traffic and its significant fluctuation over short periods of time. Shown below, Newman Airport traffic was relatively stable for the 20-year period from FY86 to FY06. During this time annual traffic was an average of 60,000 passengers. Over the next 7 years, traffic increased fourfold, hitting a peak of 440,000 annual passengers in FY13. Since hitting this mark, traffic has declined significantly at the airport although it remains considerably higher than the historical average. Figure 7.1 below shows the historical trend of passenger traffic at Newman Airport.



Source: BITRE

Figure 7.1 Newman Airport historical passenger traffic

Data sourced from the WA Department of Jobs, Tourism, Science, and Innovation illustrates when major mine sites in the Newman catchment area became operational. Shown in the table below, the period from late 2000's to mid-2010's saw a large number of sites being developed during that time. This coincides with the growth in aviation activity at Newman Airport. Importantly, it demonstrates that mine development is a larger influencer on airport traffic compared to a mine's operational mode as traffic at Newman Airport decline once these sites were completed.

Table 7.1 Mine developments near Newman

Operator	Mine/deposit	Capex ($m)	Start-up
BHP	Newman	n.a	1969
BHP	Yandi	n.a.	1992
Rio Tinto	Yandicoogina	n.a.	1998
BHP	Mining Area C	3,000	2003
Rio Tinto	Hope Downs	3,400	2007
FMG	Chichester Hub	8,800	2008
FMG	Solomon Hub	9,600	2013
BHP	Jimblebar	3,800	2013
Hancock	Roy Hill	13,700	2015
BHP	South Flank	1,700	2020
Rio Tinto	Koodaideri	3,500	2021

Source: WA Department of Jobs, Tourism, Science and Innovation WA Iron Ore Profile Sept-19

The airport is serviced by both charter and scheduled carriers primarily using narrow body and regional jet aircraft. Figure 7.2 below presents the breakdown of Newman Airport's traffic by airline for FY-19.

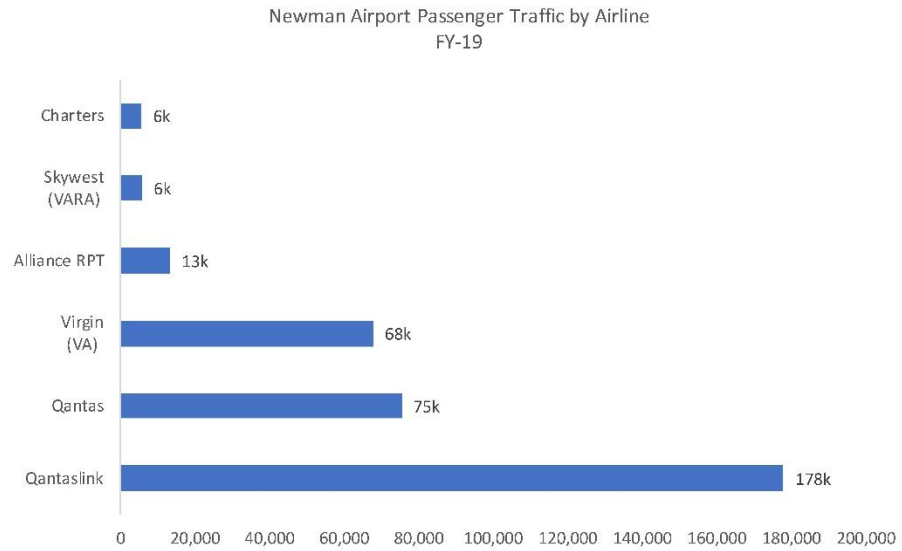


Figure 7.2 Newman airport passenger traffic

7.1.2 Drivers of air traffic demand

Highlighted previously, Newman Airport's traffic is largely influenced by mining activity in the region and FIFO work patterns. Whilst Newman has a resident population, the activity they generate is dwarfed by the magnitude of transient workers. Data on National Mining Employment from the Australian Bureau of Statistics (ABS) was assessed against Newman Airport traffic to understand the correlation of the two variables. Shown in Figure 7.3 below, the correlation value is extremely high, $R^2 = 0.92$, suggesting national mining employment is a strong predicator of traffic.

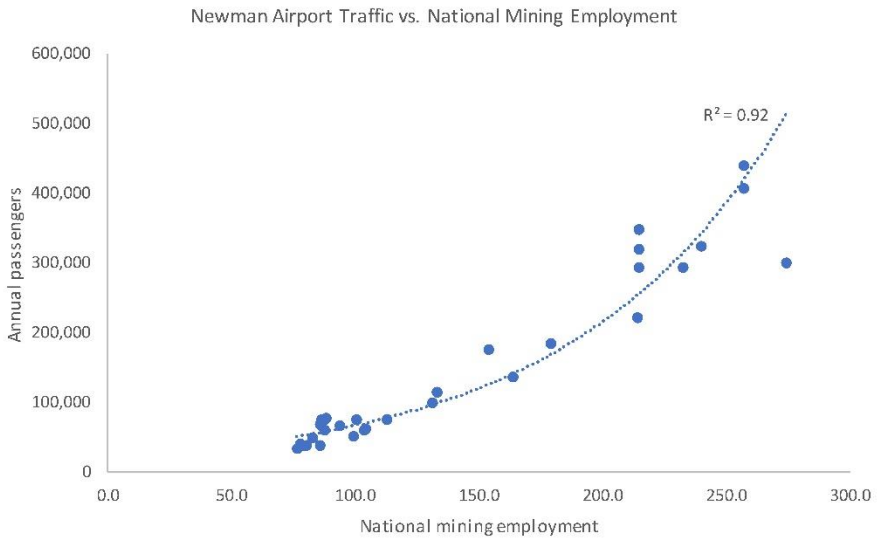


Figure 7.3 Newman Airport traffic vs mining employment

Whilst the econometric analysis provides a framework for long-term traffic growth, new mine site development in the short-term will have a more pronounced effect on traffic. Highlighted in the previous table on iron ore mine sites, there are two major sites coming online in the next 2 years within the Newman Airport catchment area. The recent uptick in airport traffic suggests the effects of these developments are already manifesting themselves.

7.1.3 Air Traffic Forecast

Forecasting traffic at mining focused airports is challenging due to the cyclical nature of the industry and surges/declines in demand during various stages of a mine's lifecycle. To mitigate these issues the air traffic forecast was developed using two approaches:

- Building block approach for new mine activity over the short-term.
- Econometric modelling that accounts for long-term traffic growth as it relates to mining employment. This model was used in parallel to the building block approach to account for traffic growth from existing operations and activity in the region.

The building block approached focused on two new sites becoming active in the region. These are:

- BHP South Flank: A new development that is designed to replace production output from the currently operating Yandi Mine, also located in the Newman Airport catchment area. It is assumed this mine site will generate 3,000 construction jobs at its peak development stage.
- Rio Tinto Koodaideri: A new iron ore mine in the Newman Airport catchment. This mine will increase the overall number of sites as it is not intended as a replacement for current production. It is assumed this mine will generate 2000 construction jobs at its peak development stage.

The FIFO patterns/assumptions used to generate traffic demand are:

- 2 weeks on – 1 week off work schedules
- 80% of the construction workforce is FIFO

The construction workforces of these two sites ramps up and then down over time as the mines move from the development to operational modes. The resulting patten growth, peak, and decline is similar to what Newman Airport has experienced previously.

The econometric approach utilises the following model from the regression analysis to predict traffic growth:

$$y = 20600.69e^{0.01x}$$

Using the model requires a forecast of the independent variable, in this case national mining employment. The Department of Job and Small Business provides projections of employment growth for a range of industries, of which mining is one. The department's five-year forecast from 2018 to 2023 is 4% growth in employment. Consequently, the forecast utilised a conservative 0.5% year-on-year growth rate to reflect their projections. This 0.5% growth is stable over the course of the forecast period for the most likely scenario.

Figure 7.4 illustrates the passenger demand forecast for the airport resulting from the two models. Evident is the construction phase of the two mine sites and the long-term growth projections. Traffic is conservatively forecast to reach approximately 464,000 passengers per annum by the end of the forecast period. High and low scenarios were developed by adjusting the growth rates for national mining employment and FIFO assumptions.

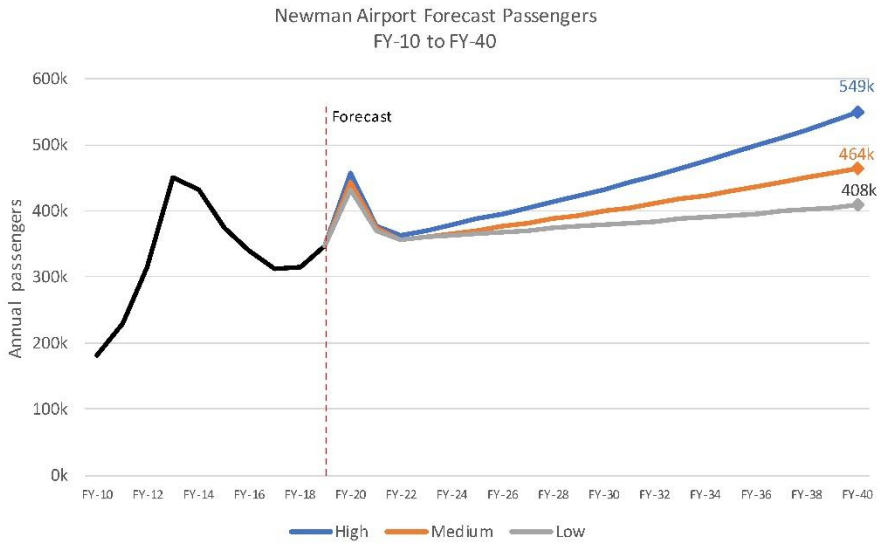


Figure 7.4 Newman Airport passenger forecast

Projections for aircraft movements were also developed. These projections were established by back calculation of the passenger forecast, assuming an average aircraft size and load factor. The current flight schedule was analysed to understand the average aircraft size, in terms of seats, and load factors.

It was determined that:

- The average aircraft size is 137 seats
    - This figure remains stable for the first two years of the forecast and then increases by 0.5 seats per movement per year to reflect the introduction of larger aircraft at the airport. This may also reflect the higher utilisation of B737/A320 and a reduction in F100 operations.

- The average load factor is 62%
  - This remains stable for the first 10 years of operation and increases by 0.25% pts per year thereafter. The long period of stability reflects the long-term historic trend of the airport

The aircraft movement forecast is presented in Figure 7.5 below.

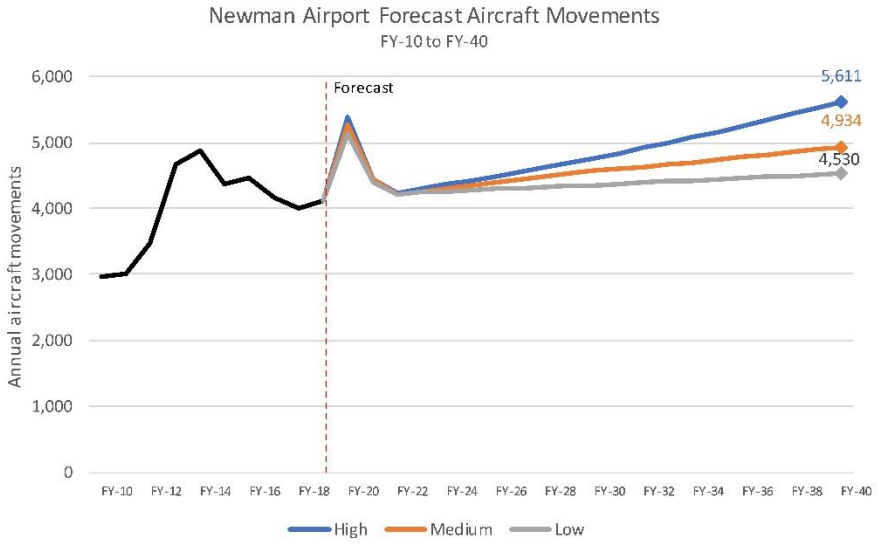


Figure 7.5 Newman Airport aircraft movements forecast

7.1.4 Peak Hour Analysis

To inform facility planning requirements, analysis of the design peak hour is required. Review of the flight schedule currently operated at Newman Airport indicates there are several times during a given week that could be considered a peak hour. This reflects the relatively limited number of operations that occur at the airport over a discreet time period. For example, two aircraft arriving and departing at similar times would be considered a peak hour. From a passenger volume perspective, the peak hour occurs when an A320 and a B737-800 are operating at the same time from the facility.

A peak to annual approach was used to determine long-term peak hour passengers. This relates the current peak hour passengers to annual passengers to calculate a representative ratio. This ratio is then applied to the long-term annual forecast to calculate peak hour passengers. The ratio used was 0.2%.

Stand requirements were back calculated from the peak hour using an assumed aircraft size and load factor. The relatively low growth of the forecast over the long-term indicates a requirement for three stands towards the end of the period. This is in line with current operations where, from a stand perspective, there are three F100 operating at the same time. Given the movement towards larger aircraft over the forecast period, it is not envisioned that this timeslot will be reinforced with more F100 operations.

The peak hour passengers and stand requirements are presented in Table 7.2 below.

Table 7.2 Peak hour passengers and stand requirements

	FY20	FY25	FY30	FY35	FY40
Passengers (Dep. & Arr.)	731	610	657	708	764
Stands	3	2	2	2	3

7.1.5 Revenue Model

The revenue model for the airport over the master planning period was generated in-line with the passenger and aircraft forecast. The baseline revenue model utilised the accounting line items the airport currently reports against and where possible, related these activities to a per passenger or aircraft charge. Inflation is assumed at 1.5% per annum.

Table 7.3 below presents the revenue model for the airport. Note the major change in leasing income in the medium-term. This increase is based on terminal development that sees an increase in gross floor area; the assumption being that there will be more space available for retail and other non-aeronautical activities.

Table 7.3 Forecasted revenue

Aeronautical Revenue	**FY20**	**FY25**	**FY30**	**FY35**	**FY40**
Passenger Charge	$10,072,596	$9,062,023	$10,501,585	$12,192,283	$14,181,947
RPT Landing Fee	$2,698,427	$2,472,524	$2,916,315	$3,387,411	$3,939,299
GA Landing Fee	$20,602	$25,730	$32,133	$40,130	$50,117
Non-Aeronautical Revenue	**FY20**	**FY25**	**FY30**	**FY35**	**FY40**
General Income	$88,824	$79,912	$92,607	$107,516	$125,061
Leases	$525,000	$706,968	$761,605	$820,465	$883,874
Terminal Income	$120,000	$129,274	$139,265	$150,028	$161,623
Parking	$555,148	$499,450	$578,791	$671,973	$781,633
Power	$88,824	$79,912	$92,607	$107,516	$125,061
Water	$8,200	$8,834	$9,516	$10,252	$11,044
Total Revenue	**$14,177,620**	**$13,064,626**	**$15,124,423**	**$17,487,573**	**$20,259,659**

7.2 Aerodrome Reference Code System

All aerodrome operators must maintain their runways and taxiways and comply with the applicable standards stated in CASA MOS Part 139 unless otherwise agreed with CASA.

The aerodrome reference code system specifies the standards for aerodrome facilities based on the performance and size of typically used aircraft. The code is comprised of three elements:

- Element 1 is a number related to the aeroplane reference field length;
- Element 2 is a letter related to the aeroplane wingspan and outer main gear wheel span; and
- Element 3 is the greatest OMGWS of the aeroplanes that the aerodrome or facility is nominated by the operator to serve.

The code letter or number within an element selected for design purposes is related to the characteristics of the critical aircraft for which the facility is provided.

The Aerodrome Reference Code is based on the characteristics of an aircraft and not the airport. The aerodrome facilities are then determined to meet the characteristics of the critical aircraft. A summary of the aerodrome reference codes in MOS Part 139 are provided in Table 7.4.

The choice of OMGWS lies with the aerodrome operator. A failure to choose that which is the most demanding of applicable options may result in operational limitations for a particular aircraft type.

Table 7.4 Aerodrome reference code (MOS Part 139 - 2019)

Code Element 1		Code Element 2		Code Element 3
Code number	Aeroplane reference field length	Code letter	Wing span	Outer main gear wheel span (OMGWS)
1	Less than 800m	A	Up to but not including 15m	Up to but not including 4.5m
2	Not less than 800m	B	15m up to but not including 24m	4.5m up to but not including 6m
3	Not less than 1200m	C	24m up to but not including 36m	6m up to but not including 9m
4	Not less than 1800m	D	36m up to but not including 52m	9m up to but not including 15m
		E	52m up to but not including 65m	
		F	65m up to but not including 80m	

Unless otherwise agreed by CASA, aerodrome operators are required to maintain the aerodrome's runways and taxiways in accordance with the standards set out in the MOS Part 139 applicable to the Aerodrome Reference Code for the runway or taxiway.

Table 7.5 CASA MOS Part 139-2019 Minimum graded runway strip width

Runway Code Number (ARC)	Aeroplane reference field length
1 Note See also MOS 139 subsection 6.17 (3).	**60m**
2	**80m**
3 (if the runway is 30m)	**90m**
3 (if the runway is used for scheduled international air transport operations); or **3** (if the runway is 45m or more); or **4**	**150m**

Note For Code 3 runways with a width of 30m, a 150m wide graded runway strip is recommended.

For a non-precision approach runway — the width of the runway strip, including the fly-over area, must not be less than that shown in Table 7.6.

Table 7.6 Runway strip width, including the fly-over area — non-precision approach runways

Runway Code Number (ARC)	Runway strip width, including the fly-over area
1 or 2	140m
3 or 4	280m

7.3 Selected Design Aircraft

RPT services at the Airport are currently provided by Qantas Link and Virgin Australia, and it is assumed these airlines or similar regional airlines will continue the service in the future. The current critical aircraft utilised by Qantas Link is the Boeing 737-838 (Boeing 737-800 series) which has a passenger seating capacity of 149. It is envisaged that in the future the Airport will continue to provide services to existing destinations with existing aircraft or similar.

FIFO aviation services are primarily provided by Network Aviation and it is assumed that Network Aviation or a similar provider will continue the service in the future. The current critical aircraft utilised by Network Aviation for the service is the Airbus A320-232 (A320-200 series) which has a passenger capacity of 150.

Services for the operation of the Airbus A330-200 have been included as part of the ANEF analysis as an extra provision for when the runway is upgraded to a Code E runway. It is anticipated that operations would not exceed a frequency of twice a week.

Existing charter operations at Newman Airport is undertaken by various companies. The Cessna 404 was designated as the design aircraft after reviewing each charter operator's current charter fleet.

Various private operations currently occur at Newman Airport. General aviation was modelled for the ANEF using the Cessna 208B as the design aircraft.

Aeromedical services are currently provided by RFDS which currently utilise the Pilatus PC-12 or the Pilatus PC-24. These aircraft have been assumed to remain in service for the duration of the Airport Master Plan with the Pilatus PC-24 conservatively adopted for RFDS movements in the ANEF model based on having a higher MTOW than the Pilatus PC-12.

A large proportion of aviation movements were recorded to be helicopter operations at Newman Airport. The AS350 was determined to be design rotary aircraft, however for analytical purposes the Eurocopter EC-130 (a derivative of the AS350 airframe) was used in the ANEF analysis.

Training and Utility aircraft currently undertake operations at Newman Airport. For Training and utility purposes circuit and touch and go tracks are utilised for these operations. The Cessna 208B was designated as the design aircraft for Training and utility operations.

Different facilities on the airport, such as those intended for RPT services and those intended solely for GA aircraft, are normally planned for their specific critical aircraft. For the purposes of planning specific non-passenger elements of the future airfield development, the various aircraft types that might potentially use Newman Airport were aggregated into seven broad groupings, each characterised by an ICAO aerodrome reference code and Aircraft Classification Number (ACN) related to pavement strength as indicated in Table 7.8.

Table 7.8 Runway specifications requirements

Runway Specifications	Current Dimensions	ARC	Required Dimensions* (Current Movements)	ARC	Required Dimensions (Forecasted Movement)	ARC
Runway Length	2072m	Code 4	2,256m**	Code 4	2,713m**	Code 4
Runway Strip Length	2192m	Code 4	2,376m**	Code 4	2,713m**	Code 4
Runway Width	30m	Code 3	45m	Code 4	45m	Code 4
Runway Strip Width	150m	Code 3	45m	Code 4	45m	Code 4

** Dimensions do not consider CASA's exemption for certain Code 4C aircraft op operate on runway with a width of 30m under narrow runway rules*
*** Dimension are based on the ARFL of the most critical aircraft*

7.4 Navigation Systems

Non-Directional Beacon

A Non-Directional Beacon (NDB) is a navigational aid that radiates a low to medium frequency electromagnetic signal in all directions, which aircraft receive via their automatic direction finder. The NDB provides directional assistance to aircraft and is used in Non-Precision Approaches (NPA) and aircraft holding patterns.

There is an NDB at Newman Airport located adjacent to the western airport boundary fence and is owned and operated by Airservices Australia (AsA).

AsA have previously advised that the NDB will remain at Newman Airport for the near future as part of the Australian backup network for air navigation aids. To ensure the NDB is not adversely affected by nearby structures or other facilities, the navigation aid must be protected in accordance with the National Aviation Safeguarding Framework (NASF) Guideline G Protecting Aviation Facilities – Communication, Navigation and Surveillance (CNS).

The Building Restricted Areas (BRA) defined in NASF for the NDB are provided in Figure 7.6. All development applications within Zone A must be referred to AsA for assessment whilst development within Zone B is not required to be assessed by AsA.

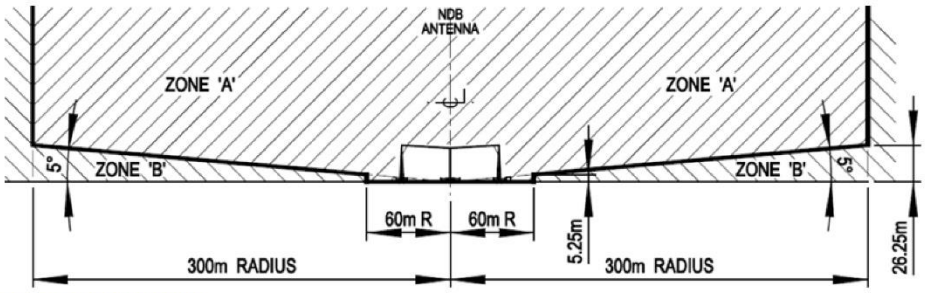


Figure 7.6 NDB BRA

The BRA Zone A and Zone B for the NDB at the Airport is shown in Figure 7.7 with the extent of Zone A shown in red and Zone B shown in blue. The ARFFS building is the closest structure to the NDB and is located 200m from the NDB antenna. The Zone A surface does not appear to be penetrated by any existing structures noting the closest structure is the ARFFS building located 200m east of the NDB antenna where the BRA Zone A surface is 17.5m above ground level.

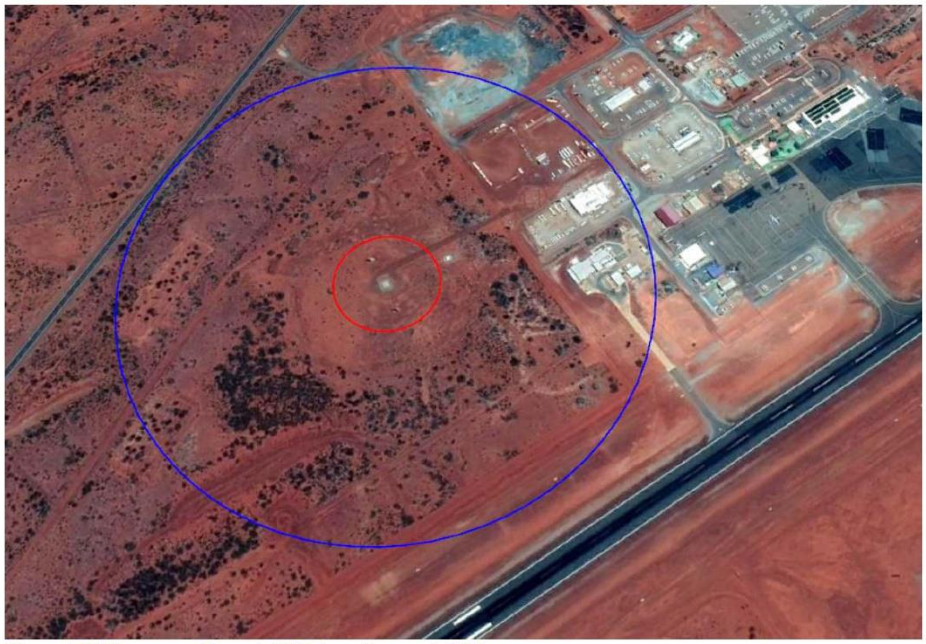


Figure 7.7 Newman Airport NDB location and BRA zones

The NDB can be relocated within the Airport site to assist with land use planning and development, although AsA would not provide funding for any relocation. Consideration of decommissioning or relocation of the NDB for land use planning will require consultation with AsA.

Distance Measuring Equipment

A Very High Frequency (VHF) Omnidirectional Range (VOR) is a navigational aid that allows aircraft to calculate their bearing to and from the VOR using the aircrafts Course Deviation Indicator. The VOR is used in NPA, aircraft holding patterns and airways routes.

The VOR at Newman Airport is assumed to be a conventional ground mounted VOR and is located south of Runway 05/23 and is owned and operated by AsA.

The VOR at the Airport was recently upgraded at the time of publishing the previous Airport Master Plan and AsA had no current plans for changes to the facility. Consideration of any potential relocation of the VOR for land use planning will require consultation with AsA.

The BRA defined in NASF for the VOR are provided in Figure 7.8. All development applications within Zone A must be referred to AsA for assessment whilst development within Zone B is not required to be assessed by AsA.

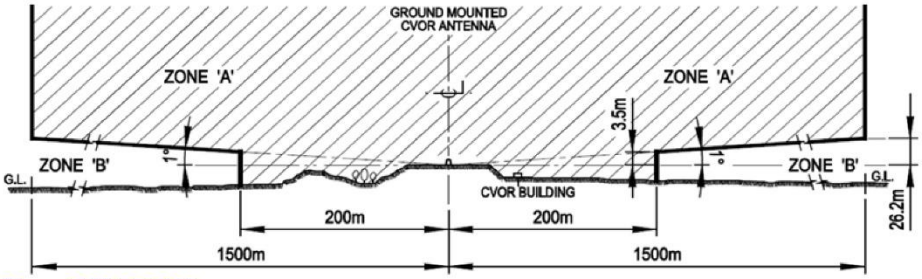


Figure 7.8 VOR BRA

The BRA Zone A and Zone B for the VOR at the Airport is shown in Figure 7.9 with the extent of Zone A shown in red and Zone B shown in blue. The VOR BRA Zone B captures a significant portion of the Airport's infrastructure with the closest building a hangar located on the western end of the apron approximately 400m from the VOR antenna. The height of the Zone A surface at this location is 7m and is potentially penetrated by several structures including the existing Terminal building.

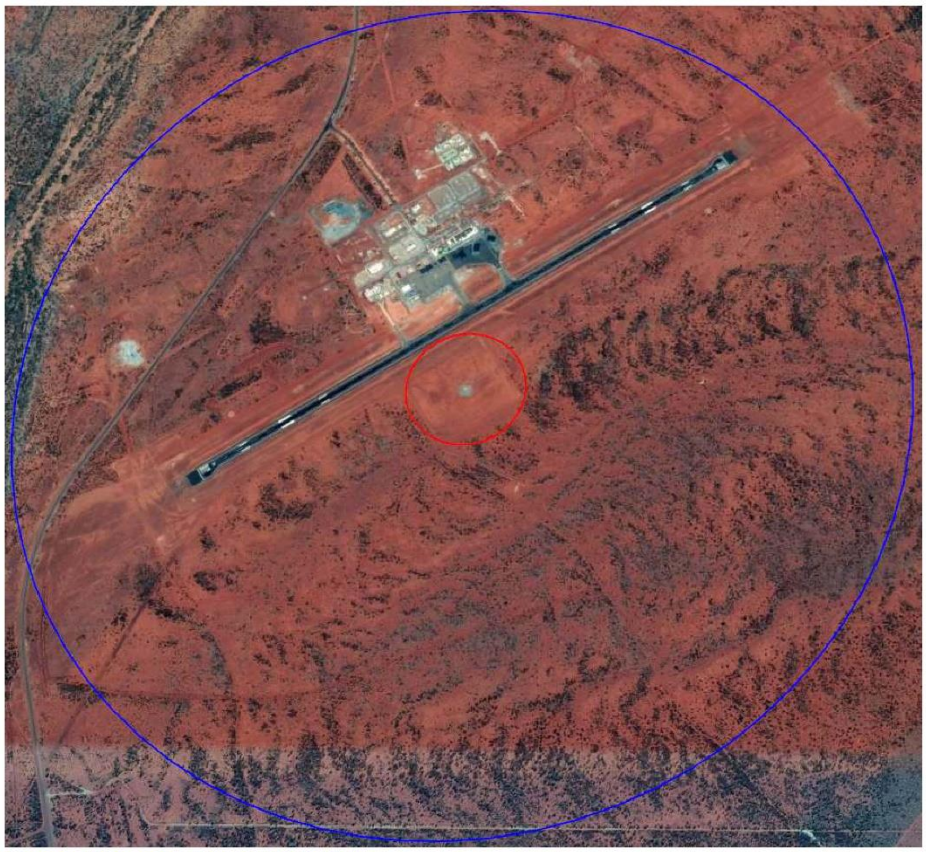


Figure 7.9 Newman Airport VOR BRA

7.5 Aircraft Movement Areas (including new runway options)

The movement areas comprise of the runways, taxiways and aprons. These need to be designed to provide adequate capacity for all relevant aircraft, particularly on the apron to ensure parking positions, hangars and taxi lanes are accessible at all times.

The required sizes of the movement areas for future development of the aerodrome has been described in Section 7 of this Master Plan, based on individual aircraft requirements as well as swept path analysis.

7.6 Pavement Strength

The pavement rating for airports is determined using the Aircraft Classification Number (ACN) – Pavement Classification Number (PCN) method outlined in Section 5.04.1(c) of the MOS Part 139-2019. CASA does not specify a standard for pavement bearing strength, however the pavement must be of adequate bearing strength to ensure aircraft do not experience safety or operational problems.

The current PCN of Runway 05/23 is reported in ERSA as PCN 44/F/B/1500(218PSI)/T. This indicates the PCN is based on an aircraft user method.

7.7 Passenger Terminal (expansions and replacement considering the runway terminal system)

The passenger terminal a key interface between the landside and airside areas at the airport. The terminal is a crucial piece of infrastructure that acts as the gateway to air transport.

There are several approaches to estimating the design loading of terminal facilities and subsequently the layout and area requirements. The common principle is that these processes can be analysed in terms of the number of users (passengers or luggage) requiring service within a time period, the capacity of the facilities, and the personnel available to service this demand.

The International Air Transport Association (IATA) have developed average standards of space per airport passenger that have been considered along with Federal Aviation Administration (FAA) recommended terminal space design standards to guide the future development of the passenger terminal. The area requirements per passenger are provided in Table 7.9.

Table 7.9 Recommended terminal space requirements per peak passenger

Terminal Functional Areas	Area per Pilot / Passenger
Terminal Area Requirements	
Waiting / circulation area	1.9 m^2
Baggage claim area	1.6 m^2
Check-in queue area	1.4 m^2
Hold-room inspection area	1.0 m^2
Terminal Requirements (Other)	
Wet areas	0.5 m^2
Back of house area	0.6 m^2
Airport manager office area	0.6 m^2
Services (ICT / elec / mech) area	0.3 m^2
Other / miscellaneous area	Varies depending on aircraft
Total	**7.9 m^2**

The volume of forecast passengers is outlined in Section 7.1.3 of the Master Plan along with total area requirements for the passenger terminal.

7.8 Security Requirements

The Aviation and Maritime Security (AMS) Division is the Commonwealth government's preventive security regulator for the aviation and maritime sectors. AMS administers the following relevant legislation:

- *Aviation Transport Security* (ATS) *Act* 2004; and
- *Aviation Transport Security Regulations* 2005.

Under the ATS Act, the AMS Secretary has the power to designate airports as security-controlled airports, to assign categories to them, to establish airside and landside areas, security zones and event zones for those airports. Once established, the areas and zones are subject to requirements directed

at safeguarding against unlawful interference with aviation and the airport operator is required to comply with a Transport Security Program (TSP) approved by the Secretary.

The designation and categorisation of an airport under the ATS Act, and the nature of the aviation services undertaken by aircraft operators and air cargo agents at the airport dictate the nature of the particular security measures that must be put in place at the airport.

A summary of the seven categories of security control at Australian airports is provided in Table 7.10, with Newman Airport being a Category 3 airport.

A TSP for an aviation industry participant must demonstrate that the participant:

- Is aware of the participant's general responsibility to contribute to the maintenance of aviation security;
- Has developed an integrated, responsible and proactive approach to managing aviation security;
- Is aware of, and has the capacity to meet the specific obligations imposed on the participant under the *ATS Act*; and
- Has considered relevant features of the participant's operation in developing activities and strategies for managing aviation security.

Table 7.10 Categories of security control at airports (Source: ComLaw 2005)

Category	General Criteria
1	Designated airports
2	Airports to or from which an international air service operates and that do not fall within any examples corresponding to category 1 security-controlled airports
3	Airports that do not fall within any examples corresponding to categories 1 or 2 security-controlled airports, and that meet the following: (a) aircraft operate regular public transport operations or open charter operations to or from the airport with a maximum weight of at least 20 000 kg; and (b) if those operations are only operated to or from the airport by aircraft with a maximum weight of at least 20 000 kg but less than 30 000 kg—those operations involve an average of at least 50 000 revenue passengers departing the airport each year
4	Airports that do not fall within any examples corresponding to categories 1 to 3 security-controlled airports, and that meet both of the following: (a) aircraft operate regular public transport operations or open charter operations to or from the airport with a maximum weight of at least 20 000 kg but less than 30 000 kg; and (b) those operations involve an average of at least 30 000 but less than 50 000 revenue passengers departing the airport each year
5	Airports that do not fall within any examples corresponding to categories 1 to 4 security-controlled airports, and that meet both of the following: (a) aircraft operate regular public transport operations or open charter operations to or from the airport with a maximum weight of at least 20 000 kg but less than 30 000 kg; and (b) those operations involve an average of less than 30 000 revenue passengers departing the airport each year
6	Airports that do not fall within any examples corresponding to categories 1 to 5 security-controlled airports, and that meet either of the following: (a) aircraft operate regular public transport operations or open charter operations to or from the airport with a maximum weight of at least 5 700 kg but less than 20 000 kg; and (b) aircraft operate closed charter operations to or from the airport with a maximum weight of at least 10 750 kg

Category	General Criteria
7	Airports that may be required to comply with requirements imposed on different categories of security-controlled airports

7.9 Airspace Protection Surfaces

CASA and Airservices Australia (AsA) share responsibility for the provision of airspace management. CASA's Office of Airspace Regulation (OAR) is a distinct operational unit within CASA and is responsible for regulating Australian airspace whereas AsA administers the use of airspace classified by OAR.

The OAR conducts aeronautical studies to determine the appropriateness of the surrounding airspace classification and whether there is a need for reassessment of the risk at a particular airport. AsA has responsibility for airspace management, aeronautical information, aviation communications, radio navigation aids and aviation rescue, and firefighting services.

Relevant legislative instruments include, but are not limited to the following:

- *Airspace Act* 2007;
- *Airspace Regulations* 2007;
- *Air Navigation Act* 1920;
- *Air Navigation Regulations* 1947;
- *Air Navigation (Aircraft Noise) Regulations* 1984;
- *Air Services Act* 1995; and
- *Air Services Regulations* 1995.

Depending on the level of service required to manage traffic safely and efficiently, Australian airspace is classified as either controlled (Class A, Class C, Class D or Class E) or non-controlled (Class G). This is in line with the International Civil Aviation Organisation (ICAO) Annex 11 and is further described in the Australian Airspace Policy Statement (AAPS).

The classification determines the category of flights permitted and the level of Air Traffic Services (ATS) that must be provided. Newman Airport is considered a non-controlled aerodrome and therefore subject to Common Traffic Advisory Frequency (CTAF) procedures.

Another agency is the Australian Transport Safety Bureau (ATSB). The ATSB is Australia's national transport safety investigator which was established by the *Transport Safety Investigation Act* 2003 (TSI Act). The ATSB conducts its safety investigations in accordance with the provisions of the TSI Act and with a focus on improving safety. Under the TSI Act, it is not a function of the ATSB to apportion blame or provide a means for determining liability in safety matters and the ATSB does not investigate for the purpose of taking administrative, regulatory or criminal action.

7.10 Aircraft Noise Contours

The impact of aircraft noise is an important consideration in any proposed development related to individual airport master plans. An understanding of noise generation and its impacts on adjoining land provides information to local government authorities for planning of adjacent land.

Noise, or unwanted sound, is an unfortunate by-product of all forms of transportation. Aircraft noise, because of its sporadic occurrence can be very annoying to some people. The most effective means of reducing the impact of aircraft noise is through appropriate planning of land use in areas surrounding an airport.

The Australian Noise Exposure Forecast (ANEF) system is the aircraft noise exposure index currently adopted in Australia. The aircraft Noise Exposure Forecast (NEF) technique was first developed in the United States in the late 1960's and is recognised internationally. It was subsequently modified in Australia in 1982 as the ANEF.

The ANEF system provides a scientific measure of noise exposure from aircraft operations around airports. It can also provide valuable guidance for land use planning in the vicinity of an airport, considering the following factors of aircraft noise:

- The intensity, duration, tonal content and spectrum of audible frequencies of the noise of aircraft take-offs, landings and reverse thrust after landing for jet aircraft types;
  Note: The noise generated on airports from ground running of aircraft engines or taxiing movements is not included for practical reasons.
- The forecast frequency of aircraft types and movements on the various flight paths; and
- The average daily distribution of aircraft take-off and landing movements in both day-time and night-time hours.

7.11 Environmental and Heritage Sites

7.11.1 Environmental Constraints

The Airport is subject to several environmental constraints, though it is not located within a Threatened Ecological Community area, it is located adjacent to a Schedule 1 Clearing Area under the Environmental Protection (Clearing of Native Vegetation) Regulations 2004. The Schedule One Clearing Area is located within the Great Northern Highway road reserve as shown in Figure 7.10. It is noted that the northern portion of the Airport site was previously impacted by the Schedule One Clearing Area in the previous Airport Master Plan.



Figure 7.10 Schedule One Clearing Area

There are no Environmentally Sensitive Areas (ESAs) in accordance with the *Environmental Protection Act 1986* within the Study Area.

7.11.2 Flora and Fauna

The native flora in Newman predominantly comprises of small shrubs and ground cover plants including *Triodia*, *Hakea*, *Acacia* and *Grevillea*. In areas typically in proximity to a water source (i.e. Opthalmia Dam) there are larger shrubs and trees including *Acacia aneura*, *Owenia reticulata* and *Eucalyptus*.

There are more than 90 species of birds, numerous insects and a small selection of mammals and reptiles native to the Newman area.

The Commonwealth Environment Protection and Biodiversity Conservation (EPBC) Act 1999 provides legislative protection for Matters of National Environmental Significance (MNES), including all nationally threatened fauna and flora species, and ecological communities. A search of EPBC protected matters within 10 km of the Study Area identified eighteen (18) threatened and migratory species relevant to the Study Area, which are provided below:

- Threatened species:
  - Curlew Sandpiper (*Calidris ferruginea*).
  - Night Parrot (*Pezoporus occidentalis*).
  - Princes Parrot (*Polytelis alexandrae*).
  - Northern Quoll (*Dasyurus hallacatus*).
  - Ghost Bat (*Macroderma gigas*).
  - Greater Bilby (*Macrotis lagotis*).
  - Pilbara Leaf-nosed Bat (*Rhinonicteris aurantia*).
  - Mt Augustus Foxglove (*Pityrodia augustensis*).
  - Olive Python (*Liaisis olivaceus barroni*).
- Migratory species:
  - Fork-tailed Swift (*Apus pacificus*).
  - Barn Swallow (*Hirundo rustica*).
  - Grey Wagtail (*Motacilla cinereal*).
  - Yellow Wagtail (*Motacilla flava*).
  - Common Sandpiper (*Actitis hypoleucos*).
  - Sharp-tailed Sandpiper (*Calidris acuminata*).
  - Curlew Sandpiper (*Calidris ferruginea*) – critically endangered.
  - Pectoral Sandpiper (*Calidris melanotos*).
  - Oriental Plover (*Charadrius veredus*).

Thirteen (13) marine species and ten (10) invasive species were also identified during the protected matters search although they are not considered MNES.

7.11.3 Hydrology

An overview of the Airport's hydrological conditions is provided based on the previous Airport Master Plan assessment and findings. A summary of the 100-year Average Recurrence Interval (ARI) maximum flood levels at several key locations is provided in Table 7.11 which indicates that development on the western side of the Great Northern Highway will be impacted by a 100-year flood event.

Table 7.11 100-year ARI flood levels

Key Location	100-year ARI Flood Level (m AHD)

1	526.1
2	526.2
3	523.7
4	523.3
5	522.3

A detailed flood model and risk assessment should be undertaken prior to undertaking any development in the area to confirm whether development would be subject to flooding in a 100-year ARI storm event.

7.11.4 Geology

The land surrounding Newman is geologically rich and contains the minerals responsible for the significant mining activity in the area. The typical soils in and surrounding Newman are red earthy sands and red siliceous sands with ironstone gravels found locally. There are also occasional outcrops of sandstone, and conglomerate rise above the desert plain.

The Study Area is located in the Augustus sub-region of the Gascoyne Interim Biogeographic Regionalisation of Australia (IBRA) region. The Augustus IBRA sub-region consists of rugged low Proterozoic sedimentary and granite ranges divided by broad flat valleys. The Airport is located on alluvium and colluvium (Qw) which are red-brown sandy and clayey soils. The Gascoyne River System provides the main drainage in the sub-region and is the headwaters of the Ashburton and Fortescue Rivers.

An overview of the relevant geology is provided in Figure 7.11.

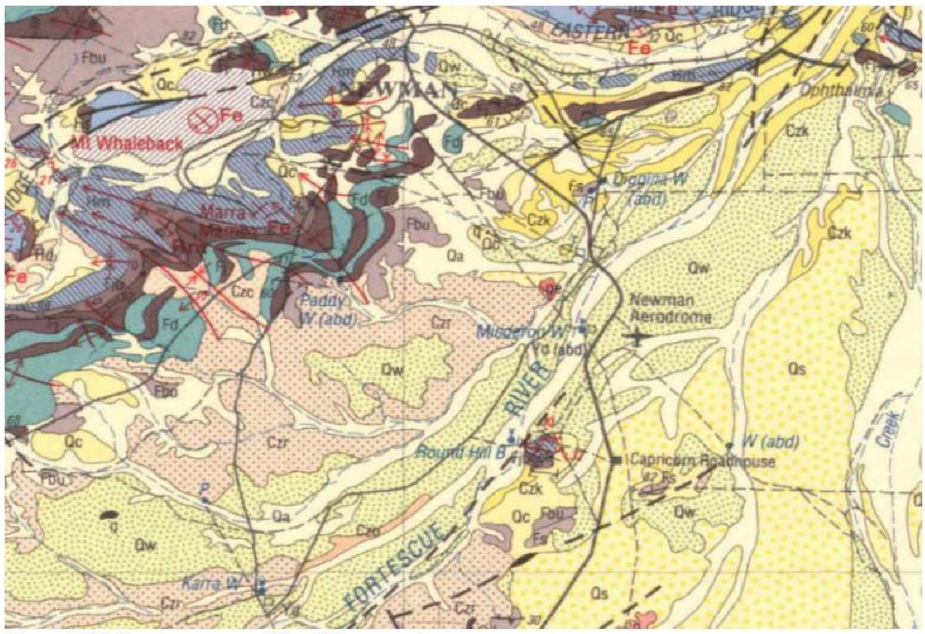


Figure 7.11 Geology map of the Pilbara region

7.11.5 Acid Sulphate Soils

Acid Sulfate Soils (ASS) occur naturally in Western Australia and are harmless when left in a waterlogged, undisturbed environment. When ASS is exposed to air (through drainage or excavation) the iron sulphides in the soils react with oxygen and water to form sulfuric acid which can lead to serious environmental harm.

The Western Australia Department of Environment and Conservation (DEC) have not assessed the likelihood of encountering ASS within the Study Area. The CSIRO have mapped the Study Area as having an 'Extremely Low Probability / Very Low Confidence' of ASS.

7.11.6 Climate

The Pilbara region climate is arid and tropical, which experiences a significant diurnal temperature variation throughout the year. The region experiences two distinct seasons comprising of an extremely hot summer from October to April and a mild winter from May to September. The average annual rainfall for Newman is 324.3mm, with the majority of rain occurring during a 4-month period from December until March (approximately 66% of annual mean rainfall).

A summary of climate data from the most relevant Bureau of Meteorology (BoM) weather station which is located at Newman Airport is provided in Table 7.12.

Table 7.12 Newman Airport climate data (Site No. 007176)

Description	Value
Mean annual minimum temperature	6.4°C (Jul) to 25.1°C (Jan)
Mean annual maximum temperature	23.0°C (Jun) to 39.2°C (Dec)
Annual mean rainfall	324.3mm
Mean number of days of rain ≥ 1mm per year	29.8

Newman is located approximately 400km inland and therefore does not generally experience a daily reversal of winds. The typical wind direction is easterly based on the annual wind rosettes for Newman Airport as shown in Figure 7.12.

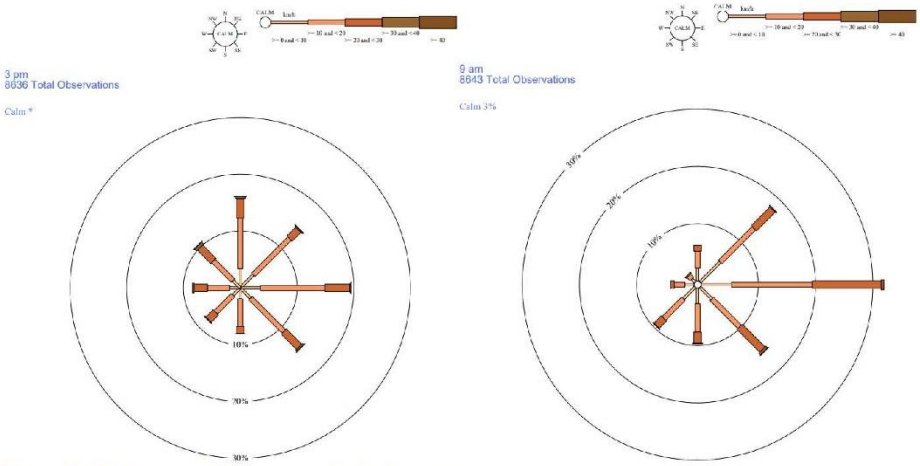


Figure 7.12 Newman Airport annual wind rosettes

Newman is also at the least risk of cyclone damage in the Pilbara due to its inland location, although the intensity of the winds still remains capable of causing damage.

7.11.7 Heritage

There are twelve (12) heritage listed places in and surrounding Newman. The extent of the Opthalmia Dam (Heritage Place No. 14239) is located adjacent to the Airport. Opthalmia Dam has aesthetic, scientific and social significance for the Newman district. In a hot and arid landscape, it provides an attractive recreational area for local people and visitors. It plays a vital role in supplying Newman with a regular potable water supply.

Other heritage listed places in Newman include the BHP Iron Ore Silver Jubilee Museum Gallery and Newman Tourist Information Centre, Mecure Inn, St Joseph's Catholic Church, Newman Primary School, Newman Police Station, Newman Recreation Club, Boomerang Grandstand, Newman Hospital, Shire of East Pilbara Administration Centre and the Newman Mosque.

7.11.8 Aboriginal Significance

The Study Area as per map provided in Figure 7.13 is covered by the Nyiyaparli Native Title Claim (No. WC05/6). The group is registered under Section 190A of the Native Title Act (1993) and holds the Right to Negotiate under Section 25 of that Act.

There are no land use issues associated with sites of aboriginal or indigenous significance that would inhibit development on or near the Airport site. The native title previously belonged to the Nyiyaparli people and there were two indigenous land use agreements within the Airport site which are summarised below:

- Rio Tinto and Nyiyaparli Ilua (W12012/007); and
- Nyiyaparli and BHP Billiton Comprehensive Agreement Ilua (W12019/003).

There are two 'Registered Aboriginal Sites' located adjacent to the Study area comprising of Round Hill North 1 (Site ID 10127) and Djakatitina Hill (Site ID 11237) which are shown in Figure 7.13. There are also two 'Other Heritage Places' located west of the Airport.

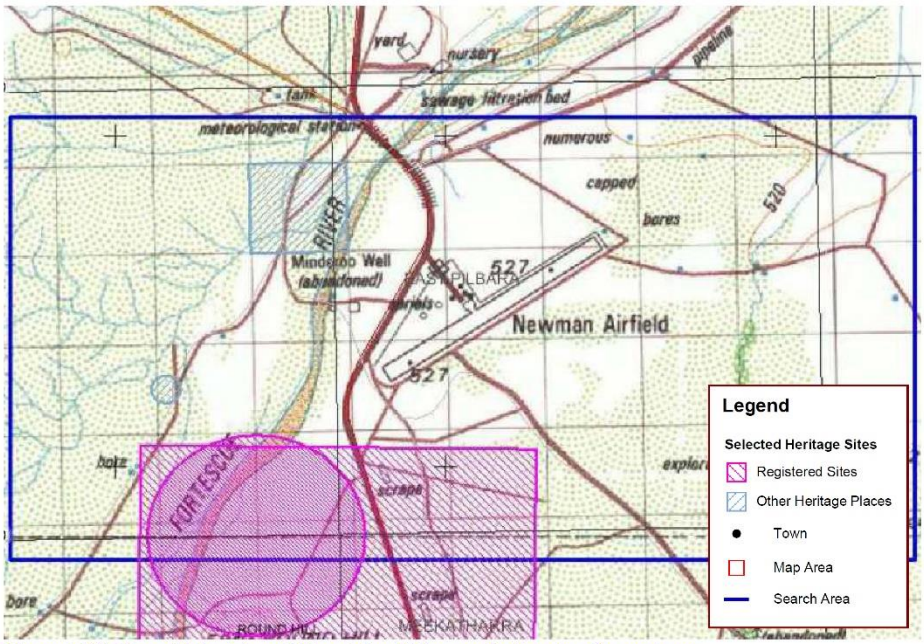


Figure 7.13 Map of Registered Aboriginal Sites and other heritage places

8 Land Use Plan

Newman's location in the Pilbara region at the centre of northern Western Australia makes it an attractive option for the establishment of a transport and logistics hub for industrial and freight land use with the possibility of a transport corridor between Kalgoorlie and Newman. Its close proximity to the iron ore mines and location on the Great Northern Highway marks the airport as an important gateway to the Pilbara Region. There has been interest in establishing freight flights to Newman to help serve the mining industry.

8.1.1 Purpose of Land Use Plan

The Land Use Plan (LUP) describes the Newman Airport overall planning intent, land use strategies and development objectives associated with each of the Airport's precincts.

The Plan incorporates relevant national, state and local planning policies, planning schemes and other relevant strategic documentation. The LUP provides a clear and transparent guide for the Airport's vision for future growth from 2020 to 2040.

While not a legislative requirement, the LUP (and overall Airport Master Plan) has been developed to align with the purposes of Airport Master Plans, in accordance with the *Airports Act 1996*, Section 70(2) which is outlined below:

a) To establish the strategic direction for efficient and economic development at the airport over the planning period of the plan;
b) To provide for the development of additional uses of the airport site;
c) To indicate to the public the intended uses of the airport site;
d) To reduce potential conflicts between uses of the airport site, and to ensure that uses of the airport site are compatible with the areas surrounding the airport;
e) To ensure that all operations at the airport are undertaken in accordance with relevant environmental legislation and standards;
f) To establish a framework for assessing compliance at the airport with relevant environmental legislation and standards; and
g) To promote the continual improvement of environmental management at the airport.

