

Unconfirmed copy of Minutes of  
Meeting held on 28 September 2018  
subject to confirmation at meeting to be  
held on 26 October 2018



# **EAST PILBARA SHIRE COUNCIL**

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

**NOTICE IS HEREBY GIVEN** that an  
ORDINARY Meeting of the Council was held,  
in Council Chambers, Marble Bar,  
12:30PM, FRIDAY, 28 SEPTEMBER, 2018.

**Jeremy Edwards**  
**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: \_\_\_\_\_  
Jeremy Edwards  
Chief Executive Officer



## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	4
2	RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE .....	4
2.1	ATTENDANCES .....	4
2.2	APOLOGIES .....	5
2.3	LEAVE OF ABSENCE .....	5
3	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....	5
4	PUBLIC QUESTION TIME .....	5
4.1	WARD REVIEW AGENDA ITEM 9.1.3 .....	5
4.2	ROADS.....	5
4.3	MARBLE BAR RACE CLUB .....	6
5	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	6
6	APPLICATIONS FOR LEAVE OF ABSENCE .....	6
7	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING.....	7
7.1	CONFIRMATION OF MINUTES.....	7
8	MEMBERS REPORT .....	7
8.1	ITEMS FOR RECOMMENDATION .....	7
8.2	ITEMS FOR INFORMATION.....	7
9	OFFICER'S REPORTS .....	9
9.1	CHIEF EXECUTIVE OFFICER.....	9
9.1.1	STATUS OF COUNCIL DECISIONS AUGUST 2018.....	9
9.1.2	PROPOSED COUNCIL MEETING DATES FOR 2018/19.....	16
9.1.3	WARD REVIEW .....	19
9.2	DEPUTY CHIEF EXECUTIVE OFFICER .....	24

---

9.2.1	STRATEGIC COMMUNITY PLAN MAJOR REVIEW - REQUEST TO ADVERTISE .....	24
9.2.2	AMENDMENT TO THE 2018/2019 FEES AND CHARGES .....	51
9.2.3	AUDIT COMMITTEE MEETING 6 <sup>TH</sup> SEPTEMBER 2018 .....	55
9.2.4	CREDITORS FOR PAYMENT.....	90
9.2.5	STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JULY 2018.....	143
9.2.6	AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY.....	172
9.2.7	BAI COMMUNICATIONS PTY LTD (FORMERLY BROADCAST AUSTRALIA PTY LTD) – BROADCASTING SERVICES FOR NEWMAN.....	175
9.2.8	NULLAGINE VARIETY CLUB BUS – CONDITIONS OF USE AGREEMENT .....	178
<b>9.3</b>	<b>DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES .</b>	<b>220</b>
9.3.1	ENTERING INTO A LICENSE AGREEMENT WITH NORTH WEST AVIATION SERVICES AND ESTABLISHING AN AIRLINE COMMON USER CHARGE.....	220
<b>10</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>261</b>
<b>11</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL .....</b>	<b>261</b>
<b>12</b>	<b>CONFIDENTIAL MATTERS BEHIND CLOSED DOORS.....</b>	<b>261</b>
<b>12.1</b>	<b>CHIEF EXECUTIVE OFFICER.....</b>	<b>262</b>
12.1.1	FUTURE OF THE PILBARA REGIONAL COUNCIL .....	262
<b>12.2</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER .....</b>	<b>263</b>
12.2.1	CONSIDERATION OF REQUEST FOR RATES RELIEF.....	263
12.2.2	REPLACEMENT OF EXISTING DUCTED AIR- CONDITIONING SYSTEM – NEWMAN RECREATION CENTRE (GYM 2) .....	264
12.2.3	REPLACEMENT OF SIX LIGHTING MODULES AT CAPRICORN OVAL .....	265
<b>12.3</b>	<b>DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES .</b>	<b>266</b>

---

12.3.1	CONSTRUCT EARTH SLUDGE DRYING BED FOR SEPTAGE PONDS AT NEWMAN LANDFILL SITE .....	266
12.3.2	ENTERING INTO A LEASE AGREEMENT WITH AURORA PETROLEUM PTY LTD FOR THE USE OF AREA 22 AT NEWMAN AIRPORT FOR THE PURPOSES OF OPERATING A KIOSK .....	267
<b>13</b>	<b>DATE OF NEXT MEETING .....</b>	<b>269</b>
<b>14</b>	<b>CLOSURE .....</b>	<b>269</b>

## 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 12:31 PM and welcomed the Visitors in the public gallery.

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

### 2.1 ATTENDANCES

#### Councillors

Cr Gerry Parsons	Acting Shire President
Cr Anthony Middleton	Councillor
Cr Carol Williams	Councillor
Cr Lang Coppin OAM	Councillor
Cr Biddy Schill	Councillor
Cr Craig Hoyer	Councillor
Cr Dean Hatwell	Councillor
Cr Anita Grace	Councillor

#### Officers

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

#### Public Gallery

Wendy Brooks	Limestone Station
Grant Brooks	Limestone Station
Ann Coppin	Yarrie Station
Tash Johns	Marble Bar resident
Fletcher Mitchell	Marble Bar resident
Sue-Ellen Elvy	Marble Bar resident
Olga