Land-use planning and management is an effective method to ensure that activities near airports are compatible with aviation operations. The LUP addresses the following objectives:

- Maintaining the Airport as a major contributor to the regional economy and assist in the generation of regional economic growth;
- Balancing the economic benefits, social benefits and environmental impacts;
- Ensuring that the current and possible future legislative requirements are considered and adhered to; and
- Consider the implications of land ownership and Management Order details on the possible land uses.

8.2 Land Use Precincts

8.2.1 Precincts

The Study Area has been divided into precincts as shown in Figure 8.1. These precincts have been rationalised based on a logical approach to delineating existing land uses and airport infrastructure

areas across the Study Area for land-use planning purposes. It is noted that the precincts are prone to change due to other developments identified in this Airport Master Plan.

The precincts have been defined along with relevant size of each precinct in Table 8.1, with further detail on each precinct provided in this section.

Table 8.1 Newman Airport precincts

Precinct	Area (hectares)	Description
Terminal Precinct	1	Existing terminal building and proposed future extension
Apron Precinct	20	RPT apron utilised for all RPT services
General Aviation Precinct	20	Airside area for General Aviation (GA) use including taxiways, taxilanes and aircraft hangars
Ground Transport Precinct	15	General transportation areas including passenger drop-off and pick-up, short and long term parking and other internal road networks
Industrial Business Precinct	290	Land proposed for future development for industrial and business purposes
Aviation Support Precinct	40	Maintenance facilities for airport staff (i.e. safety officer building), refuelling and storage as well as on-site firefighting
Runway Precinct	150	Existing and proposed parallel runway and runway strip as well as areas under the approach and take-off surfaces at each runway end
Airside Development Precinct	340	General development precinct for future development and general purpose use

The detailed Land Use Precinct Plans are provided in Appendix A.

Terminal Precinct

The Terminal Precinct captures the existing terminal building extent and allows for significant future expansion to cater for forecast increases in passenger numbers over the life of the Airport Master Plan. The future terminal size has been estimated based on a relationship between enplaned passengers and terminal area and provides additional space for future expansion beyond the forecasting period.

The terminal area is aligned with the existing and future expansion of the RPT apron to provide ease of access from RPT aircraft to the terminal.

Apron Precinct

The Apron Precinct was developed to address forecast increases in RPT aircraft movements as well as the likely increase in aircraft size and passenger capacity. This forecast growth will require extensions to the existing apron and due to the on-site constraints (i.e. existing terminal location) the apron should be extended to the east.

The apron extension will need to provide compliant clearances between each bay and ensure there is an adequate number of bays for RPT aircraft during peak hour. The apron and bay design will need to ensure that aircraft do not penetrate the transitional surface of the OLS.

Provision will also need to be made for additional ancillary items such as Ground Support Equipment (GSE).

General Aviation Precinct

The GA Precinct provides future space for the establishment of a dedicated area to delineate GA operations from RPT operations. The construction of new taxilanes and hangars will increase the capacity of the Airport to allow future storage of GA aircraft.

Ground Transport Precinct

The Ground Transport Precinct covers the transportation areas including passenger drop-off and pick-up, short- and long- term parking and other internal road networks. This Precinct provides future space for expansion of the existing car parks to cater for forecast increase in passenger numbers. The Ground Transport Precinct shall optimise the traffic and pedestrian flow throughout the Airport site to the terminal building.

The Ground Transport Precinct will also likely include space for Airport services, which will require significant upgrades to accommodate the proposed development of the Airport site over the 20-year planning horizon of the Airport Master Plan.

Industrial Business Precinct

The Industrial Business Precinct provides significant area for future development of the Airport site for industrial and business purposes. This aligns with the Shire's objectives to diversify their local economy and reduce the reliance on the mining sector. A summary of various industrial uses for the precinct is provided in Table 8.2.

Table 8.2 Industrial business precinct land uses

Industrial Use	Description / Activity
Light Industry	Small scale industrial operations and estates that typically involve the following activities: • Consumer oriented (i.e. household goods and clothing); • Local and district catchments; • Manufacturing; • Showroom and services; and • Small scale industrial.
General Industry	Small to moderate sized industries of local significance that typically involve the following activities: • Consumer and business orientation; • Regional, state and international catchments; • Can include business parks, offices, local services, fabrication and manufacturing; and • Limited retail / bulky goods.
Warehousing and Distribution	Large warehouses and distribution centres that typically involve the following activities: • Storage and display of goods (and potentially including wholesale);

Industrial Use	Description / Activity
	• Trend towards dedicated distribution parks; and • Sites to be as flat as possible, allowing for large buildings with maximum accessibility for handling vehicles.
Transport and Logistics (Freight)	Large scale transport and logistical operations including freight that typically involve the following activities: • Transport and courier depot and services; • Distribution centre; • Packaging, parts and services; • Disposal, recycling; • Material management; and • Air freight (potentially aligns with airside development as well).

Aviation Support Precinct

The Aviation Support Precinct is a dedicated area adjacent to the Runway Precinct and the Apron Precinct to provide immediate access to the movement areas in the event of an emergency. The Aviation Support Precinct includes the Aircraft Rescue and Firefighting (ARFF) building, facilities for Aerodrome Reporting Officers (AROs) and other associated ancillary facilities and equipment.

Runway Precinct

The Runway Precinct covers the existing runway and runway strip as well as a proposed parallel Code 4 runway and associated runway strip. The proposed parallel runway has been provided on the basis of accommodating larger aircraft by increasing the runway length and providing contingency in the event of an aircraft incident.

Airside Development Precinct

The Airside Development Precinct covers the Airport land south of the runway which is currently vacant. This area has been defined as a general-purpose area for future use as required depending on the needs of the Airport and potential Airport users and developers.

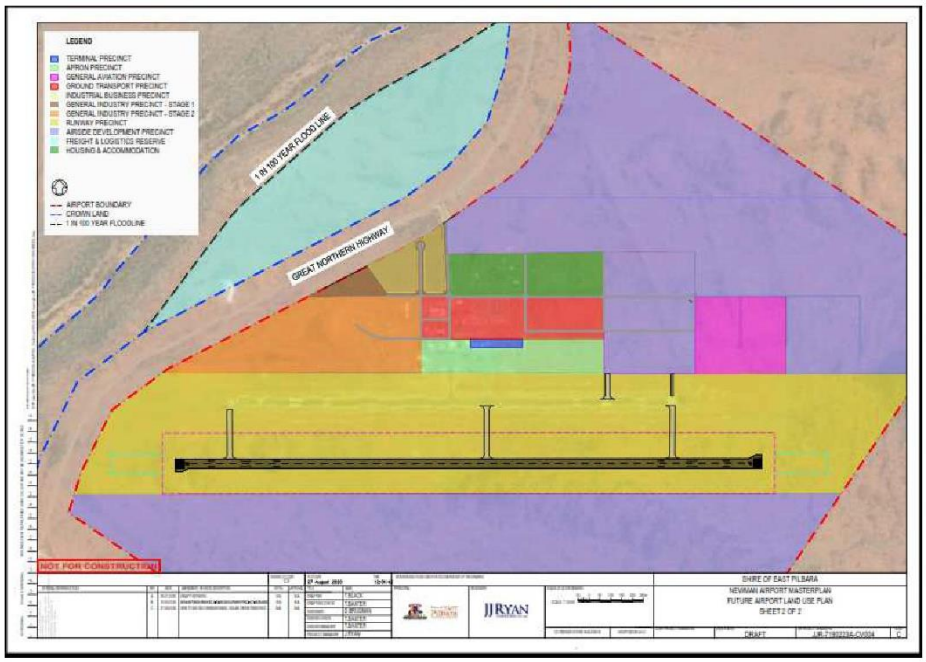


Figure 8.1 Newman Airport precincts overview

8.3 Land Use Precinct Guidelines

8.3.1 Summary of Land Use Constraints

Land-use planning and management is an effective method to ensure that activities near airports are compatible with aviation operations.

The LUP will be a fundamental building block of the Airport Master Plan and establish existing land use areas on the Airport site, as well as identifying future zones for expansion and development.

A summary of the relevant land use constraints identified in the LUP is provided below for consideration in future development of the Study Area:

- Land Tenure Constraints:
  - Airport site is located on Crown Land and is designated as “Airport Use”.
  - The lot west of the Great Northern Highway is Crown Reserve (R44774) with permitted land uses for “Freight and Logistics”.
  - The Study Area is impacted by one (1) mining tenement on the north-western portion of the site.
  - Development in the Study Area may impact registered heritage sites within close proximity to the site. Any future development of the site would have consideration for known heritage sites and would include liaison with the Nyiyaparli group, as required.
- Environmental Constraints:
  - There are no ESAs within the Study Area.

- The Study Area is not subject to Schedule 1 of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
- There is an extremely low probability of encountering ASS in the Study Area (noting this is based on CSIRO data with an extremely low confidence).
- There are no Public Drinking Water Source Areas within the Study Area.
- There are no Federally or State listed Threatened Ecological Communities within the Study Area.
- There are no land use issues associated with sites of aboriginal or indigenous significance.
- There are eighteen (18) threatened and migratory species that could potentially occur within the Study Area.

- Airport Operational Constraints:
  - OLS (specifically the transitional surfaces and Runway 05 take-off surface).
  - ANEF chart.
  - Navigational aids.
  - Design criteria (i.e. CASA requirements in MOS Part 139-2019).
- Other Development Constraints:
  - Existing infrastructure.
  - Existing alignment of Great Northern Highway.

8.4 Land Ownership/ Purchasing Guidelines

The Town of Newman was established in 1968 by the Mt Newman Mining Company as an accommodation centre for its iron ore mine employees. The town grew rapidly over the next 20 years and was sold to the Shire of East Pilbara in 1981 for $1.00. As part of the normalisation process, houses owned by the mining company (now BHP Billiton) have gradually been sold to residents with 30% of the current housing stock now owned by private and government sectors. The Newman townsite is clear of native title through a State agreement lease.

Newman Airport is located on Crown Land vested to the Shire of East Pilbara, which was previously owned and operated most recently by BHP Iron Ore Pty Ltd. The Shire assumed ownership of the land in February 1996 under the terms of a deed signed with BHP Iron Ore Pty Ltd.

The lot boundaries for the current Airport site (DP71045 571), adjacent road reserve (DP217099 42) and crown land on the north-western side of the Great Northern Highway (DP92400 36) are shown in Figure 8.2. These areas have been defined as the "Study Area" for the purposes of this Master Plan.

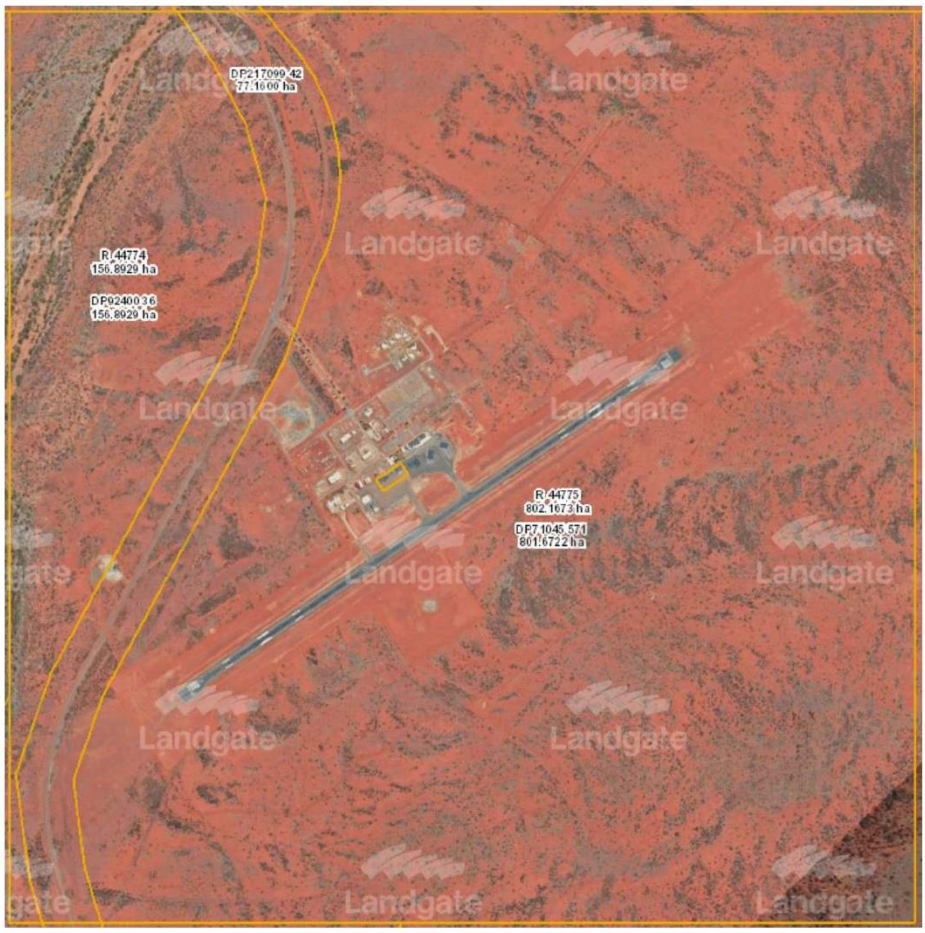


Figure 8.2 Newman Airport lot boundaries

The current tenure of the Airport site as Crown Land for airport land use only is currently restricting development opportunities for the Shire at the Airport. There is a demonstrated need for the use of a portion of this land in the immediate term to support mining and regional services.

The Shire is in the process of demonstrating the land supply demand to support the State Government to permit industrial land uses at the site. Given water infrastructure will be provided from expanded airport reserve, the intention is to remain the land in Reserve status and offer leasehold tenure to land developers. It is acknowledged that the Shire will be required to seek Ministerial consent regarding land tenure arrangements. Further, it is understood that in some cases government policy may occasionally dictate reservation, even where the land is being used for operational and or commercial purposes (Crown Land Administration & Registration Practice Manual 2012). Alternatively, the State may require the Local Government to lease the land from them and then sublease the site to business. Given the headworks arrangements and the immediate demand for land, the Shire's first option is to amend the Reserve land uses permitted.

The predominant land use of the Study Area is the operation of the Airport which includes the runways, taxiways, aprons as well as other key aviation-related infrastructure. The terminal building and associated parking lots, services and other landside areas are also a key use of the Study Area.

The Airport is defined as rangelands (mainly cattle grazing) based on the Generalised Land Use of Western Australia map (Department of Primary Industries and Regional Development).

The entire East Pilbara region is also designated as an active Land Conservation District (Department of Agriculture and Food).

The town of Newman is predominantly designated as Vacant Crown Land whilst the surrounding area is General & Special Lease (Department of Primary Industries and Regional Development). The Airport is located within a designated Other Reserve land tenure.

The Airport site is impacted by mining tenements in accordance with the *Mining Act 1978* as shown in Figure 8.3. Mining tenement E 52/1894-I is live and currently covers part of the Airport site (primarily Dewar Avenue). The tenement has been and is still currently held by Hamersley Iron Pty Ltd under an Exploration Licence which expires on 9 September 2020.

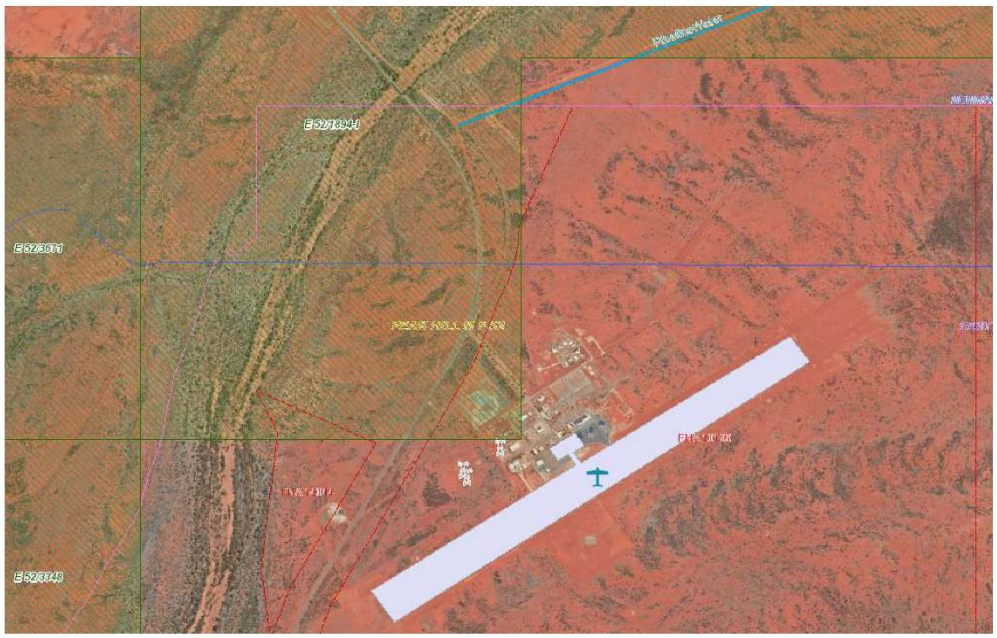


Figure 8.3 Newman Airport relevant mining tenements

As mentioned in Section 2.5.4, development of mining service industries are constrained due to the lack of industrial zoned land in the Shire of East Pilbara. Pracsys were engaged to develop a business case for the Shire of East Pilbara for the Newman General Industrial Area (NGIA) to allow for the rezoning of land adjacent to the Newman Airport.

This business case established the need for rezoning industrial land adjacent to the Newman Airport to address an identified shortage of industrial land supply in Newman. The economic impacts and benefits associated with the delivery of the Newman General Industrial Area (NGIA) have been

identified and quantified where possible, establishing a rationale for de-constraining the land at the subject site to satisfy latent demand.

The Shire of East Pilbara is proposing to rezone 36.9 hectares of land adjacent to the Newman Airport to allow for general Industrial land uses. The NGIA subject site is located adjacent to the Newman Airport on the south- eastern side of the Great Northern Highway, offering prime access and proximity to key road and air transportation infrastructure (Figure 8.4).

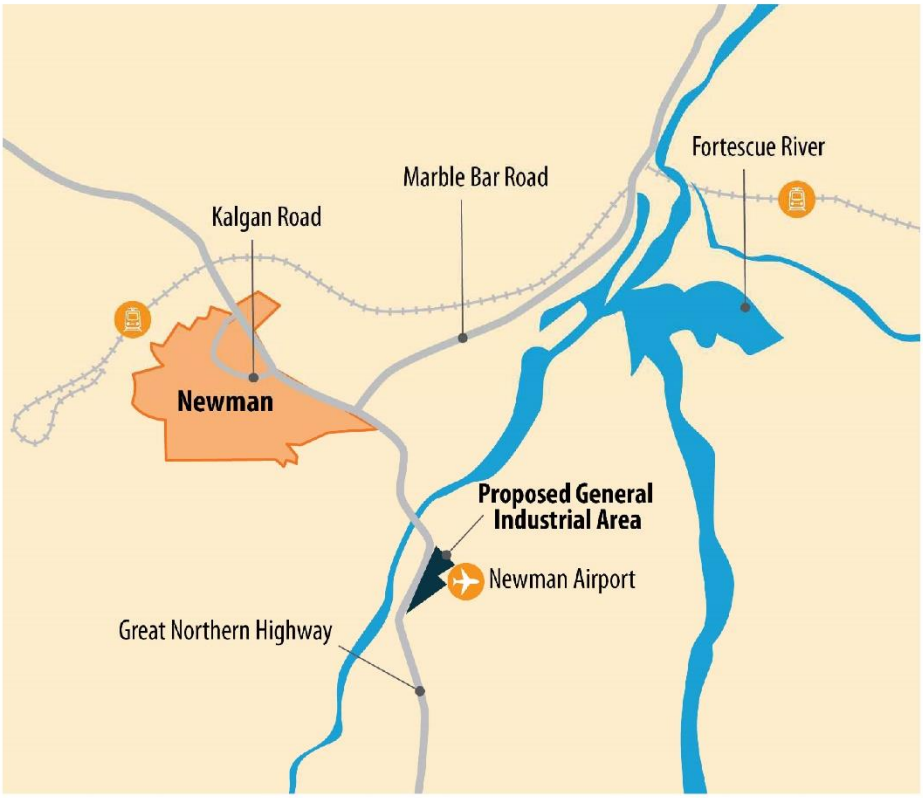


Figure 8.4 Proposed General Industrial Area at Newman Airport

Source: Shire of East Pilbara 2020, Pracsys 2020

Consultation with key industrial businesses in the region was undertaken by Pracsys to identify the extent of latent demand for Industrial zoned land in Newman. They identified six (6) key mining servicing businesses that expressed an interest in taking up land at the NGIA should it be made available.

Delivery of the proposed NGIA will allow mining service industry operators to expand their operations in Newman and the wider East Pilbara region, delivering a range of direct economic impacts and induced benefits. The co-location of the consulted proponents will likely drive demand from supporting industries in their supply chains and potentially downstream manufacturing industries. This additional

demand can be accommodated at the NGIA given its land capacity, creating the opportunity for the development of a significant industrial hub.

9 Facilities Development Plan

9.1 Landside

9.1.1 Potential development precincts based on broad land-use

The location of the airport provides an ideal situation for future development. The majority of the site provides development opportunities that can respond to demand for businesses seeking the locational advantages of proximity to the main functional area of the airport and excellent ground transport linkages to the Great Northern Highway.

The Land Use Plan provides for a range of precincts that may be developed for aviation-related, and compatible commercial and business uses. Development including the enabling infrastructure, will occur in stages.

Further work is required to refine the precinct layout responding to the input of potential users and the design requirements of the enabling infrastructure such as filling and drainage and engineering services. This work is ongoing, and components may be subject to change as the development proceeds.

Water, sewerage, electrical and telecommunications will be either upgraded or provided to meet the requirements of the development. A detailed network analysis should be undertaken for this location, subject to further site suitability and development concept investigations being undertaken.

9.1.2 Passenger Terminal Building

The Newman Airport Regular Public Transport (RPT) passenger terminal is 1400m^2 and was constructed in 2009 parallel to the RPT Apron. The terminal building accommodates departing and arriving passenger processing functions, including passenger check-in, security screening, passenger departure waiting lounge, arriving passenger baggage claim and supporting facilities such as car rentals and passenger amenities.

In 2012 Woodhead Architects were engaged to provide a conceptual design of an expanded terminal building that would service 850 peak hour passengers at IATA Level of Service (LOS) C.

Woodhead Architects provided a concept solution for the expansion requirements of the terminal, which caters for five Code 4C aircraft and associated passenger flow during peak periods. Separate departures and arrivals zones are included as well as an upgrade to check-in counters and provision for additional passenger screening infrastructure for screening passengers prior to entry to the departure lounge.

The Passenger Terminal Building was further expanded in 2012 and 2016. Terminal development works included additional check-in counters, expanded baggage make-up facilities and extensions to the departures lounge with additional boarding gate facilities, new amenities and viewing area.

The existing building footprint will be insufficient to accommodate the anticipated future capacity requirements therefore expansion to the northeast will be required, as demonstrated in Figure 9.1 It is assumed that future terminal expansion would essentially follow the staging of the Woodhead Architects 2012 design as required.

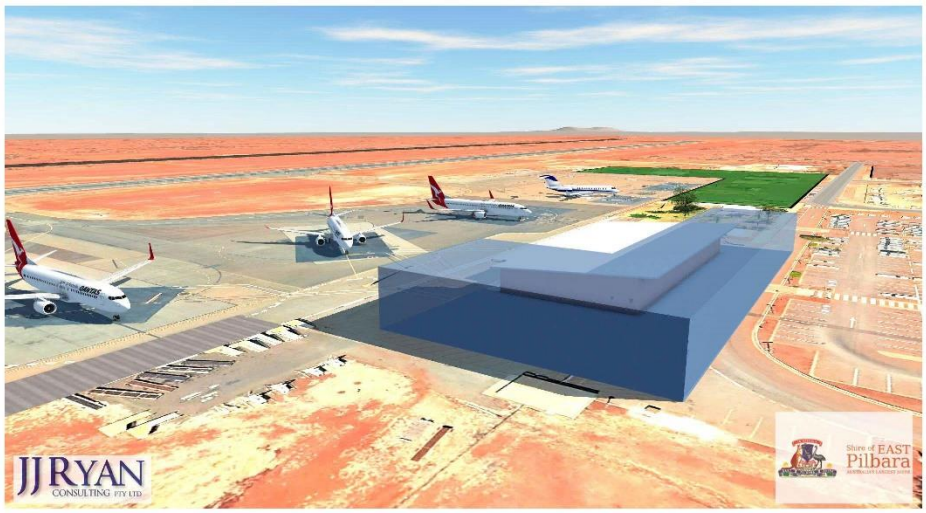


Figure 9.1 Proposed terminal extension footprint

Assessments of existing and future requirements will be developed to include the areas of opportunity and concern for current and forecast future capacity requirements.

As part of the stakeholder consultation process the airlines indicated that the check-in area needs to be expanded and additional check-in facilities provided. The existing security screening area is adequate for current operations. However, based on passenger and aircraft forecasts and changes to the aviation security regulations, expansion of this area may be required in the short- to medium-term.

The Shire have been evaluating options to improve ground access and traffic movement in the approach to and vicinity of the terminal. Ground access changes will largely be driven by future terminal expansion.

The layout of the expansion and new terminal allows room for short- and long-term car parking areas to expand when required. In addition, sufficient space has been allowed for expansion of car rental parking.

9.1.3 Parking Facilities

A passenger carpark is located directly to the north of the terminal facility with capacity for over 600 vehicles. A further 1,500 car spaces are planned to accommodate forecast increases in passenger traffic as shown in Figure 9.2.

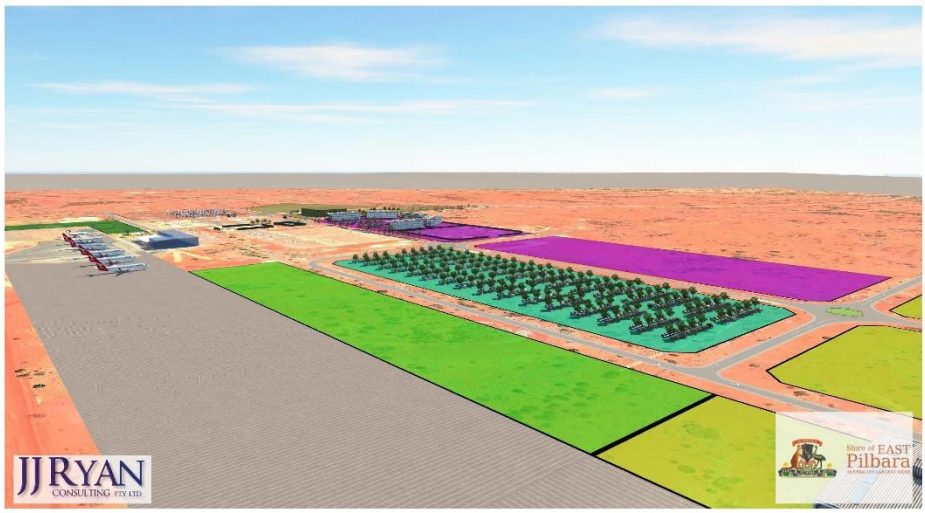


Figure 9.2 Additional passenger parking facilities.

Terminal frontage, ground transport and car parking (short-term and car rental) infrastructure will be located immediately opposite the passenger terminal, with long-term parking and staging/storing areas further away. Development requirements include:

- provide additional car parking areas, with premium products close to the terminal facilities;
- create waiting/staging areas for coaches and buses;
- maximise the use of existing road capacity;
- segregation of passenger and non-passenger (eg maintenance, commercial developments) traffic as far as practicable;
- progressive enhancement of road system capacity in line with demand; and
- facilitate aviation and commercial developments.

The Newman Airport ground transport will undergo modifications to integrate and consolidate the ground transport activities and road access. There are a number of internal access roads that service the terminal, maintenance and air service facilities. Internal road upgrades will be undertaken incrementally to provide additional capacity as required. Key planning considerations for the future upgrade works will be the separation of vehicular and pedestrian traffic, as well as the efficient and effective arrangement of road access to parking areas, hire car areas and transport services. The upgrade and expansion of these facilities will occur in line with future development of the airport.

9.2 Movement area facilities

9.2.1 Runway

The Runway Precinct covers the existing runway and runway strip as well as a proposed parallel Code 4 runway and associated runway strip. The proposed new runway has been designed on the basis of accommodating larger aircraft by increasing the runway length and width in order to achieve compliance with the new MOS 139 runway strip width requirements.

Newman Airport currently has a single main sealed runway on orientation 05/23. The runway is serviced by two taxiways located in the centre on the north-western side of the runway. The runway pavement has a sealed surface and a published Pavement Classification Number (PCN) of 44/F/B/1500(218PSI)/T.

Runway 05/23 is a non-precision approach runway which is 2072m long by 30m wide. Being over 1800m long, it satisfies being classed as a Code 4 runway in length. However, the minimum width requirement for a Code 4 runway is 45m. The 30m width satisfies the requirements for Code 3C aircraft. Airlines operate under an exemption to utilise Code 4C aircraft on a 30m wide runway.

Runway 05/23 currently has a 150m runway strip width which complies with the current MOS 139 recommendation for Code 3 runways with a width of 30m to have a 150m runway strip.

The existing Runway 05/23 is unable to accommodate any aircraft larger than the A320 and B737 that currently operate from the airport. The size of the aircraft apron and terminal also limit the airport's ability to operate to its full potential.

Should CASA withdraw approval for A320 or B737 operations on 30m wide runways at some time in the future, or airlines elect to not operate these aircraft on 30m wide runways, operations would be severely affected. A 45m wide Code 4E runway is necessary to enable operations by larger and longer range aircraft types.

These constraints were identified during the preparation of the 2010 Newman Airport Master Plan. To accommodate future requirements GHD were engaged in 2013 to provide a number of runway alignment options to determine an appropriate long-term sustainable strategy for adoption for both existing and future aircraft operational requirements. Seven different runway alignments were tested to determine the most feasible and efficient layout to serve Newman's growth requirements.

Of the requirements and options studied to expand runway capability of those reviewed Option 5, as shown in Figure 9.3, rated the best. The proposed runway is a 2,700m long, 45m wide runway to be constructed parallel to the existing runway, with separation of 182.5 m.



Figure 9.3 Proposed runway and movement area development.

It is proposed to transform the current Runway 05/23 into a parallel taxiway. Taxiway A and B would also be upgraded to meet compliance with a Code E taxiway.

The proposed new runway and associated movement areas have several major advantages including accommodation of larger aircraft, allowing more passengers to travel to and from Newman Airport.

9.2.2 Taxiways

The proposed new runway will require a full taxiway system capable of handling all expected operating aircraft, the concept shown in Figure 9.3. It is proposed the current Runway 05/23 will be converted to a parallel taxiway with the development of the proposed new runway to provide a link from the RPT, Freight and GA aprons to the new runway.

The new taxiways that provide access to the proposed new runway will be Code E compliant. A review of existing taxiways should be undertaken to ascertain the requirement to be widened to provide access for Code E aircraft.

The proposed new taxiway system is to include:

- Widening of TWY A and B from Code D to Code E compliant taxiways.
- 3 additional Code E taxiways to connect to the new runway.
- 1 additional Code E taxiway to connect to the apron reserve and freight reserve.
- 1 additional Code D Taxiway to connect to the airfreight apron and provide connectivity to the GA Precinct.
- Taxilanes to the GA Precinct and Helicopter Operations precinct.

9.2.3 Apron

The aerodrome has one sealed RPT apron that is approximately 17,000m^2 in size located adjacent to the Passenger Terminal Building. The RPT apron provides three aircraft parking position for Code 4C aircraft. Parking and engine run-ups are currently self-managed by pilots, with no marshalling or push-back control services available.

While existing apron infrastructure is adequate for current aircraft movement numbers, expansion to accommodate increased levels of service and complement proposed extensions to the terminal facility will be required in the future.

Periodic apron expansion will increase the capacity of the airport. In addition, Code E parking positions will allow for larger, wide bodied aircraft. This is crucial when considering additional services or a significant increase in peak hour demand.

The development of the proposed new runway will increase the available freight capacity and will potentially stimulate demand and dedicated freight facilities may be required.

A dedicated air freight reserve is proposed to be established to the north-east of the RPT Apron to facilitate the transfer of freight to and from the road and rail network.

There is insufficient space to accommodate future aircraft parking demands on the existing apron pavement. It is proposed the apron will be reconfigured and expanded to meet required demand. Development requirements include:

- expand the apron towards the northeast to provide additional Code C parking;
- develop the apron to meet Code E compliance and provide Code E parking bays;
- provide a dedicated freight apron;
- provide airside road for stand servicing and apron vehicle movements; and
- segregate RPT, GA and helicopter operations.

An apron parking layout with six bays to accommodate Code 4C aircraft is shown at Figure 9.4. The layout includes angled bays to ensure clearance of the Runway 05/23 OLS; all bays can be accessed independently using aircraft power in/power out without the need for push back tugs.

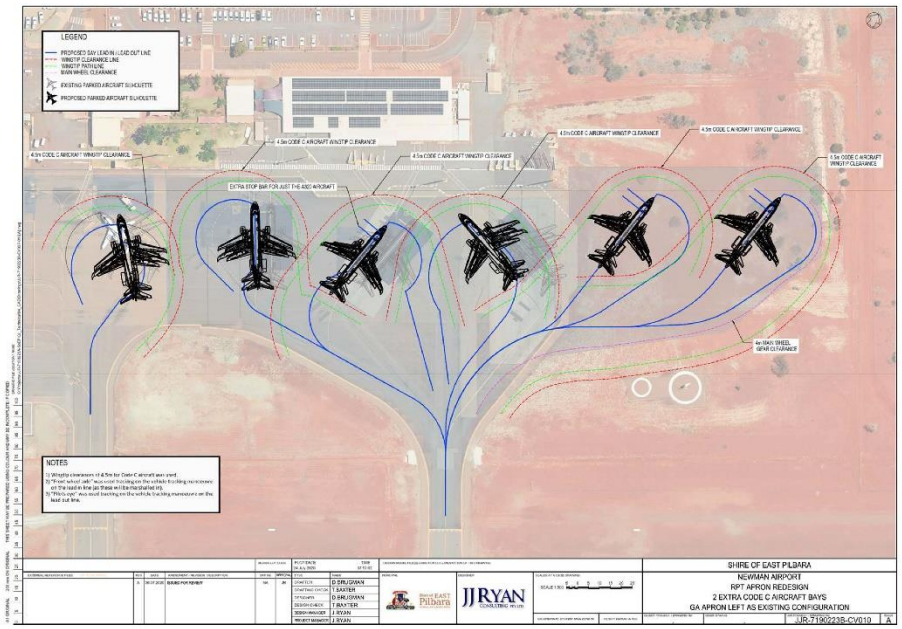


Figure 9.4 Proposed runway and movement area development.

While power-in/push-back parking configurations are a more efficient use of apron space, the airlines have expressed concerns around the provision of push-back parking positions at Newman Airport.

The proposed configurations for development of the RPT and freight aprons described in this section area presented in Appendix B.

9.2.4 GA Precinct

The existing GA Apron is located south-west of the RPT Apron and is bordered on the south-west side by five GA hangars which have been built by their owners on sites leased from the Shire.

The GA Apron can accommodate a range of light aircraft types. The GA Apron is partially line marked with lead-in/lead-out line marking for the three northern parking bays. The remaining parking bays adjacent to the hangars are not line marked and parking is at the pilot's discretion.

Currently there are no published Helicopter Landing Sites (HLS) or tie down lines available at Newman Airport. Two existing helicopter parking pads are located on the eastern side of the GA Apron, marked by two parallel blues lines and four marked parking bays.

The proposed GA and Helicopter Operations Precincts provides future space for the establishment of a dedicated area to delineate GA operations from RPT operations. The construction of new taxilanes

and space to accommodate 10 fixed-wing hangars and 10 rotary-wing hangars will increase the capacity of the Airport to allow future storage of GA aircraft.

The proposed relocation of the GA facilities, shown in Figure 9.5, provides opportunity for a range of new developments including the construction of helicopter, maintenance and charter aircraft facilities.

Airport Management will continue to monitor the need for new hangar facilities to ensure suitability of infrastructure as required.

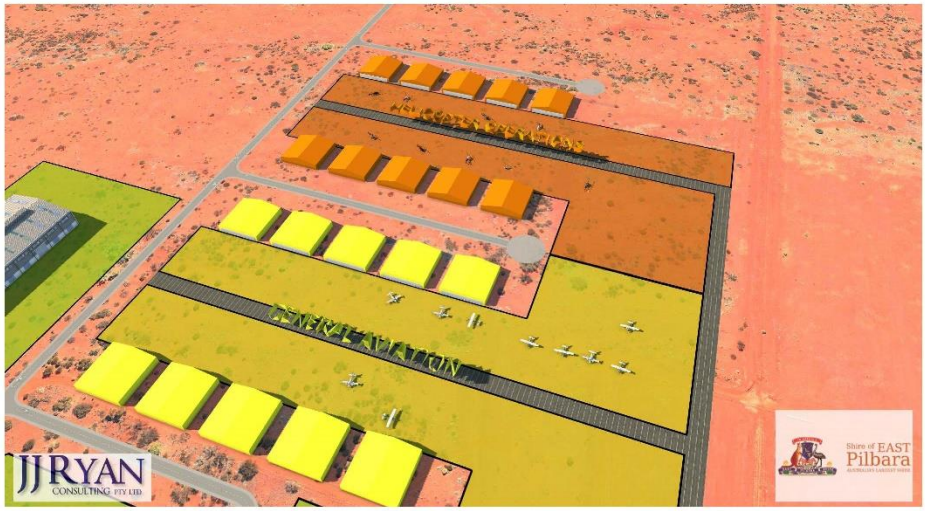


Figure 9.5 Proposed GA and Helicopter Operations Precincts.

9.3 Aviation support facilities

9.3.1 Navigational Aids

Relocation of Navigational Aids

As the current VOR/DME facility is located on lands that are required for the future upgrade of the runway, moving the VOR/DME facility to another part of the airport would be beneficial to future operations. Relocation of navigational aids is very specific, and has unique requirements, it is important that Airservices Australia is fully involved in any investigation of future potential sites for their navigational aid facilities.

Figure 9.6 shows the proposed location of the VOR/DME. This location has the least effect on building heights in the proposed freight & logistics area.

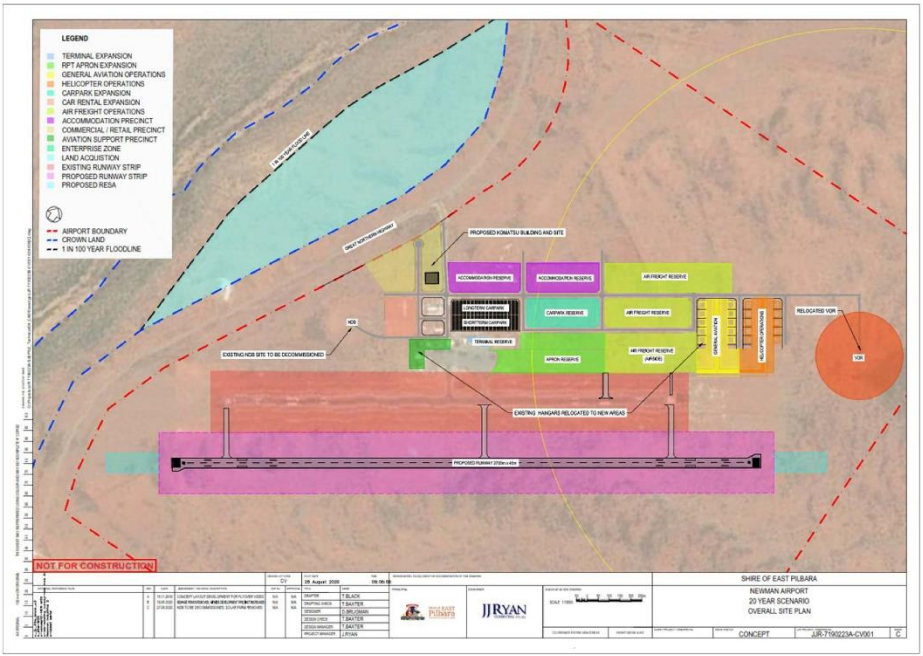


Figure 9.6 Proposed location of the VOR/DME.

The Shire is also currently investigating the option to decommission the NDB which is currently located in the middle of General Industry Precinct scheduled for development in the short term. As part of the NRP, the NDB at Newman has been retained to form the BNN and is only maintained to support GNSS contingency.

The decommissioning of the NDB will be required to be undertaken in conjunction with AsA.

10 Ground Transport Plan

10.1.1 Car park

Recent expansion of parking capacity has met the short term parking demand at the passenger terminal. A comprehensive parking study has indicated a medium-term requirement for additional parking capacity. The configuration of car parks during the planning period will be subject to detailed planning and design at the time.

As Newman Airport continues to grow, so does the need to consider ground transport demands within and adjacent to the airport and manage these demands through appropriate development and planning.

Ground transport planning considerations for the next five years includes the reconfiguration and extension of the short and long term parking areas and separation of the terminal pick-up and drop-off areas.

10.1.2 Road Network

Access to the Airport is provided by Dewar Avenue with other unsealed roads connecting the airport boundary to the Great Northern Highway. The Great Northern Highway is a Strategic State Freight Road and connects the town of Newman with Port Hedland to the north and Meekatharra, Mt Magnet and Geraldton to the south.

The intersection of the Great Northern Highway and Dewar Avenue is proposed to be upgraded to facilitate large vehicle movements associated with the proposed future development. An overview of the current concept intersection design is provided in Figure 10.1.

The internal site road network will also require significant upgrades and extensions to facilitate the proposed development.

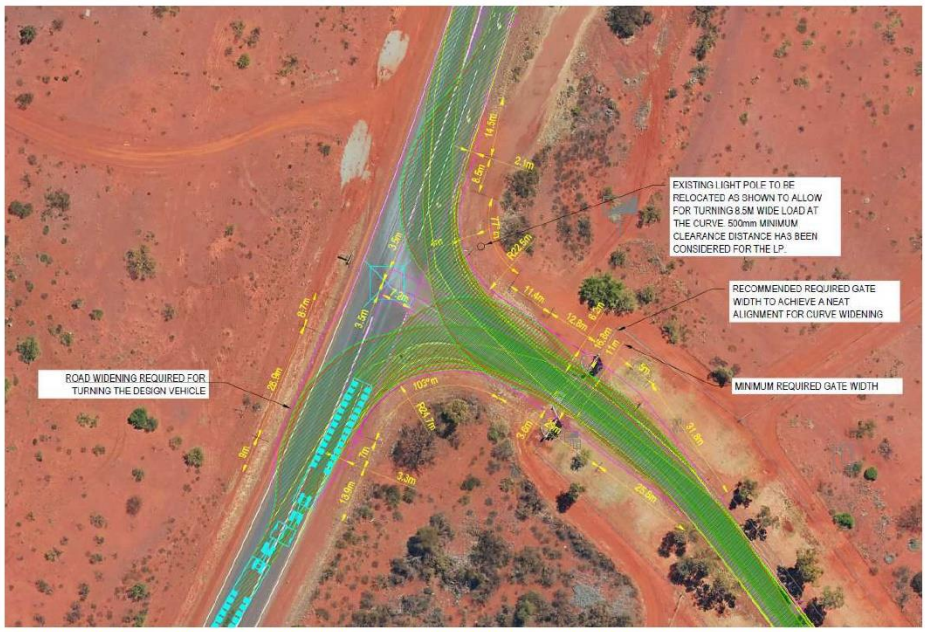


Figure 10.1 Great Northern Highway and Dewar Avenue concept intersection design

10.1.3 Rail Network

The Mount Newman Railway runs 426km between Newman and Port Hedland and is one of Australia's longest privately owned railways. The train sets can be up to 3.75km long with six locomotives pulling up to 300 cars and carrying over 24,000 tonnes of iron ore. An overview of the current regional freight network including relevant road and rail infrastructure is provided in Figure 10.2.

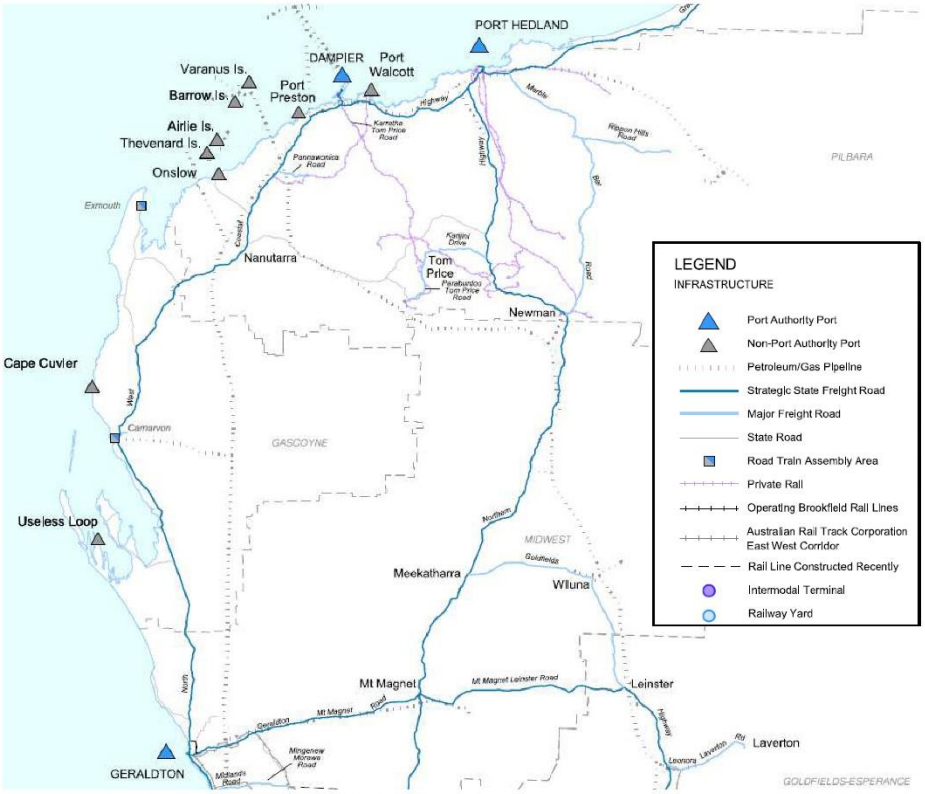


Figure 10.2 Current regional freight network

11 Environmental Management

The topography at the Airport site is relatively flat, with Ashburton River located east of the Airport and Coondiner Creek to the north and west of the site, both major waterway systems that originate from Ophthalmia Dam situated north-east of the Airport. At times of major rainfall events, both waterways and their tributaries are important natural water resources that support environmental biodiversity and rural activities within the region. Ophthalmia Dam is an important source of water for urban uses in Newman, including drinking water.

The Western Australian government has integrated water and land planning services to ensure development in the state is sensitive and integrated with the surrounding environment and natural resources, including stormwater runoff and on-site wastewater discharge.

11.1.1 Stormwater Management

The *Stormwater Management Manual* by Department of Water (https://www.water.wa.gov.au/urban-water/urban-development/stormwater/stormwater-management-manual) provides information for the design and management of stormwater in accordance with relevant national and state water management legislation, strategies, and plans. The manual provides information on the decision process for stormwater management in Western Australia, best planning practice for stormwater management and structural and non-structural controls.

The design and management of stormwater runoff at Newman Airport will be guided by Department of Water *Stormwater Management Manual* as well as any local legislative requirements for the Shire of East Pilbara, including consideration of the following stormwater management tools:

- biofilters, tree pits and/or vegetated swales in car parks and internal roads;
- pervious paving for footpaths;
- roof runoff managed by above or below ground tank to capture roof runoff for reuse, or with a below ground infiltration system.

11.1.2 Wastewater management

Reticulated sewerage is not available at the Airport site and therefore requires on-site disposal of wastewater in accordance with Western Australia's Department of Health legislative requirements.

A preliminary assessment of the Airport site was conducted to identify a potential location for an on-site septic tank. The design and location for the wastewater septic tank will need to be determined with further analysis of topography, Airport land use plan, rainfall flow rates and ponding, and stormwater management plan.

Design of the on-site septic tank and discharge will need to be prepared in compliance with local, state and national legislative requirements, including:

- Department of Health (Treatment of sewage and disposal of effluent and liquid waste) Regulations 1974; and
- Shire of East Pilbara Guidelines for on-site wastewater treatment system; and
- Shire of East Pilbara Guidelines for constructing or installing an on-site wastewater treatment system.

Prior to any application submitted to the Shire of East Pilbara, a design for an on-site wastewater system and estimated discharge of wastewater per day will need to be prepared by a hydraulic engineer and discussed with the Shire's Environmental Health Department to ensure best practice design relative to

the Airport site unique features. An on-site wastewater system will not be constructed or installed prior to completion of the legislation assessment process, which requires the Shire of East Pilbara approval and local government report to be submitted and approved by the Department of Health.

12 Heritage Management Plan

Australia's Commonwealth and National heritage lists were accessed from the Australian Government Department of Agriculture, Water and Environment (http://www.environment.gov.au/heritage/heritage-places) on 15 June 2020 and no historically significant places or locations were identified on or in the vicinity of the Newman Airport site.

The National Native Title Register was accessed from the Australian Government National Native Title Tribunal (www.nntt.gov.au) on 11 June 2020 for current information on the claim by the Nyiyaparli people. The Nyiyaparli people and Nyiyaparli #3 Native Title claims WAD 6280 of 1998 and WAD 196 of 2013 were determined by the granting of Native Title under WCD2018/008 on 27 September 2018. The determination area of the Native Title excludes the township of Newman and Newman Airport.

The Aboriginal Heritage Inquiry System (AHIS) database was accessed from the Western Australian Government Department of Planning, Land and Heritage website (https://www.dplh.wa.gov.au/information-and-services/aboriginal-heritage/) on 15 June 2006 with numerous registered sites, other places and surveys identified within a 250 km search area of Newman. Majority of registered sites, other heritage places and surveys are located north of the Ophthalmia Dam and west of the Newman township.

There are five registered sites located south-west of Newman Airport, in which four relate to artefacts and/or scatter (registered site #10127, 10126, 10125, and 10177) and one registered site (#11237 – Djakatitina Hill), being ceremonial, repository/cache, camp and other. The southern boundary of the Newman Airport site is in close proximity to registered sites #11237 and 10127, with the northern boundary of registered site #11237 located approximately 0.76 km and the closest boundary of registered site #10127 (Round Hill North 1) approximately 1 km south of the Airport southern boundary.

Adjacent to Fortescue River is a listed 'other heritage place' (#10636) and is approximately 0.8 km west of the intersection of the Great Northern Highway and Dewar Avenue, being the entrance to the Airport site. Heritage place #10636 refers to a water source, listed as Newman MRD Outcrop A., and indicated to be adjacent to the western bank of Fortescue River.

Surveys were conducted near Newman and Newman Airport in 1994 and 2005, both associated with mining activities and do not appear to affect the Newman Airport site.

A Heritage Management Plan will need to be prepared prior to any future development as indicated by the Land Use Plan for the Newman Airport. The Heritage Management Plan will ensure consideration of known items, artefacts or places of indigenous cultural heritage within vicinity of the Airport site, particularly registered sites #11237, 10127 and 10126 (located within registered site #11237) and other heritage place #10636 will be incorporated into any future stormwater runoff and wastewater discharge plans for Newman Airport. In addition, the Heritage Management Plan will include provisions that prior to any construction works within the Airport site, a survey of the site for any suspected items, artefacts or places of indigenous cultural heritage will be conducted.

13 Airport Safeguarding Plan

13.1 National Airports Safeguarding Framework

The National Airports Safeguarding Advisory Group (NASAG), comprising of Commonwealth, State and Territory government planning and transport officials, the Department of Defence, CASA, AsA and the Australian Local Government Association (ALGA), has developed the National Airports Safeguarding Framework (NASF). The NASF is a national land use planning framework that aims to:

- Improve community amenity by minimising aircraft noise-sensitive developments near airports; and
- Improve safety outcomes by ensuring aviation safety requirements are recognised in land use planning decisions through guidelines being adopted by jurisdictions on various safety-related issues.

The National Airports Safeguarding Framework provides guidance on planning requirements for development that affects aviation operations. This includes building activity around airports that might penetrate operational airspace and/or affect navigational procedures for aircraft.

The NASF is comprised of a key set of Principles and Guidelines.

NASF Principles

Principle 1: The safety, efficiency and operational integrity of airports should be protected by all governments, recognising their economic, defence and social significance.

Principle 2: Airports, governments and local communities should share responsibility to ensure that airport planning is integrated with local and regional planning.

Principle 3: Governments at all levels should align land use planning and building requirements in the vicinity of airports.

Principle 4: Land use planning processes should balance and protect both airport/aviation operations and community safety and amenity expectations.

Principle 5: Governments will protect operational airspace around airports in the interests of both aviation and community safety.

Principle 6: Strategic and statutory planning frameworks should address aircraft noise by applying a comprehensive suite of noise measures.

Principle 7: Airports should work with governments to provide comprehensive and understandable information to local communities on their operations concerning noise impacts and airspace requirements.

The NASF consists of the following parts that are relevant to Newman Aerodrome:

- Principles for National Airports Safeguarding Framework;
- Guideline A: Managing Aircraft Noise;
- Guideline B: Managing Building-Generated Windshear;
- Guideline C: Managing Wildlife Strike Risk;
- Guideline E: Managing Pilot Lighting Distraction;
- Guideline F: Managing Protected Airspace Intrusion; and
- Guideline G: Protecting Aviation Facilities-Communications, Navigation and Surveillance (CNS).

13.2 Principles for National Airports Safeguarding Framework

The Australian Government recognises that responsibility for land use planning rests primarily with state, territory and local governments, but that a national approach can assist in improving planning outcomes on and near airports and under flight paths.

The aim of the Framework is to:

- Improve safety outcomes by ensuring aviation safety requirements are recognised in land use planning decisions;
- Improve community amenity by minimising noise sensitive developments near airports, including through the use of additional noise metrics; and
- Improve aircraft noise-disclosure mechanisms.

The Framework is intended to provide guidance to state, local and territory governments which can in turn be used to guide assessment and approvals for land use and development on and around identified airports.

13.3 Managing Aircraft Noise

Australian Noise Exposure Forecast (ANEF) charts are contour maps that indicate forecast aircraft noise levels based on predicted aircraft movements (i.e. an ANEF model). The contours (typically displayed in 20, 25, 30, 35 and 40 ANEF units) indicate the aircraft noise over an average one-year period. The ANEF units represent contours based on community reaction to aircraft noise.

ANEF building requirements are provided in AS2021-2015, where it outlines "conditionally acceptable" developments in terms of different ANEF contours. The building acceptability criteria in terms of ANEF contours specified in AS2021-2015 are provided in Table 13.1.

Table 13.1 Building type acceptability based on ANEF zones

Building Type	ANEF Zone of Site		
	Acceptable	Conditionally Acceptable	Unacceptable
House, home unit, flat, caravan park	Less than 20 ANEF[1]	20 to 25 ANEF[2]	Greater than 25 ANEF
Hotel, motel, hostel	Less than 25 ANEF	25 to 30 ANEF	Greater than 30 ANEF
School, university	Less than 20 ANEF[1]	20 to 25 ANEF[2]	Greater than 25 ANEF
Hospital, nursing home	Less than 20 ANEF[1]	20 to 25 ANEF	Greater than 25 ANEF
Public building	Less than 20 ANEF[1]	20 to 30 ANEF	Greater than 30 ANEF
Commercial building	Less than 25 ANEF	25 to 25 ANEF	Greater than 35 ANEF
Light industrial	Less than 30 ANEF	30 to 40 ANEF	Greater than 40 ANEF
Other industrial	Acceptable in all ANEF Zones		

Notes:

[1]The actual location of the 20 ANEF contour is difficult to define accurately, mainly because of variation in aircraft flight paths. Because of this, the procedure of Clause 2.3.2 [in AS2021-2015] may be followed for building sites outside but near to the 20 ANEF contour.
[2]Within 20 ANEF to 25 ANEF, some people may find that the land is not compatible with residential or educational uses. Land use authorities may consider that the incorporation of noise control features in the construction of residences or schools is appropriate.

[3]There will be cases where a building of a particular type will contain spaces used for activities which would generally be found in a different type of building (e.g. an office in an industrial building). In these cases Table 2.1 should be used to determine site acceptability, but internal design noise levels within the specific spaces should be determined by Table 3.3 [in AS2021-2015].
[4]This standard does not recommend development in unacceptable areas. However, where the relevant planning authority determines that any development may be necessary within existing built-up areas designed as unacceptable, it is recommended that such development should achieve the required ANR determined according to Clause 3.2 [in AS2021-2015]. For residences, schools etc. the effect of aircraft noise on outdoor areas associated with the building should be considered.
[5]In no case should new development take place in greenfield sites deemed unacceptable because such development may impact airport operations.

An Aircraft Noise Exposure Forecast (ANEF) analysis has been developed for Newman Airport, showing the forecast of noise exposure levels that will exist in the future in the form of a contour map. The analysis was undertaken for a high growth forecast in FY2039/2040. AEDT 3d software was used to model the impact of aircraft noise was developed by the US Federal Aviation Administration.

The ANEF is the only noise metric which has status under the Pilbara Planning Scheme for land use planning and development consent off airport and is used to show future forecasted levels of exposure to noise for building control purposes. An existing ANEF was developed in 2014, when the last Masterplan for Newman Airport was developed by GHD.

The current ANEF plan indicates a larger noise footprint than the existing plan prepared in 2014 based on allowing for a larger variety of aircraft operations and forecast growth in aircraft movements. Should a runway upgrade be undertaken for the existing runway, the ANEF model should be updated where changes to forecast aircraft operations are determined to occur from the ANEF plan outlined in this report.

The ANEF report for Newman Airport has been attached in Appendix C.

13.4 Managing Building-Generated Windshear

Windshear and turbulence at airports can be created when a building is located in the path of a crosswind to an operational runway. Guideline B was developed to assist decision makers assessing new development proposals within the vicinity of airports in relation to whether the building will be located in the path of a crosswind to an operational runway of an airport.

If not properly sited, a building could become, in effect, an obstacle and divert the flow of wind over or around the building. This situation could create a significant safety issue to airport operations, as it could result in variances of speed along a runway through windshear and turbulence.

Accordingly, the Guideline incorporates design techniques to be considered in new building design to mitigate these effects, and also technical assessment criteria in relation to the potential to generate windshear or turbulence, in addition to mitigation options for existing buildings within the vicinity of airports.

Newman Airport's current and future Windshear Assessment Zones are provided in Appendix D.

13.5 Managing Wildlife Strike Risks

Guideline C discusses the importance of managing and reducing the potential risks of wildlife strikes at airports, which is largely impacted by surrounding land uses. Under Part 139 of the Civil Aviation Safety Regulations 1998, airports must reduce the risk of wildlife strikes to operations, as wildlife, particularly birds, could cross the flight path of planes or migrate onto the airport.

International aviation regulators have identified that land use zoning within a 13km radius of the airport should be monitored and provide the benchmark on actions for mitigating risk. The Guideline incorporates an Attachment that identifies the level of risk associated with a number of land uses, and actions for new and proposed development within a 3, 8 and 13km radius of the airport.

Additionally, certified airports that have a confirmed wildlife hazard must prepare a wildlife hazard management plan under the Civil Aviation Safety Regulations 1998. The Guideline also encourages airport managers and operators to work with local councils and other authorities to identify appropriate land uses and prevent wildlife attraction that could cause hazards to airport operations.

Newman Airport's current and future Wildlife Hazard Zones are provided in Appendix E.

13.6 Managing Pilot Lighting Distraction

Guideline E provides guidance on how to manage the risk of pilot distraction that could result from lighting on new structures within the vicinity of an airport. lighting has the potential to create a distraction where is could be mistaken for airport navigational lighting, particularly within 6km of an airport.

The Guideline incorporates a diagram of maximum light intensity for uses surrounding airports, and recommends that new development and structures, such as freeway lighting, should be reviewed in association with airport operators and CASA.

Newman Airport's current and future Lighting Intensity Restriction Zones are provided in Appendix F.

13.7 Managing Protected Airspace Intrusion

13.7.1 Obstacle Limitation Surface

The Obstacle Limitation Surface (OLS) is typically the lowest, and most critical surface, and is designed to provide protection for aircraft approaching or departing the airport. The Procedures for Air Navigation Services – Operations (PANS-OPS) surface is generally above the OLS and is provided to safeguard aircraft from a collision with obstacles when the aircraft's flight is under instrument guidance in conditions of poor visibility.

The Civil Aviation Safety Authority (CASA) and Airservices Australia (AsA) share responsibility for the provision of airspace management. CASA's Office of Airspace Regulation (OAR) is a distinct operational unit within CASA and is responsible for regulating Australian airspace whereas AsA administers the use of airspace classified by OAR.

Airspace management is imperative to ensuring the safe operations of aircraft. An aerodrome operator must establish an OLS applicable to the aerodrome to control the development of any obstacles within the surrounding airspace. An obstacle is considered to be the following:

- Any object that stands on, or stands above, the specified surface of an obstacle restriction area which comprises the runway strips, runway end safety areas, clearways and taxiway strips; and
- Any object that penetrates the OLS.

Objects, except for approved visual and navigational aids, must not be located within the obstacle restriction area without the specific approval of CASA. The physical dimensions of the OLS must be developed in accordance with the CASA Manual of Standards (MOS) Part 139 Table 7.15(1) for approach runways, and Table 7.16(1) for take-off runways.

A Future OLS Plan has been developed based on the proposed 20-year Airport to identify potential airspace implications on land use planning and development. The Future OLS Plan will be developed in accordance with the new MOS Part 139 which came into effect on 13 August 2020.

Newman Airport's current and future OLS are provided in Appendix G.

13.8 Protecting Aviation Facilities-Communications, Navigation and Surveillance (CNS)

Guideline G provides land use planning guidance to better protect CNS facilities which support the systems and processes in place by Airservices Australia, or other agencies under contract with the Australian Government, to safely manage the flow of aircraft into, out of and across Australian airspace. It informs procedures which ensure development and associated activities within Building Restricted Areas (BRA) of CNS facilities do not adversely affect the facility or cause interference for air traffic controllers or aircraft in transit.

Guideline G provides Commonwealth, State, Territory and Local Government land use planning decision makers with guidance for assessing development proposals in a BRA, and for working with Airservices Australia in assessing those proposals. It therefore formalises the protection of CNS facilities in land use planning decisions.

Newman Airport's current and future Aviation Facilities Protection Zones are provided in Appendix H.

14 Implementation Plan

This section of the Master Plan outlines the typical processes involved in undertaking the proposed development identified in the Master Plan, from the planning phase to construction completion.

The implementation plan has been set out in Figure 14.1 covering the typical development process.



Figure 14.1 Airport infrastructure development flowchart

14.1 Master Planning

This Aerodrome Master Plan has outlined proposed infrastructure development required over the next 5 to 20 years based on current information and anticipated forecast data.

The commercial and context of aerodrome operations is continuously evolving and thus this Master Plan is recommended to be reviewed at regular intervals to ensure its appropriate for the growth of the aerodrome.

This Master Plan should be reviewed ideally at the 5-year interval but at a maximum of 10-year interval. The Master Plan should also be reviewed where any major changes in key aerodrome growth drivers occur to ensure forecasting and development is appropriate and feasible.

14.2 Planning

The feasibility and practicality of all aerodrome development items outlined in this Master Plan has been considered to set realistic development targets. The infrastructure developments considered to be the most critical to the success of the aerodrome and should be developed further are highlighted in Table 14.1, including the potential development trigger.

Table 14.1 Newman Airport priority developments

Infrastructure Development	Development Trigger	Planning Elements
Land Use Plan precincts	Pursue commercial opportunities to address future community infrastructure needs. As required when funded by private developers.	Detailed analysis of demand for onsite facilities should be undertaken. Construction could occur in stages to distribute funding requirements. Water, sewerage, electrical and telecommunications will need to be either upgraded or provided to meet the requirements of the development.
Passenger Terminal Building Upgrade	Forecast growth and demand realisation. Optimise community infrastructure.	The Shire have previously undertaken a detailed design that sets out the proposed development of the existing passenger terminal building. Construction could occur in stages to distribute funding requirements.
Parking Facilities	Optimise community infrastructure.	Develop an airport car parking strategy including detailed estimations on number of car spaces required and available space.
New Runway	Comply with CASA regulatory requirements. Introduction of Code E aircraft.	A detailed investigation into cost and funding requirements should be undertaken to understand the budget for the proposed works.
New Taxiways	Comply with CASA regulatory requirements. Introduction of Code E aircraft.	A detailed investigation into cost and funding requirements should be undertaken to understand the budget for the proposed works.
Extension to the RPT Apron	Comply with CASA regulatory requirements. Introduction of Code E aircraft.	Detailed aircraft swept path analysis to confirm required pavement extension. Pavement investigations to review existing pavement condition.
Freight Apron	Forecast growth and demand realisation. Pursue commercial opportunities to address future community infrastructure needs.	Detailed analysis of demand for freight facilities should be undertaken. Construction could occur in stages to distribute funding requirements.
GA and Helicopter Operations Precinct	Pursue commercial opportunities to address future community infrastructure needs.	Detailed analysis of hangar demand should be undertaken. Construction could occur in stages to distribute funding requirements.

	As required when funded by private developers.	
Relocation of Navigational Aids	Comply with CASA regulatory requirements. Introduction of Code E aircraft.	Airservices Australia to be fully involved in any investigation of future potential sites or decommissioning of their navigational aid facilities.

The initial planning phase for proposed infrastructure development has been undertaken in this Master Plan, which should be supplemented by additional the Shire requirements. The next step in the planning phase is to undertake feasibility studies and concept designs based on Table 14.1. The planning phase concludes upon development of a project proposal for the proposed infrastructure development item.

14.3 Development

At the completion of the planning phase, the most critical or most desirable infrastructure developments sought by the Shire can be highlighted and progress to the design and development phase. This will involve potentially assessing concurrent developments to determine how to allocate available funding where budget implications will restrict development of all items detailed above. Any statutory approvals required, and other legal implications need to be considered at this stage to eliminate the potential for the project to be subsequently abandoned in this nature.

The design development can commence upon confirmation of available budget, with preliminary designs based on the concepts developed in the Planning phase. This is followed by a detailed design of the project and the development of tender documentation at the completion of this phase. The tender documentation will include cost and schedules, contract, specifications, a final Project Management Plan and a Business Case dependent on project scope. This will allow the project to go to market to being procurement. It is anticipated that any current infrastructure developments proposed in this Master Plan would reach the tender stage no earlier than 2021.

14.4 Implementation

The implementation phase involves tender procurement, and subsequent manufacturing, delivery, construction, installation and testing of infrastructure. The implementation phase will vary dependent on the scale of the project, and it is anticipated that no construction occurs prior to the start of the 2021 financial year.

14.5 Handover & Completion

The handover and completion phase of any development covers final project close out items required prior to the contractor releasing the infrastructure to the Shire to allow its use. The final testing and defects liability period will typically last between 6 to 12 months from completion of construction. It is anticipated that any proposed development realistically undertaken by the start of the 2021 financial year, would be ready for handover by the end of 2022.

14.6 Asset Management

The Shire currently has an Asset Management Policy that applies to all the Shire owned and operated assets.

The Asset Management Policy has not been reviewed for quality, completeness, and accessibility of asset data and knowledge, organisational function with respect to the establishment of a steering committee and roles, responsibilities, processes and procedures for asset management that span the asset creation phase, as well as operations, maintenance, performance reporting, and strategic planning.

A number of short (5 year) term and long (10-20 year) term asset management objectives should be defined to achieve general industry practice for aerodrome asset management in the short and long terms respectively. This would require development of a reliable asset inventory and definition of performance and serviceability requirements as well as asset indicators. A cross-asset approach should be adopted to enable optimal allocation of resources to the different asset components to address the short and longer-term requirements of the different stakeholders and deliver value for money.

14.7 Financial Plan

A financial assessment and cost estimates of the capital works outlined in this Master Plan have been provided in this section.

14.7.1 Estimated Development Costs

The costs outlined for all capital works have been developed based on JJR's experience from similar projects and specifically regional and rural aerodromes across Australia. The cost estimates have not been adjusted for inflation, however a regional and remote location multiplier has been applied.

The indicative costs for all proposed capital works in this Master Plan are outlined in Table 14.2.

Table 14.2 Indicative capital works cost estimates

Item	Description	Cost ($'000)
Proposed Development		
1.01	Passenger Terminal Building Upgrade	$62,888
1.02	Greenfield Runway Construction	$21,466
1.03	Greenfield Taxiway Construction (x5)	$3,088
1.04	Existing Taxiway Upgrades (x2)	$728
1.05	RPT and Freight Apron Expansion	$13,813
1.06	Accommodation Reserve Utilities	$650
1.07	New GA & Heli Hangar Construction	$5,200
1.08	GA & Helicopter Operations Taxilanes	$1,144
1.09	VOR/DME Relocation	$975
1.10	Car Park Extension	$4,680
1.11	Internal Road Network	$4,225
1.12	Entrance Road Upgrade	$390
	Total	**$119,247**

14.7.2 Assumptions & Exclusions

The following assumptions and exclusions apply to this cost estimate:

- Cost estimates include a blanket contingency of 30%;
- No detailed survey information is available;
- Land acquisition has not been considered;
- The accuracy of the above cost estimates is not guaranteed and should not form part of the Shire's budget; and
- No allowance for design and management costs or construction contingency has been included.

The following key assumptions are related to the aerodrome upgrade costs:

- All costs are excluding GST;
- All costs are in 2020 Australian dollars;
- No escalation has been applied to cost estimates;
- Standard unit rates have been utilised; and
- No preliminary design has been undertaken for the costs.

14.7.3 Reliability and Confidence in Forecasts

JJR has used its reasonable endeavours to ensure that the data contained in the Master Plan reflects the most accurate and timely information available to it and is based on information that was current as of the date of the cost estimate development.

The cost estimates are based on various assumptions and other information developed by JJR from its independent research effort, general knowledge of the industry and consultations with the Shire. No warranty or representation is made by JJR that any of the projected values or results contained in the cost estimates will actually be achieved. In addition, the cost estimate is based upon information that was obtained on or before the date in which the cost estimate was prepared. Circumstances and events may occur following the date on which such information was obtained that are beyond our control and which may affect the findings or projections contained in the cost estimate. JJR may not be held responsible for such circumstances or events and therefore specifically disclaim any responsibility.

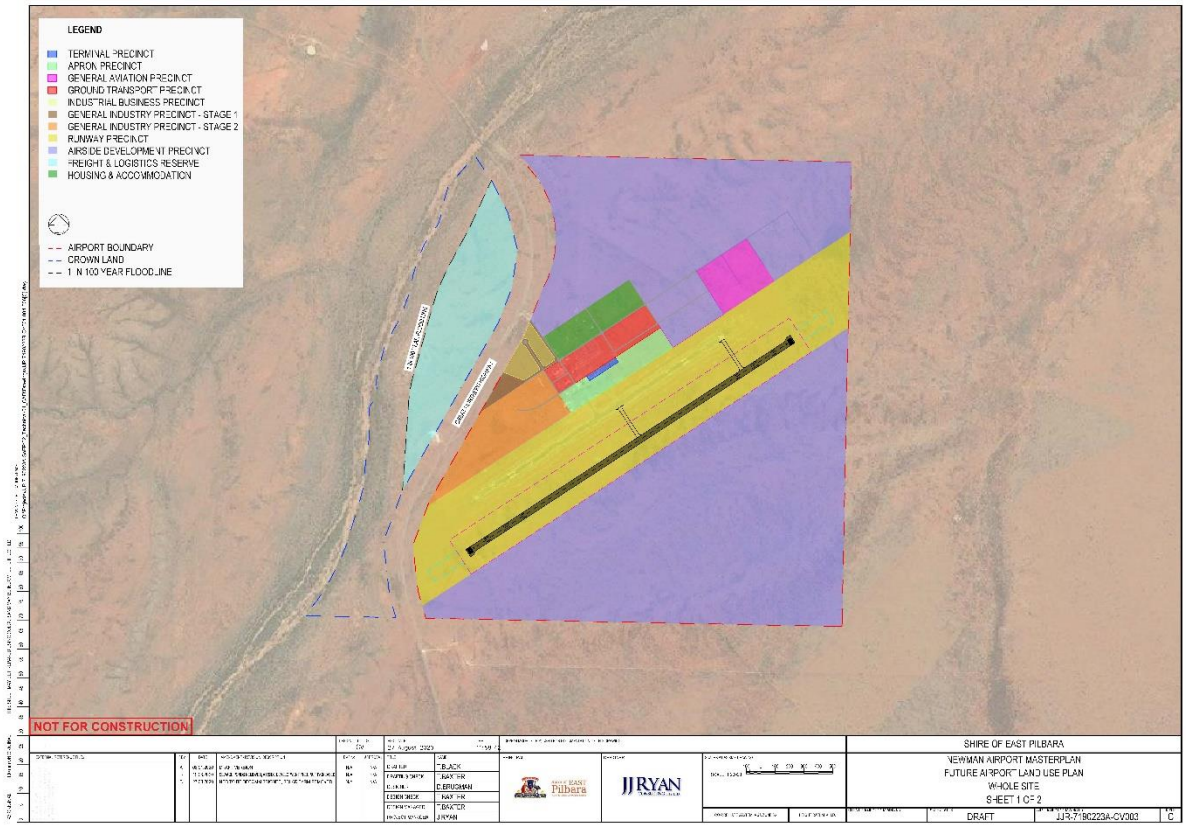
JJR has relied on information provided by the Shire and by third parties (Information Providers) to produce the cost estimate and arrive at its conclusions. JJR has not verified information provided by Information Providers (unless specifically noted otherwise) and JJR assumes no responsibility and makes no representations with respect to the adequacy, accuracy or completeness of such information. No responsibility is assumed for inaccuracies in reporting by Information Providers including, without limitation, by the Shire representatives or for inaccuracies in any other data source whether provided in writing or orally used in preparing or presenting the cost estimate.

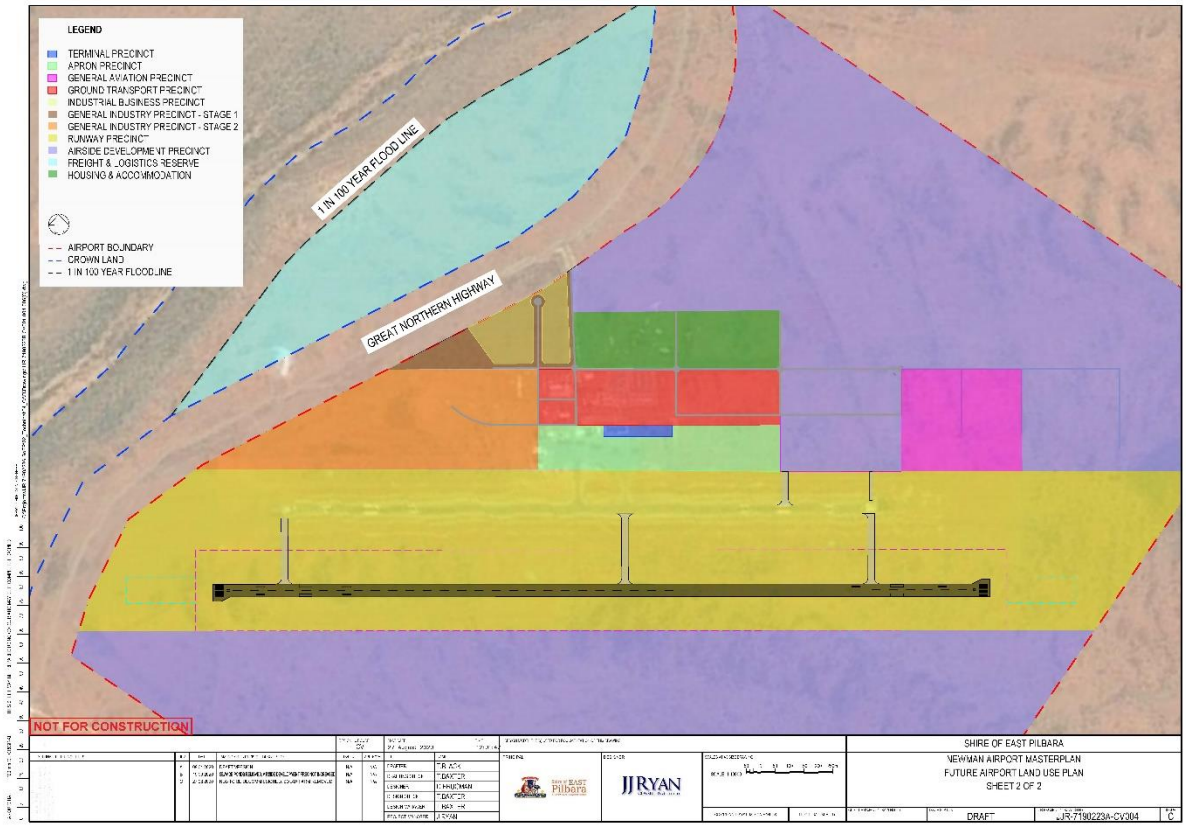
In no event, regardless of whether JJR's consent has been provided, shall JJR assume any liability or responsibility to any third party to whom the Report is disclosed or otherwise made available.

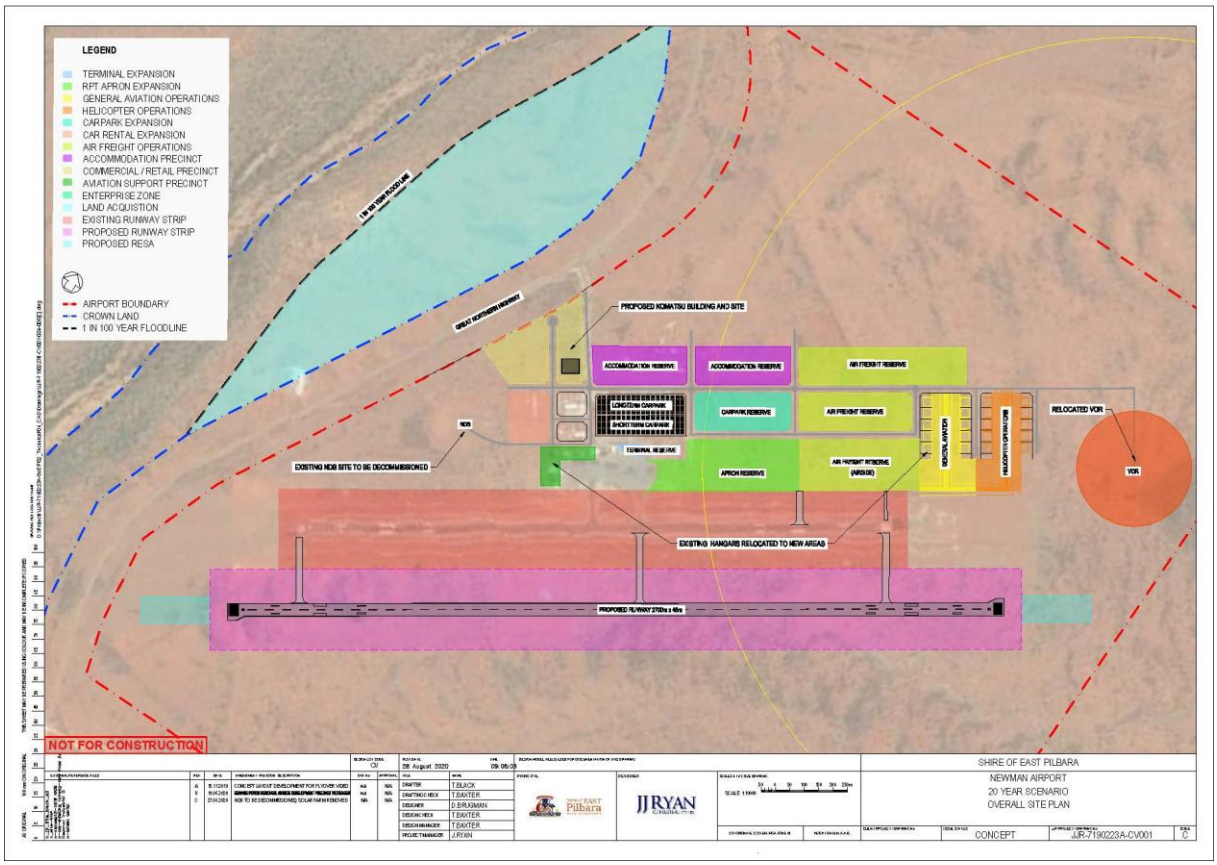
The conclusions in the cost estimate must be viewed in the context of the entire Master Plan including, without limitation, any assumptions made, and disclaimers provided. The conclusions in this cost estimate must not be excised from the body of the cost estimate under any circumstances. The cost estimates applied are indicative only and the Shire should independently review any estimate prior to finalising the Shire budgets.

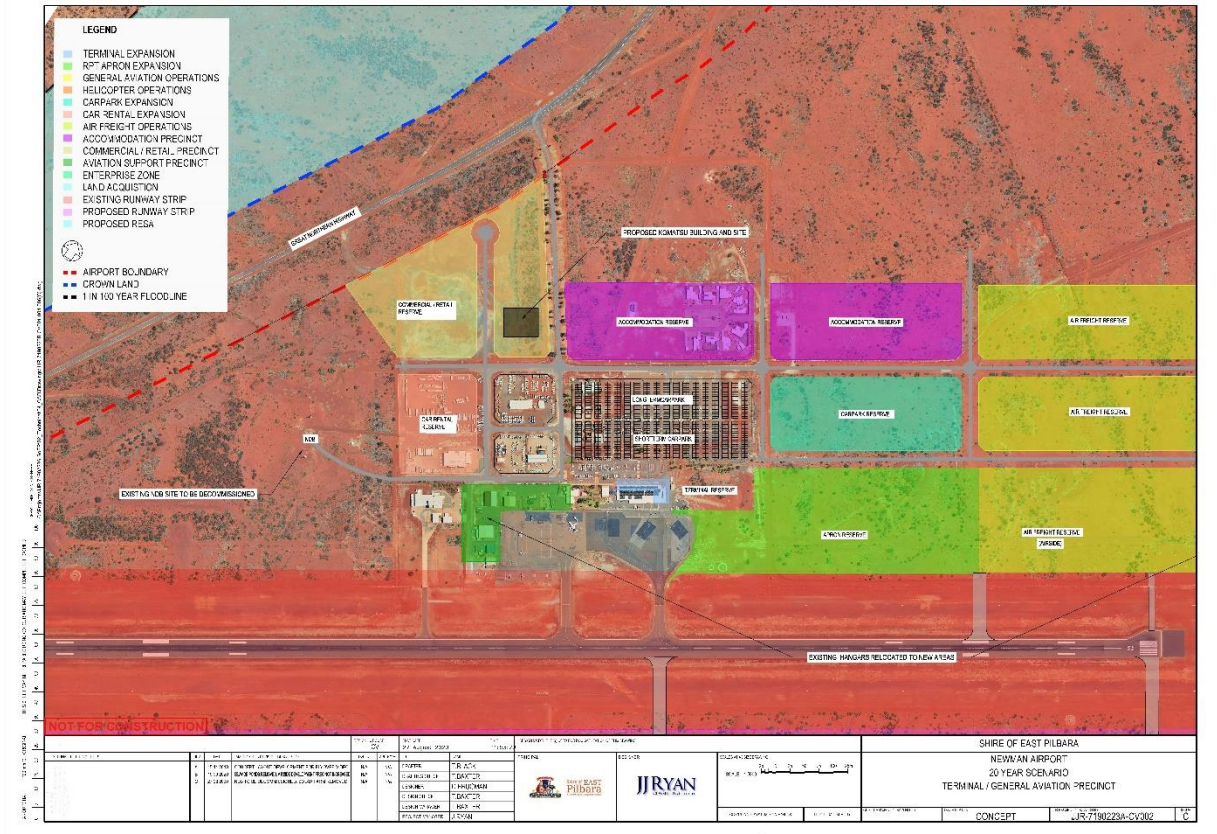
Appendices

Appendix A – Land Use Precinct Plans

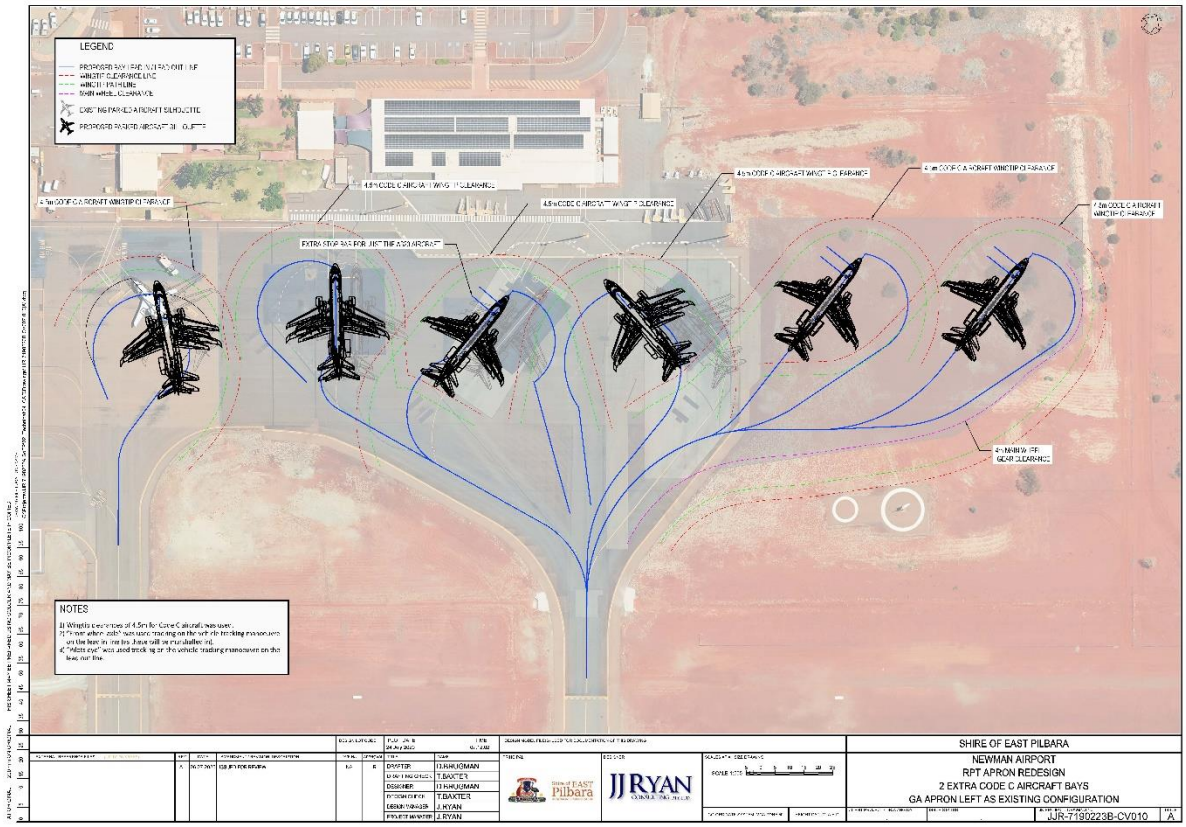

LEGEND
TERMINAL PRECINCT
APRON PRECINCT
GENERAL AVIATION PRECINCT
GROUND TRANSPORT PRECINCT
INDUSTRIAL BUSINESS PRECINCT
GENERAL INDUSTRY PRECINCT - STAGE 1
GENERAL INDUSTRY PRECINCT - STAGE 2
RUNWAY PRECINCT
AIRSIDE DEVELOPMENT PRECINCT
FREIGHT & LOGISTICS RESERVE
HOUSING & ACCOMMODATION
AIRPORT BOUNDARY
CROWN LAND
1 IN 100 YEAR FLOODLINE
NOT FOR CONSTRUCTION
SHIRE OF EAST PILBARA
NEWMAN AIRPORT MASTERPLAN
FUTURE AIRPORT LAND USE PLAN
WHOLE SITE
SHEET 1 OF 2
DRAFT
JJR-7190223A-CV003
C

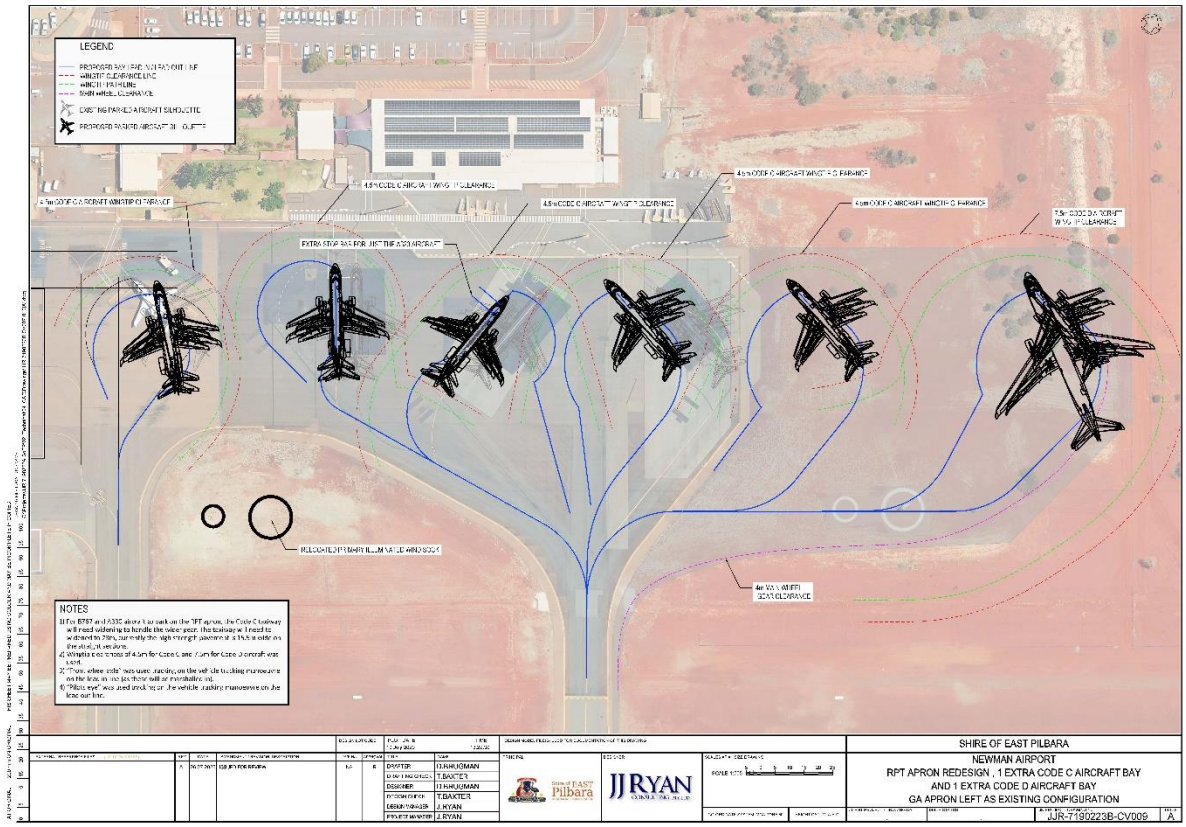

LEGEND
TERMINAL PRECINCT
APRON PRECINCT
GENERAL AVIATION PRECINCT
GROUND TRANSPORT PRECINCT
INDUSTRIAL BUSINESS PRECINCT
GENERAL INDUSTRY PRECINCT - STAGE 1
GENERAL INDUSTRY PRECINCT - STAGE 2
RUNWAY PRECINCT
AIRSIDE DEVELOPMENT PRECINCT
FREIGHT & LOGISTICS RESERVE
HOUSING & ACCOMMODATION
AIRPORT BOUNDARY
CROWN LAND
1 IN 100 YEAR FLOODLINE
1 IN 100 YEAR FLOOD LINE
GREAT NORTHERN HIGHWAY
NOT FOR CONSTRUCTION
SHIRE OF EAST PILBARA
NEWMAN AIRPORT MASTERPLAN
FUTURE AIRPORT LAND USE PLAN
SHEET 2 OF 2
DRAFT
JJR-7190223A-CV004
C

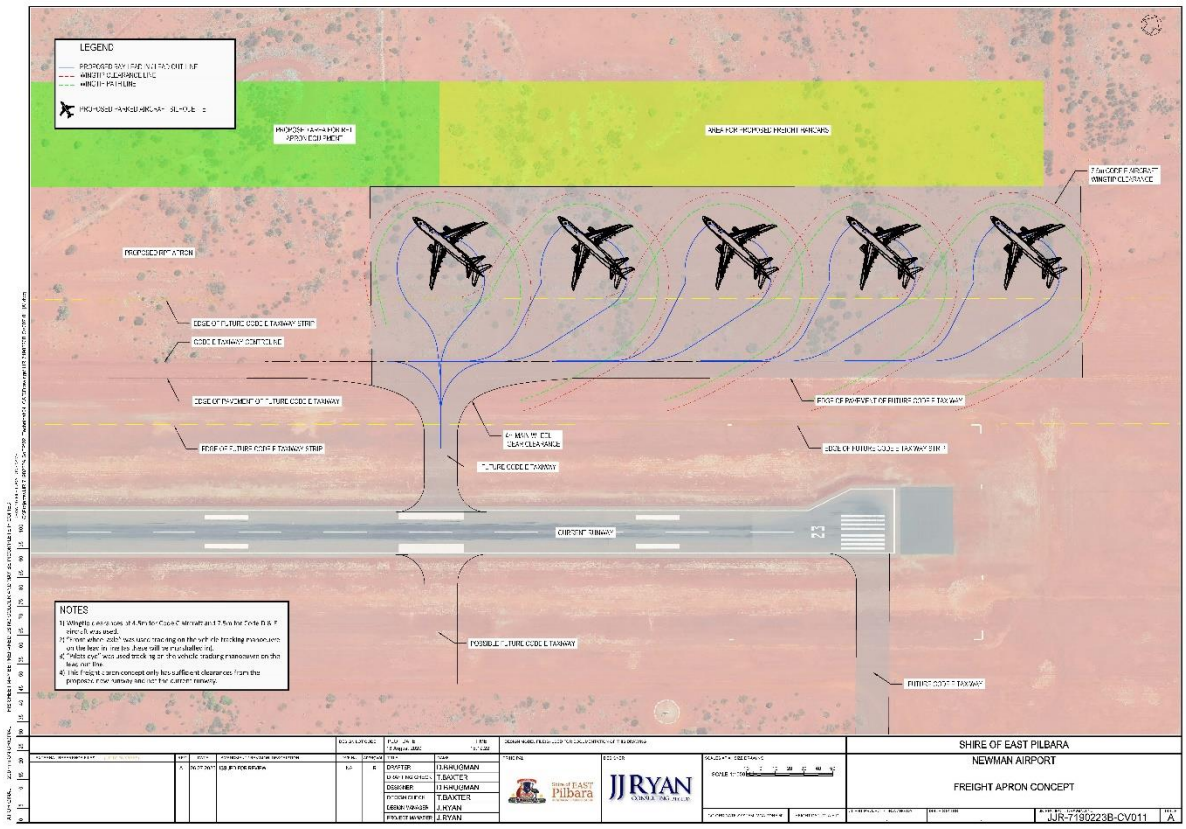

LEGEND
TERMINAL EXPANSION
RPT APRON EXPANSION
GENERAL AVIATION OPERATIONS
HELICOPTER OPERATIONS
CARPARK EXPANSION
CAR RENTAL EXPANSION
AIR FREIGHT OPERATIONS
ACCOMMODATION PRECINCT
COMMERCIAL / RETAIL PRECINCT
AVIATION SUPPORT PRECINCT
ENTERPRISE ZONE
LAND ACQUISITION
EXISTING RUNWAY STRIP
PROPOSED RUNWAY STRIP
PROPOSED RESA
AIRPORT BOUNDARY
CROWN LAND
1 IN 100 YEAR FLOODLINE
PROPOSED KOMATSU BUILDING AND SITE
EXISTING NDB SITE TO BE DECOMMISSIONED
EXISTING HANGARS RELOCATED TO NEW AREAS
RELOCATED VOR
NOT FOR CONSTRUCTION
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
20 YEAR SCENARIO
OVERALL SITE PLAN
CONCEPT
JJR-7190223A-CV001


LEGEND
TERMINAL EXPANSION
RPT APRON EXPANSION
GENERAL AVIATION OPERATIONS
HELICOPTER OPERATIONS
CARPARK EXPANSION
CAR RENTAL EXPANSION
AIR FREIGHT OPERATIONS
ACCOMMODATION PRECINCT
COMMERCIAL / RETAIL PRECINCT
AVIATION SUPPORT PRECINCT
ENTERPRISE ZONE
LAND ACQUISITION
EXISTING RUNWAY STRIP
PROPOSED RUNWAY STRIP
PROPOSED RESA
AIRPORT BOUNDARY
CROWN LAND
1 IN 100 YEAR FLOODLINE
PROPOSED KOMATSU BUILDING AND SITE
EXISTING NDB SITE TO BE DECOMMISSIONED
EXISTING HANGARS RELOCATED TO NEW AREAS
NOT FOR CONSTRUCTION
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
20 YEAR SCENARIO
TERMINAL / GENERAL AVIATION PRECINCT
CONCEPT
JJR-7190223A-CV002

Appendix B – Proposed configuration of the RPT and Freight Aprons


LEGEND
NOTES
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
RPT APRON REDESIGN
2 EXTRA CODE C AIRCRAFT BAYS
GA APRON LEFT AS EXISTING CONFIGURATION
JJR-7190223B-CV010
A


LEGEND
NOTES
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
RPT APRON REDESIGN , 1 EXTRA CODE C AIRCRAFT BAY
AND 1 EXTRA CODE D AIRCRAFT BAY
GA APRON LEFT AS EXISTING CONFIGURATION
JJR-7190223B-CV009
A


LEGEND
PROPOSED FREIGHT APRON
AREA FOR PROPOSED FREIGHT HANGARS
PROPOSED APRON
EDGE OF FUTURE CODE E TAXIWAY STRIP
CODE E TAXIWAY CENTRELINE
EDGE OF PAVEMENT OF FUTURE CODE E TAXIWAY
EDGE OF FUTURE CODE E TAXIWAY STRIP
FUTURE CODE E TAXIWAY
CURRENT RUNWAY
NOTES
POSSIBLE FUTURE CODE E TAXIWAY
FUTURE CODE E TAXIWAY
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
FREIGHT APRON CONCEPT
JJ RYAN
JJR-7190223B-CV011

Appendix C – ANEF report

JJ RYAN CONSULTING PTY LTD

Australian Noise Exposure Forecast (ANEF) Report

September 2020

Prepared by JJ Ryan Consulting Pty Ltd for Shire of East Pilbara
www.jjryan.com.au
ABN: 69 145 797 726
JJR-7190223A

Version History

Version Number	Prepared By	Revision Date	Approved By	Approval Date	Description
1.0	E Chen	9/9/20	T Baxter	9/9/20	Draft Report for Council

Executive Summary

The purpose of this report is to outline the Australian Noise Exposure Forecast (ANEF) modelling undertaken on Newman Airport ('Airport') and identify any potential impacts on the long-term development and operation of the Airport. The Shire of East Pilbara ('Council'), as the airport operator has little direct control over noise produced by aircraft operations other than ground running. The most important noise metric at an airport is the Australian Noise Exposure Forecast (ANEF).

The ANEF is the only noise metric which has status under the Pilbara Planning Scheme for land use planning and development consent off airport and is used to show future forecasted levels of exposure to noise for building control purposes. An existing ANEF was developed in 2014, when the last Masterplan for Newman Airport was developed by GHD.

JJR has prepared a new ANEF plan for the Airport utilising the Airport Environment Design Tool (AEDT) software based on the current and proposed runway configurations. The current and forecasted ANEF plan indicates a larger noise footprint than the existing plan that was prepared in 2014 based on allowing for a larger variety of aircraft operations and forecast growth in aircraft movements.

CASA's existing exemption allows the use of 30m wide runways for the operation of Boeing 737 and A320 aircraft by Qantas and Virgin. The proposed runway will be upgraded to a length of 2,700m and width of 45m in order to service Code 4D and 4E aircraft.

Contents

EXECUTIVE SUMMARY ..... **II**

1 INTRODUCTION **1**

1.1 Aircraft Noise 1
1.2 Background 1

2 ANEF MODELLING SOFTWARE **3**

3 NEWMAN AIRPORT **4**

3.1 Existing Traffic 4
3.1.1 Code 4C Aircraft operations *4*
3.2 Runways & Taxiways 4
3.2.1 Existing Configuration *4*
3.2.2 Proposed Configuration *5*

4 AIRPORT ROUTE STRUCTURE **7**

4.1 General 7
4.2 Departure Tracks 7
4.3 Arrival Tracks 7
4.4 Circuit Tracks 7
4.5 Helicopter Tracks 8
4.6 Track Labels 8
4.6.1 Departure Tracks *8*
4.6.2 Arrival Tracks *8*
4.6.3 Circuit Tracks *8*
4.6.4 Helicopter Tracks *8*

5 AIRCRAFT **9**

5.1 Aircraft Types 9
5.2 Aircraft Profiles 14
5.3 Aircraft Operations 14

6 MOVEMENTS **16**

6.1 Distribution of Movements by Runway 16
6.2 Distribution of Movements by Time of Day 17
6.3 Distribution of Movements by Track 17

7 AIRPORT TERRAIN **18**

8 ULTIMATE RUNWAY CAPACITY **19**

8.1.1 CASA Regulation Reform – Narrow Runway Operations *19*
8.1.2 Runway Upgrade *19*

9 NOISE CONTOURS **20**

10 CONCLUSION AND RECOMMENDATIONS **21**

APPENDIX A - AERONAUTICAL ABBREVIATIONS AND DEFINITIONS **22**

APPENDIX B – EXISTING ANEF PLAN (2014) **25**

APPENDIX C – NEWMAN AERONAUTICAL INFORMATION PACKAGE **26**

APPENDIX D – NEWMAN WIND ROSES **27**

APPENDIX E – NEWMAN ANEF DRAWINGS **28**

APPENDIX F – AS2021:2015 TABLE 2.1 ..... **29**

APPENDIX G – AS2021:2015 FIGURE A1 30
APPENDIX H – CASA REGULATION REFORM FACT SHEET 31

Tables

Table 3.1 Newman Airport ARP 5
Table 3.2 Existing Runway AEDT 2d inputs 5
Table 3.3 Existing Runway 05/23 specifications 5
Table 3.4 Proposed runway AEDT 2d inputs 6
Table 3.5 Proposed Runway 05/23 specifications 6
Table 5.1 Types of aircraft utilised in ANEF model 9
Table 5.2 Typical examples of critical aircraft 12
Table 5.3 Runway specifications requirements 13
Table 5.4 Breakdown of forecast aircraft movements 15
Table 6.1 Runway usability for aircraft 16

Figures

Figure 1.1 Overview of Newman Airport 2
Figure 3.1 Newman passenger movements forecast 4
Figure 5.1 Forecast aircraft movements 15

1 Introduction

1.1 Aircraft Noise

Noise, or unwanted sound, is an unfortunate by-product of all forms of transportation. Aircraft noise, because of its sporadic occurrence can be very annoying to some people. The most effective means of reducing the impact of aircraft noise is through appropriate planning of land use in areas surrounding an airport.

The Australian Noise Exposure Forecast (ANEF) system is the aircraft noise exposure index currently adopted in Australia. The aircraft Noise Exposure Forecast (NEF) technique was first developed in the United States in the late 1960's and is recognised internationally. It was subsequently modified in Australia in 1982 as the ANEF.

The ANEF system provides a scientific measure of noise exposure from aircraft operations around airports. It can also provide valuable guidance for land use planning in the vicinity of an airport, considering the following factors of aircraft noise:

- The intensity, duration, tonal content and spectrum of audible frequencies of the noise of aircraft take-offs, landings and reverse thrust after landing for jet aircraft types;
    - *Note: The noise generated on airports from ground running of aircraft engines or taxiing movements is not included for practical reasons.*
- The forecast frequency of aircraft types and movements on the various flight paths; and
- The average daily distribution of aircraft take-off and landing movements in both day-time and night-time hours.

1.2 Background

JJ Ryan Consulting (JJR) were engaged to prepare an Airport Master Plan for the Airport to assist the Shire of East Pilbara ('Council') with the strategic development of the Airport.

The Shire's goal is to develop the Airport as a leading regional airport in the area of passenger and freight movements and customer satisfaction including:

- For the Airport to support the Community Strategic Plan;
- Ensure the delivery of fit for purpose infrastructure at the right time;
- Ensure the financial independence of the Airport in its operation and finance;
- Ensure the Airport can meet all likely future costs of operating, maintaining, upgrading and development;
- Increase the economic contribution of the Airport to the Shire of East Pilbara and the community;
- Increase passenger and freight traffic;
- Improve customer satisfaction in a supporting and welcoming manner;
- Ensure transparency in development decisions;
- Ensure future compliance to anticipated future environmental changes including the regulatory environment; and
- Find ways to reduce operating risk and exposure for the Shire of East Pilbara.

The Airport is a "Certified" aerodrome and provides a vital Regular Passenger Transport (RPT) service for the region, particularly Fly-In Fly-Out (FIFO) for mining workers and essential medical assistance to the local community through the Royal Flying Doctor Service (RFDS).

The Airport has one runway, Runway 05/23 which is 2072m long and 30m wide.

An overview of the Airport is provided in Figure 1.1.



Figure 1.1 Overview of Newman Airport

This ANEF Report has been developed as an assessment of future aircraft noise impacts through ANEF modelling as part of the Newman Masterplan.

ANEF charts are contour maps that display a forecast of aircraft noise levels that are expected to occur in the future. ANEF charts are primarily utilised by State, Territory and Local Government planning agencies for land use zoning purposes.

ANEF charts are currently required to be remodelled every 5 years for Sydney Airport, Melbourne Airport, Brisbane Airport and Perth Airport, whilst any other federally leased airport is required to redevelop them every 8 years. It should be noted that ANEF charts do not have time restrictions placed upon them for non-federally leased airports, however, the development of these charts can still assist in identifying areas where noise sensitive development should be controlled and to help ensure the long term development and sustainability of the airport.

JJR have subsequently prepared ANEF charts to provide a conceptual overview of aircraft noise impacts as part of future development outlined in the Airport Master Plan prepared by JJR. Two ANEF charts have been provided for the existing and proposed runway configuration based on the 2039/40 high growth scenario forecast for RPT aircraft movements outlined in the Airport Master Plan.

The existing ANEF chart is provided in Appendix B.

2 ANEF Modelling Software

The ANEF model was prepared utilising the Aviation Environmental Design Tool (AEDT) 2d version 1.54.2. The AEDT software is a system developed by the United States Federal Aviation Administration (FAA) that models aircraft performance in space and time to estimate fuel consumption, emissions, noise and air quality.

AEDT utilises dynamic grids where the user defines a small starting grid which is expanded until all the contours in the specific contour range are covered by this grid. There are four controls which govern the dynamic grid process:

- Initial receptor definition;
- Minimum contour level to be closed;
- Dynamic grid algorithm; and
- Refinement level limit.

The starting analysis area is defined by the initial receptor definition and is set within the runway locations. The minimum contour level ensures that all noise levels of interest are contained within the resulting contours. The accuracy and smoothness of the resulting contours are determined by the model's refinement and tolerance settings which were set at 7 and 0.1 respectively to ensure a high level of accuracy. The contours shown on the ANEF chart were constructed at 5dB increments. The ANEF model adopted the default atmospheric absorption type set in AEDT was based on the Aerospace Recommended Practice 5534 (ARP5534) published by Society of Automotive Engineers (SAE).

The noise impact levels calculated by the AEDT software was undertaken by applying standard aircraft flight profiles, performance data and noise curves to flight tracks and runway configurations specific to the Airport. JJR have made the following assumptions during the development of the modelling:

- RPT, RFDS, charter, military training, future helicopter and general aviation aircraft movements were considered;
- Multiple operations do not overlap;
- Operations were annualised according to their respective rate of operations/day; and
- Operations only occurred during the daytime (i.e. between 7:00am and 7:00pm).

3 Newman Airport

3.1 Existing Traffic

The Airport currently accommodates RPT, charter, RFDS and general aviation (GA) traffic. The total passenger movements recorded at the Airport were 346,118 in 2018/19 based on passenger data provided by Council for the purposes of aviation forecasts in the development of the Airport Master Plan. The ANEF traffic movements were based on high growth forecasted figures for 2039/40 which have a resulting passenger movement count of 548,569. The passenger movement forecast is provided below in Figure 3.1.

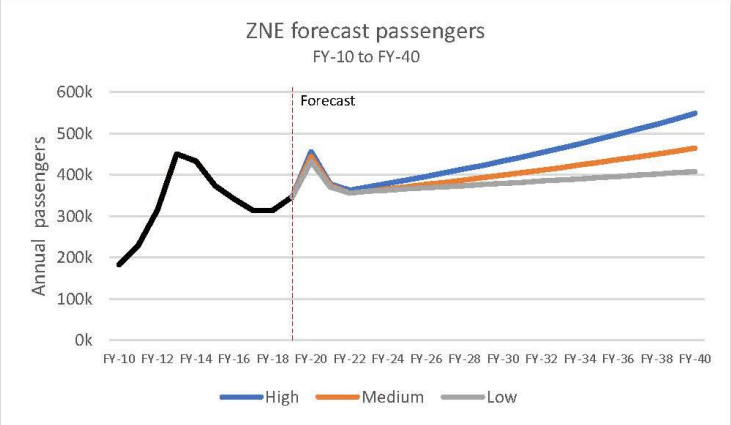


Figure 3.1 Newman passenger movements forecast

3.1.1 Code 4C Aircraft operations

Currently Runway 05/23 does not meet the minimum runway width requirement for a Code 4C runway. Airlines currently operate under an allowance by CASA to utilise Code 4C aircraft on a 30m wide runway. Qantas and Virgin have approval from CASA to operate on a minimum runway width of 30m for their B737-800 and A320 aircraft. In 2019, 1,058 aircraft movements were recorded for B737-800 and A320 aircraft at Newman Airport. Further details are provided in Section 8 of this report.

3.2 Runways & Taxiways

3.2.1 Existing Configuration

The Airport has one runway, Runway 05/23 which has a sealed surface and a published Pavement Classification Number (PCN) 44/F/B/1500 (218 PSI)/T.

The Airport also has the following two taxiways.

- Taxiway Alpha; and
- Taxiway Bravo.

Both taxiways provide access to Runway 05/23 at approximately the centre of the runway, with Taxiway Alpha and Taxiway Bravo on the east and west respectively.

Taxiway Alpha is comprised of a 15m wide sealed surface and is suitable for Code 4C aircraft. Taxiway A provides access to and from the RPT apron.

Taxiway Bravo is comprised of a 15m wide sealed surface and is suitable for Code 4C aircraft. Taxiway B provides access to and from the GA apron.

The Aerodrome Reference Point (ARP) coordinates published in the Aerodrome Manual are provided in Table 3.1.

Table 3.1 Newman Airport ARP

Airport Code	Coordinates	Elevation (feet)	Mean Maximum Daily Temperature (°C)
YNWN	S 23° 25.1' E 119° 48.2'	1724	35.6

The existing runway configuration inputs utilised for the ANEF modelling is provided in Table 3.2.

Table 3.2 Existing Runway AEDT 2d inputs

Runway	Coordinates	Runway Length (m)	Runway THR Elevations	Orientation
05	S 23° 25.5' E 119° 48.7'	2072.03	525.475m 1724ft	235°
23	S 23° 24.8' E 119° 48.7'	2072.03	521.818m 1712ft	55°

Specifications of the runway have been provided below in Table 3.3.The existing runway is a Code 3 runway even though the runway length and runway strip length falls under Code 4.

Table 3.3 Existing Runway 05/23 specifications

Runway Specifications	Dimensions	Aerodrome Reference Code
Runway Length	2072m	Code 4
Runway Strip Length	2192m	Code 4
Runway Width	30m	Code 3
Runway Strip Width	150m	Code 3

3.2.2 Proposed Configuration

The proposed runway configuration will consist of 2700m long by 45m wide runway running parallel to the existing runway. The runway is located southeast of the existing runway at an offset of approximately 150m.

Drawings of the proposed runway configuration have been provided in JJR-7190233A-AV023 provided in Appendix E.

The proposed runway configuration inputs utilised for the ANEF modelling is provided in Table 3.4.

Table 3.4 Proposed runway AEDT 2d inputs

Runway	Coordinates	Runway Length (m)	Runway THR Elevations	Orientation
05	S 23° 25.6' E 119° 47.6'	2698.4	525.475m 1724ft	235°
23	S 23° 24.8' E 119° 48.9'	2698.4	521.818m 1712ft	55°

Specifications of the proposed runway have been provided below in Table 3.5. The proposed runway will fall under Code 4 Aerodrome Reference Code and will be able to service Code 4D and 4E aircraft. The existing runway will be utilised as taxiway for the new proposed runway.

Table 3.5 Proposed Runway 05/23 specifications

Runway Specifications	Dimensions	Aerodrome Reference Code
Runway Length	2700m	Code 4
Runway Strip Length	2820m	Code 4
Runway Width	45m	Code 4
Runway Strip Width	150m	Code 4

4 Airport Route Structure

4.1 General

JJR have not discussed the current Airport operations and local GA procedures with Council or relevant airlines to determine the airport route structure. Information on the approach, departure and circuit tracks incorporated into the ANEF model are outlined below. The departure, arrival, circuit and helicopter tracks are provided in Appendix E.

The aircraft tracks have been plotted based on available aircraft route information provided in the En-Route Supplement Australia (ERSA) and Departure and Approach (DAP) procedures for the Airport. The existing ERSA and DAPs are provided in Appendix C.

Tracks to known RPT destinations were identified as standard and were modelled as either straight-in final approach or straight-out departure. Tracks used by other operations were determined by nearby known destinations; destinations in similar directions were modelled as one generic track. The tracks were determined to be:

- North (340°) – Port Hedland; and
- South (200°) – Perth.

4.2 Departure Tracks

Departure tracks for FIFO, RPT and A330 movements were modelled exclusively on standard tracks. Departure tracks for other fixed wing aircraft were modelled on the standard left-hand circuit patterns, which allows:

- Runway heading departures to assigned altitudes;
- Runway heading followed by turning onto the crosswind leg; and
- Runway heading followed by turning onto the crosswind leg and then onto the upwind leg.

The departure tracks assigned to fixed wing aircraft in this study are shown in drawings JJR-7190233A-AV013 to JJR-7190233A-AV016 provided in Appendix E.

4.3 Arrival Tracks

Arrival tracks for FIFO, RPT and A330 movements were modelled exclusively on standard tracks. Arrival tracks for other fixed wing aircraft were modelled on the standard left-hand circuit patterns, which allows:

- Straight final approach along the runway heading;
- Base leg followed by turn onto the straight final approach track; or
- Downwind leg followed by a turn onto the base leg and then a turn onto the straight final approach track.

The arrival tracks assigned to fixed wing aircraft in this study are shown in drawings JJR-7190233A - AV017 to JJR-7190233A-AV020 provided in Appendix E.

4.4 Circuit Tracks

Circuits are an orderly pattern utilised to position an aircraft for landing and minimise the risk of collision with other aircraft. Circuit tracks are fundamental to the ANEF modelling process as arriving aircraft must join either downwind, crosswind or final leg of the training circuit before making an approach to land (and similarly for departures).

Circuit tracks are based on training practises commonly adopted by commercial Australian flying schools and key airport users and stakeholders for modelling purposes. The circuit height for all fixed wing aircraft at Newman Airport was assumed to be 1,000ft. The turning radius between each leg of the circuit was assumed to be 750m. The ratio of circuit movements to touch and go movements is assumed to be 1:3 for twin engine aircraft and 1:5 for single engine aircraft.

The ANEF model assumes only training and utility aircraft to be utilising the circuit tracks which is shown in drawing JJR-7190233A-AV09 and provided in JJR-7190233A-AV10 Appendix E.

4.5 Helicopter Tracks

For analysis purposes, helicopter operations were assumed to use existing fixed wing straight in/out tracks for each runway as their arrival and departure tracks. Landing points for helicopter operations were taken as the centre of the runway.

The arrival and departure tracks assigned to helicopter operations in this study are shown in drawings JJR-7190233A-AV009 and JJR-7190233A-AV010 provided in Appendix E.

4.6 Track Labels

The labels used to denote individual tracks for modelling and presentation purposes have been outlined below.

4.6.1 Departure Tracks

For departure tracks the following labels are included:

- Destination of track;
- Heading; and
- Altitude at points on the track.

4.6.2 Arrival Tracks

For arrival tracks the following labels are included:

- Origin of track;
- Heading; and
- Altitude at points on the track.

4.6.3 Circuit Tracks

For circuit tracks the following labels are included:

- Heading; and
- Altitude at points on the track.

4.6.4 Helicopter Tracks

For helicopter tracks the following labels are included:

- Heading; and
- Altitude at points on the track.

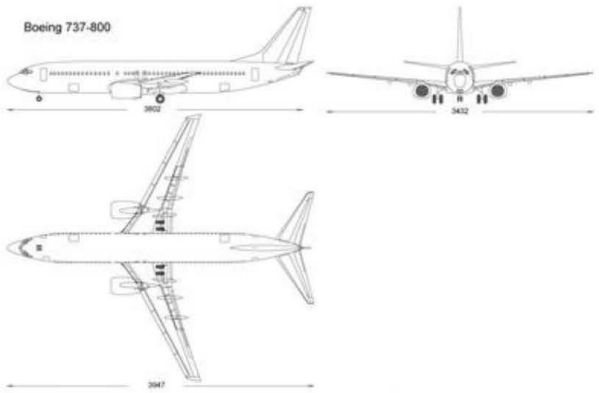
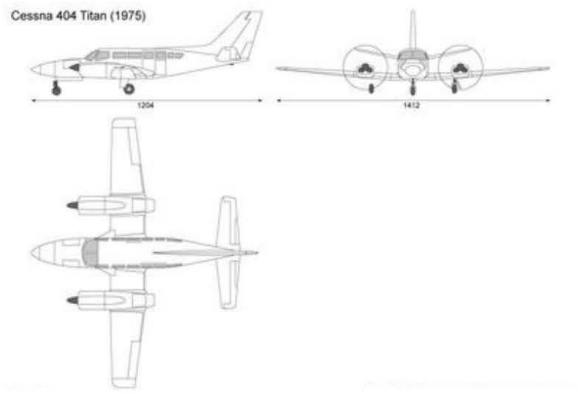
5 Aircraft

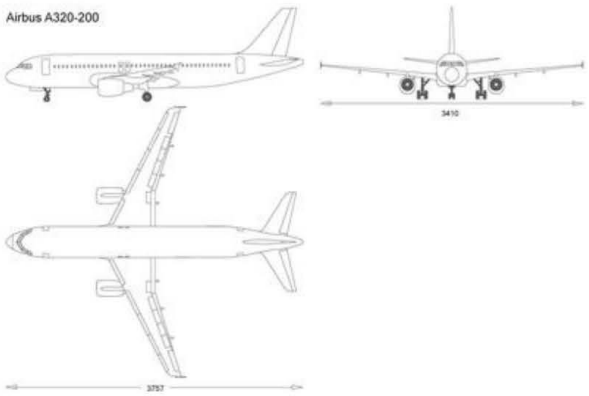
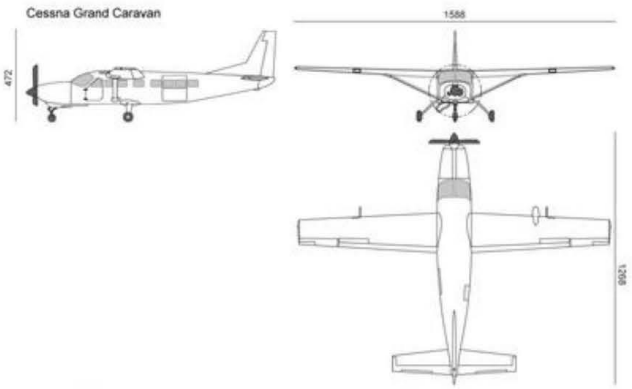
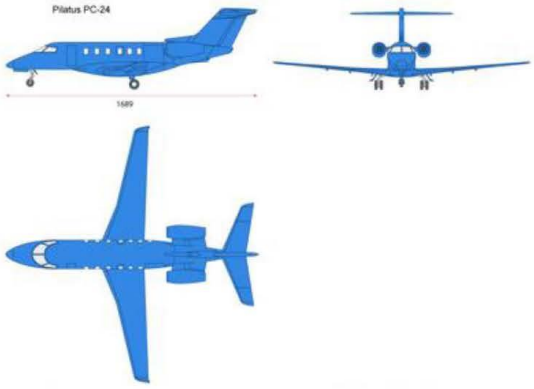
5.1 Aircraft Types

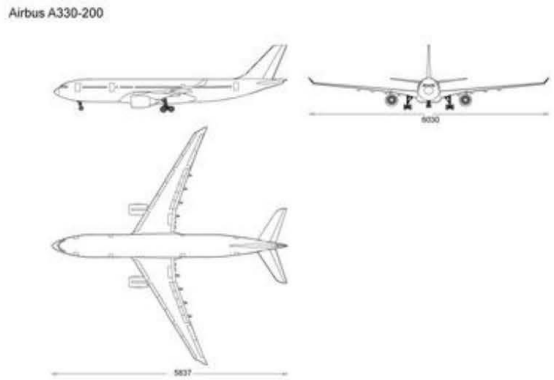
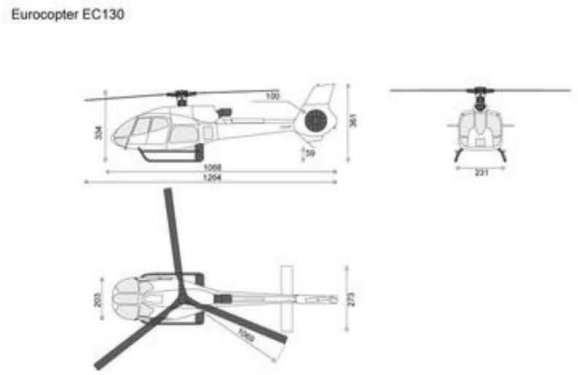
The aircraft utilised in the ANEF model have been selected based on information provided by Council and an indicative typical aircraft utilised for each type of operation. A summary of the aircraft utilised is provided in

Table 5.1 with detailed information on aircraft types provided in Table 5.2.

Table 5.1 Types of aircraft utilised in ANEF model

Type of Operation	Aircraft Type (AEDT Aircraft)
RPT	Boeing 737-838 
Charter	Cessna 404 

Type of Operation	Aircraft Type (AEDT Aircraft)
FIFO	Airbus A320-232 
General Aviation Training / Utility	Cessna 208 
RFDS	Pilatus PC-24 

Type of Operation	Aircraft Type (AEDT Aircraft)
A330	Airbus A330-200 
Helicopter	Eurocopter EC-130 

Note: All lengths provided in sketches above are in centimetres.

Excellence in Engineering, Infrastructure and the Built Environment JJR

Table 5.2 Typical examples of critical aircraft

	Typical Maximum Aircraft Sizes >>>	RPT	Charter	FIFO	GA T/U	A330	RFDS	Helicopter
	Aerodrome parameter	QF Boeing 737-838 winglets	Cessna 404 Titan	QF A320-200	Cessna 208B Grand Caravan	QF A330-200	PC-24	EC-130
Design Aircraft Requirements	Aircraft Code	4C	1B	4C	1B	4E	2B	-
	Engine Type	Twin Jet	Twin Engine Turbo-Prop	Twin Jet	Single Engine Turbo-Prop	Twin Jet	Twin Jet	Single Engine
	Aeroplane Reference Field Length (m)	2,256	721	2,090	362	2,713	893	-
	Wingspan (m)	35.8	14.12	34.1	15.9	60.3	17	10.1 (rotor dia)
	Length (m)	39.50	12.04	37.60	12.65	58.8	16.8	9.0
	Maximum Take-off Weight (kg)	79,015	3,810	77,000	3,969	233,000	8,300	1134
	Typical Seating Capacity	174	8-10	180	9-14	250-270	10	7
Runway Requirements	**Runway physical requirements**							
	Maximum field length for code of runway (m)	*See Acft Flt Manual*	800	*See Acft Flt Manual*	800	*See Acft Flt Manual*	1,200	-
	Minimum runway width for code (m)	45	18	45	18	45	23	-
	Runway strip length (m)	*Rwy length + 120m*	*Rwy length + 120m*	*Rwy length + 120m*	*Rwy length + 120m*	*Rwy length + 120m*	*Rwy length + 120m*	-
	Runway strip width (m)*	300 *(280)*	90	300 *(280)*	90	300 *(280)*	*140*	-
	Runway strip graded area width (m)*	150 *(140)*	60	150 *(140)*	60	150 *(140)*	80	-
	Taxiway physical requirements							
	Minimum taxiway width (m)	23	10.5	23	10.5	23	10.5	-
	Minimum taxiway strip width (m)**	40.5 *(26)*	21.5 *(20)*	40.5 *(26)*	21.5 *(20)*	47.5 *(43.5)*	21.5 *(20)*	-
	Minimum taxiway strip graded area width (m)**	19 *(18.5)*	12.5 *(11)*	19 *(18.5)*	12.5 *(11)*	19 *(18.5)*	12.5 *(11)*	-

** Bracketed value are new values for non-precision approach runways outlined in new CASA MOS 139 (August 2020) which align with ICAO Annex 14*
*** Bracketed value are new values outlined in new CASA MOS 139 (August 2020) where existing code letters have been replaced with references to outer main gear wheel span which align with ICAO Annex 14*

Excellence in Engineering, Infrastructure and the Built Environment JJR

Table 5.3 Runway specifications requirements

Runway Specifications	Current Dimensions	ARC	Required Dimensions* (Current Movements)	ARC	Required Dimensions (Forecasted Movement)	ARC
Runway Length	2072m	Code 4	2256m**	Code 4	2713m**	Code 4
Runway Strip Length	2192m	Code 4	2376m**	Code 4	2713m**	Code 4
Runway Width	30m	Code 3	45m	Code 4	45m	Code 4
Runway Strip Width	150m	Code 3	45m	Code 4	45m	Code 4

** Dimensions do not consider CASA's exemption for certain Code 4C aircraft op operate on runway with a width of 30m under narrow runway rules*
*** Dimension are based on the ARFL of the most critical aircraft*

RPT services at the Airport are currently provided by Qantas Link and Virgin Australia, and it is assumed these airlines or similar regional airlines will continue the service in the future. The current critical aircraft utilised by Qantas Link is the Boeing 737-838 (Boeing 737-800 series) which has a passenger seating capacity of 149. It is envisaged that in the future the Airport will continue to provide services to existing destinations with existing aircraft or similar.

FIFO aviation services are primarily provided by Network Aviation and it is assumed that Network Aviation or a similar provider will continue the service in the future. The current critical aircraft utilised by Network Aviation for the service is the Airbus A320-232 (A320-200 series) which has a passenger capacity of 150.

Services for the operation of the Airbus A330-200 have been included as part of the ANEF analysis as an extra provision for when the runway is upgraded to a Code E runway. It is anticipated that operations would not exceed a frequency of twice a week.

Existing charter operations at Newman Airport is undertaken by various companies. The Cessna 404 was designated as the design aircraft after reviewing each charter operator's current charter fleet.

Various private operations currently occur at Newman Airport. General aviation was modelled for the ANEF using the Cessna 208B as the design aircraft.

Aeromedical services are currently provided by RFDS which currently utilise the Pilatus PC-12 or the Pilatus PC-24. These aircraft have been assumed to remain in service for the duration of the Airport Master Plan with the Pilatus PC-24 conservatively adopted for RFDS movements in the ANEF model based on having a higher MTOW than the Pilatus PC-12.

A large proportion of aviation movements were recorded to be helicopter operations at Newman Airport. The AS350 was determined to be design rotary aircraft, however for analytical purposes the Eurocopter EC-130 (a derivative of the AS350 airframe) was used in the ANEF analysis.

Training and Utility aircraft currently undertake operations at Newman Airport. For Training and utility purposes circuit and touch and go tracks are utilised for these operations. The Cessna 208B was designated as the design aircraft for Training and utility operations.

5.2 Aircraft Profiles

All aircraft were modelled using standard AEDT profiles provided in the AEDT software.

5.3 Aircraft Operations

The Airport Master Plan outlined the forecast aircraft movements which were adopted in the ANEF model and have been summarised in Figure 5.1 with further breakdown provided in Table 5.4. Aircraft movement numbers were determined using recorded operations between 2018 and 2019 that was provided by Council and scaled to the forecasted number of movements for a high growth scenario in FY 2039/40. A high growth forecast was used for the analysis.

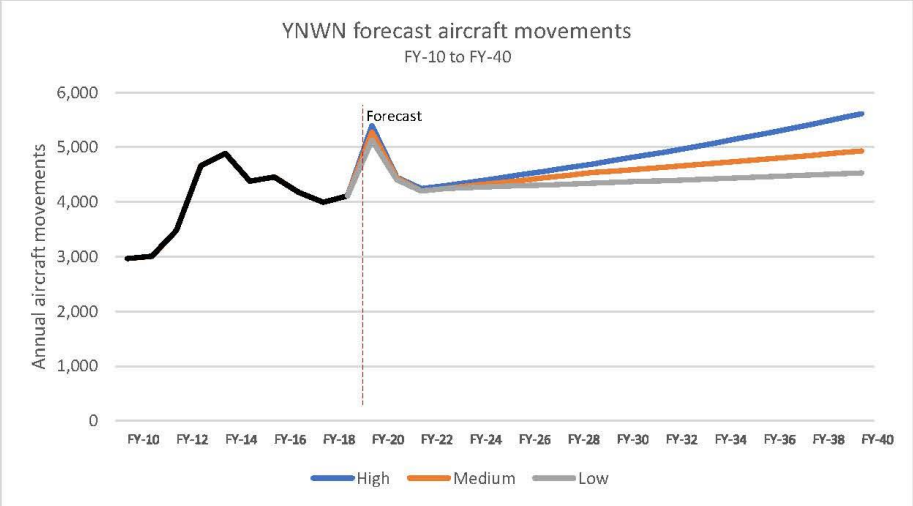


Figure 5.1 Forecast aircraft movements

Table 5.4 Breakdown of forecast aircraft movements

Operation Type	2018/2019 Aircraft Movements	2018/2019 % of Total by Category	Forecast 2039/40 Aircraft Movements	Forecast 2039/40 % of Total by Category
General Aircraft	311	5%	302	5.4%
Helicopter	2013	35%	1956	34.9%
Fly in Fly out	420	7%	408	7.3%
Regular Public Transport	1995	35%	1835	32.7%
Training/Utility	23	0%	22	0.4%
Charter	690	12%	670	11.9%
Royal Flying Doctor Service	322	6%	313	5.6%
A330	0	0%	104	1.9%

6 Movements

6.1 Distribution of Movements by Runway

Aircraft were distributed by runway based on wind data obtained from the Bureau of Meteorology (BoM). An overview of the wind analysis undertaken to determine the distribution of aircraft movements is outlined below.

The Civil Aviation Safety Authority (CASA) Manual of Standards (MOS) Part 139 states that runway usability, number and orientation of runways as well as the environment at an aerodrome are not specified by this standard. The International Civil Aviation Organisation (ICAO) Annex 14 Volume I however recommend that an airport's number and orientation of runways should provide at least 95% usability when considering the range of weather conditions typically encountered at the airport.

ICAO Annex 14 Volume I states that when assessing runway usability, it should be assumed that landing and take-off of aircraft is avoided in normal circumstances when the crosswind component exceeds:

- 37km/h (20kt) for aircraft with an Aeroplane Reference Field Length (ARFL) of at least 1,500m, except that when poor runway braking action owing to an insufficient longitudinal coefficient of friction is experienced with some frequency, a crosswind component not exceeding 24km/h (13kt) should be assumed;
- 24km/h (13kt) for aircraft with an ARFL of at least 1,200m but less than 1,500m; and
- 19km/h (10kt) for aircraft with an ARFL less than 1,200m.

The following additional parameters were applied to the ANEF model:

- Take-off and landing direction are directly proportional to the predominate wind direction;
- Wind speeds are categorised in 10km/h intervals., for speeds in between the intervals, the percentages have been linear extrapolated; and
- Calm wind conditions are split 50/50 both runway ends.

The Newman wind rosettes for 9am and 3pm (noting the wind analysis was completed based on the average of both wind rosettes) obtained from BoM is provided in Appendix D. Table 6.1 summarised the usability of the runways based on the wind rosettes.

Table 6.1 Runway usability for aircraft

Aeroplane Reference Field Length (ARFL)	Runway	Expected Use (%, Based on Prevailing Wind Condition)
<1200m	RWY 05	63%
<1200m	RWY 23	37%
1200m – 1500m	RWY 05	63%
1200m – 1500m	RWY 23	37%
>1500m	RWY 05	63%
>1500m	RWY 23	37%

The Wind Frequency analysis indicated that approximately 90%, 94% and 99% of winds have of 19km/h, 24km/h or 37km/h and under respectively. The expected use for all Aeroplane Reference Field Length is split approximately 63% and 37% across runway ends 05 and 23 respectively.

6.2 Distribution of Movements by Time of Day

Aircraft movements were distributed with reference to the recorded aviation movements in 2018 – 2019 provided by Council with majority of movements occurring between 7:30am and 5:30pm. For analytical purposes the distribution of all aircraft movements by time of day are assumed to occur during the daytime between the hours of 07:00am and 07:00pm.

6.3 Distribution of Movements by Track

All aircraft movements were assumed to have an even distribution between tracks for each runway.

7 Airport Terrain

The surrounding Airport terrain was not utilised in the development of the ANEF model as the terrain was assumed to provide minimal influence over the noise modelling based on the relatively flat and expansive terrain identified during the initial site visit.

8 Ultimate Runway Capacity

The high growth scenario forecast for aircraft movements in 2039/40 will be approximately 5611 annual movements which is based on experience with similar sized airports and context. The existing configuration of the runways will be required to be upgraded to provide adequate capacity for future aircraft operations for the next 20 years based on the Airport Master Plan.

8.1.1 CASA Regulation Reform – Narrow Runway Operations

Currently Runway 05/23 does not meet the minimum runway width requirement for a Code 4C runway. Currently runways that are narrower than the dimensions specified in the ARC are classified as narrow runways. New rules around narrow runways, which commenced on 13 November 2014, allow certain aircraft to operate on runways narrower than that specified by the ARC. Aircraft will need to have been assessed by the original equipment manufacturer (OEM) or by flight test of the aircraft will need to have been undertaken to determine their capability to operate safely on narrow runways. Airline operators will be required to carry out specific training of flight crew for narrow runway operations. Qantas and Virgin have approvals from CASA to operate on a minimum runway width of 30m for their B737-800 and A320 aircraft. A CASA Regulation Reform Fact Sheet for the new rules surrounding narrow runway operations has been appended to Appendix H of this report.

8.1.2 Runway Upgrade

Upgrades to the runway will be required in order to service operations for Code 4D aircraft and Code 4E aircraft. 1,058 existing operations for B737-800 and A320 aircraft movements were recorded in 2019. With A330 operations anticipated to occur bi-weekly, 2,241 total movements have been forecasted for Code 4C, 4D and Code 4E aircraft. To provide service to Code 4D and 4E aircraft the existing runway length and width have been upgraded to 2,700m and 45m respectively in the proposed runway configuration. The new runway will run parallel to the existing runway at an offset of approximately 150m southeast of the existing runway.

9 Noise Contours

The ANEF model was prepared in accordance with the parameters outlined in the previous sections of this report. The operation time of all movements was assumed to occur during the daytime, between the hours of 07.00am and 07.00pm.

The Australian Noise Exposure Index (ANEI), Australian Noise Exposure Concept (ANEC) and ANEF plots are plans of the airport and surrounding localities on which contours of equal noise exposure units (usually 20, 25, 30 and 35) have been superimposed, the level of impact increasing as the noise level value increases. Each of the three variations of contour plans are closely related but differ in the type of base data and assumptions used in their preparation.

The definitions and relationship of each plan type can be found in Appendix A.

A full plan of the existing and proposed ANEF plan is provided in drawing JJR-7190233A-AV021 and JJR-7190233A-AV021 in Appendix E.

10 Conclusion and Recommendations

JJR have prepared an updated ANEF model for the existing and proposed runway configuration based on the 2039/40 Newman Airport Master Plan developed by JJR. The current ANEF plan indicates a larger noise footprint than the existing plan prepared in 2014 based on allowing for a larger variety of aircraft operations and forecast growth in aircraft movements.

Should a runway upgrade be undertaken for the existing runway, the ANEF model should be updated where changes to forecast aircraft operations are determined to occur from the ANEF plan outlined in this report.

Land use compatibility recommendations regarding ANEF contours are defined in Australian Standards AS2021:2015, with Building Site Acceptability Based on ANEF Zones outlined in Table 2.1 of AS2021:2015. Figure A1 from AS2021:2015 provides a graph that indicates the proportion of the community that is moderately and seriously affected at different ANEF Levels. These recommendations have been utilised by State and Local Governments when developing land use planning in areas near airports.

Table 2.2 and Figure A1 from AS2021:2015 have been provided in Appendix F and G respectively.

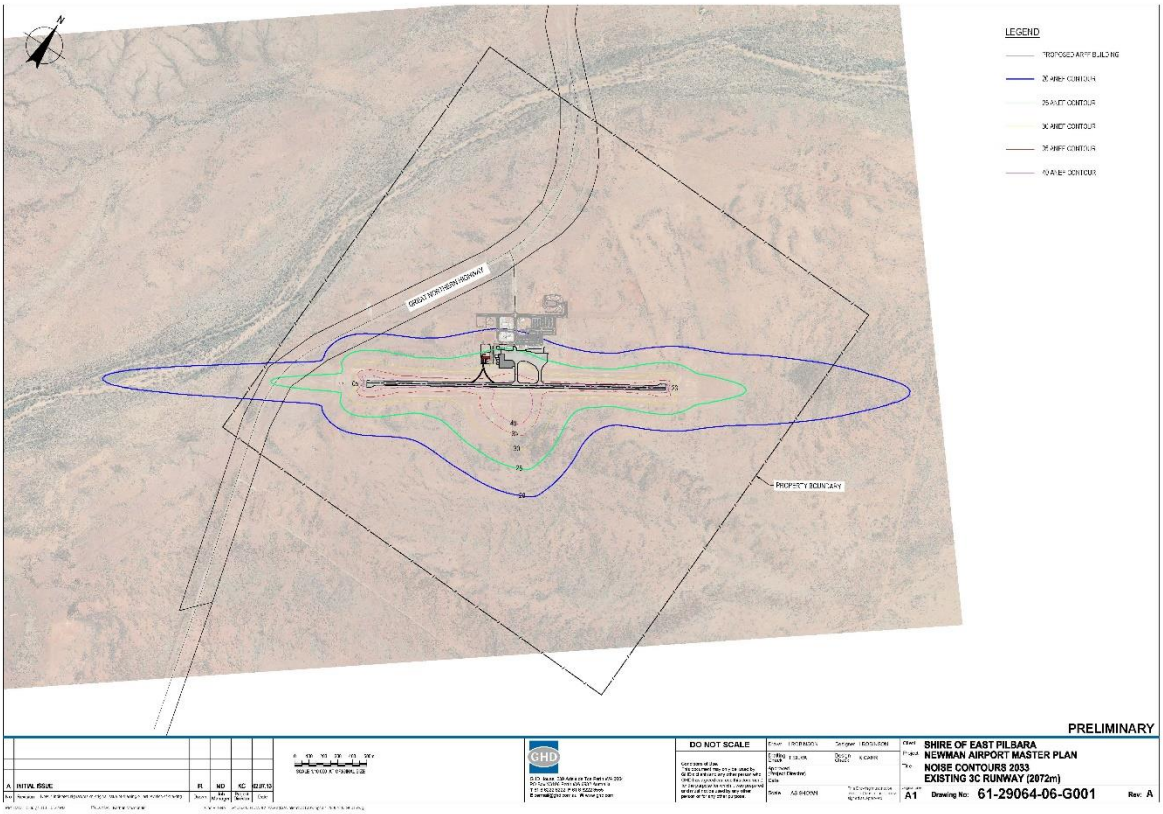
Appendix A - Aeronautical Abbreviations and Definitions

Term	Definition
A	Arrivals
A330	Airbus A330- 200
AEDT	Aviation Environmental Design Tool
Aerodrome	A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
Aerodrome facility	Any of the following at an aerodrome, or in or on something at an aerodrome, for which standards are provided by the MOS: surfaces, infrastructure; structures; buildings; installations; stations; systems; equipment; earthing points; cables; lighting; signage; markings.
Aerodrome reference point (ARP)	The designated geographical location of an aerodrome.
Aerodrome reference temperature	The monthly mean of the maximum daily temperature for the hottest month of the year (the hottest month being that which has the highest monthly mean temperature.)
Aeroplane reference field length (ARFL)	The minimum field length required for take-off at maximum certificated take-off mass, sea level, standard atmospheric conditions, still air and zero runway slope, as shown in the appropriate aeroplane flight manual prescribed by the certificating authority or equivalent data from the aeroplane manufacturer. Field length means balanced field length for aeroplanes, if applicable, or take-off distance in other cases.
Australian Noise Exposure Concept (ANEC)	An ANEC is an illustration of the aircraft noise exposure based on various operational and airport development scenarios. ANEC used for investigations can be used for assessing and planning land use zoning criteria. An appropriate ANEC scenario is ratified by Airservices Australia for adoption as the ANEF for the airport.
Australian Noise Exposure Forecast (ANEF)	An ANEF is a plot of estimated noise exposure based on a forecast of aircraft movements and a fleet mix for a defined future horizon. The ANEF is assessed and endorsed by Airservices Australia for adoption as the likely noise exposure at a designated time in the future.
Australian Noise Exposure Index (ANEI)	An ANEI is a plot of defined noise exposure based on the actual operations of the airport and uses an analysis of actual aircraft movements over a twelve month period, usually a calendar year.
Apron	A defined area on a land aerodrome intended to accommodate aircraft for the purposes of loading or unloading passengers, mail or cargo, fuelling, parking, or maintenance.
ARC	Aerodrome Reference Code
ARP5534	Aerospace Recommended Practice 5534
BoM	Bureau of Meteorology
C	Circuits
CAGR	Compound Annual Growth Rate
CASA	Civil Aviation Safety Authority
D	Departures
EC-130	Eurocopter EC-130

Term	Definition
Elevation	The vertical distance of a point or a level, on or affixed to the surface of the earth, measured from the mean sea level.
FIFO	Fly-In Fly-Out
GA	General Aviation
H	Helicopter operations
ICAO	International Civil Aviation Organisation
Instrument runway	One of the following types of runway intended for the operation of aircraft using instrument approach procedures:
	(a) Non-precision approach runway. An instrument runway served by visual aids and a non-visual aid providing at least directional guidance adequate for a straight-in approach.
	(b) Precision approach runway, Category (CAT) I. An instrument runway served by ILS and visual aids intended for operations with a decision height (DH) not lower than 60 m (200 ft) and either a visibility not less than 800 m, or an RVR not less than 550 m.
	(c) Precision approach runway, CAT II. An instrument runway served by ILS and visual aids intended for operations with a decision height lower than 60 m (200 ft), but not lower than 30 m (100 ft), and an RVR not less than 300 m.
	(d) Precision approach runway, CAT III. An instrument runway served by ILS to and along the surface of the runway and:
	(i) for CAT IIIA — intended for operations with a decision height lower than 30 m (100 ft), or no decision height, and an RVR not less than 175 m;
	(ii) for CAT IIIB — intended for operations with a decision height lower than 15 m (50 ft), or no decision height, and an RVR less than 175 m but not less than 50 m;
	(iii) for CAT IIIC — intended for operations with no decision height and no RVR limitations.
MOS	Manual of Standards
Movement	Either a take-off or a landing by an aircraft.
MTOW	Maximum take-off weight.
JJR	JJ Ryan Consulting Pty Ltd
Non-instrument runway	A runway intended for the operation of aircraft using visual approach procedures.
Narrow Runway	Runways that are narrower than the dimensions specified in the ARC are classified as narrow runways.
PCN	Pavement Classification Number
Primary runway(s)	Runway(s) used in preference to others whenever conditions permit.
PC-24	Pilatus PC-24
QF A320-200	QantasLink Airbus A320-200
QF A330-200	QantasLink Airbus A330-200
RESA	Runway End Safety Areas

Term	Definition
RPT	Regular Passenger Transport
RFDS	Royal Flying Doctor Service
SAE	Society of Automotive Engineers
T/U	Training / Utility

Appendix B – Existing ANEF Plan (2014)


LEGEND
GREAT NORTHERN HIGHWAY
PROPERTY BOUNDARY
PRELIMINARY
DO NOT SCALE
SHIRE OF EAST PILBARA
NEWMAN AIRPORT MASTER PLAN
NOISE CONTOURS 2053
EXISTING 3C RUNWAY (2072m)
A1
Drawing No: 61-29064-06-G001
Rev: A
A INITIAL ISSUE

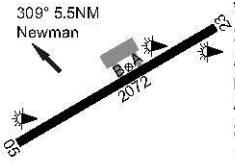


Appendix C – Newman Aeronautical Information Package

NEWMAN

ELEV 1724

AVFAX CODE 6832



WA UTC +8 YNWN
232504S 1194810E VAR 1 DEG E CERT

AD OPR Shire of East Pilbara, PMB 22, Newman, WA, 6753. Email: newmanairport@eastpilbara.wa.gov.au. ARO 08 9177 8964: MOB 0409 483 651. Council PH 08 9175 8000: Fax 9175 2668. ARO Fax 08 9177 8965.

REMARKS

1. AD Charges apply - contact AD OPR.
2. This AD is a Security Controlled Airport.

HANDLING SERVICES AND FACILITIES

AIR BP: AVGAS, JET A1. 2300-1100 and JO service fee applies AH. Phone/Fax 08 9177 8907, 0438 920 048. H24 Cardswipe bowser for AVGAS and JET A1.

General

AD OPR does not provide ACFT marshalling. All requests should be directed to a FBO or RPT Airline.

PASSENGER FACILITIES

PT/TX/HC/AC/WC.

SURFACE MOVEMENT GUIDANCE

Drains located airside are not marked.

RESCUE AND FIREFIGHTING SERVICES

CAT 6 OPR HR:
MON-FRI 2245-1135 UTC.
SAT 0015-0155 UTC.
SUN 0310-1135 UTC.

AERODROME OBSTACLES

Apron lighting. Infringes TNS by 40FT BTN 976M and 1,250M FM RWY 05 SOT and 245M L of RCL.

METEOROLOGICAL INFORMATION PROVIDED

1. TAF CAT B, METAR/SPECI.
2. AWIS Phone 08 6216 2628 - Report faults to BoM.
3. AWIS FREQ 135.05 - Report faults to AD OPR.

PHYSICAL CHARACTERISTICS

05/23	054	68a	PCN 44 /F /B /1500 (218PSI) /T	WID 30	RWS 150

AERODROME AND APPROACH LIGHTING

RWY 05/23	LIRL(1)	PAL+AFRU 122.0		SDBY PWR AVBL
RWY 05/23	PAPI(2)	PAL+AFRU 122.0	3.0 DEG55FT	SDBY PWR AVBL

(1) PAL+AFRU requires three one-second pulses to activate (See INTRO para 23.5).
(2) PAL+AFRU requires three one-second pulses to activate (See INTRO para 23.5). Single sided.

1. PAL only activates PAPI HJ.
2. IWI will activate on PAL and flash in last ten minutes of 60MIN cycle H24.
3. SDBY PWR activation time 30 SEC.

ATS COMMUNICATIONS FACILITIES

FIA	MELBOURNE CENTRE	123.4 On Ground

RADIO NAVIGATION AND LANDING AIDS

DME	NWN	117.2/119X	232515.9S	1194811.4E		(1)
NDB	NWN	233	232504.9S	1194750.7E	Range 85 (HN 85)	
VOR	NWN	117.2	232515.9S	1194810.9E		

(1) Antenna ELEV 1743FT.

Information may be continued on the next page: PTO

LOCAL TRAFFIC REGULATIONS

1. Departing ACFT ABV 5,700KG MTOW are required to taxi on RCL to the THR of the RWY in use and turn at the turning nodes.
2. All turns on the RWY and turning nodes are to be at MNM speed and MAX radius.
3. Arriving ACFT ABV 5,700KG MTOW are to extend the landing roll to the end of the RWY in use and use turning nodes for turning.
4. Due to possible RPT APN and terminal congestion during peak periods, all operators of Code 2, 3 and 4 ACFT are to CTC the AD OPR for a slot allocation prior to planning such operations into Newman. This includes planned fuel stops and where Newman is selected as a weather alternate and a diversion is likely.
5. Parking on Bays 1, 2 and 3 is restricted to scheduled RPT ACFT or ACFT approved by the AD OPR. Extended PRKG may be AVBL upon request and fees may apply. PRKG Bay 4 is AVBL for non RPT and GA ACFT on request.
6. Bay 4 is only to be accessed via TWY B (southern TWY) due to CLR limitations behind ACFT parked on Bays 2 and 3. Bays 1, 2 and 3 are to be accessed via TWY A (northern TWY). Marshalling services are provided for scheduled traffic onto the RPT bays. Marshalling and other APN services can be provided to ACFT using Bay 4 upon request.
7. For security reasons aircrew and PAX from the GA APN are not to proceed beyond Bay 4 onto the RPT APN.
8. Light and GA ACFT are to park on the GA APN (southern section). The GA APN is partially line marked with lead in/lead out line markings for the three northern PRKG bays. The remaining PRKG bays adjacent hangars are not line marked and PRKG is at pilot's discretion. Tie-down lines not AVBL.
9. When refuelling at the BP JET A1 bowser, pilots are to keep ACFT clear of the exit/entry gates to the fuel compound used by the BP mobile tanker stationed to the RHS of the bowser.
10. HEL PRKG area located E side of GA apron marked by 2 parallel blue lines and 4 marked parking bays.

FLIGHT PROCEDURES

1. Uncontrolled airspace class G.
2. HEL are to air taxi to TWY B for DEP on the RWY in use.
3. Ground to ground communication from RWY end to RWY end unreliable.

CTAF - AFRU 122.0

ADDITIONAL INFORMATION

1. An ASIC is required for unescorted authorised airside movement and is to be worn and clearly displayed above the waist. Passengers are to be under escort by an ASIC holder at all times. Other non ASIC holders are to be issued with a VIC by the AD OPR for authorised airside movement under escort by an ASIC holder.
2. Security screening of all air services is mandatory when operating off the RPT APN within the screening period of 1HR before ARR until 30MIN after DEP of screened services. For enquiries concerning security screening RQMNTS CTC the AD OPR.
3. Security Access Gate codes - 4 x pedestrian gates (P1 - P4) are all coded. Access codes are changed regularly in compliance with the Airport Transport Security Plan.
4. Mine blasting sites located 4.8NM N (232016.74S 1194737.98E) and 8NM NW (232132.70S 1194042.84E of AD. Regular blasting at 1100 and 1500 Local DLY. CTC AD OPR for additional blasting times.

CHARTS RELATED TO THE AERODROME

1. WAC 3229.
2. Aerodrome Obstruction Chart Type A, AVBL from AD OPR.
3. Also refer to AIP Departure and Approach Procedures.

NEWMAN

RWY	(CN)	TORA	TODA	ASDA	LDA
05	(4)	2072 (6798)	2132 (6995) (1.39%)	2072 (6798)	2072 (6798)
	Transitional SFC infringed by 40FT by flood lights BTN 976M and 1,250M FM RWY 05 SOT 234M L OF RCL.				
23	(4)	2072 (6798)	2132 (6995) (1.94%)	2072 (6798)	2072 (6798)
	Slope 0.1% down to NE. RWY WID 30 RWS WID 150				

SUPPLEMENTARY TAKEOFF DISTANCES

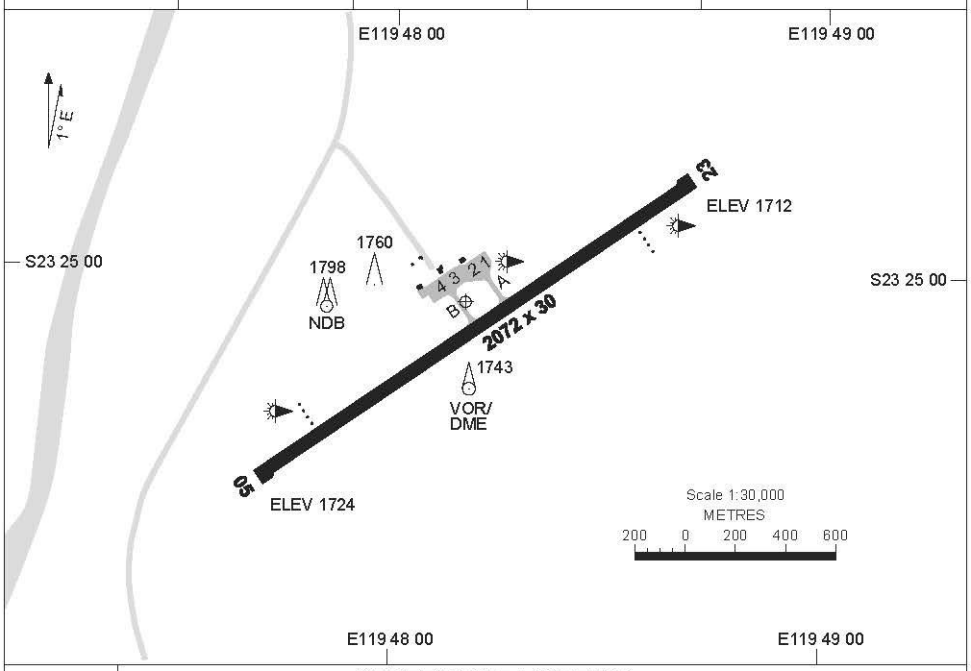
RWY23-	1897(6224)(1.6)	2111(6926)(1.9)

8 NOV 2018

AD ELEV 1724
S23 25 04 E119 48 10

AERODROME CHART
NEWMAN, WA (YNWN)

AWIS	FIA	CTAF+AFRU	AFRU+PAL	Bearings are Magnetic Elevations in FEET AMSL
135.05	**ML CEN 123.4**	**122.0**	**122.0**	



RWY	AERODROME LIGHTING
	TAXIWAY : BLUE EDGE RL : AFRU+PAL 122.0 , SDBY (30 SEC)
05 *054* *234* **23**	PAPI 3.0° 55FT LIRL PAPI 3.0° 55FT LIRL

NOTES

1. ACFT ABV 5700KG USE TURNING NODES AT RWY ENDS.

Changes: SDBY PWR.

NWNAD01-157

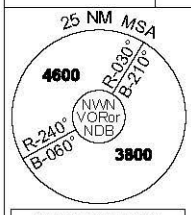
© Airservices Australia 2018

airservices

8 NOV 2018

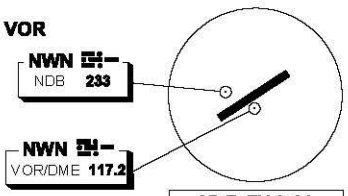
DME or GNSS ARRIVAL PROCEDURES
NEWMAN, WA (YNWN) Page 1

AWIS	FIA	CTAF+AFRU	AFRU+PAL		Bearings are Magnetic Elevations in FEET AMSL
135.05	ML CEN 123.4	122.0	122.0		



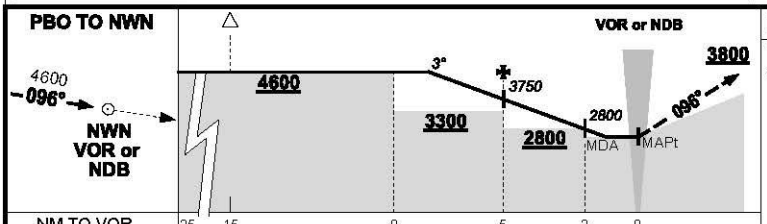
10 NM MSA 3900

DME USING NWN DME
REFERENCE WAYPOINT NWN VOR



AD ELEV 1724

PBO TO NWN



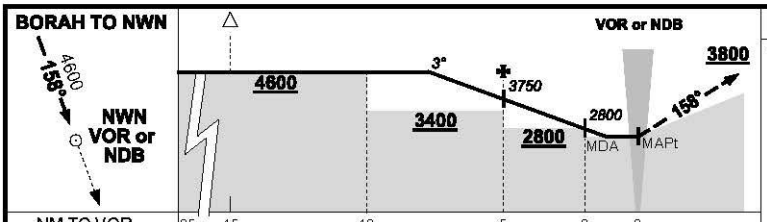
MISSED APPROACH:
TRACK 096°.
CLIMB TO 3800FT.

NM TO VOR	25	15		9		5		2	0		

CIRCLING MINIMA	**A,B: 2500-2.4**	**C: 2730-4.0**	**D: 2860-5.0**

NM TO VOR	7.7	7	6	5	4	3	2.2	2	1.8	1.1
ALT (3° APCH PATH)	4600	4390	4070	3750	3430	3110	2860	2800	2730	2500

BORAH TO NWN



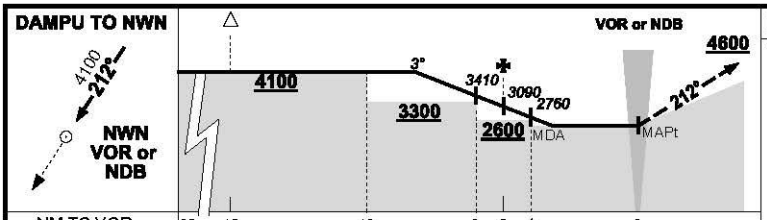
MISSED APPROACH:
TRACK 158°.
CLIMB TO 3800FT.

NM TO VOR	25	15		10		5		2	0		

CIRCLING MINIMA	**A,B: 2500-2.4**	**C: 2730-4.0**	**D: 2860-5.0**

NM TO VOR	7.7	7	6	5	4	3	2.2	2	1.8	1.1
ALT (3° APCH PATH)	4600	4390	4070	3750	3430	3110	2860	2800	2730	2500

DAMPU TO NWN



MISSED APPROACH:
TRACK 212°.
CLIMB TO 4600FT.

NM TO VOR	25	15		10		6	5	4	0		

CIRCLING MINIMA	**A,B: 2500-2.4**	**C: 2730-4.0**	**D: 2860-5.0**

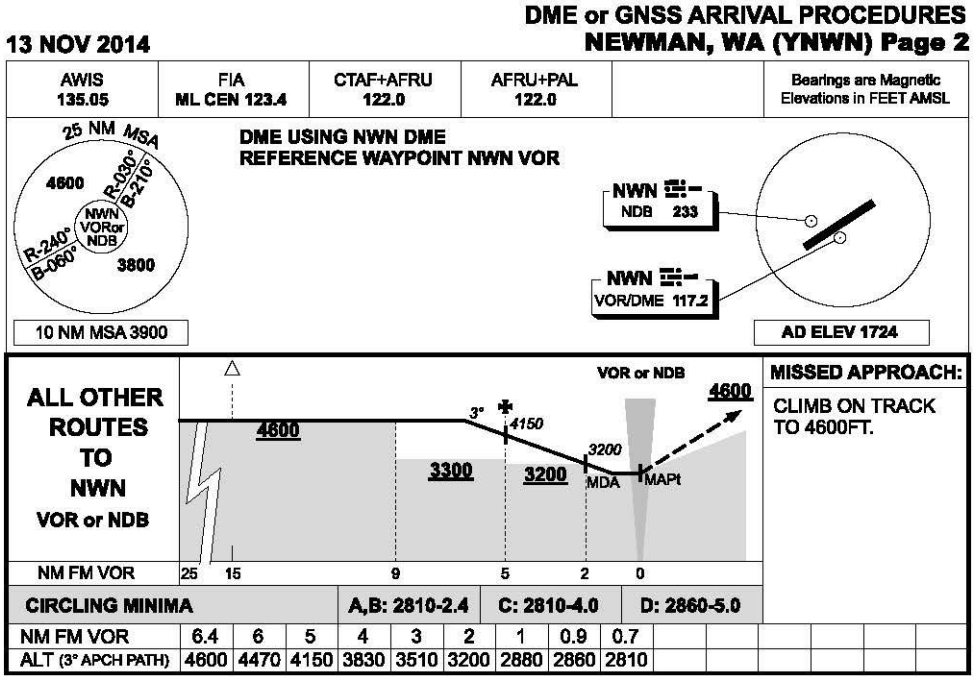
NM TO VOR	8.2	8	7	6	5	4.3	4	3.9	3.1
ALT (3° APCH PATH)	4100	4050	3730	3410	3090	2860	2760	2730	2500

Changes: TRACKS, Editorial.

NWNDG01-157

© Airservices Australia 2018

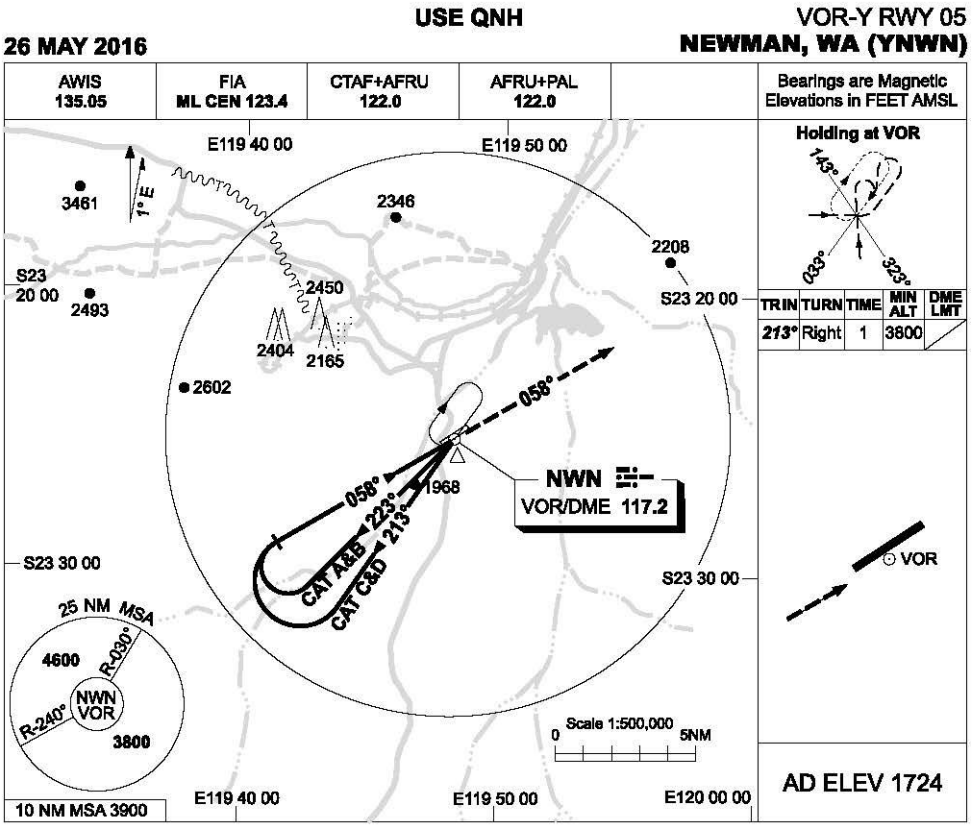
airservices

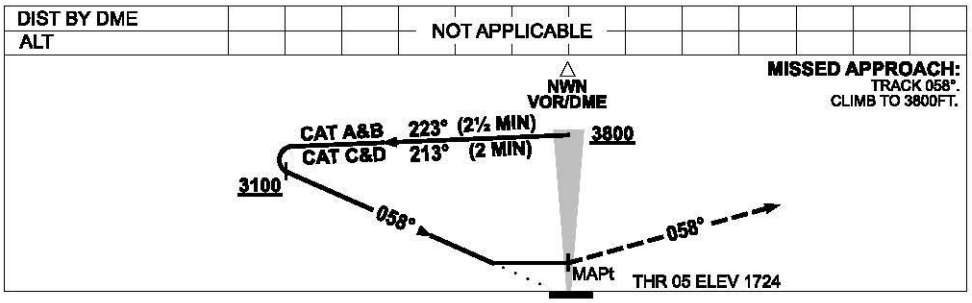


Changes: DIST/ALT SCALE. NWNDG02-141

© Airservices Australia 2014

airservices





NOTES

1. MAX IAS:
INITIAL : 210KT.

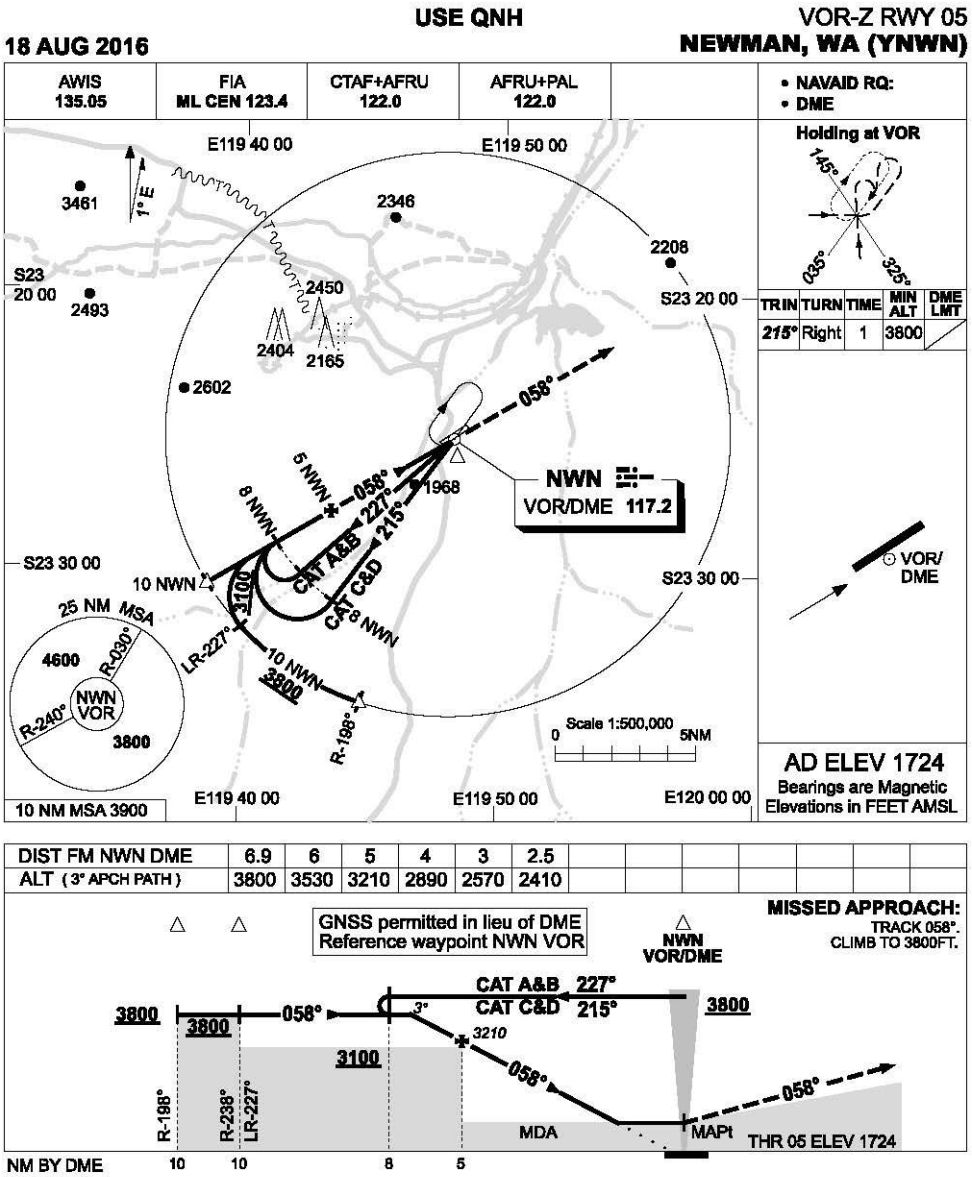
CATEGORY	A	B	C	D
S-I VOR	**2450** (726-4.1)			
CIRCLING	**2500** (776-2.4)		**2730** (1006-4.0)	**2860** (1136-5.0)
ALTERNATE	(1276-4.4)		(1506-6.0)	(1636-7.0)

Changes: MAG VAR, D137 DELETED.

NWNVO03-147

© Airservices Australia 2016

airservices



DIST FM NWN DME	6.9	6	5	4	3	2.5							
ALT (3° APCH PATH)	3800	3530	3210	2890	2570	2410							

NOTES

1. MAX IAS:
INITIAL : 210KT.

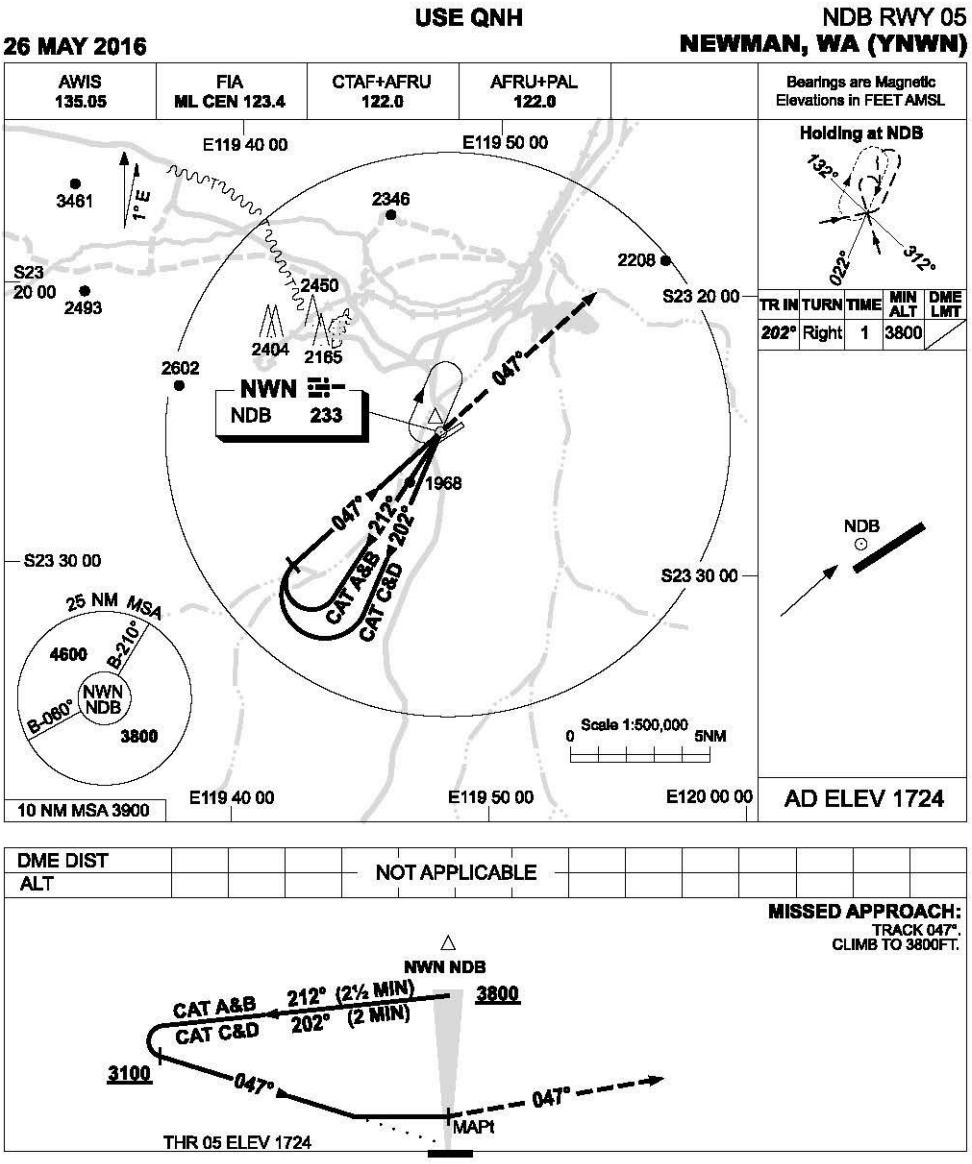
CATEGORY	A	B	C	D
S-I VOR/DME	**2410** (686-3.9)			
CIRCLING	**2500** (776-2.4)		**2730** (1006-4.0)	**2860** (1136-5.0)
ALTERNATE	(1276-4.4)		(1506-6.0)	(1636-7.0)

Changes: TIME LIMITS DELETED, Editorial.

NWNVO01-148

© Airservices Australia 2016

airservices



NOTES

1. MAX IAS:
INITIAL : 210KT.

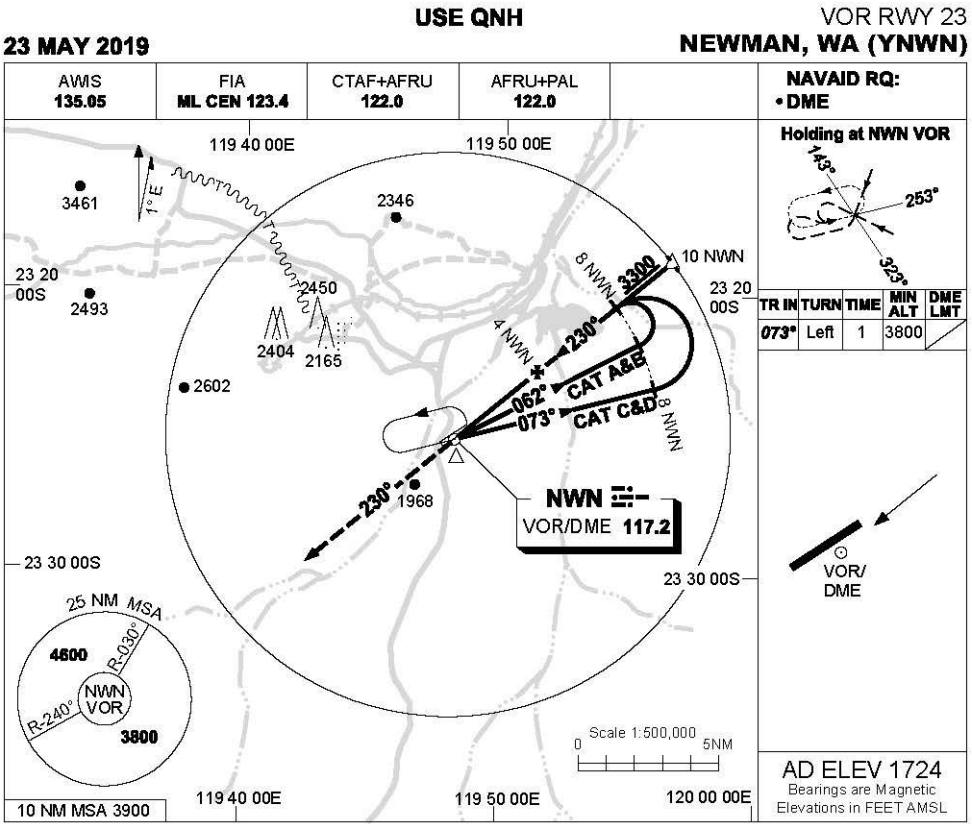
CATEGORY	A	B	C	D
S-I NDB	**2500** (776-4.4)			
CIRCLING	**2500** (776-2.4)		**2730** (1006-4.0)	**2860** (1136-5.0)
ALTERNATE	(1276-4.4)		(1506-6.0)	(1636-7.0)

Changes: MAG VAR, D137 DELETED.

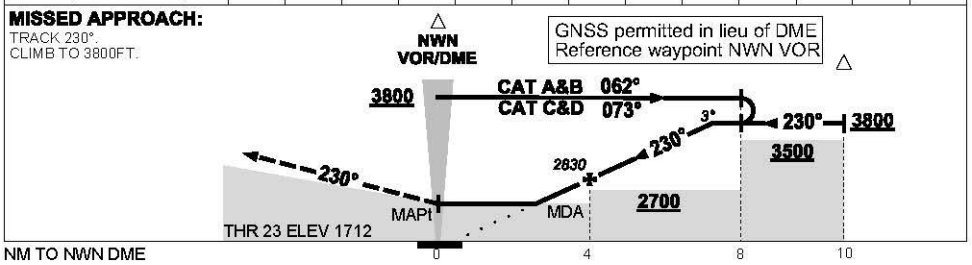
NWNNB01-147

© Airservices Australia 2016

airservices



DIST TO NWN DME	2.2	3	4	5	6	7	7.1						
ALT (3° APCH PATH)	2260	2510	2830	3150	3470	3790	3800						



NOTES

1. MAX IAS:
INITIAL : 210KT.

CATEGORY	A	B	C	D
S-I VOR/DME	**2260** (548-3.1)			
CIRCLING	**2500** (776-2.4)		**2730** (1006-4.0)	**2860** (1136-5.0)
ALTERNATE	(1276-4.4)		(1506-6.0)	(1636-7.0)

Changes: Editorial.

NWNVO2-159

© Airservices Australia 2019

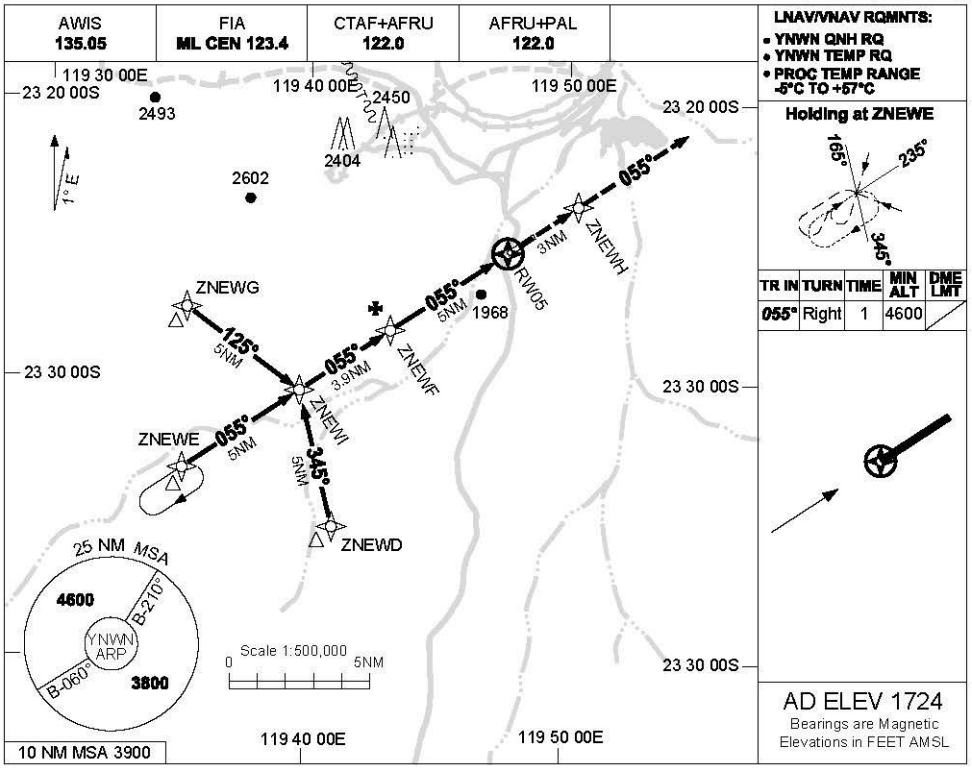
airservices

USE QNH

RNAV-Z (GNSS) RWY 05

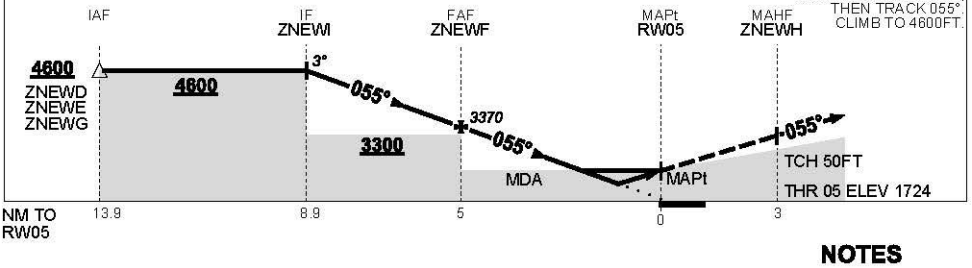
13 AUG 2020

NEWMAN, WA (YNWN)



NM TO NEXT WPT	ZNEWI	3	2	1	ZNEWF	4	3	2	1.7	1.3	RW05	
ALT (3° APCH PATH)	4600	4320	4000	3680	3370	3050	2730	2410	2330	2180		

MISSED APPROACH:
TRACK DCT TO ZNEWH,
THEN TRACK 055°,
CLIMB TO 4600FT.



NOTES

1. MAX IAS:
INITIAL : 230KT.

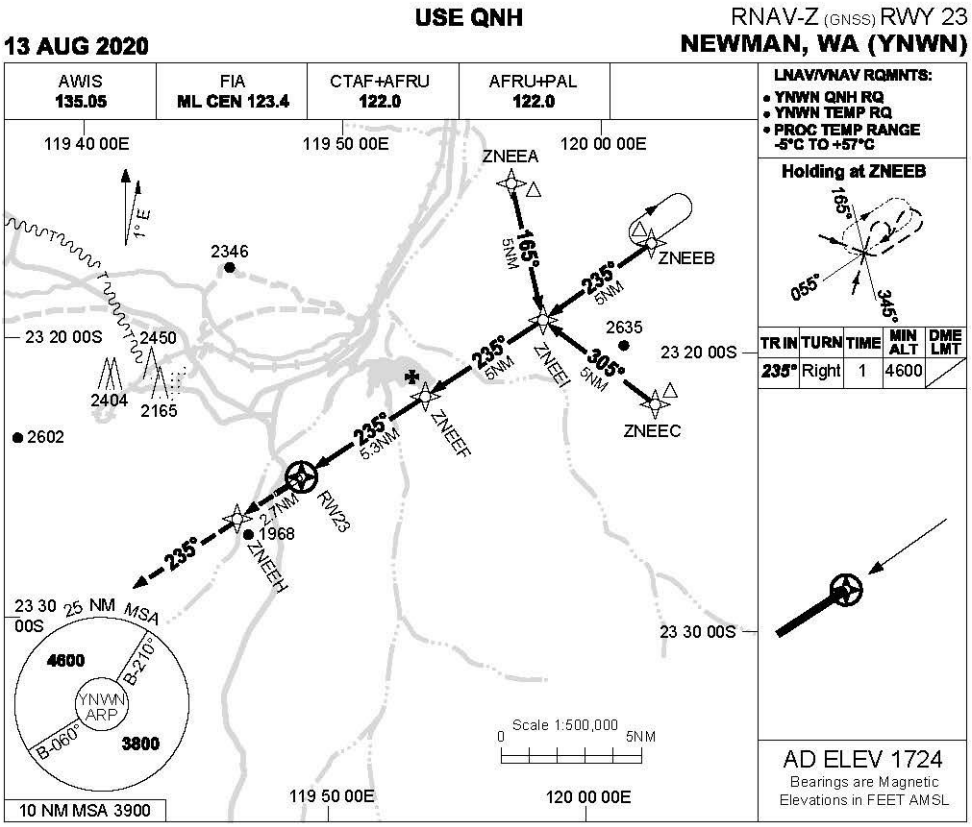
CATEGORY	A	B	C	D
LNAV/VNAV		**2180** (456-2.6)		
LNAV		**2330** (606-3.4)		
CIRCLING	**2500** (776-2.4)		**2730** (1006-4.0)	**2860** (1136-5.0)
ALTERNATE	(1276-4.4)		(1506-6.0)	(1636-7.0)

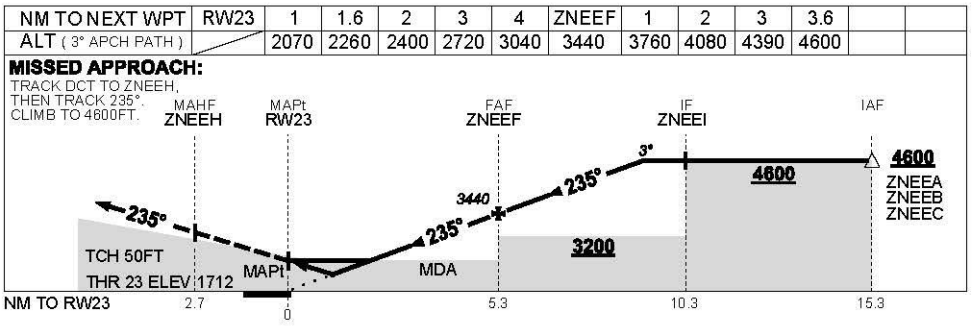
Changes: FROM SUP H42/20.

NWNGN01-164

© Airservices Australia 2020

airservices





NOTES

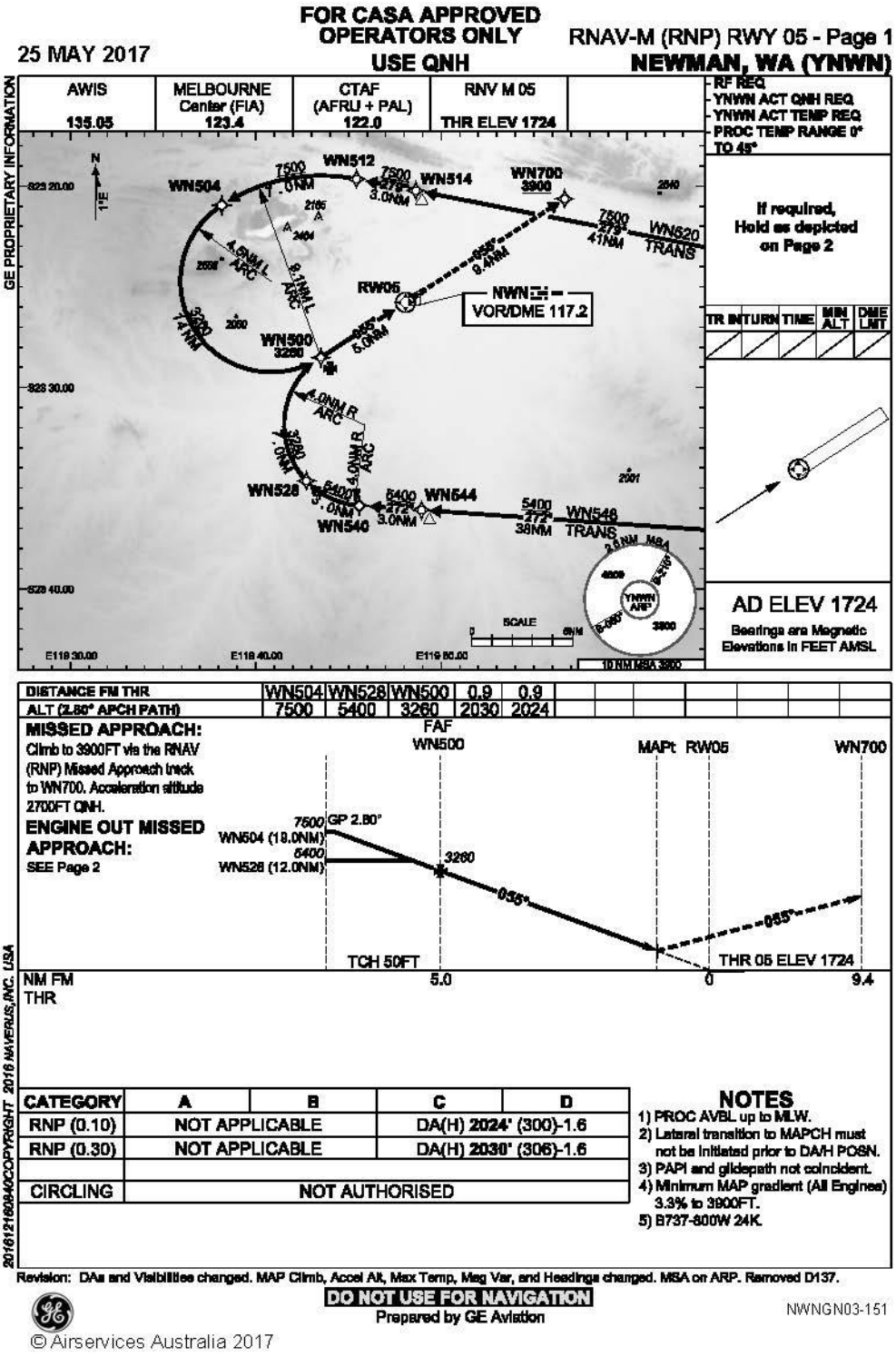
1. MAX IAS:
   INITIAL : 230KT.

CATEGORY	A	B	C	D
LNAV/VNAV		**2070** (358-2.0)		
LNAV		**2260** (548-3.1)		
CIRCLING	**2500** (776-2.4)		**2730** (1006-4.0)	**2860** (1136-5.0)
ALTERNATE	(1276-4.4)		(1506-6.0)	(1636-7.0)

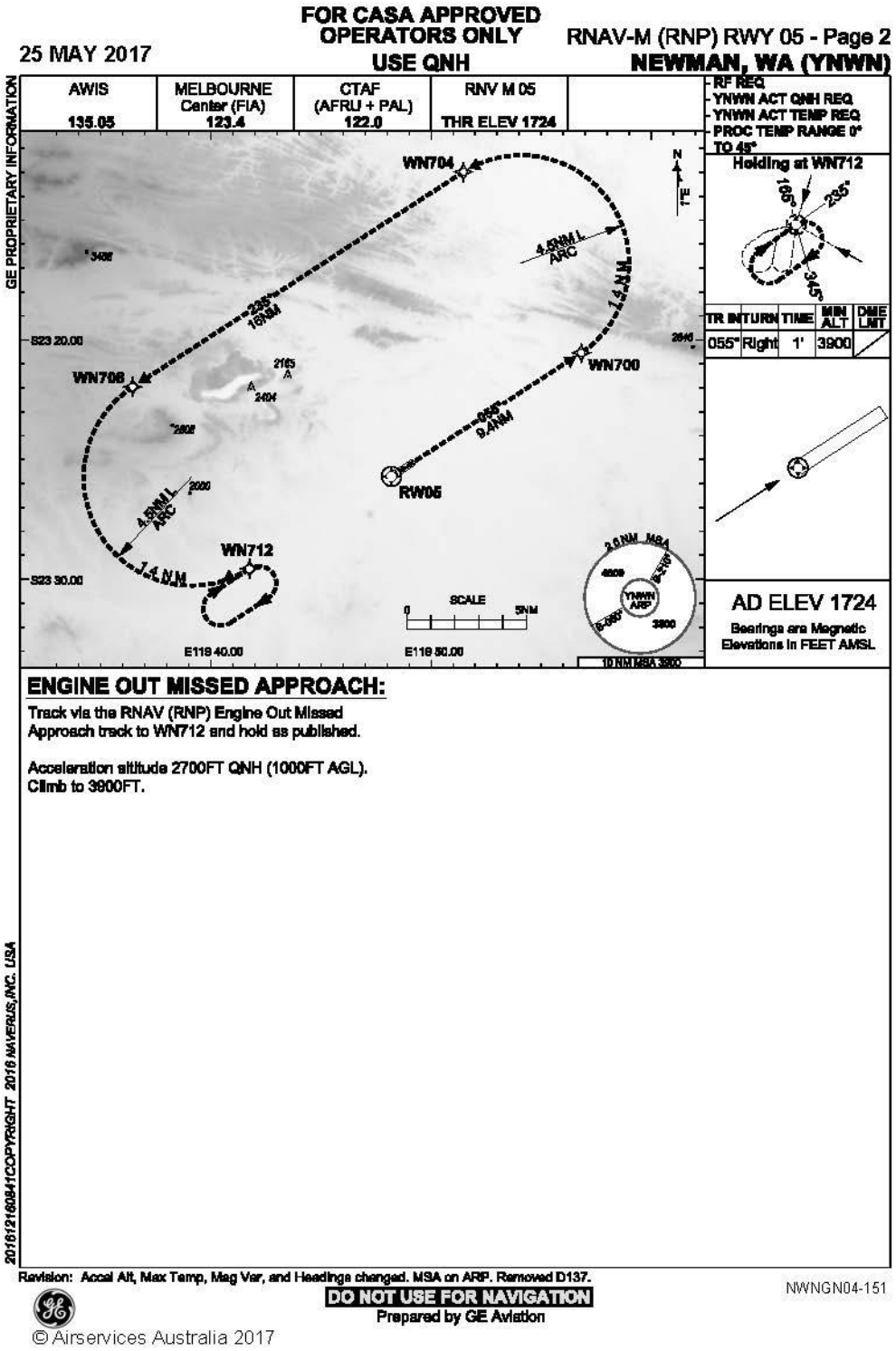
Changes: FROM SUP H42/20. NWNGN02-164

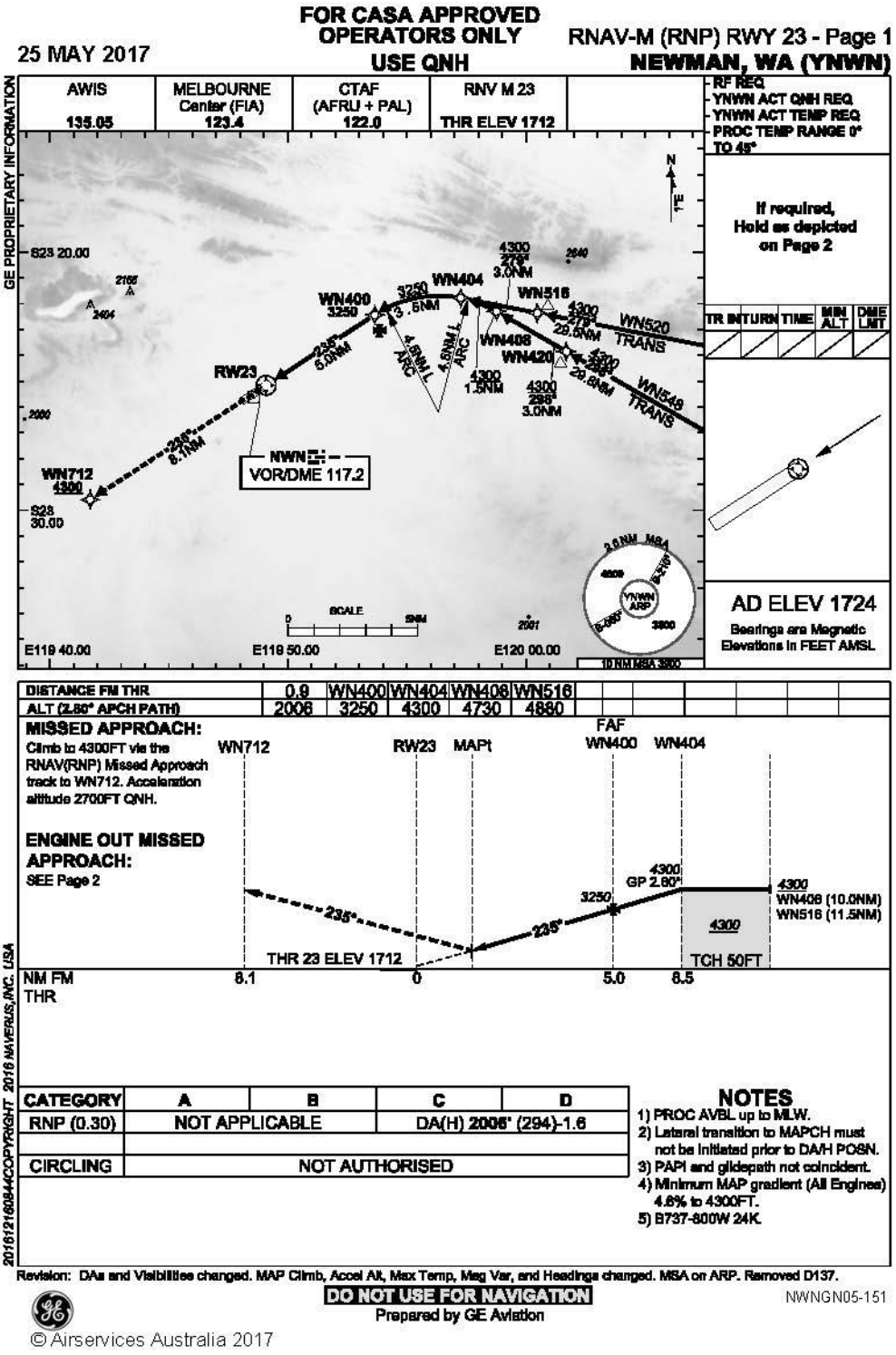
© Airservices Australia 2020

airservices

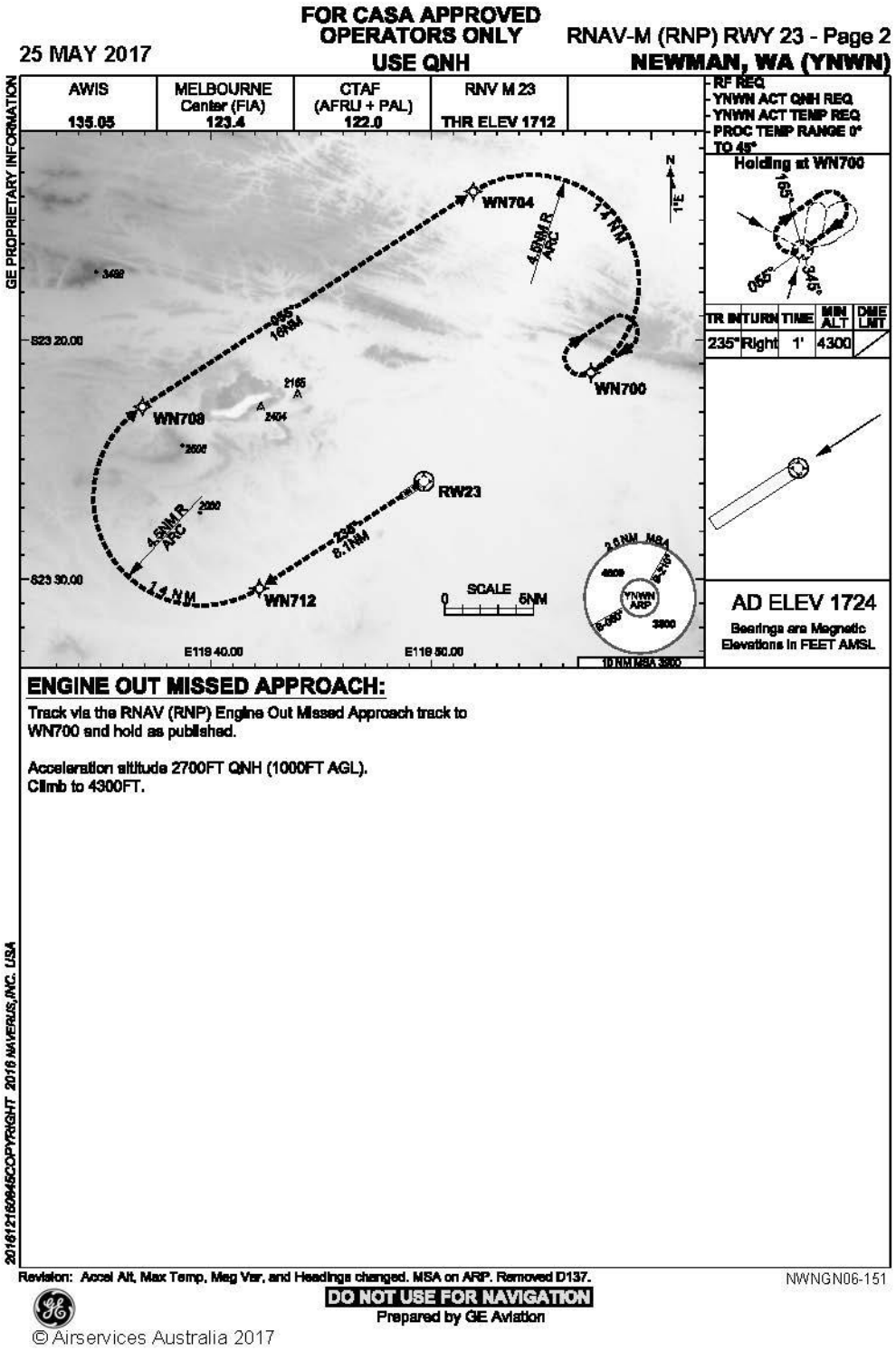


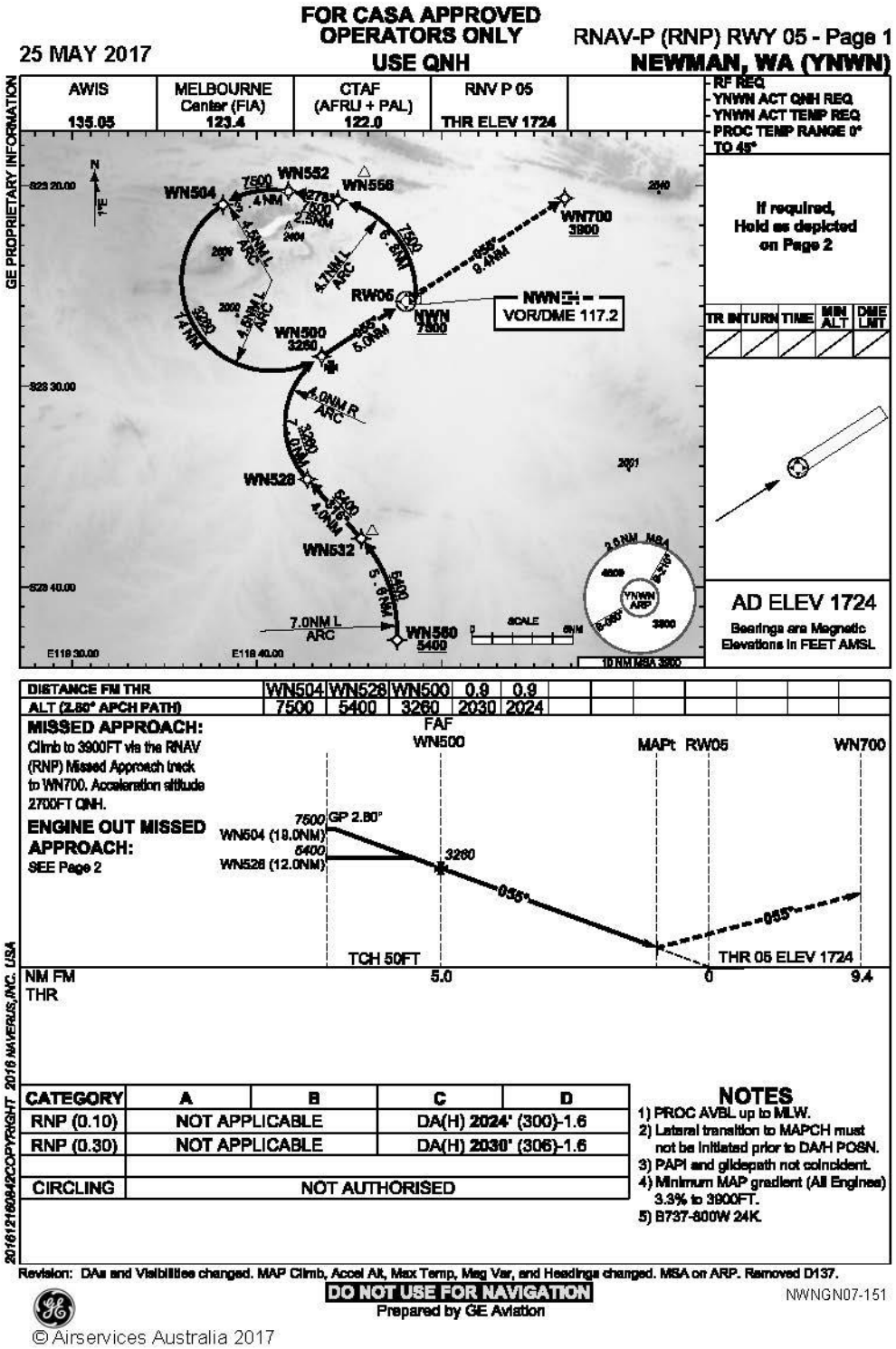
© Airservices Australia 2017

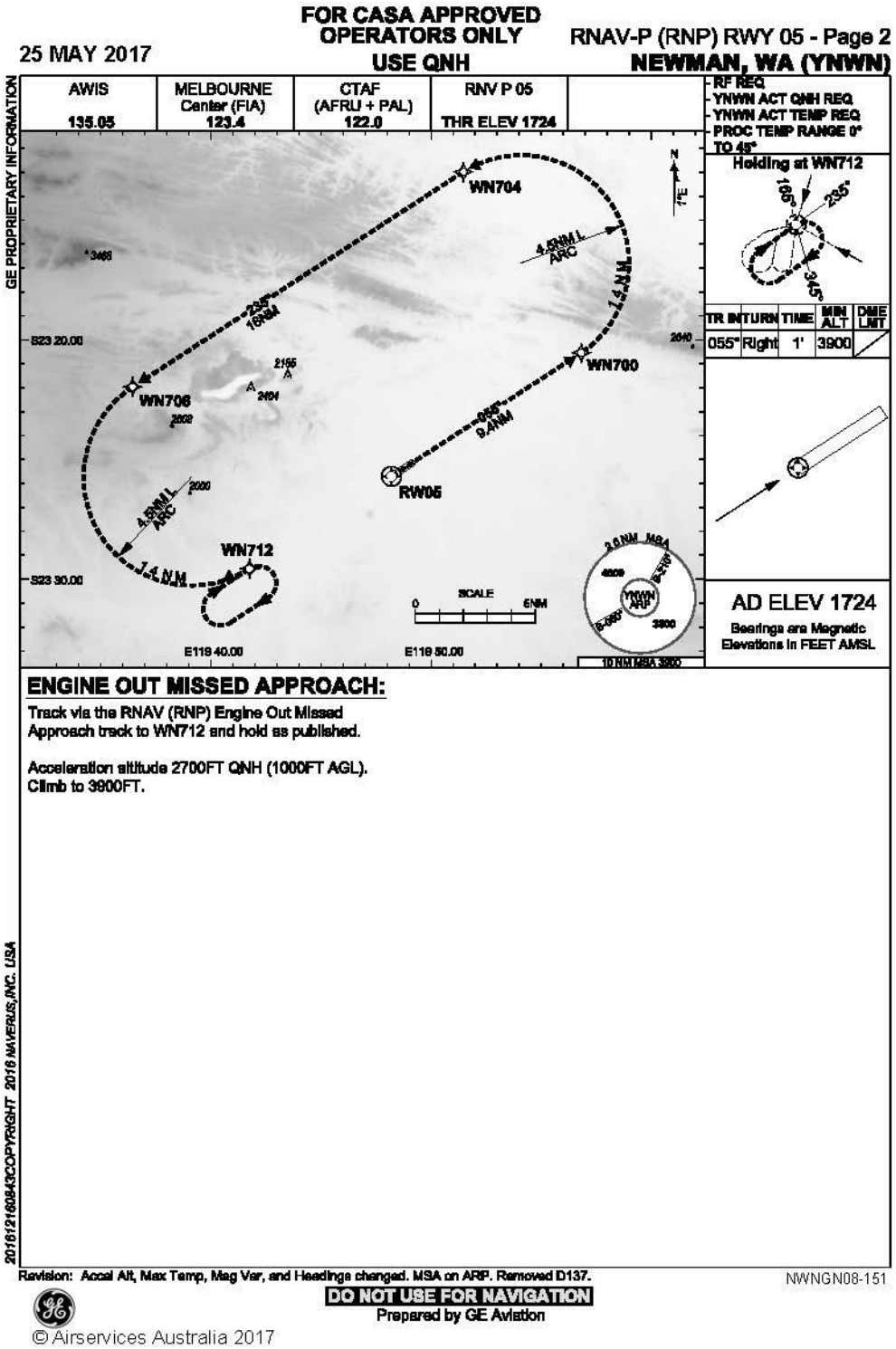

FOR CASA APPROVED OPERATORS ONLY
USE QNH
25 MAY 2017
RNAV-M (RNP) RWY 05 - Page 2
NEWMAN, WA (YNWN)
AWIS 135.05
MELBOURNE Center (FIA) 123.4
CTAF (AFRU + PAL) 122.0
RNV M 05 THR ELEV 1724
RF REQ
YNWN ACT QNH REQ
YNWN ACT TEMP REQ
PROC TEMP RANGE 0° TO 45°
Holding at WN712
TR INTURN TIME MIN ALT DME LMT
055° Right 1' 3900
WN704
WN708
WN700
WN712
RW05
4.5NM ARC
14 NM
235° 16NM
045° 9.4NM
S23 20.00
S23 30.00
E119 40.00
E119 50.00
SCALE
5NM
2.6NM MSA
YNWN ARP
10 NM MSA 3900
AD ELEV 1724
Bearings are Magnetic
Elevations in FEET AMSL
ENGINE OUT MISSED APPROACH:
Track via the RNAV (RNP) Engine Out Missed Approach track to WN712 and hold as published.
Acceleration altitude 2700FT QNH (1000FT AGL).
Climb to 3900FT.
GE PROPRIETARY INFORMATION
2016121609411COPYRIGHT 2016 NAVBUS,INC. USA
Revision: Accel Alt, Max Temp, Mag Var, and Headings changed. MSA on ARP. Removed D137.
NWNGN04-151
DO NOT USE FOR NAVIGATION
Prepared by GE Aviation
© Airservices Australia 2017

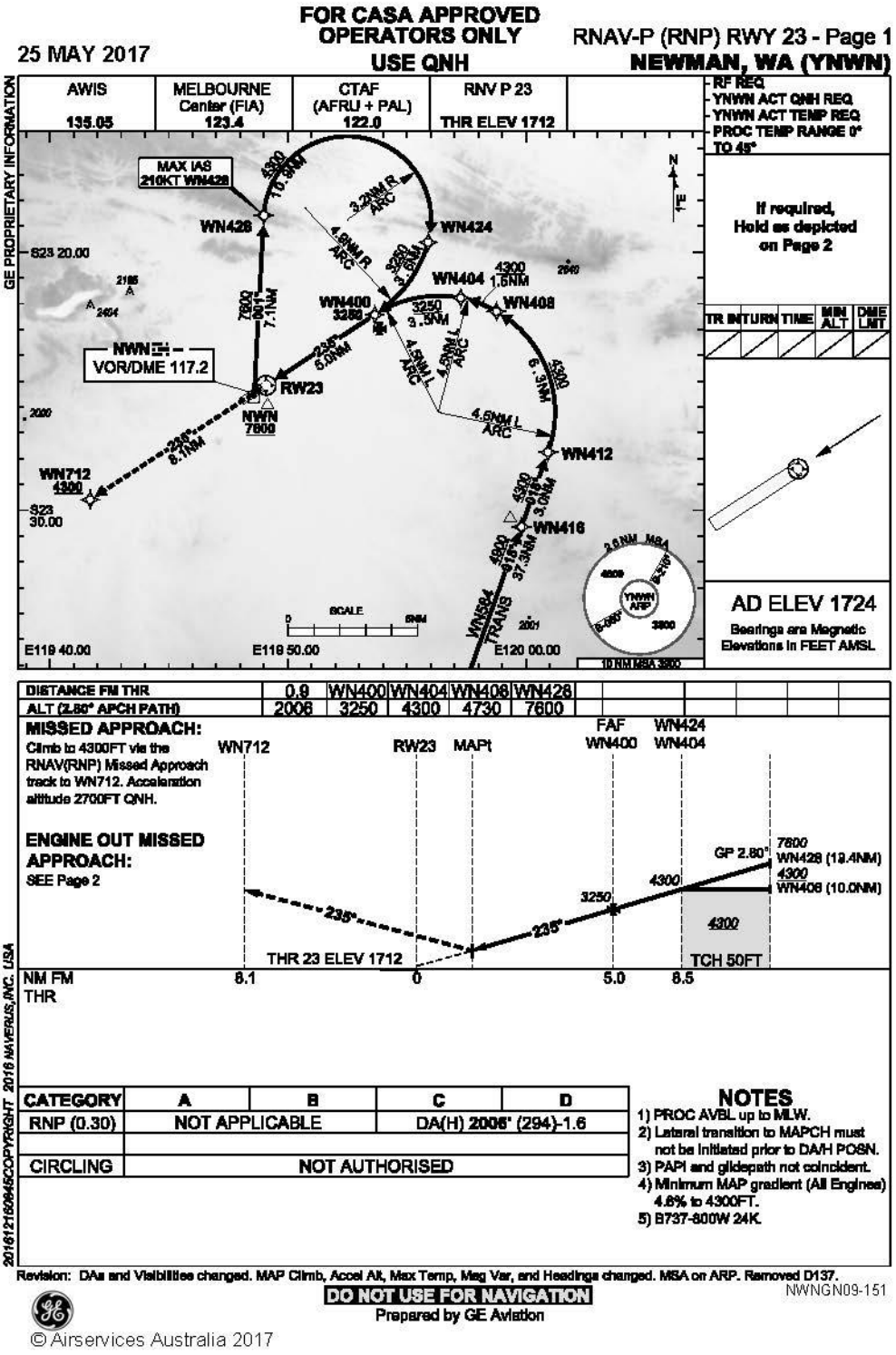


© Airservices Australia 2017

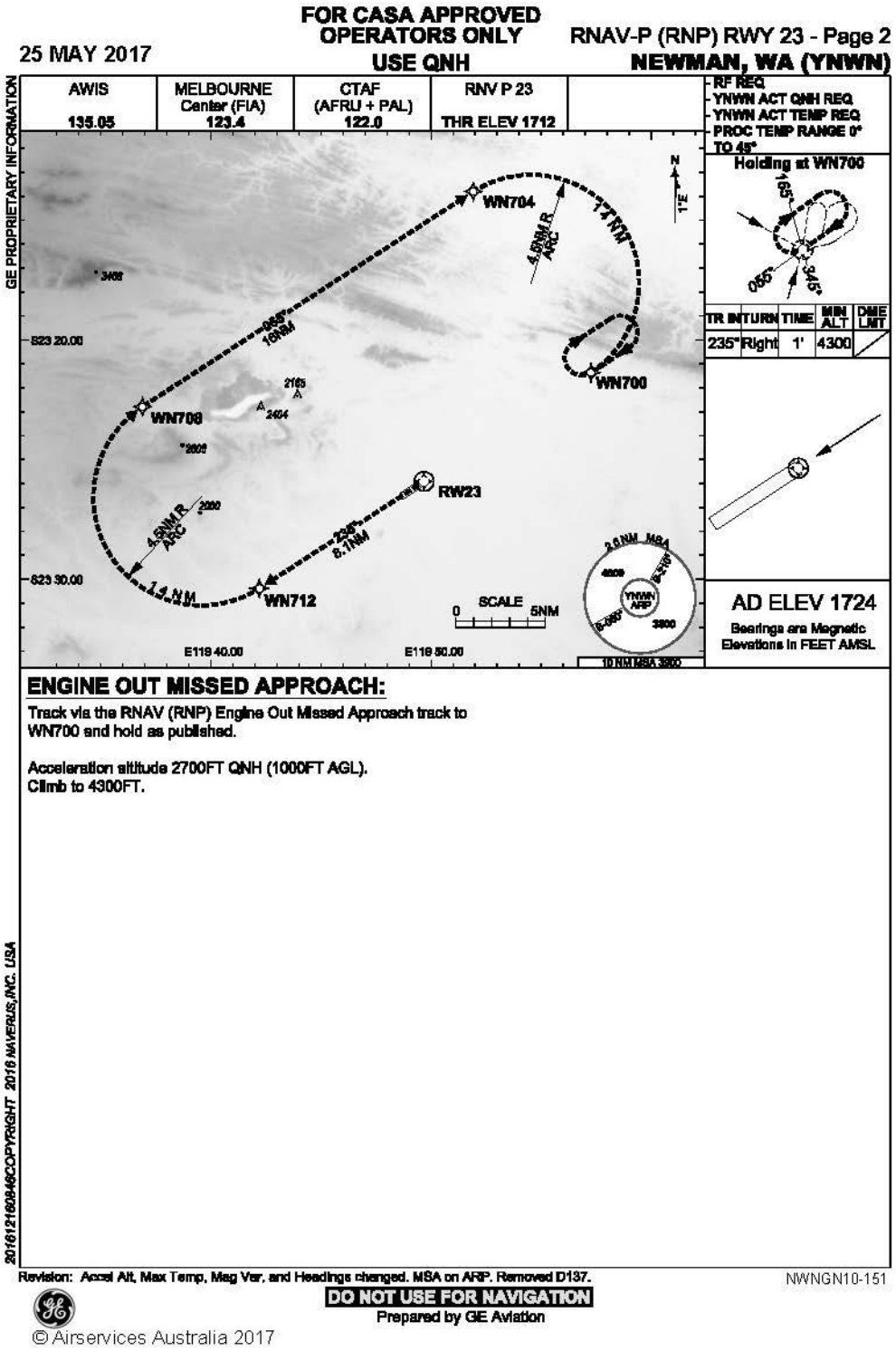

FOR CASA APPROVED
OPERATORS ONLY
USE QNH
RNAV-M (RNP) RWY 23 - Page 2
25 MAY 2017
NEWMAN, WA (YNWN)
GE PROPRIETARY INFORMATION
AWIS 135.05
MELBOURNE Center (FIA) 123.4
CTAF (AFRU + PAL) 122.0
RNV M 23
THR ELEV 1712
RF REQ
YNWN ACT QNH REQ
YNWN ACT TEMP REQ
PROC TEMP RANGE 0° TO 45°
Holding at WN700
165°
345°
065°
TR IN TURN TIME MIN ALT DME LMT
235° Right 1' 4300
WN704
WN700
WN708
WN712
RW23
4.6NM R ARC
065° 16NM
235° 8.1NM
1.4 NM
S23 20.00
S23 30.00
E119 40.00
E119 50.00
SCALE 0 5NM
2.6NM MSA
YNWN ARP
10 NM MSA 3800
AD ELEV 1724
Bearings are Magnetic
Elevations in FEET AMSL
ENGINE OUT MISSED APPROACH:
Track via the RNAV (RNP) Engine Out Missed Approach track to WN700 and hold as published.
Acceleration altitude 2700FT QNH (1000FT AGL).
Climb to 4300FT.
20161216094SCOPYRIGHT 2016 NAVERUS,INC. USA
Revision: Accel Alt, Max Temp, Mag Var, and Headings changed. MSA on ARP. Removed D137.
NWNGN06-151
DO NOT USE FOR NAVIGATION
Prepared by GE Aviation
© Airservices Australia 2017

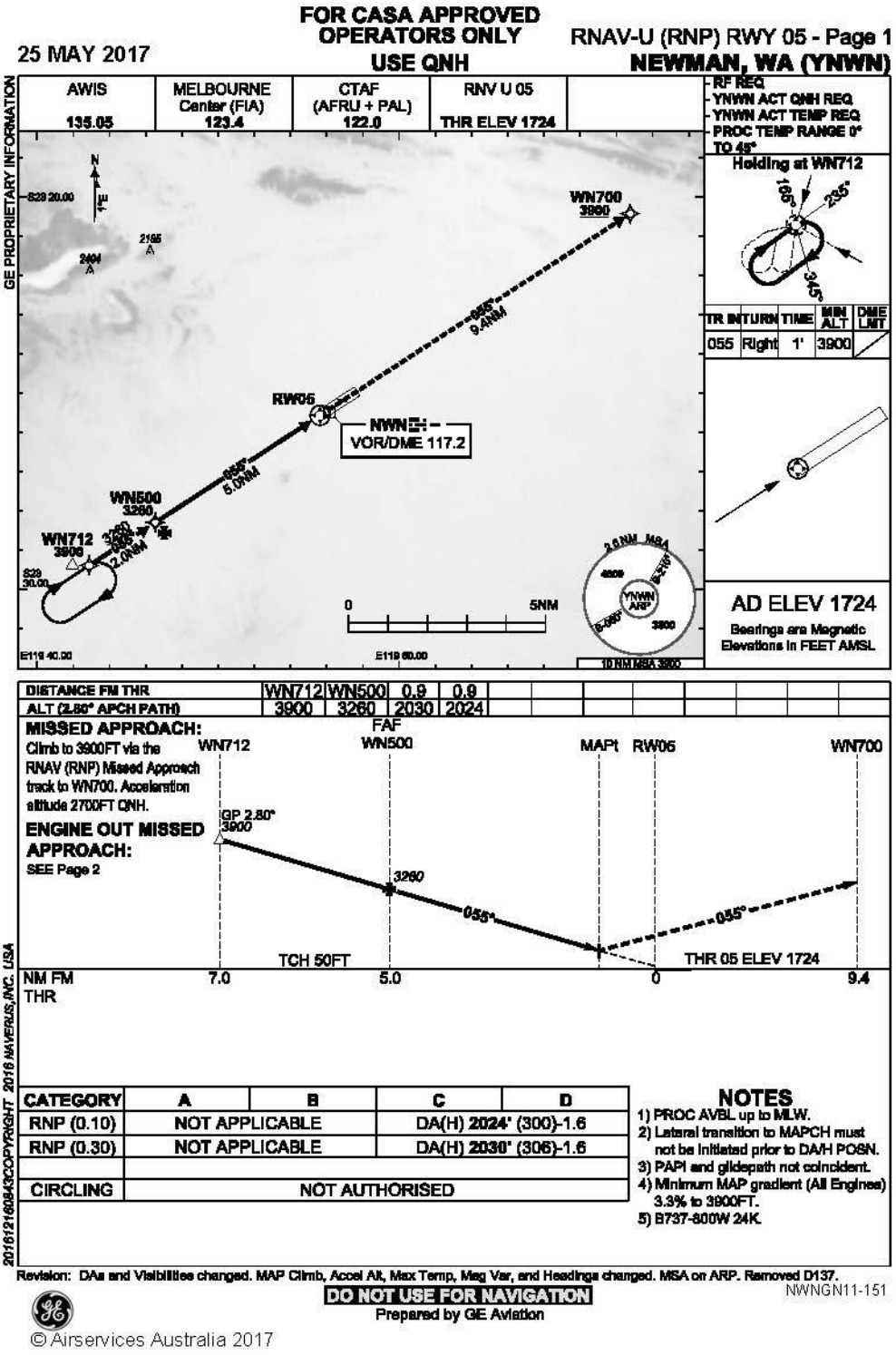

FOR CASA APPROVED OPERATORS ONLY
USE QNH
25 MAY 2017
RNAV-P (RNP) RWY 05 - Page 1
NEWMAN, WA (YNWN)
AWIS 135.05
MELBOURNE Center (FIA) 123.4
CTAF (AFRU + PAL) 122.0
RNV P 05
THR ELEV 1724
RF REQ
YNWN ACT QNH REQ
YNWN ACT TEMP REQ
PROC TEMP RANGE 0° TO 45°
If required, Hold as depicted on Page 2
TR IN TURN TIME MIN ALT DME LMT
AD ELEV 1724
Bearings are Magnetic
Elevations in FEET AMSL
GE PROPRIETARY INFORMATION
WN504
WN552
WN556
WN700
3800
RW05
NWN
VOR/DME 117.2
WN500
3260
WN528
5400
WN532
5400
WN560
5400
7.0NM L ARC
DISTANCE FM THR
ALT (2.88° APCH PATH)
WN504 7500
WN528 5400
WN500 3260
0.9 2030
0.9 2024
MISSED APPROACH:
Climb to 3900FT via the RNAV (RNP) Missed Approach track to WN700. Acceleration altitude 2700FT QNH.
ENGINE OUT MISSED APPROACH:
SEE Page 2
FAF
WN500
MAPt RW05
WN700
GP 2.80°
WN504 (19.0NM)
WN528 (12.0NM)
035°
055°
TCH 50FT
THR 05 ELEV 1724
NM FM THR
5.0
0
9.4
CATEGORY A B C D
RNP (0.10) NOT APPLICABLE DA(H) 2024' (300)-1.6
RNP (0.30) NOT APPLICABLE DA(H) 2030' (306)-1.6
CIRCLING NOT AUTHORISED
NOTES
1) PROC AVBL up to MLW.
2) Lateral transition to MAPCH must not be initiated prior to DA/H POSN.
3) PAPI and glidepath not coincident.
4) Minimum MAP gradient (All Engines) 3.3% to 3900FT.
5) B737-800W 24K.
Revision: DAs and Visibilities changed. MAP Climb, Accel Alt, Max Temp, Mag Var, and Headings changed. MSA on ARP. Removed D137.
DO NOT USE FOR NAVIGATION
Prepared by GE Aviation
NWNGN07-151
© Airservices Australia 2017


FOR CASA APPROVED OPERATORS ONLY
USE QNH
25 MAY 2017
RNAV-P (RNP) RWY 05 - Page 2
NEWMAN, WA (YNWN)
AWIS 135.05
MELBOURNE Center (FIA) 123.4
CTAF (AFRU + PAL) 122.0
RNV P 05 THR ELEV 1724
RF REQ
YNWN ACT QNH REQ
YNWN ACT TEMP REQ
PROC TEMP RANGE 0° TO 45°
Holding at WN712
TR INTURN TIME MIN ALT DME LMT
055° Right 1' 3900
WN704
WN706
WN700
WN712
RW05
4.5NM ARC
14 NM
16NM
9.4NM
S23 20.00
S23 30.00
E119 40.00
E119 50.00
SCALE 0 6NM
2.6NM MSA
10 NM MSA 3900
AD ELEV 1724
Bearings are Magnetic
Elevations in FEET AMSL
ENGINE OUT MISSED APPROACH:
Track via the RNAV (RNP) Engine Out Missed Approach track to WN712 and hold as published.
Acceleration altitude 2700FT QNH (1000FT AGL).
Climb to 3900FT.
GE PROPRIETARY INFORMATION
20161216084342COPYRIGHT 2016 NAVBUS,INC. USA
Revision: Accel Alt, Max Temp, Mag Var, and Headings changed. MSA on ARP. Removed D137.
NWNGN08-151
DO NOT USE FOR NAVIGATION
Prepared by GE Aviation
© Airservices Australia 2017

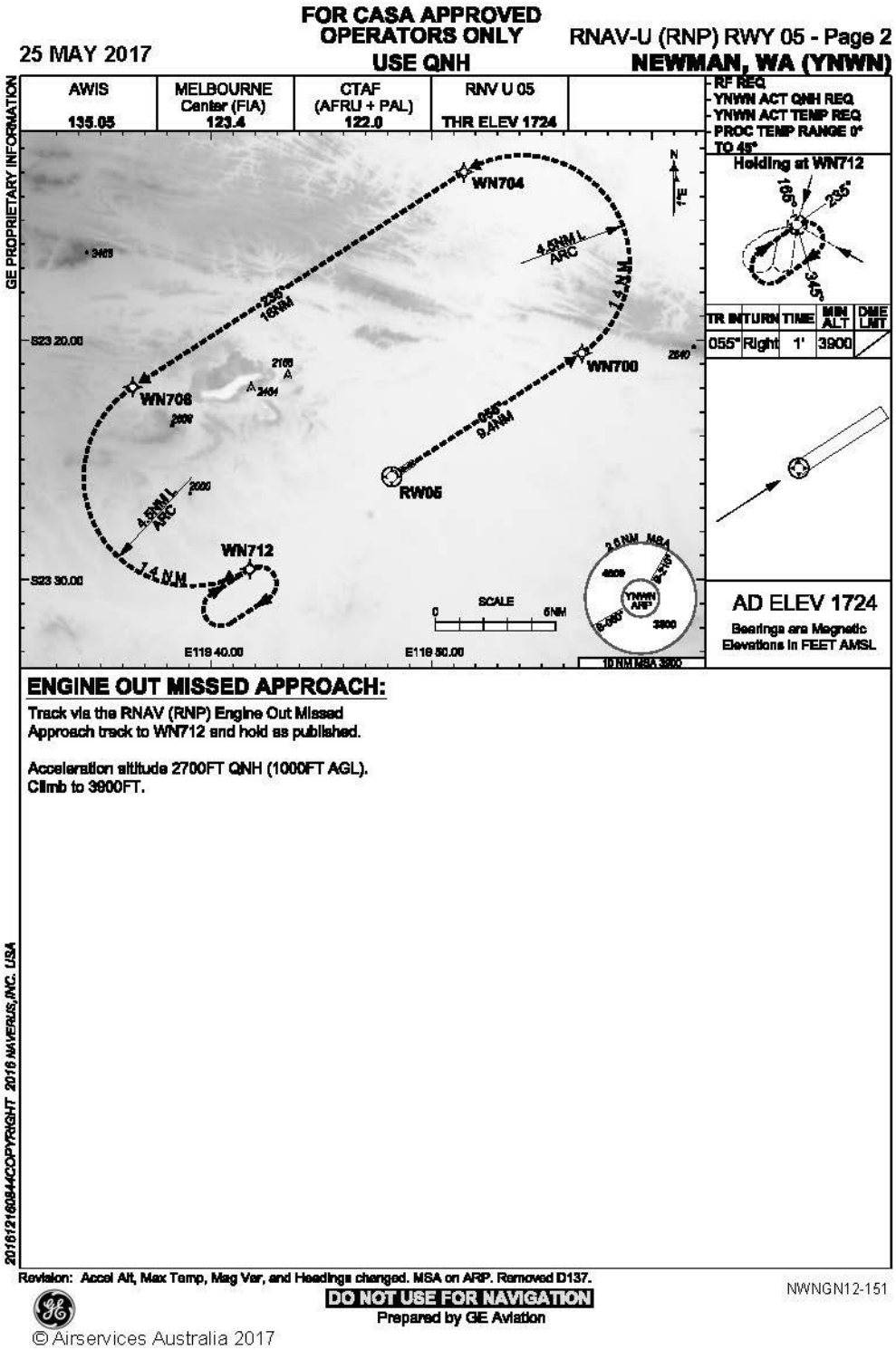


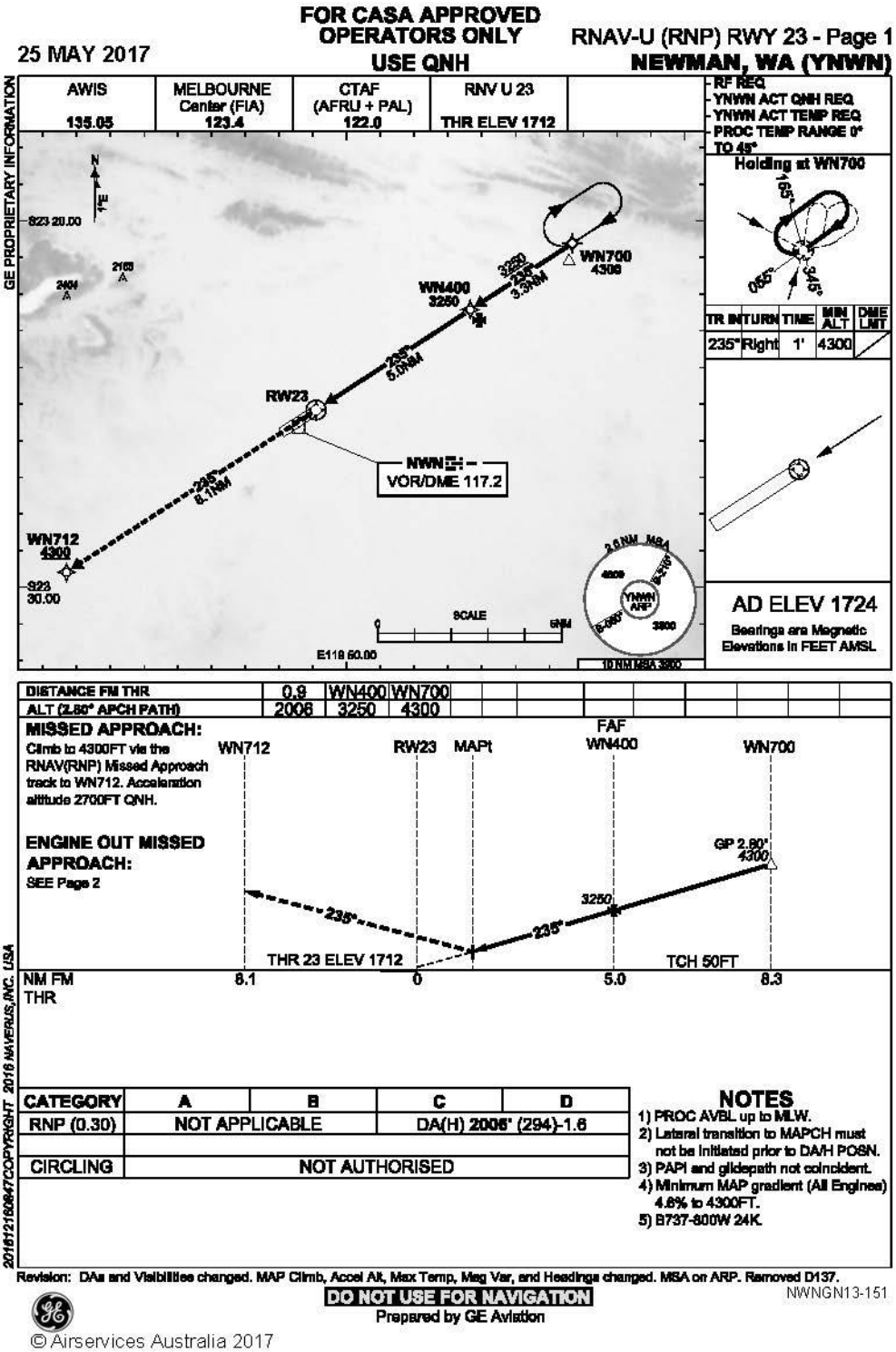
© Airservices Australia 2017


FOR CASA APPROVED
OPERATORS ONLY
USE QNH
25 MAY 2017
RNAV-P (RNP) RWY 23 - Page 2
NEWMAN, WA (YNWN)
AWIS 135.05
MELBOURNE Center (FIA) 123.4
CTAF (AFRU + PAL) 122.0
RNV P 23
THR ELEV 1712
RF REQ
YNWN ACT QNH REQ
YNWN ACT TEMP REQ
PROC TEMP RANGE 0° TO 45°
Holding at WN700
TR IN TURN TIME MIN ALT DME LMT
235° Right 1' 4300
WN704
WN700
WN708
WN712
RW23
4.6NM R ARC
1.4 NM
8.1NM
16NM
S23 20.00
S23 30.00
E119 40.00
E119 50.00
SCALE 0 5NM
2.6NM MSA
YNWN ARP
10 NM MSA 3800
AD ELEV 1724
Bearings are Magnetic
Elevations in FEET AMSL
ENGINE OUT MISSED APPROACH:
Track via the RNAV (RNP) Engine Out Missed Approach track to WN700 and hold as published.
Accelaration altitude 2700FT QNH (1000FT AGL).
Climb to 4300FT.
GE PROPRIETARY INFORMATION
2016121609846©COPYRIGHT 2016 NAVBUS,INC. USA
Revision: Accel Alt, Max Temp, Mag Var, and Headings changed. MSA on ARP. Removed D137.
NWNGN10-151
DO NOT USE FOR NAVIGATION
Prepared by GE Aviation
© Airservices Australia 2017

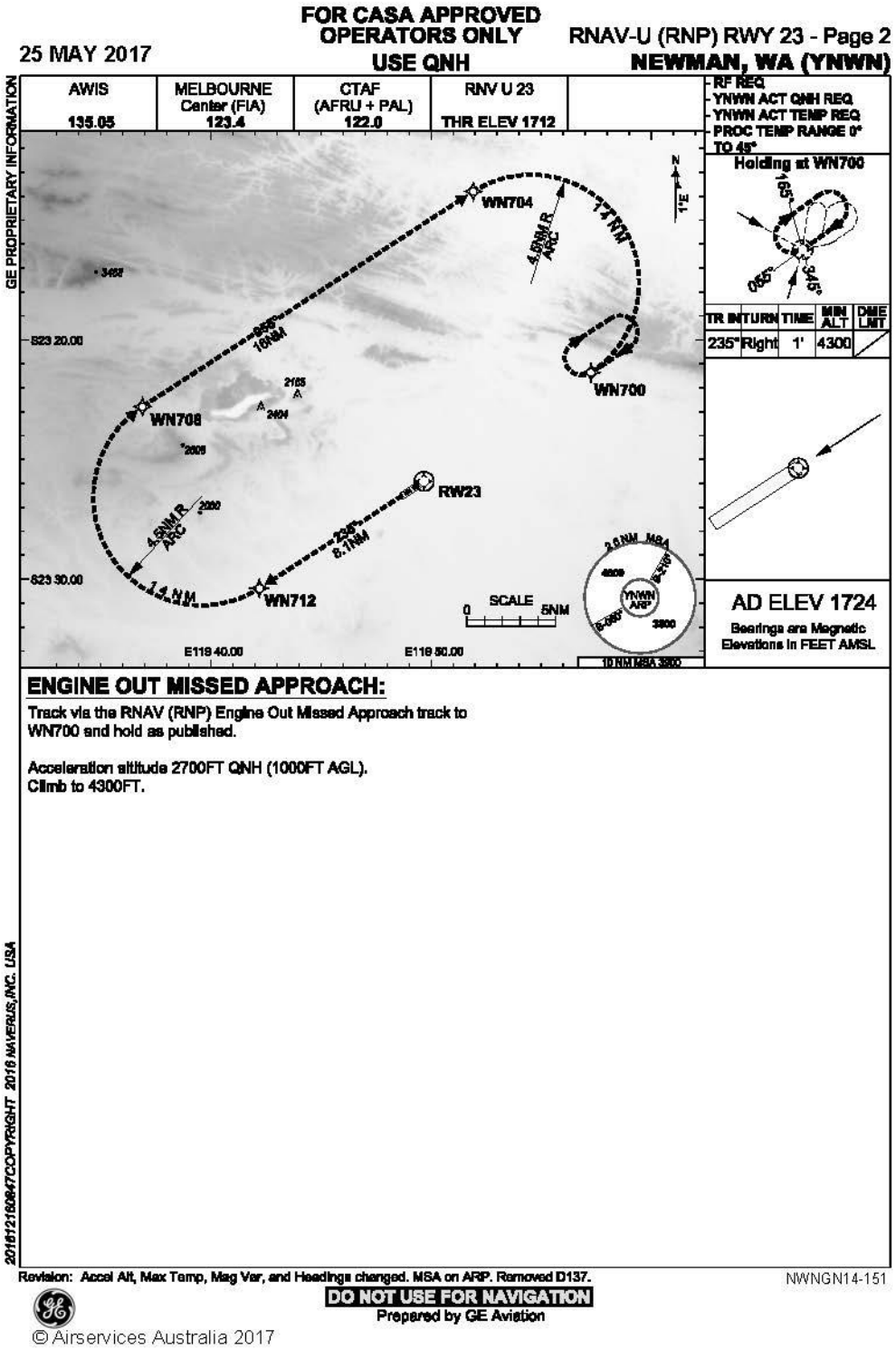


© Airservices Australia 2017


FOR CASA APPROVED OPERATORS ONLY
USE QNH
25 MAY 2017
RNAV-U (RNP) RWY 05 - Page 2
NEWMAN, WA (YNWN)
AWIS 135.05
MELBOURNE Center (FIA) 123.4
CTAF (AFRU + PAL) 122.0
RNV U 05 THR ELEV 1724
RF REQ
YNWN ACT QNH REQ
YNWN ACT TEMP REQ
PROC TEMP RANGE 0° TO 45°
Holding at WN712
TR INTURN TIME MIN ALT DME LMT
055° Right 1' 3900
WN704
WN706
WN700
WN712
RW05
4.5NM ARC
14 NM
9.4NM
165°
235°
345°
S23 20.00
S23 30.00
E119 40.00
E119 50.00
SCALE 0 6NM
2.6NM MSA
YNWN ARP
3900
10 NM MSA 3900
AD ELEV 1724
Bearings are Magnetic
Elevations in FEET AMSL
ENGINE OUT MISSED APPROACH:
Track via the RNAV (RNP) Engine Out Missed Approach track to WN712 and hold as published.
Accelaration altitude 2700FT QNH (1000FT AGL).
Climb to 3900FT.
GE PROPRIETARY INFORMATION
20161216094CCOPYRIGHT 2016 NAVBUS,INC. USA
Revision: Accel Alt, Max Temp, Mag Var, and Headings changed. MSA on ARP. Removed D137.
NWNGN12-151
DO NOT USE FOR NAVIGATION
Prepared by GE Aviation
© Airservices Australia 2017



© Airservices Australia 2017


FOR CASA APPROVED
OPERATORS ONLY
USE QNH
25 MAY 2017
RNAV-U (RNP) RWY 23 - Page 2
NEWMAN, WA (YNWN)
AWIS 135.05
MELBOURNE Center (FIA) 123.4
CTAF (AFRU + PAL) 122.0
RNV U 23
THR ELEV 1712
RF REQ
YNWN ACT QNH REQ
YNWN ACT TEMP REQ
PROC TEMP RANGE 0° TO 45°
Holding at WN700
165°
345°
065°
TR INTURN TIME MIN ALT DME LMT
235° Right 1' 4300
WN704
4.6NM R ARC
7.4NM
WN700
WN708
WN712
RW23
4.6NM R ARC
23.5° 8.1NM
1.4 NM
S23 20.00
S23 30.00
E119 40.00
E119 50.00
SCALE 0 5NM
2.5NM MSA
YNWN ARP
10 NM MSA 3800
AD ELEV 1724
Bearings are Magnetic
Elevations in FEET AMSL
ENGINE OUT MISSED APPROACH:
Track via the RNAV (RNP) Engine Out Missed Approach track to WN700 and hold as published.
Acceleration altitude 2700FT QNH (1000FT AGL).
Climb to 4300FT.
GE PROPRIETARY INFORMATION
20161212180847/COPYRIGHT 2016 NAVBUS,INC. USA
Revision: Accel Alt, Max Temp, Mag Var, and Headings changed. MSA on ARP. Removed D137.
NWNGN14-151
DO NOT USE FOR NAVIGATION
Prepared by GE Aviation
© Airservices Australia 2017

Appendix D – Newman Wind Roses

Wind Rose

Across Australia, wind speed and wind direction measurements are made at various times of the day. Historically, these measurements tended to occur at 9am and 3pm, although some locations (mostly sites within cities and at airports) had more extensive observation programs. More recently, the introduction of Australia's Automatic Weather Station (AWS) network has allowed the frequency of observations to increase, in many cases to eight or more observations per day.

Wind roses summarise the occurrence of winds at a location, showing their strength, direction and frequency. The wind roses are available on the Bureau of Meteorology (BOM) web site and are based on at least 15 years of records and have been created for the more common 9am and 3pm observation times.

Interpreting the wind rose

There are a number of different formats which can be used to display wind roses. These wind roses have been constructed in the following way:

- The percentage of calm conditions is represented by the size of the centre circle - the bigger the circle, the higher is the frequency of calm conditions.
- Each branch of the rose represents wind coming from that direction, with north to the top of the diagram. Eight directions are used.
- The branches are divided into segments of different thickness and colour, which represent wind speed ranges from that direction. Speed ranges of 10km/h are used in these wind roses. The length of each segment within a branch is proportional to the frequency of winds blowing within the corresponding range of speeds from that direction.

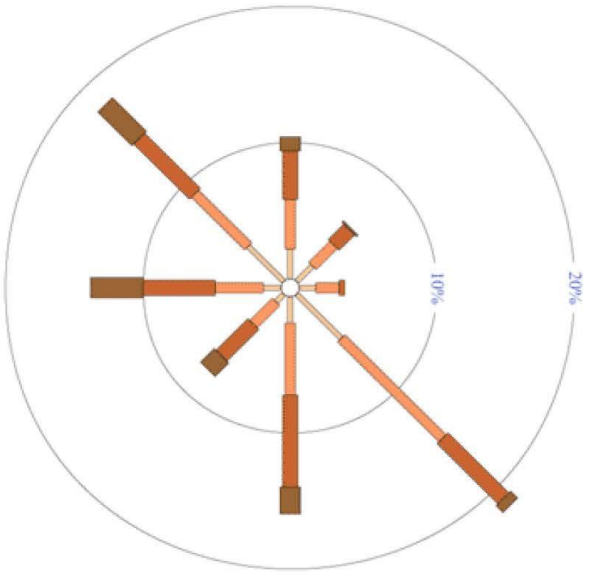


Figure 1 Sample wind rose

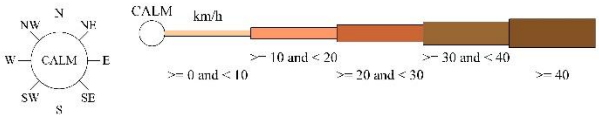
Rose of Wind direction versus Wind speed in km/h (01 Dec 1965 to 31 Aug 1998)

Custom times selected, refer to attached note for details

NEWMAN

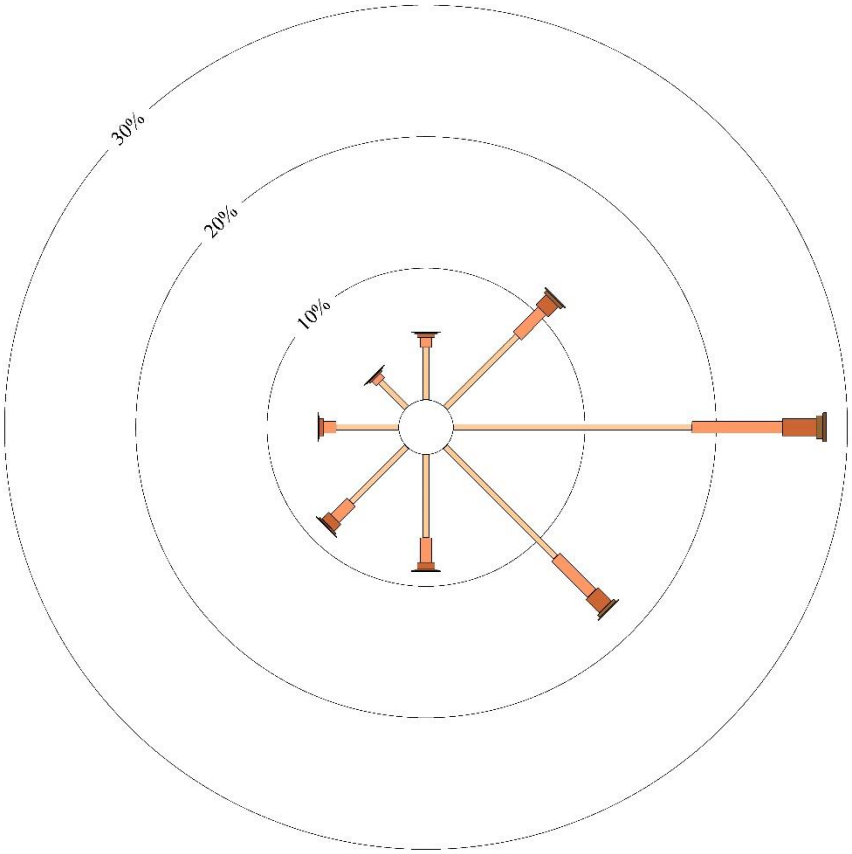
Site No: 007151 • Opened Jan 1965 • Closed Aug 2003 • Latitude: -23.3683° • Longitude: 119.7314° • Elevation 544m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



9 am
10940 Total Observations

Calm 10%



Australian Government
Bureau of Meteorology

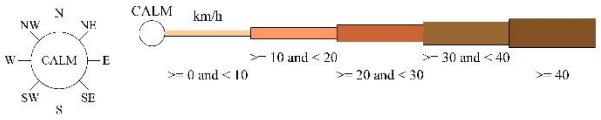
Copyright © Commonwealth of Australia 2019 . Prepared on 31 Jul 2019
Prepared by the Bureau of Meteorology.
Contact us by phone on (03) 9669 4082, by fax on (03) 9669 4515, or by email on climatedata@bom.gov.au
We have taken all due care but cannot provide any warranty nor accept any liability for this information.

TCZ9661952 Page 1

Rose of Wind direction versus Wind speed in km/h (01 Dec 1965 to 31 Aug 1998)
Custom times selected, refer to attached note for details

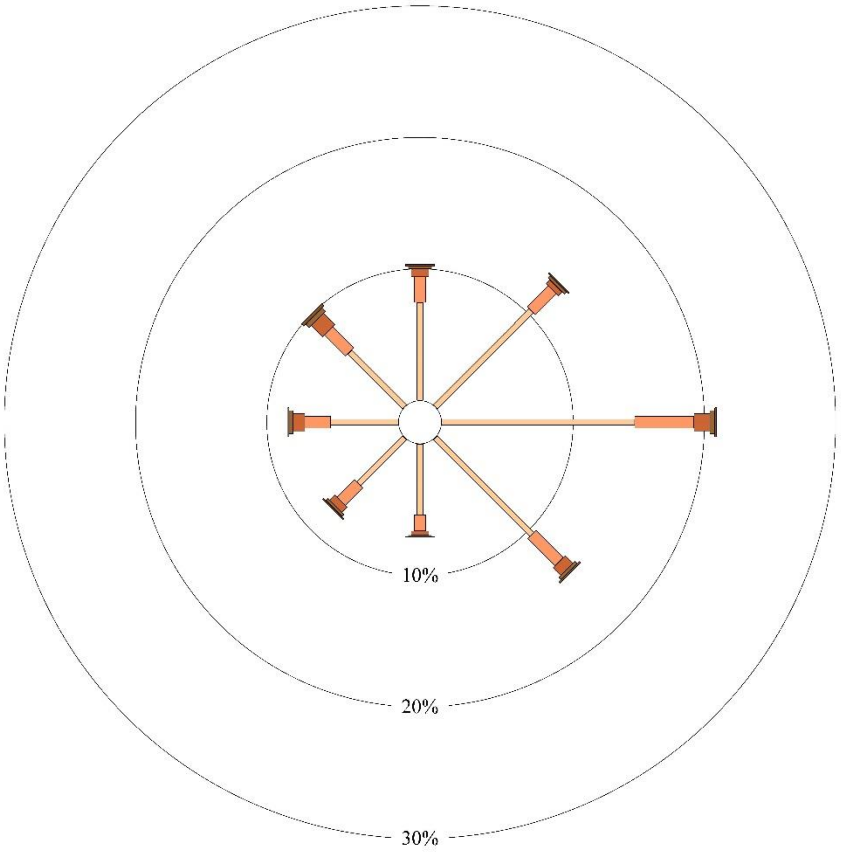
NEWMAN
Site No: 007151 • Opened Jan 1965 • Closed Aug 2003 • Latitude: -23.3683° • Longitude: 119.7314° • Elevation 544m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



3 pm
10771 Total Observations

Calm 8%

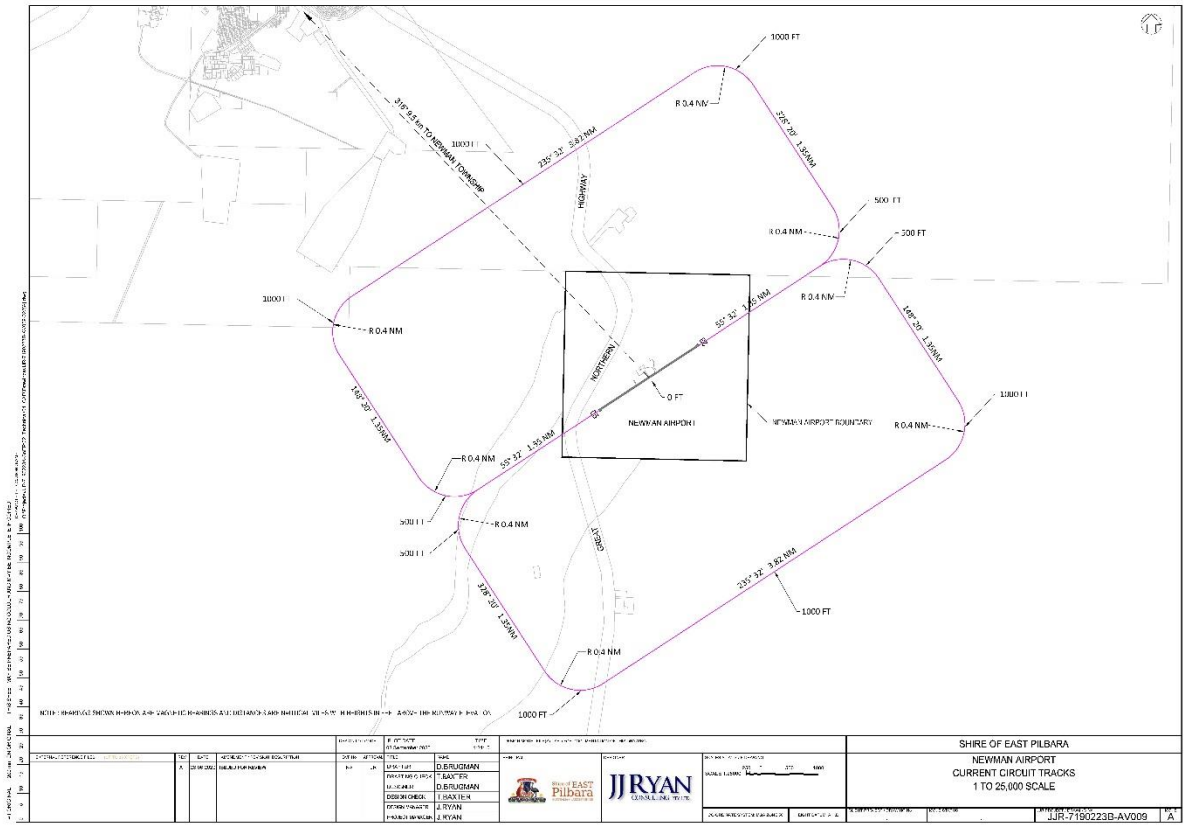


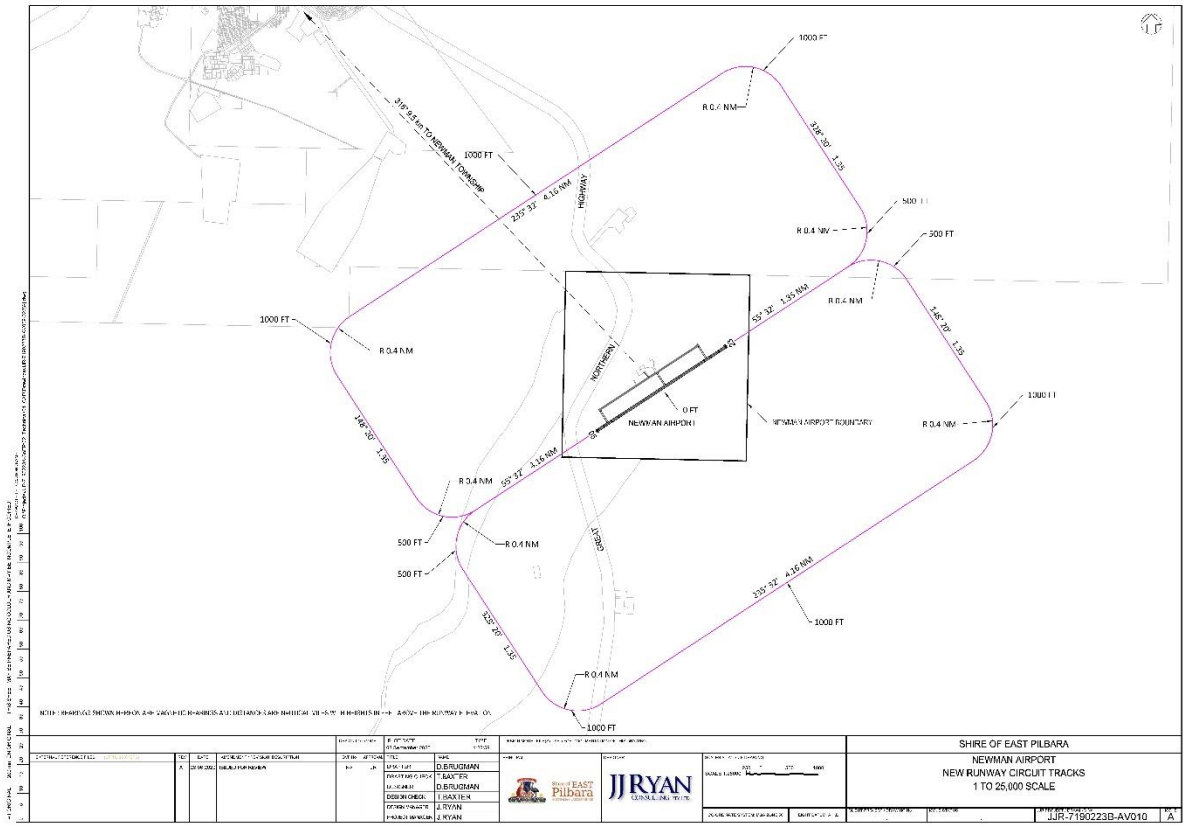
Australian Government
Bureau of Meteorology

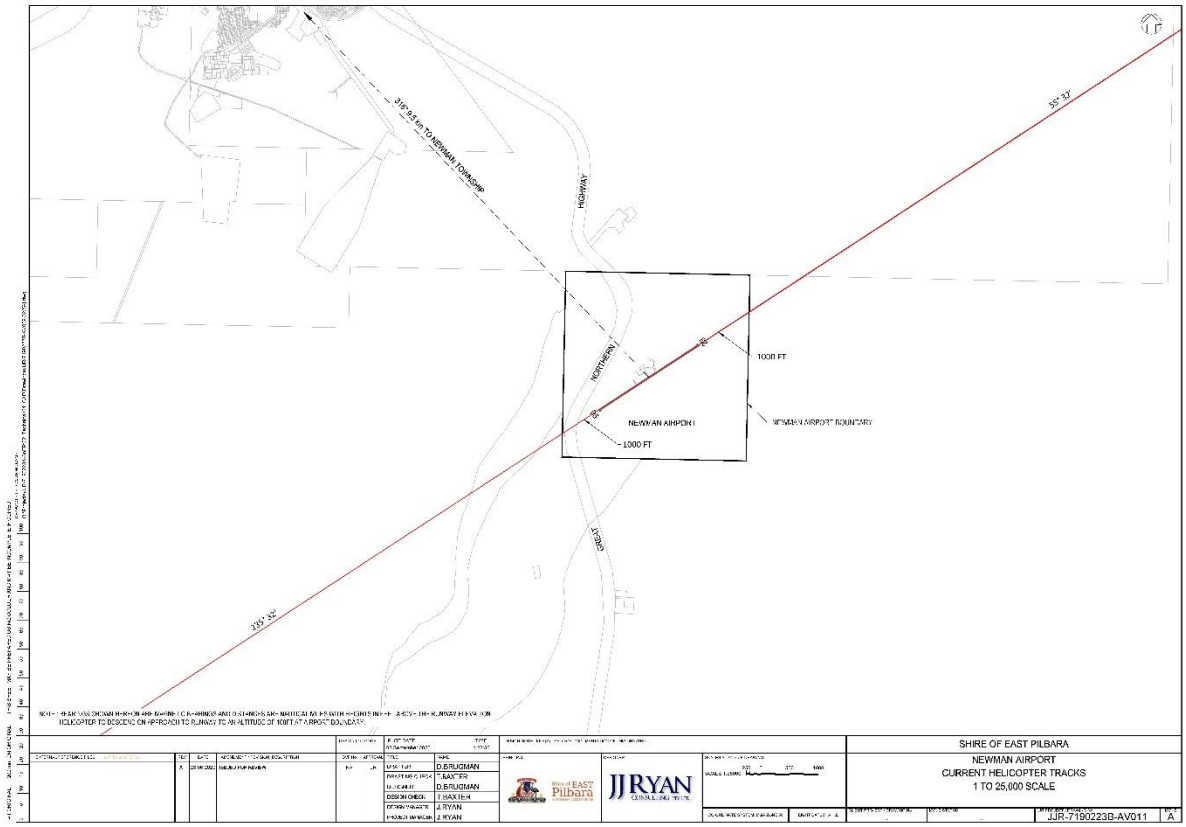
Copyright © Commonwealth of Australia 2019 . Prepared on 31 Jul 2019
Prepared by the Bureau of Meteorology.
Contact us by phone on (03) 9669 4082, by fax on (03) 9669 4515, or by email on climatedata@bom.gov.au
We have taken all due care but cannot provide any warranty nor accept any liability for this information.

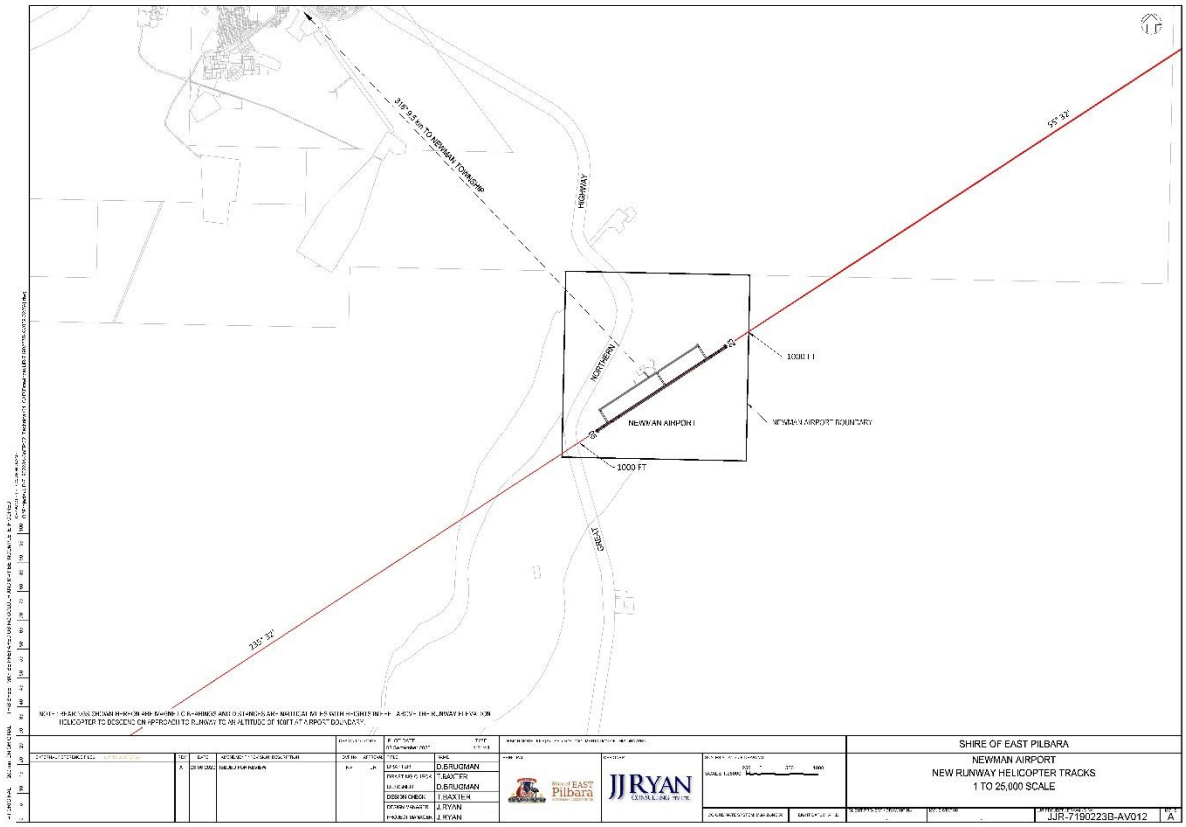
TCZ9661952 Page 1

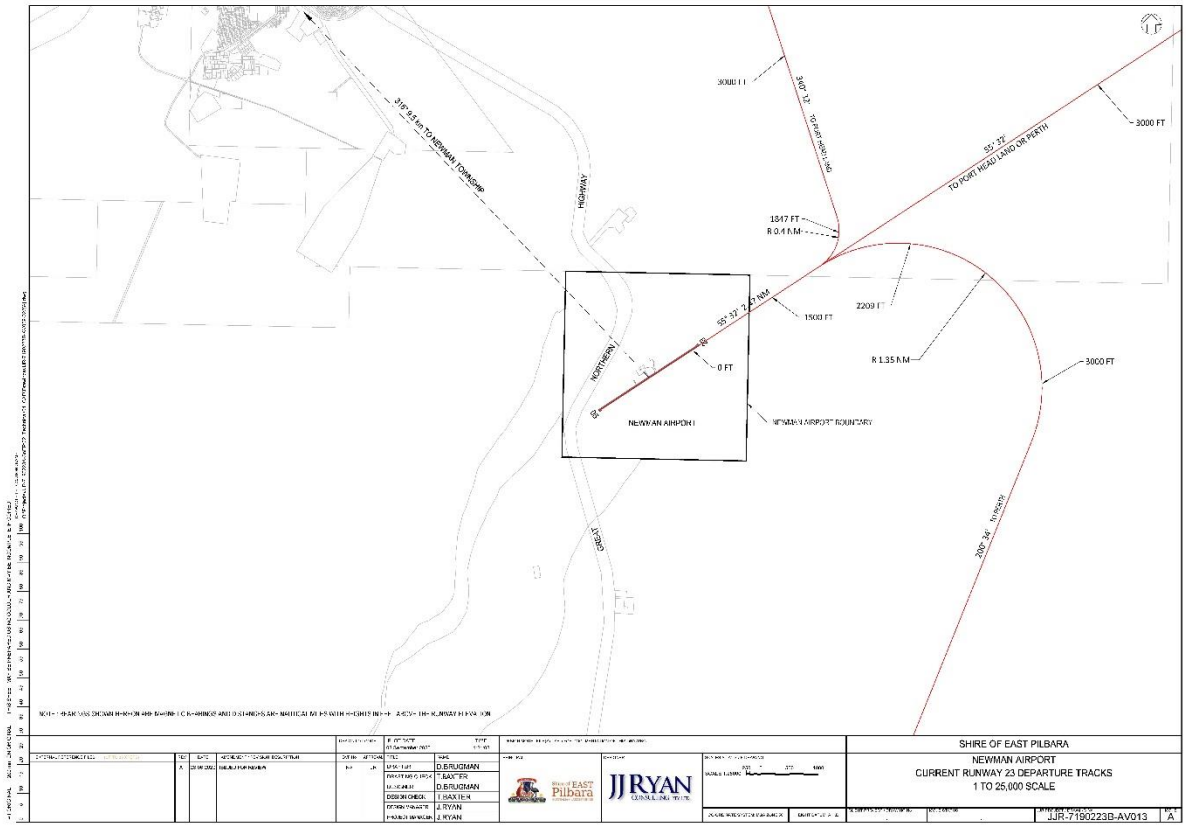
Appendix E – Newman ANEF Drawings

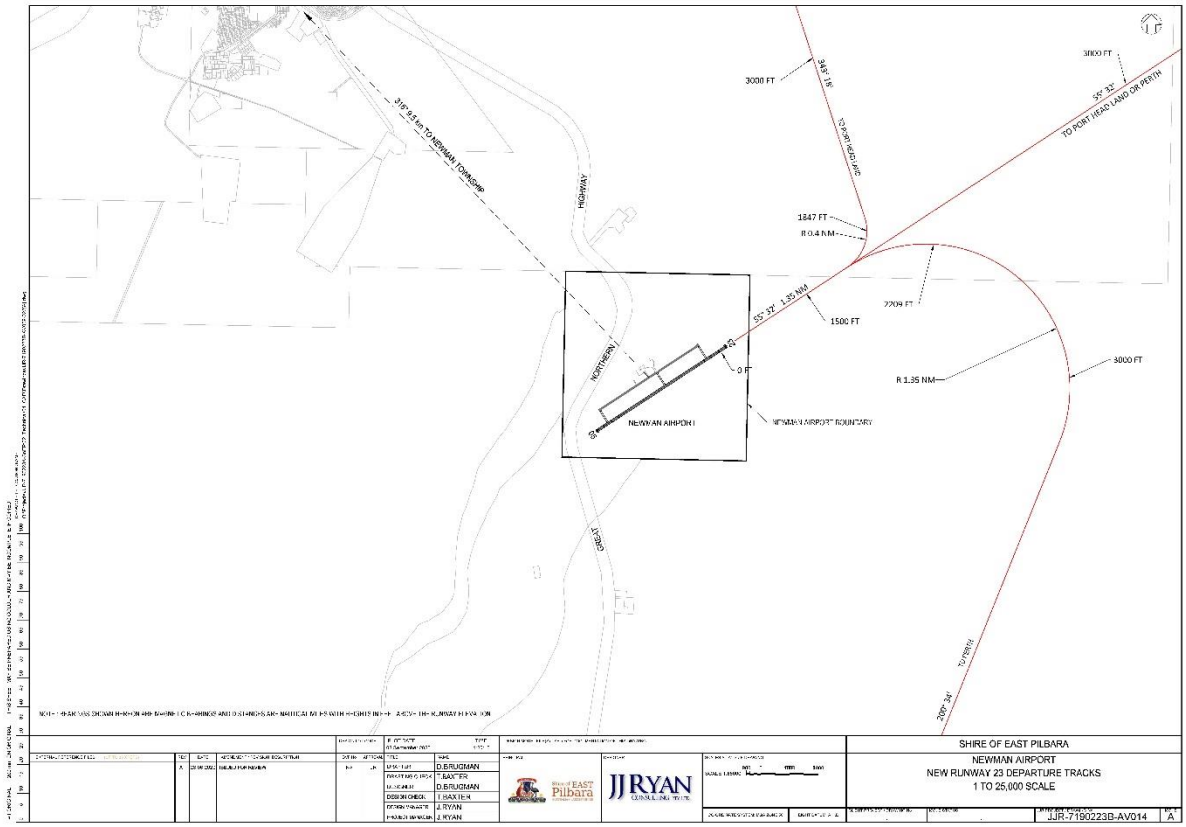

1000 FT
R 0.4 NM
316° 4.5 nm TO NEWMAN TOWNSHIP
235° 32° 3.82 NM
HIGHWAY
326° 20° 1.35NM
500 FT
R 0.4 NM
55° 32° 1.35 NM
146° 20° 1.35NM
NORTHERN
0 FT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
CIRCUIT
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT CIRCUIT TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV009
A

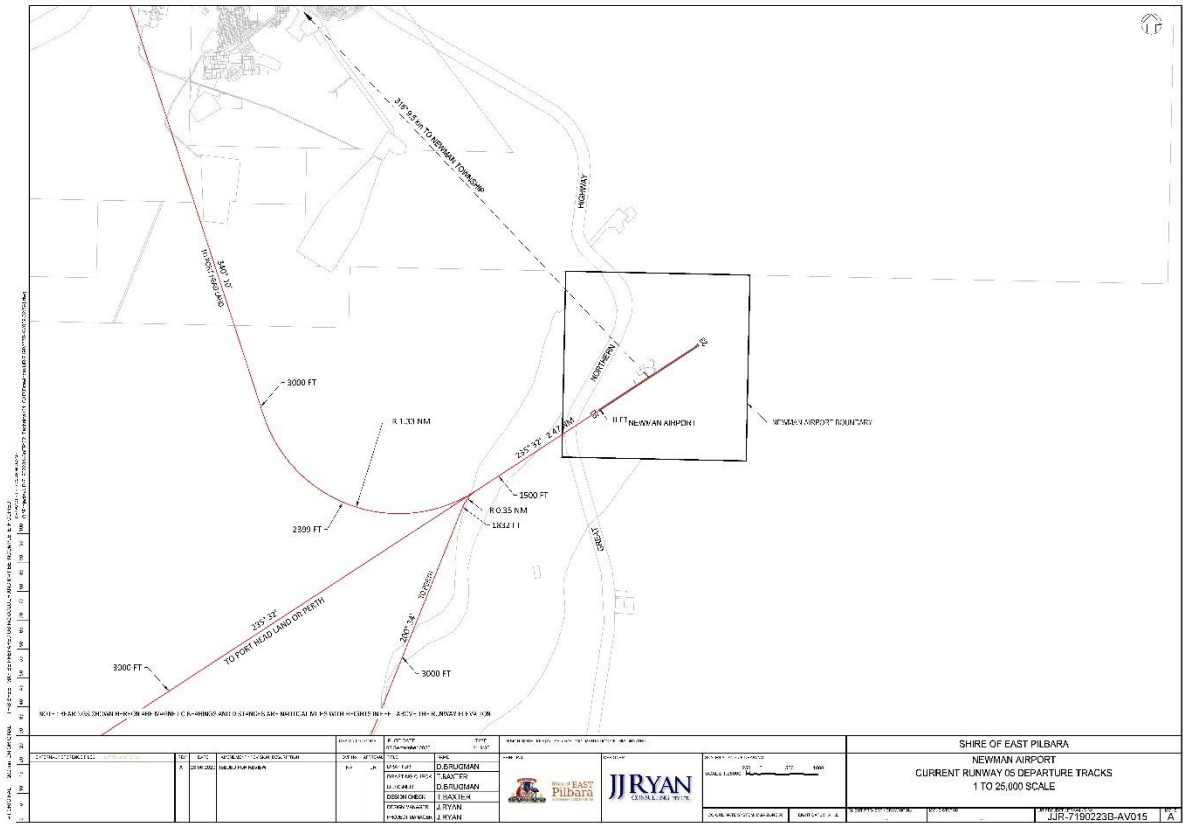

1000 FT
R 0.4 NM
316° 4.5 nm TO NEWMAN TOWNSHIP
235° 32° 4.16 NM
HIGHWAY
326° 20° 1.35
500 FT
55° 32° 1.35 NM
146° 20° 1.35
NORTHERN
0 FT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
CIRCUIT
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
NEW RUNWAY CIRCUIT TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV010
A

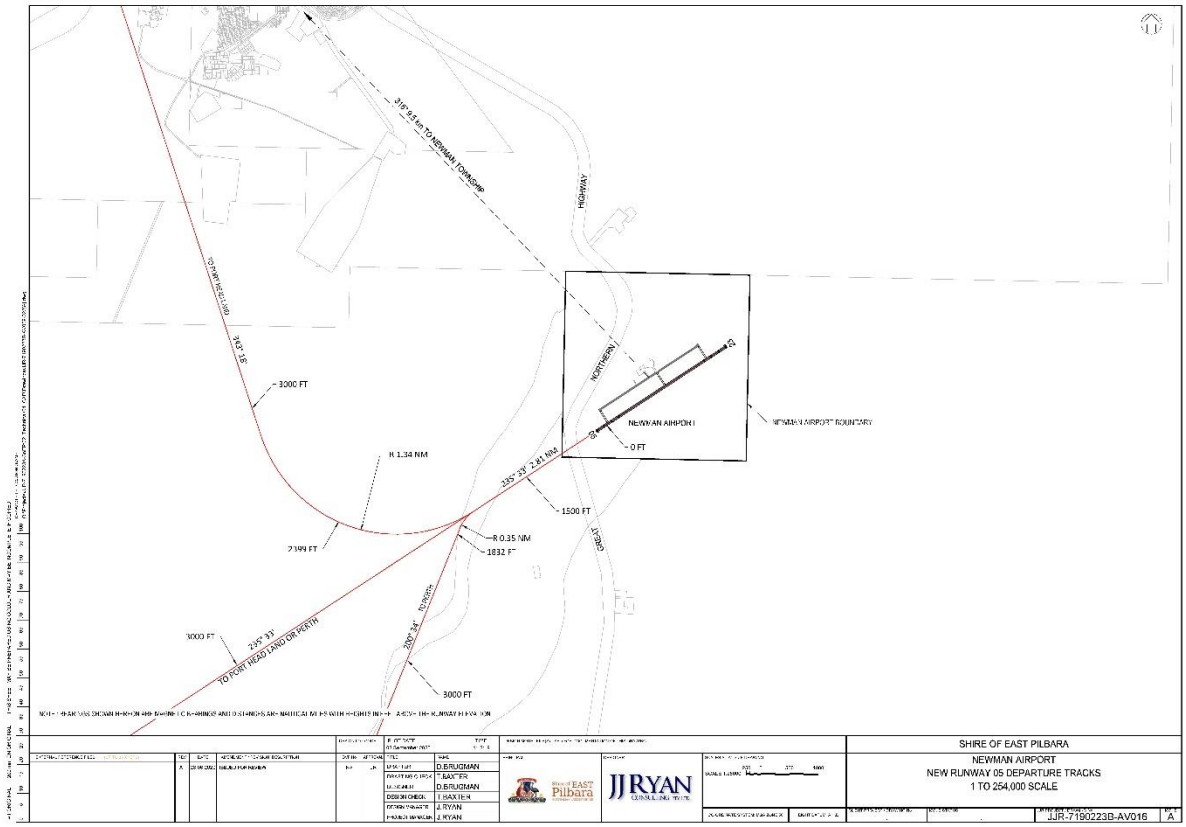

315° 4.5 km TO NEWMAN TOWNSHIP
HIGHWAY
NORTHERN
55° 32°
1000 FT
NEWMAN AIRPORT
1000 FT
NEWMAN AIRPORT BOUNDARY
235° 32°
CREST
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT HELICOPTER TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV011
A

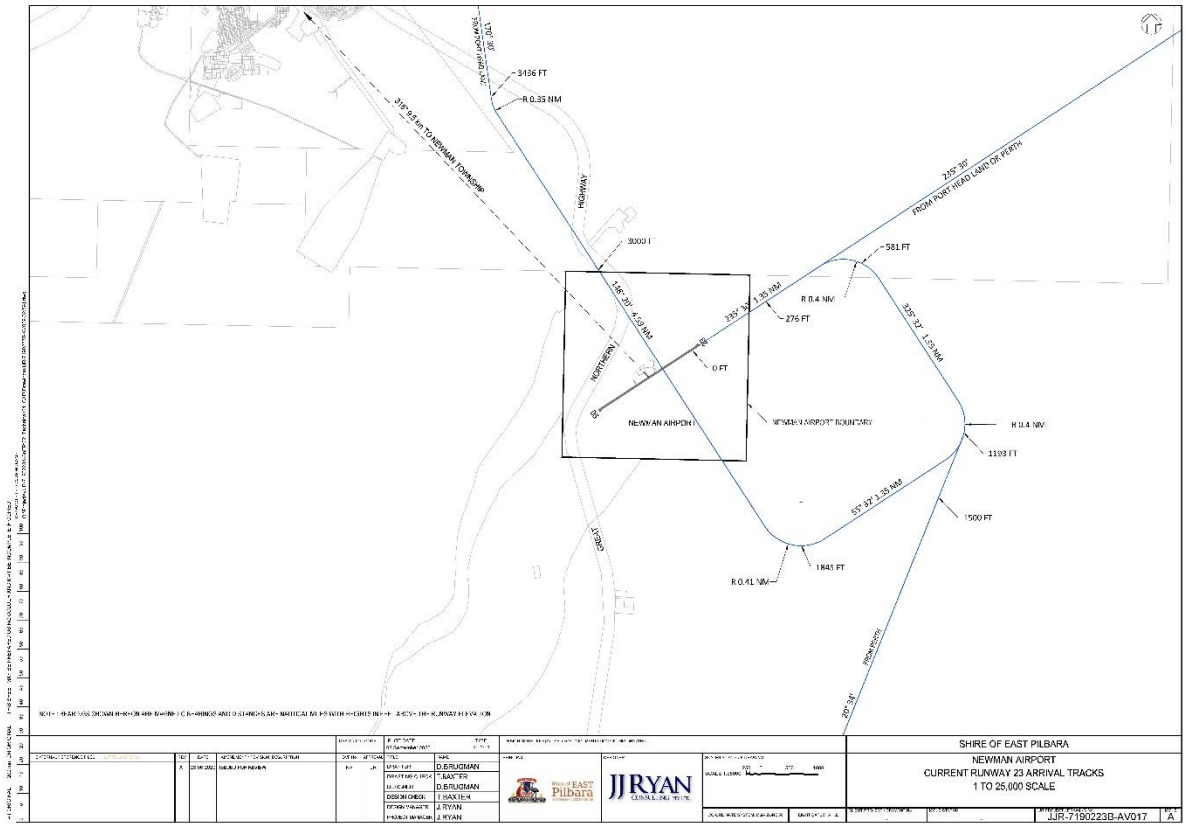

315° 4.5 km TO NEWMAN TOWNSHIP
HIGHWAY
NORTHERN
55° 32°
1000 FT
NEWMAN AIRPORT
1000 FT
NEWMAN AIRPORT BOUNDARY
235° 32°
CREST
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
NEW RUNWAY HELICOPTER TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV012
A

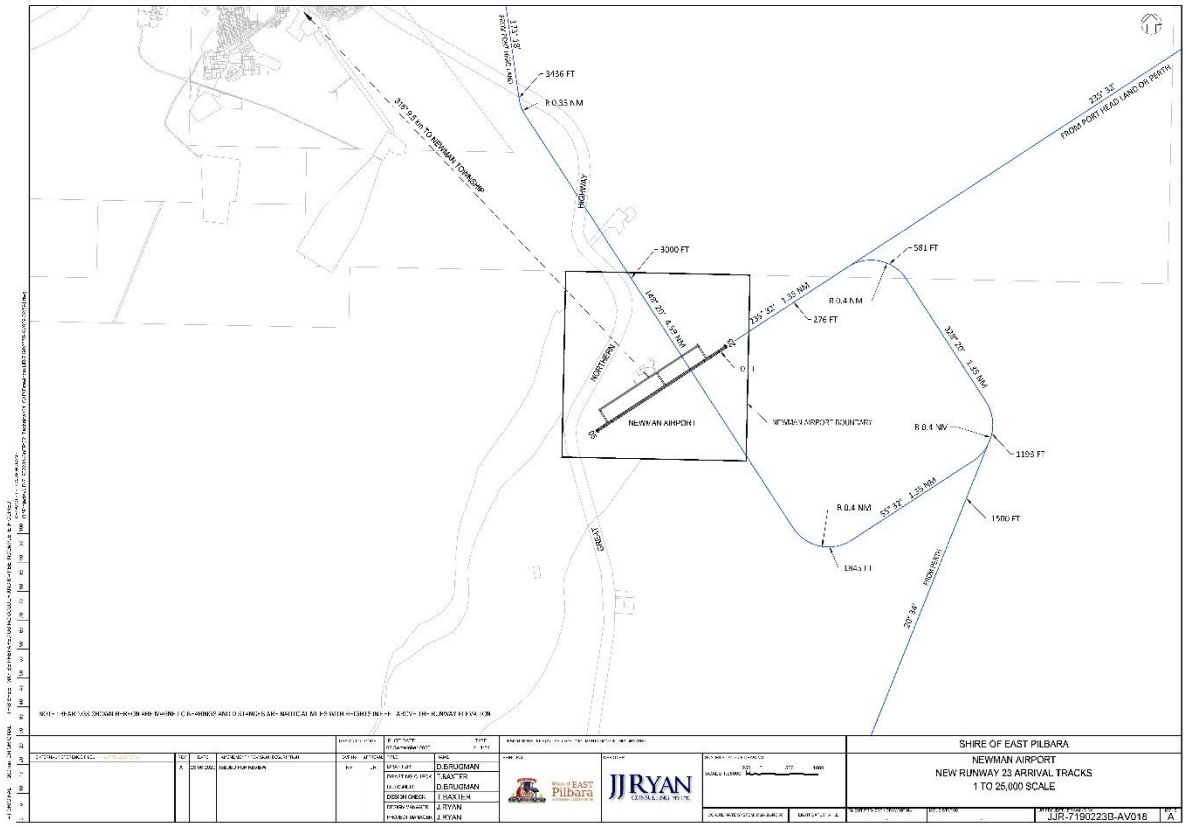

3000 FT
3067 TO PORT HEDLAND
55° 32' TO PORT HEDLAND OR PERTH
3000 FT
316° 6.5 km TO NEWMAN TOWNSHIP
HIGHWAY
1847 FT
R 0.4 NM
55° 32' 1.35 NM
1500 FT
2209 FT
R 1.35 NM
3000 FT
NORTHERN
09
27
0 FT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
CREST
205° 34' TO PERTH
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT RUNWAY 23 DEPARTURE TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV013
A

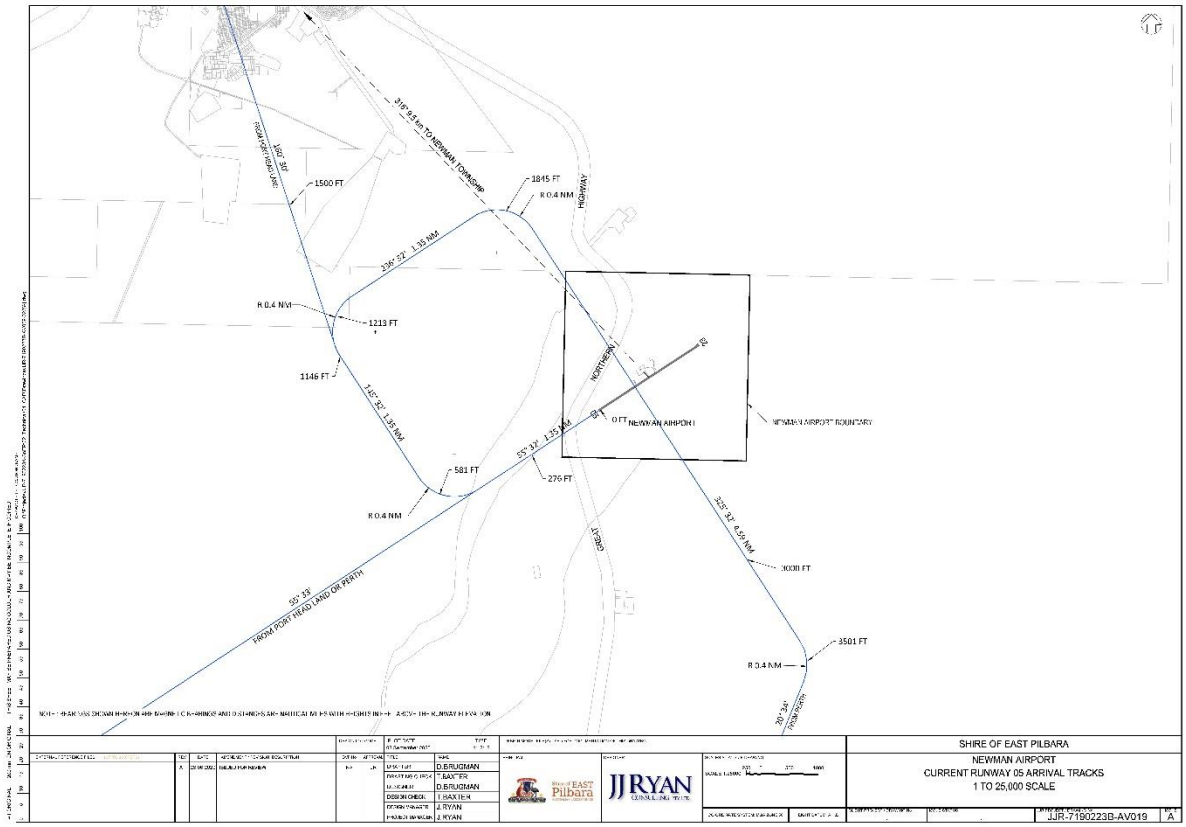

3000 FT
3067 TO PORT HEDLAND
55° 32' TO PORT HEDLAND OR PERTH
316° 6.5 km TO NEWMAN TOWNSHIP
HIGHWAY
1847 FT
R 0.4 NM
55° 32' 1.35 NM
1500 FT
2209 FT
R 1.35 NM
3000 FT
NORTHERN
09
27
0 FT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
CREST
205° 34' TO PERTH
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
NEW RUNWAY 23 DEPARTURE TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV014
A

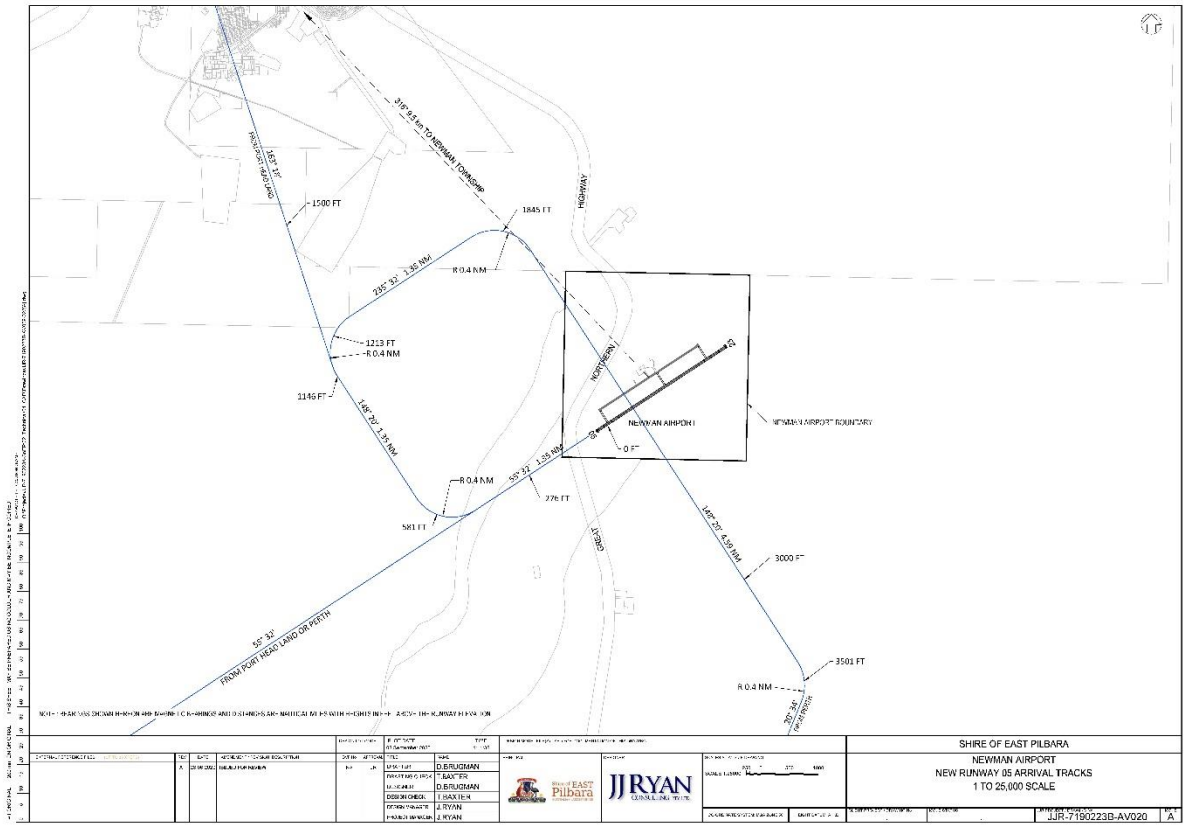

HIGHWAY
NORTHERN
NEWMAN AIRPORT BOUNDARY
NEWMAN AIRPORT
11 FT
3000 FT
R 1.33 NM
2.47 NM
1500 FT
R 0.35 NM
1832 FT
2399 FT
3000 FT
3000 FT
TO PORT HEDLAND OR PERTH
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT RUNWAY 05 DEPARTURE TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV015
A

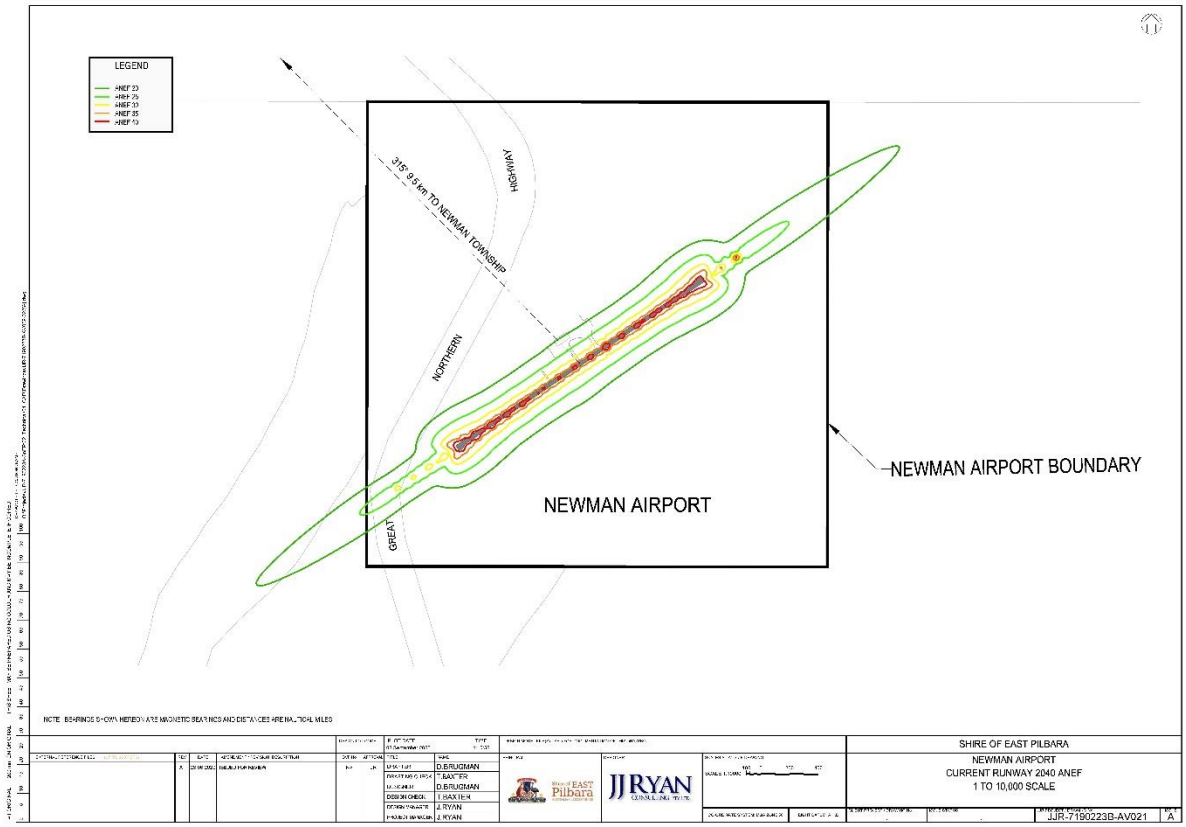

HIGHWAY
NORTHERN
NEWMAN AIRPORT BOUNDARY
NEWMAN AIRPORT
0 FT
3000 FT
R 1.34 NM
2.81 NM
1500 FT
R 0.35 NM
1832 FT
2399 FT
3000 FT
3000 FT
TO PORT HEDLAND OR PERTH
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
NEW RUNWAY 05 DEPARTURE TRACKS
1 TO 254,000 SCALE
JJR-7190223B-AV016
A

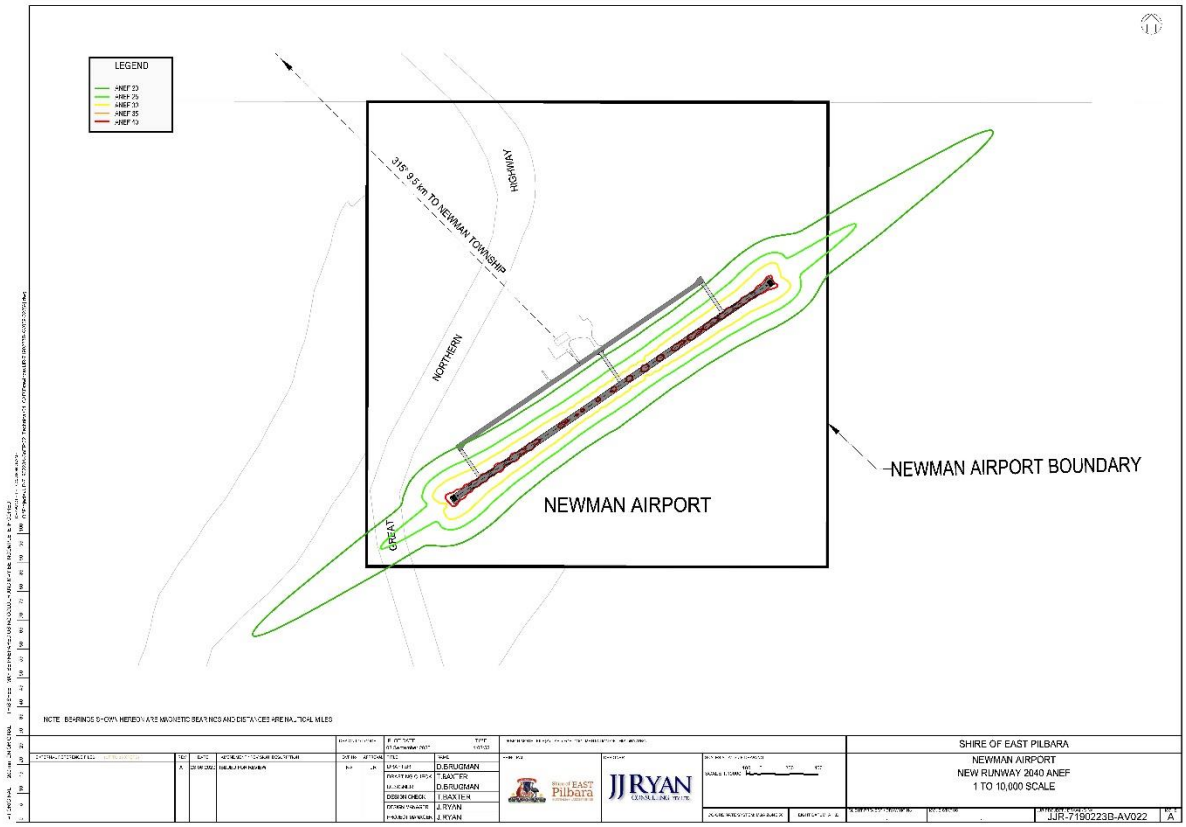

3436 FT
R 0.35 NM
316° 6.5 km TO NEWMAN TOWNSHIP
HIGHWAY
3000 FT
581 FT
235° 30'
FROM PORT HEAD LAND OR PERTH
146° 30' 4.59 NM
235° 32' 1.35 NM
R 0.4 NM
276 FT
325° 27' 1.35 NM
NORTHERN
09
27
0 FT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
R 0.4 NM
1193 FT
55° 32' 1.35 NM
1500 FT
1945 FT
R 0.4 NM
CREST
FROM PERTH
20° 34'
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT RUNWAY 23 ARRIVAL TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV017
A

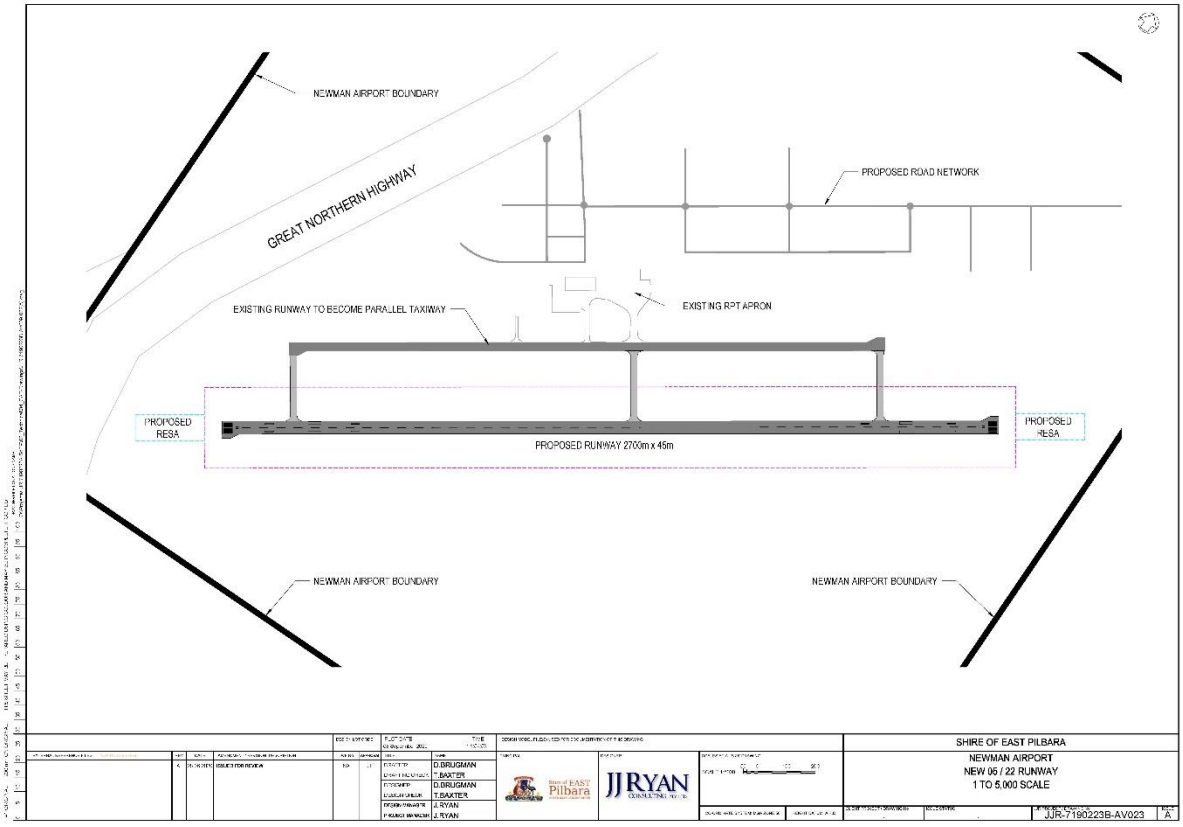

3436 FT
R 0.35 NM
316° 6.5 km TO NEWMAN TOWNSHIP
HIGHWAY
3000 FT
581 FT
235° 30'
FROM PORT HEAD LAND OR PERTH
146° 30' 4.59 NM
235° 32' 1.35 NM
R 0.4 NM
276 FT
325° 27' 1.35 NM
NORTHERN
09
27
0 FT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
R 0.4 NM
1193 FT
55° 32' 1.35 NM
1500 FT
1945 FT
R 0.4 NM
CREST
FROM PERTH
20° 34'
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
NEW RUNWAY 23 ARRIVAL TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV018
A


316° 4.5 nm TO NEWMAN TOWNSHIP
1500 FT
1845 FT
R 0.4 NM
HIGHWAY
235° 32' 1.35 NM
R 0.4 NM
1213 FT
1146 FT
145° 32' 1.35 NM
NORTHERN
18
0 FT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
55° 32' 1.35 NM
581 FT
276 FT
R 0.4 NM
325° 32' 4.50 NM
3000 FT
CREST
55° 32'
FROM PORT HEDLAND OR PERTH
3501 FT
R 0.4 NM
20° 34' DISPLACED
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT RUNWAY 05 ARRIVAL TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV019
A


316° 4.5 nm TO NEWMAN TOWNSHIP
1500 FT
1845 FT
HIGHWAY
235° 32' 1.35 NM
R 0.4 NM
1213 FT
R 0.4 NM
1146 FT
145° 32' 1.35 NM
NORTHERN
18
0 FT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
55° 32' 1.35 NM
R 0.4 NM
276 FT
581 FT
325° 32' 4.50 NM
3000 FT
CREST
55° 32'
FROM PORT HEDLAND OR PERTH
3501 FT
R 0.4 NM
20° 34' DISPLACED
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
NEW RUNWAY 05 ARRIVAL TRACKS
1 TO 25,000 SCALE
JJR-7190223B-AV020
A


LEGEND
ANEF 20
ANEF 25
ANEF 30
ANEF 35
ANEF 40
315° 9.5 km TO NEWMAN TOWNSHIP
HIGHWAY
NORTHERN
GREAT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
NOTE: BEARINGS SHOWN HEREON ARE MAGNETIC BEARINGS AND DISTANCES ARE NAUTICAL MILES
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT RUNWAY 2040 ANEF
1 TO 10,000 SCALE
JJR-7190223B-AV021
A


LEGEND
ANEF 20
ANEF 25
ANEF 30
ANEF 35
ANEF 40
315° 9.5 km TO NEWMAN TOWNSHIP
HIGHWAY
NORTHERN
GREAT
NEWMAN AIRPORT
NEWMAN AIRPORT BOUNDARY
NOTE: BEARINGS SHOWN HEREON ARE MAGNETIC BEARINGS AND DISTANCES ARE NAUTICAL MILES
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
NEW RUNWAY 2040 ANEF
1 TO 10,000 SCALE
JJR-7190223B-AV022
A


NEWMAN AIRPORT BOUNDARY
GREAT NORTHERN HIGHWAY
PROPOSED ROAD NETWORK
EXISTING RUNWAY TO BECOME PARALLEL TAXIWAY
EXISTING RPT APRON
PROPOSED RESA
PROPOSED RUNWAY 2700m x 45m
PROPOSED RESA
NEWMAN AIRPORT BOUNDARY
NEWMAN AIRPORT BOUNDARY
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
NEW 05 / 22 RUNWAY
1 TO 5,000 SCALE
JJR-7190223B-AV023

Appendix F – AS2021:2015 Table 2.1

TABLE 2.1

BUILDING SITE ACCEPTABILITY BASED ON ANEF ZONES
(To be used in conjunction with Table 3.3)

Building type	ANEF zone of site		
	Acceptable	Conditionally acceptable	Unacceptable
House, home unit, flat, caravan park	Less than 20 ANEF (Note 1)	20 to 25 ANEF (Note 2)	Greater than 25 ANEF
Hotel, motel, hostel	Less than 25 ANEF	25 to 30 ANEF	Greater than 30 ANEF
School, university	Less than 20 ANEF (Note 1)	20 to 25 ANEF (Note 2)	Greater than 25 ANEF
Hospital, nursing home	Less than 20 ANEF (Note 1)	20 to 25 ANEF	Greater than 25 ANEF
Public building	Less than 20 ANEF (Note 1)	20 to 30 ANEF	Greater than 30 ANEF
Commercial building	Less than 25 ANEF	25 to 35 ANEF	Greater than 35 ANEF
Light industrial	Less than 30 ANEF	30 to 40 ANEF	Greater than 40 ANEF
Other industrial	Acceptable in all ANEF zones		

NOTES:

1 The actual location of the 20 ANEF contour is difficult to define accurately, mainly because of variation in aircraft flight paths. Because of this, the procedure of Clause 2.3.2 may be followed for building sites outside but near to the 20 ANEF contour.

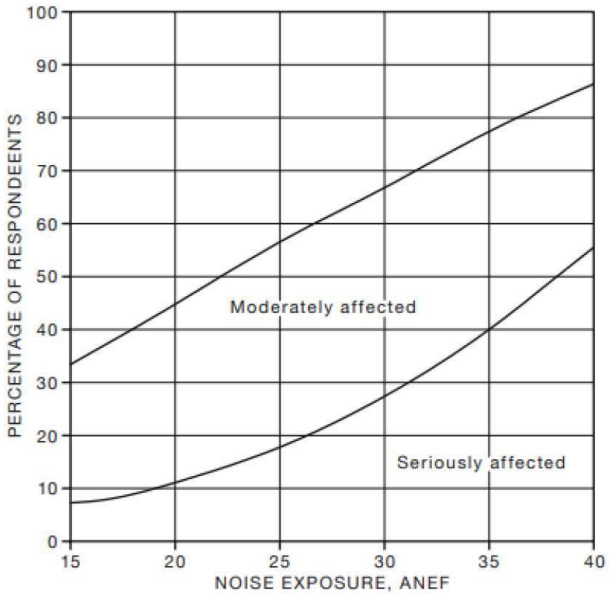
2 Within 20 ANEF to 25 ANEF, some people may find that the land is not compatible with residential or educational uses. Land use authorities may consider that the incorporation of noise control features in the construction of residences or schools is appropriate (see also Figure A1 of Appendix A).

3 There will be cases where a building of a particular type will contain spaces used for activities which would generally be found in a different type of building (e.g. an office in an industrial building). In these cases Table 2.1 should be used to determine site acceptability, but internal design noise levels within the specific spaces should be determined by Table 3.3.

4 This Standard does not recommend development in unacceptable areas. However, where the relevant planning authority determines that any development may be necessary within existing built-up areas designated as unacceptable, it is recommended that such development should achieve the required ANR determined according to Clause 3.2. For residences, schools, etc., the effect of aircraft noise on outdoor areas associated with the buildings should be considered.

5 In no case should new development take place in greenfield sites deemed unacceptable because such development may impact airport operations.

Appendix G – AS2021:2015 Figure A1



NOTE: This graph was derived from the National Acoustic Laboratories Report No. 88.

FIGURE A1 RELATIONSHIP BETWEEN NOISE EXPOSURE FORECAST LEVEL AND COMMUNITY REACTION IN RESIDENTIAL AREAS

Appendix H – CASA Regulation Reform Fact Sheet

Australian Government
Civil Aviation Safety Authority

REGULATION **REFORM**

Narrow runway operations



New rules for narrow runways operations come into effect on 13 November 2014

Who does this information apply to?

- Regular public transport and charter operators using aeroplanes which were certificated after 1 March 1978 and with a maximum take-off weight (MTOW) of more than 5700kg.
- Aerodrome operators.
- Aeroplane manufacturers.
- Pilots.
- Flying training organisations.

What is changing?

Following extensive consultation with industry, CASA has reviewed the regulations relating to narrow runway operations.

An outcome-based regulation has been developed to assess the capability of aeroplanes to operate safely on narrow runways. This is the alternative to requiring aerodrome operators to widen runways at aerodromes that do not support the aerodrome standards for larger aeroplane types. The assessment will include evaluation of aeroplane capabilities and aerodrome facilities.

The new regulation signifies that aeroplane operators will no longer need to apply for exemptions for narrow runway operations. Instead, aeroplanes will need to have been assessed by the original equipment manufacturer (OEM) or by flight test of the aeroplane to determine their capability to operate safely on narrow runways.

CIVIL AVIATION SAFETY AUTHORITY © 2014

FACT SHEET

After the completion of satisfactory assessment the aeroplane is issued with an approved Aeroplane Flight Manual narrow runway supplement (AFMS), appropriate approved documentation or specific OEM AFM runway width limitation.

Operators will also be required to carry out specific training of flight crew for narrow runway operations. Details of this training will need to be included in the operator's Operations Manual.

As a result of these changes, all existing CAR 235A exemptions relating to the operation on narrow runways will be cancelled on **13 November 2014**.

How is a 'narrow runway' defined?

Runways and specific aerodrome facilities are designed to meet the standards found in the Civil Aviation Safety Regulation (CASR) Part 139 Manual of Standards (MOS), and International Civil Aviation Organization (ICAO) Annex 14, Aerodromes. Runways are designed to meet the requirements, taking into account take-off performance and aeroplane physical characteristics which are summarised in the Aerodrome Reference Code (ARC).

Runways that are narrower than the dimensions specified in the ARC are classified as narrow runways.



REGULATION REFORM | AIRSPACE AND INFRASTRUCTURE

When do the new rules come into effect?

The new rules start on 13 November 2014. Operators with current CAR 235A narrow runway exemptions will already have an approved AFM, narrow runway AFMS, appropriate approved documentation or specific OEM AFM runway width limitation in order for the operator to meet the requirements of their exemptions. In addition, specific procedures may be required which will be included in the Operations Manual. This will allow continued operations under the new rules.

Having the required documentation and procedures in place will provide a seamless transition when the new regulations are introduced and exemptions are cancelled.

What do air operator certificate holders need to do?

Regular public transport and charter air operator certificate holders need to ensure that from 13 November 2014:

- their aeroplanes are operated in accordance with an approved narrow runway AFMS, appropriate approved documentation or specific OEM AFM runway width limitation (for example, Beechcraft Super King Air 350 AFMS, B737 AFM Appendix, and Airbus A380 AFM 45m wide runway limitation).
- their Operations Manual provides narrow runway operational requirements
- their training and checking manual provides specific training and checking requirements for narrow runway operations.

Those operators that do not have approved AFMS (or equivalent documentation) and the applicable sections in their Operations Manual relating to training and checking are advised to contact CASA (**www.casa.gov.au/contact**) to determine what is required to ensure they comply with the regulations prior to operating on narrow runways from 13 November 2014.



◇ Boeing

What do aerodrome operators need to do?

It is recommended that aerodrome operators include, in the Aerodrome Manual (or equivalent), documentation indicating that aeroplanes affected by the regulation are issued with the appropriate narrow runway approval for operations to and from the particular aerodrome.

Aerodrome operators will not require exemptions against CAR235A as this is an aeroplane operational rule. Aerodrome operators will need to comply with Part 139 MOS – Aerodromes.

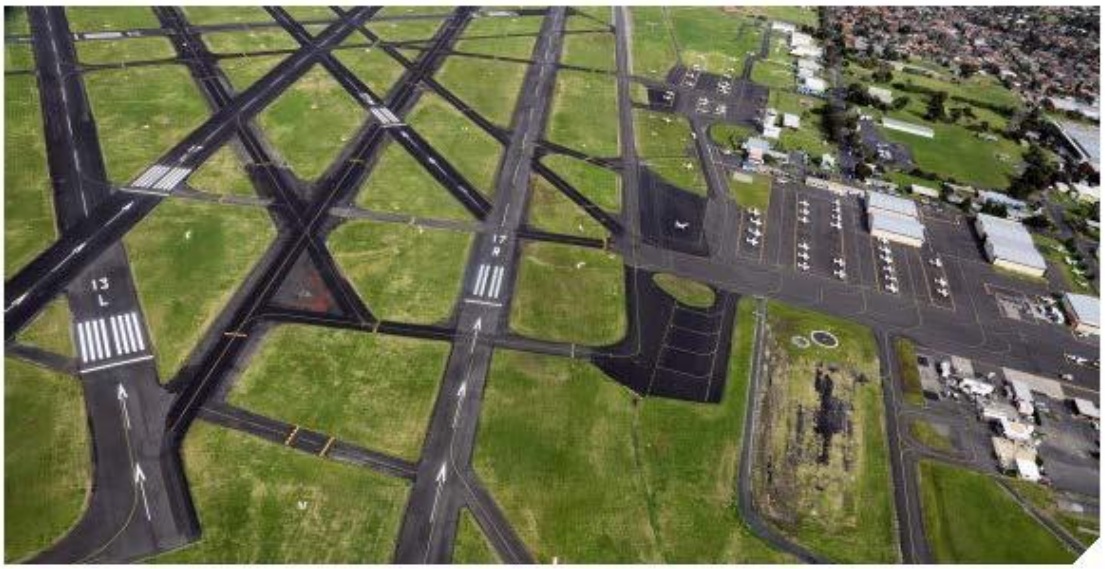
How will the changes affect the Part 139 Manual of Standards - Aerodromes?

The Part 139 Manual of Standards (MOS) sets out the standards and operating procedures for certified, registered aerodromes used in air transport operations.

As a result of the MOS 139 Post Implementation Review changes are being made to the Part 139 MOS separating the regulatory management of aeroplane operations from aerodrome operations.

CIVIL AVIATION SAFETY AUTHORITY © 2014

FACT SHEET



How will the changes affect the Aeronautical Information Publication (AIP)?

The AIP has been revised to take into account the changes to the CAR 235A regulations. AIP amendments will also become effective on 13 November 2014.

The AIP amendment clarifies the method for determining the minimum runway width for aeroplanes with MTOW above 5700 kg engaged in regular public transport and charter operations.

In addition, the AIP has been clarified in regards to the operation from unpaved runway surfaces - this is independent to narrow runway operations.

Want to know more?

CAR 235A and the supporting CAAP 235A-1(0) include guidance on determining minimum runway width, AFM and Operations Manual requirements, flight crew training requirements and liaising with aerodrome operators.

The draft CAAP 235A and consultation CAR 235A in addition to background information can be found on the CASA website. (Please note, the draft documents will transition to final documents when they become effective on 13 November 2014).

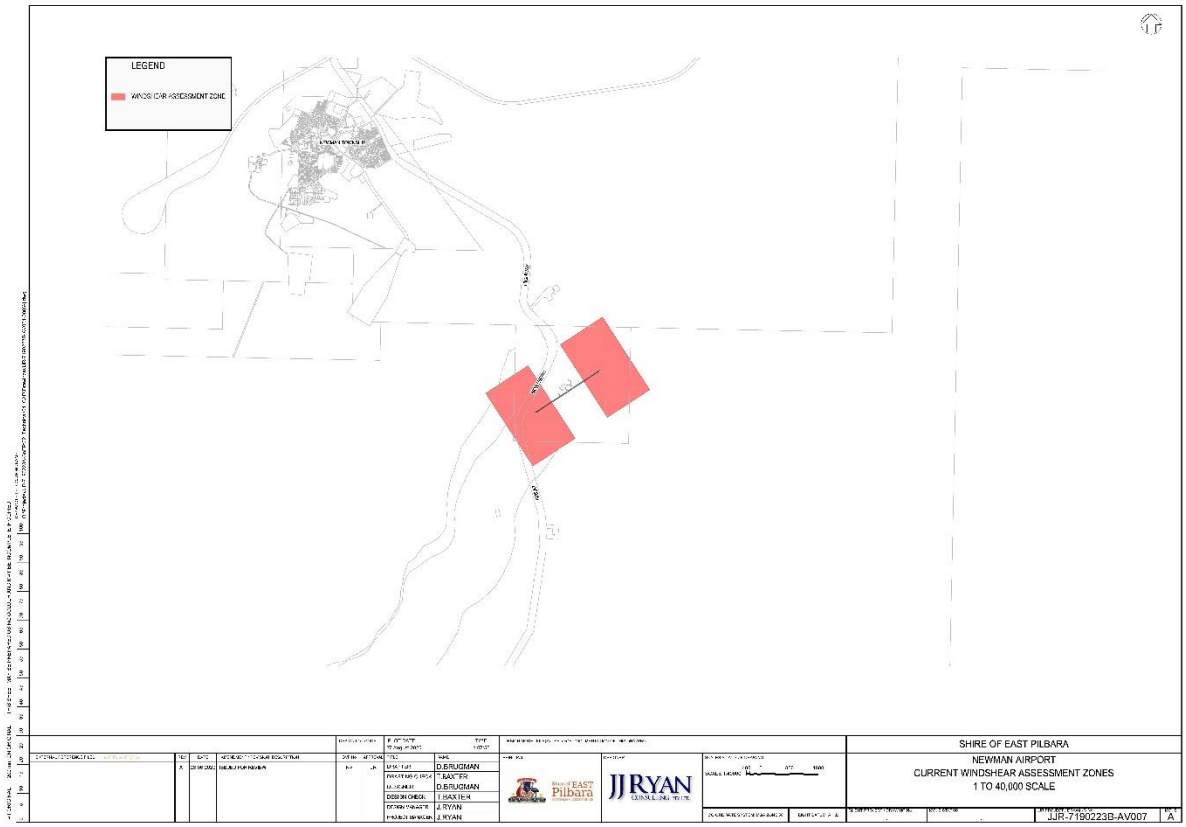
For general information visit **casa.gov.au/narrowrunways** or for further details regarding the aircraft certification requirements, process and approval of narrow runway AFMS email **aircraft.certification@casa.gov.au**

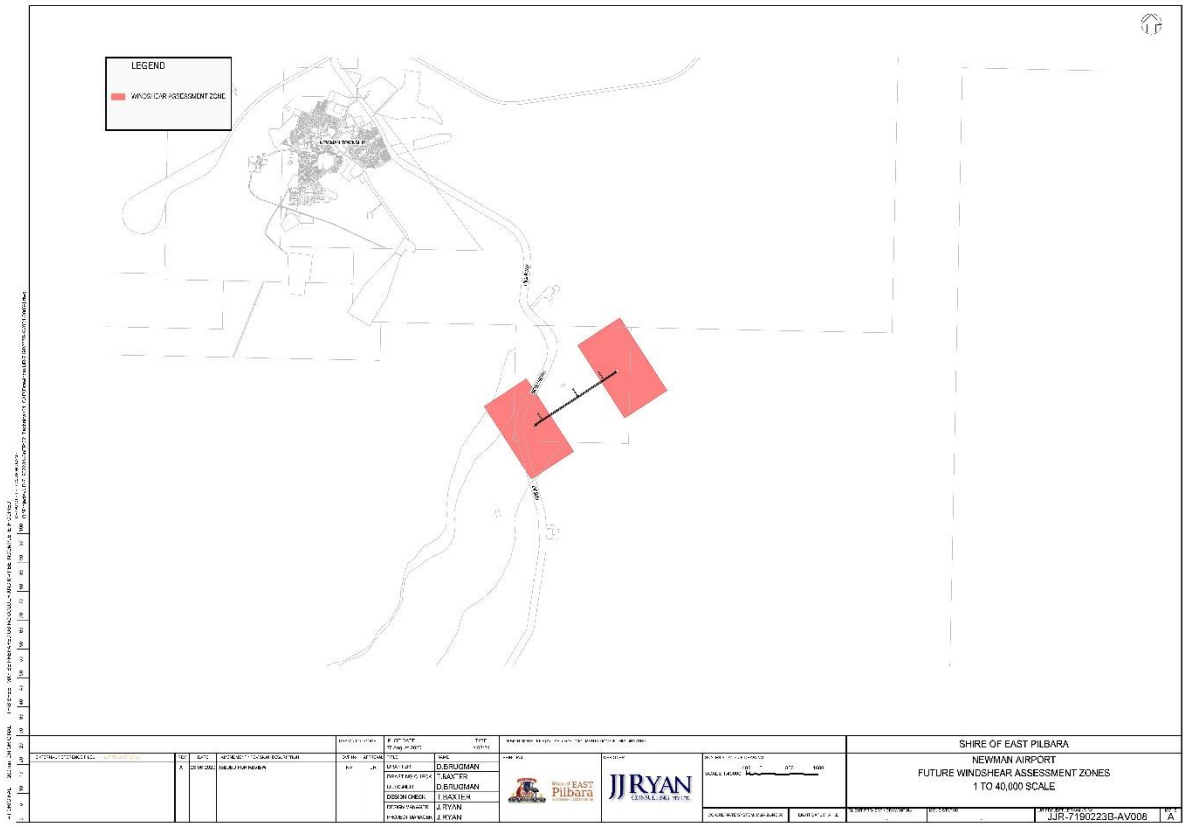
This information sheet was updated August 2014

REGULATION REFORM | AIRSPACE AND INFRASTRUCTURE

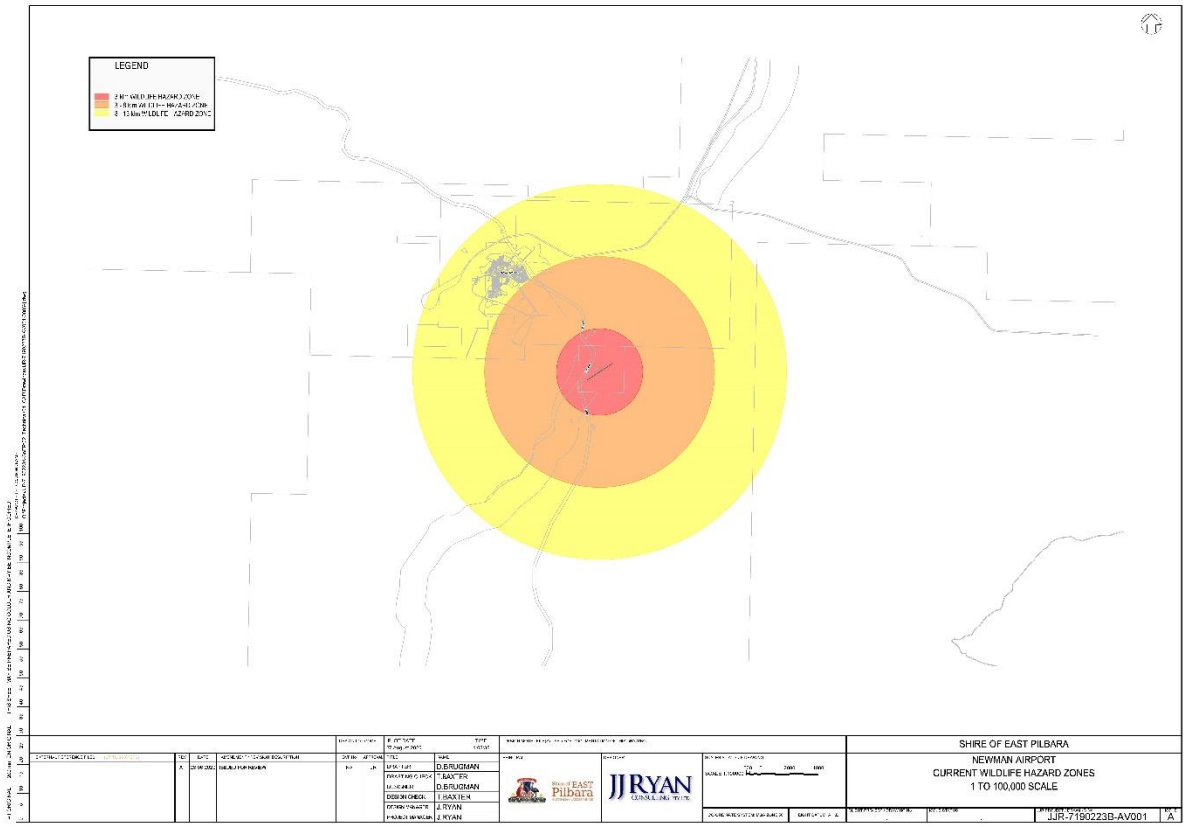
CIVIL AVIATION SAFETY AUTHORITY © 2014

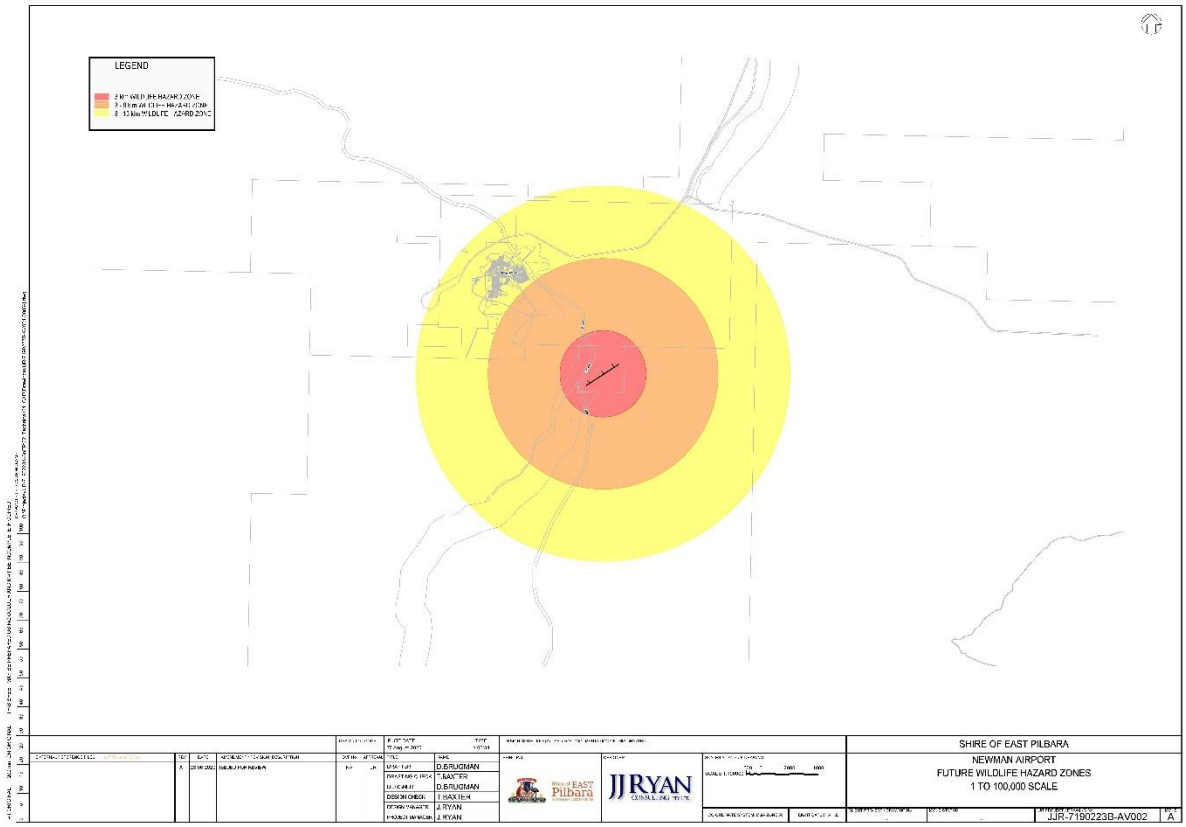
Appendix D – Windshear Assessment Zones


LEGEND
WINDSHEAR ASSESSMENT ZONE
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT WINDSHEAR ASSESSMENT ZONES
1 TO 40,000 SCALE
JJR-7190223B-AV007
A

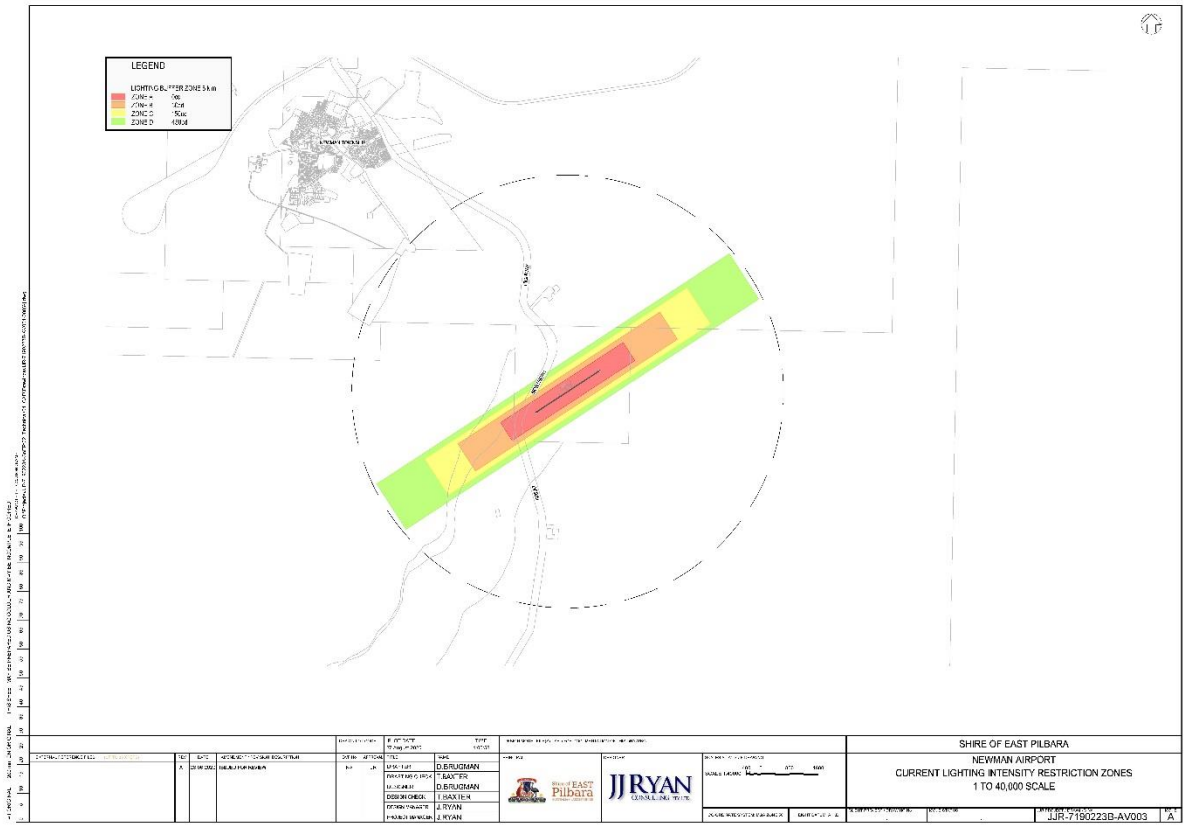

LEGEND
WINDSHEAR ASSESSMENT ZONE
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
FUTURE WINDSHEAR ASSESSMENT ZONES
1 TO 40,000 SCALE
JJR-7190223B-AV008
A

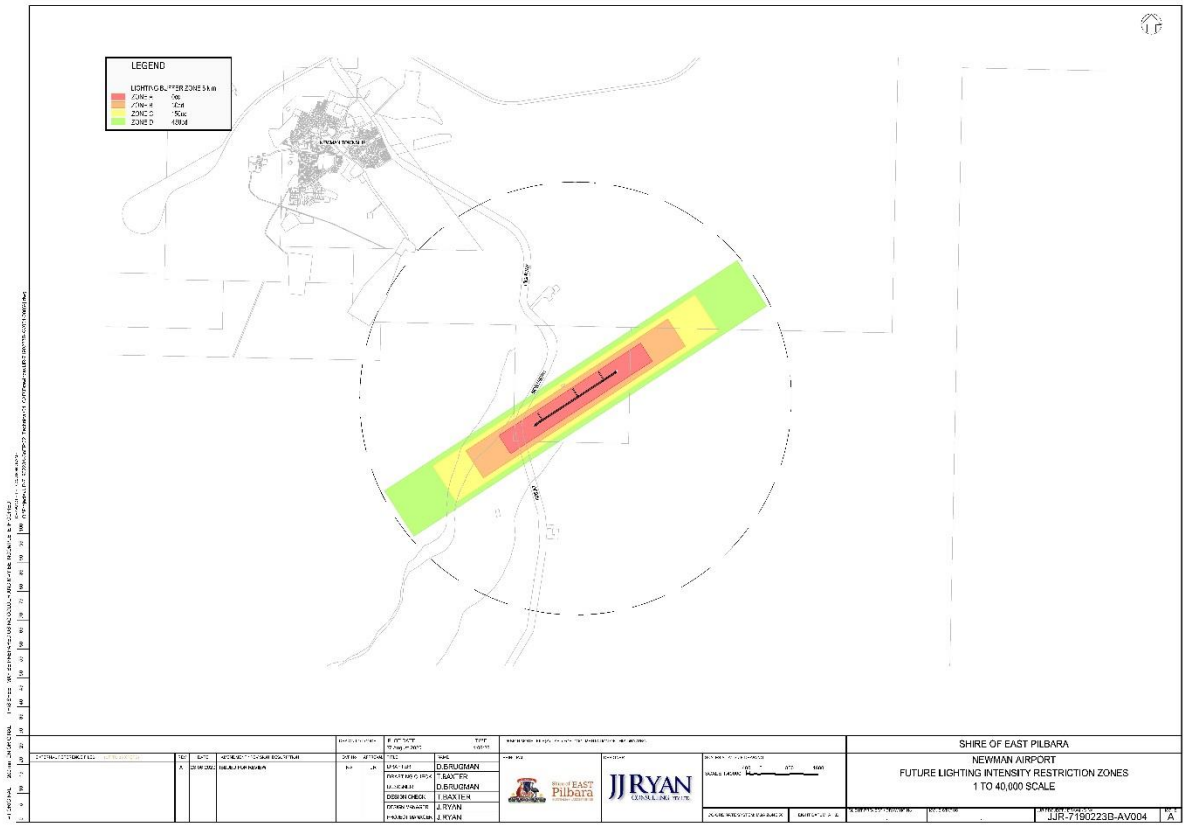
Appendix E – Wildlife Hazard Zones


LEGEND
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT WILDLIFE HAZARD ZONES
1 TO 100,000 SCALE
JJR-7190223B-AV001
A

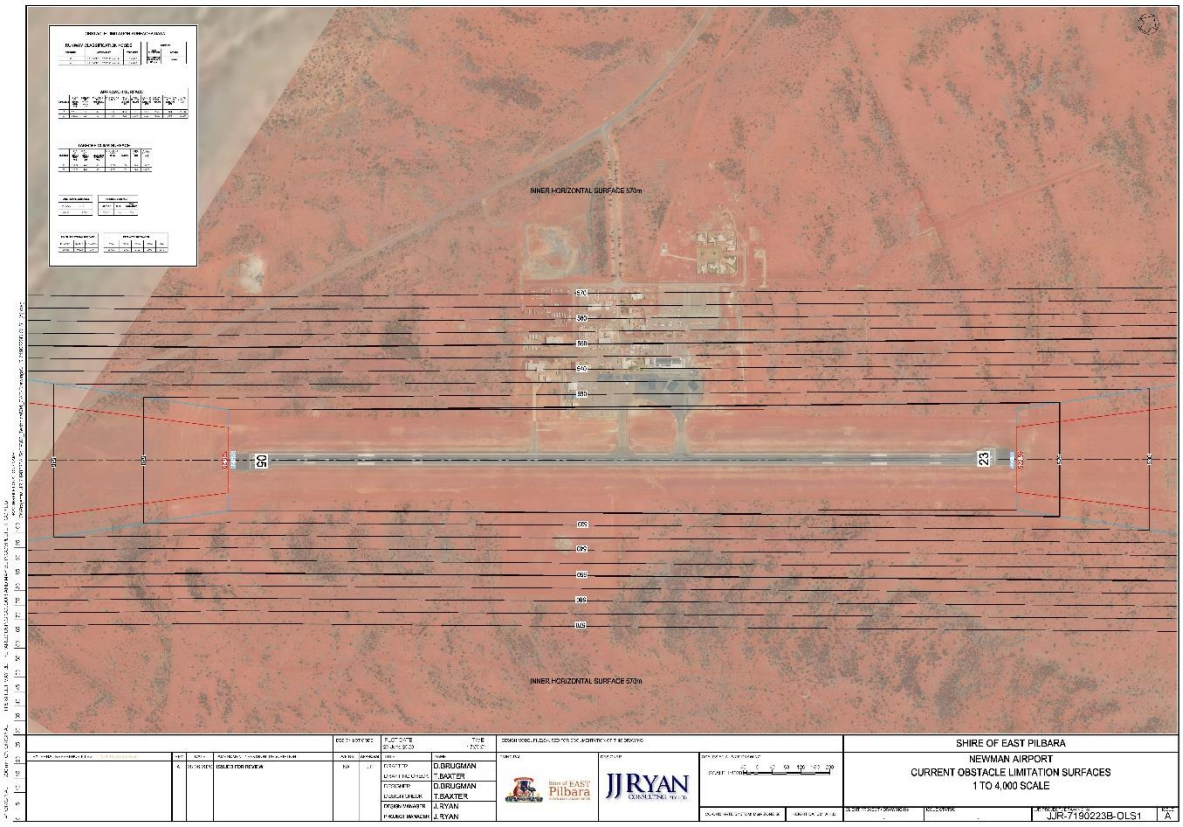

LEGEND
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
FUTURE WILDLIFE HAZARD ZONES
1 TO 100,000 SCALE
JJR-7190223B-AV002
A

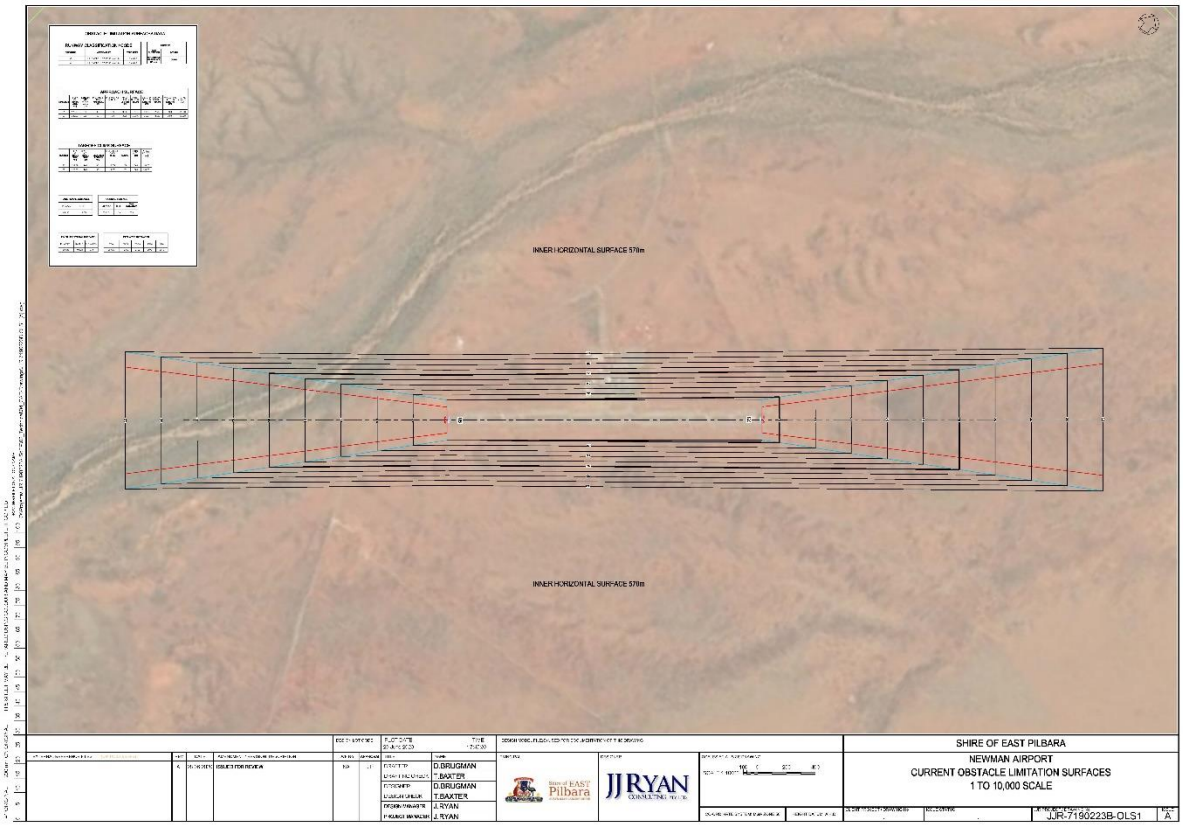
Appendix F – Lighting Intensity Restriction Zones

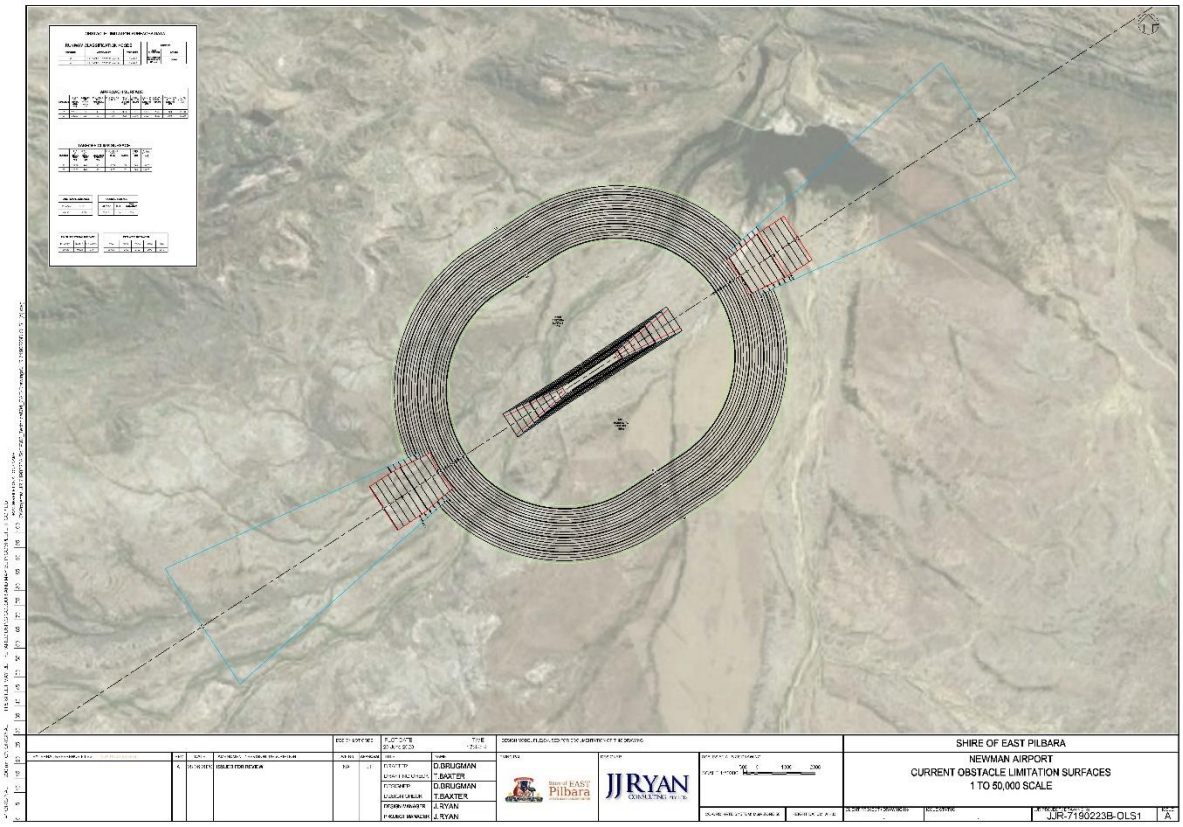

LEGEND
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT LIGHTING INTENSITY RESTRICTION ZONES
1 TO 40,000 SCALE
JJR-7190223B-AV003
A

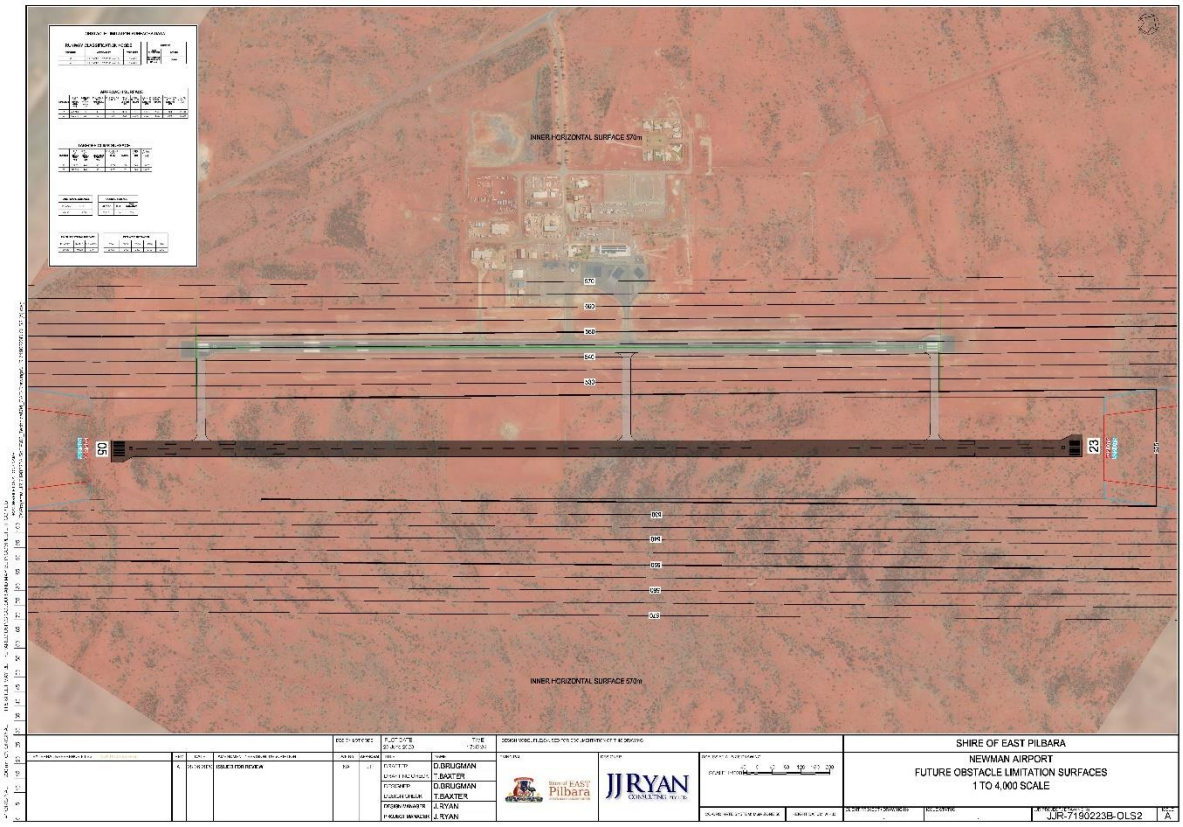

LEGEND
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
FUTURE LIGHTING INTENSITY RESTRICTION ZONES
1 TO 40,000 SCALE
JJR-7190223B-AV004
A

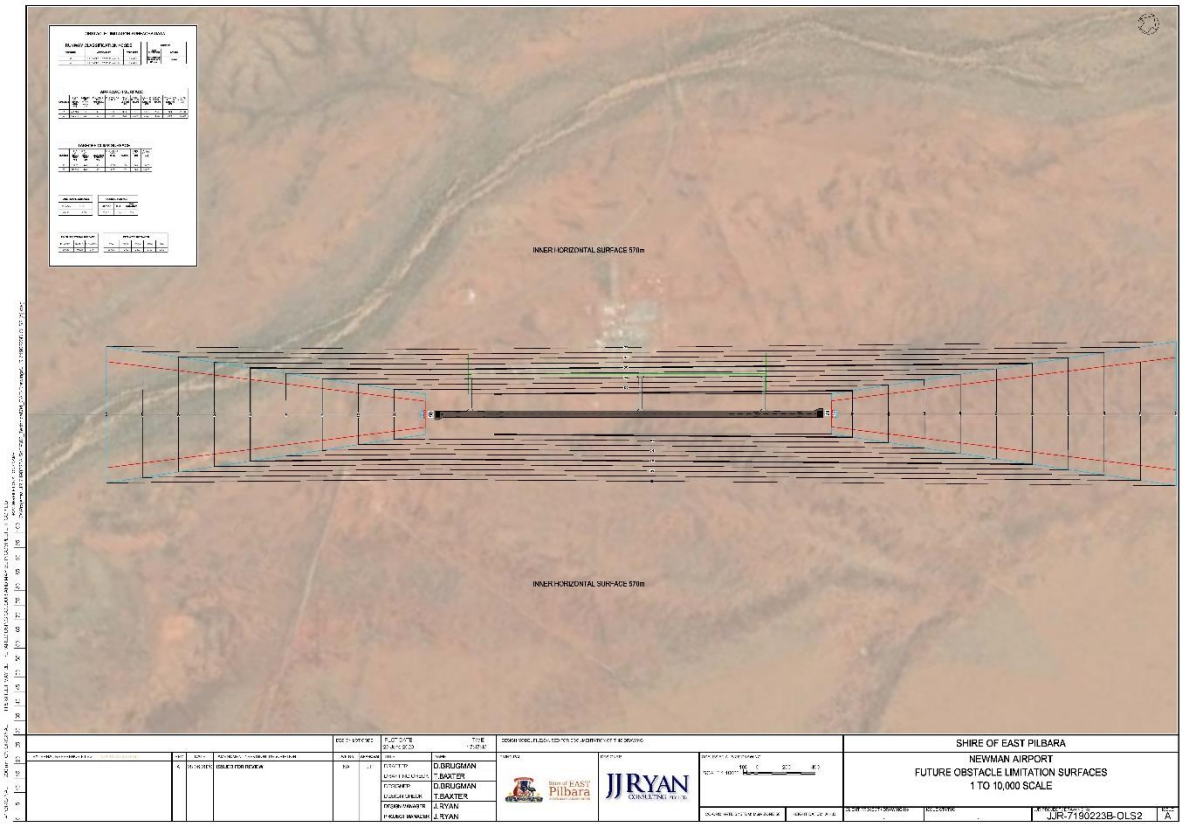
Appendix G – OLS

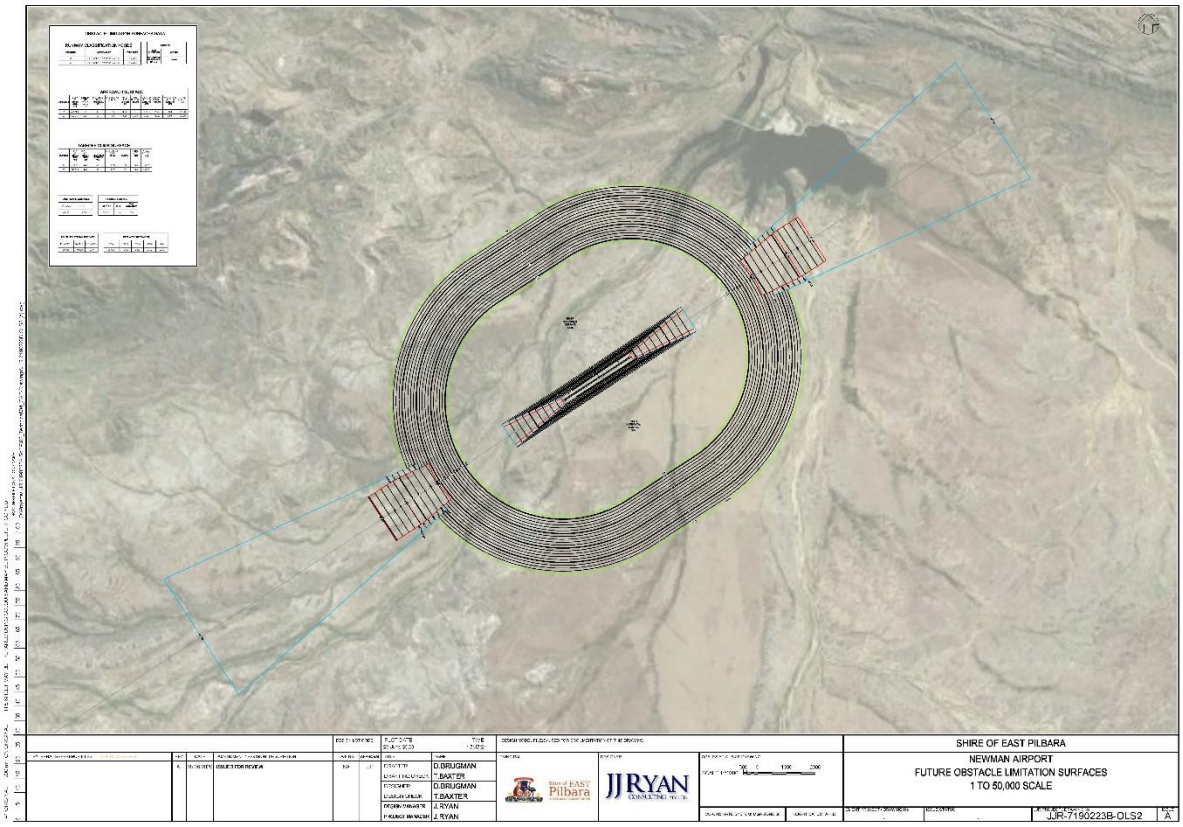

INNER HORIZONTAL SURFACE 570m
05
23
INNER HORIZONTAL SURFACE 570m
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT OBSTACLE LIMITATION SURFACES
1 TO 4,000 SCALE
JJR-7190223B-OLS1
A


INNER HORIZONTAL SURFACE 570m
INNER HORIZONTAL SURFACE 570m
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT OBSTACLE LIMITATION SURFACES
1 TO 10,000 SCALE
JJR-7190223B-OLS1
A

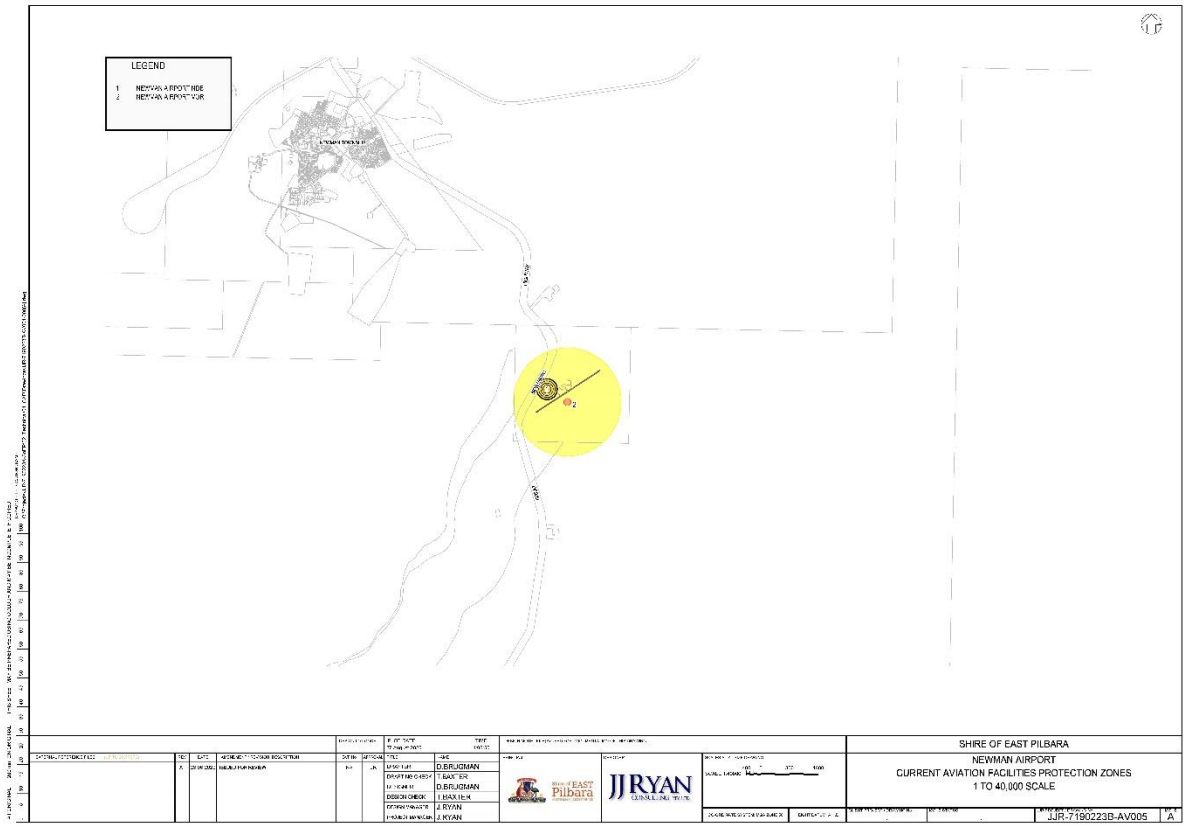

SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT OBSTACLE LIMITATION SURFACES
1 TO 50,000 SCALE
JJR-7190223B-OLS1
A
D.BRUGMAN
T.BAXTER
J.RYAN
ISSUED FOR REVIEW

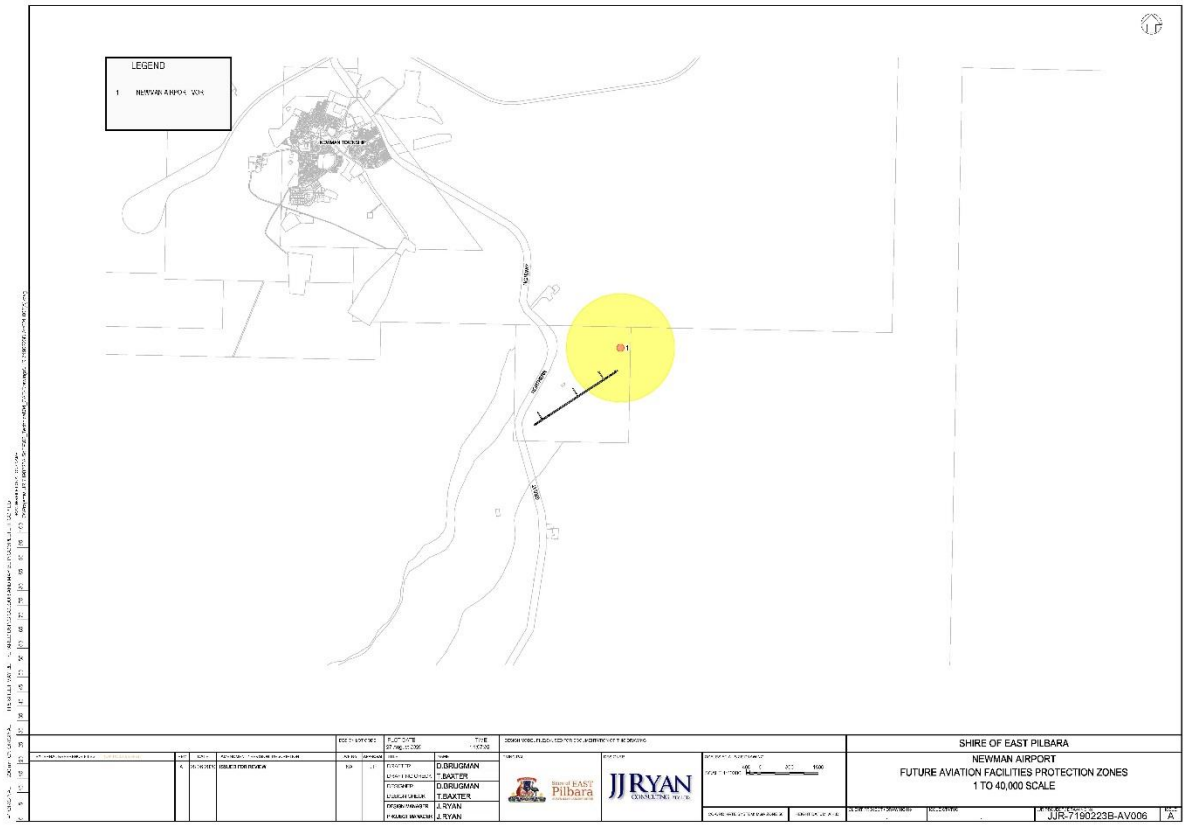

INNER HORIZONTAL SURFACE 570m
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
FUTURE OBSTACLE LIMITATION SURFACES
1 TO 4,000 SCALE
JJR-7190223B-OLS2
A
D.BRUGMAN
T.BAXTER
J.RYAN
ISSUED FOR REVIEW


INNER HORIZONTAL SURFACE 57m
INNER HORIZONTAL SURFACE 57m
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
FUTURE OBSTACLE LIMITATION SURFACES
1 TO 10,000 SCALE
JJR-7190223B-OLS2
A


SHIRE OF EAST PILBARA
NEWMAN AIRPORT
FUTURE OBSTACLE LIMITATION SURFACES
1 TO 50,000 SCALE
JJR-7190223B-OLS2
A

Appendix H – Aviation Facilities Protection Zones


LEGEND
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
CURRENT AVIATION FACILITIES PROTECTION ZONES
1 TO 40,000 SCALE
JJR-7190223B-AV005
A


LEGEND
SHIRE OF EAST PILBARA
NEWMAN AIRPORT
FUTURE AVIATION FACILITIES PROTECTION ZONES
1 TO 40,000 SCALE
JJR-7190223B-AV006
A

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 conneciton		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.

---

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**

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 7th November 2020 – 30 April 2021.

CARRIED UNANIMOUSLY

To be actioned by Mrs Kylie Bergmann, Acting Manager Governance

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**

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 Pleming

That Council

1. **Award Tender RFT 14-2020/21 for IT Managed Services to ES2 Pty Ltd for an initial contract period of three (3) years commencing on the 1st July 2021 and expiring on the 30th June 2024 for the lump sum fixed pricing $342,000.00 and to accept the tendered hourly rates (*in commercial confidence*) for adhoc and out of hours requests, and**
2. **Approve the Chief Executive Officer to extend the contract with the same conditions for a further period of one (1) year on expiry of the initial contract period, to commence 1st July 2024 and to expire on the 30th June 2025, and**
3. **Approve the Chief Executive Officer to extend the contract with the same conditions for a final further period of one (1) year on expiry of the first further period, to commence 1st July 2025 and to expire on the 30th June 2026, and**
4. **Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between ES2 Pty Ltd and the Shire of East Pilbara with respect to this Tender.**

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

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**

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 Pleming 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 1st June, 2021 and expiring on the 31st May, 2024 for $588,363.00 gst ex for the fixed scheduled works and adhoc service requests, and**
2. **Approve the Chief Executive Officer to extend the Contract with the same conditions for a further period of one (1) year on expiry of the initial Contract period, to commence 1st June, 2024 and to expire on the 31st May, 2025; and**
3. **Approve the Chief Executive Officer to extend the Contract with the same conditions for a second and final further period of one (1) year on expiry of the first further option period, to commence 1st June 2025 and to expire on the 31st May, 2026; and**
4. **Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between Cleanaway Waste Management and the Shire of East Pilbara with respect to this Tender.**

CARRIED UNANIMOUSLY

To be actioned by Mr Hosein Fadaei, Graduate Engineer Waste Services

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**

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 Pleming

THAT Council

1. **Award Tender RFT 12-2020/21 for the Provision of Cleaning Services to Newman Cleaning Services for an initial Contract period of three (3) years commencing on the 1st July, 2021 and expiring on the 30th June, 2024 for $2,471,343.00 gst ex for the fixed scheduled works and to accept the adhoc/reactive hourly rates tendered; and**
2. **Approve the Chief Executive Officer to extend the Contract with the same conditions for a further period of two (2) years on expiry of the initial Contract period, to commence 1st July, 2024 and to expire on the 30th June, 2026 for a further $1,647,562.00 for the fixed scheduled works plus the adhoc/reactive hourly rates tendered; and**
3. **Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between Newman Cleaning Resources and the Shire of East Pilbara with respect to this Tender.**

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

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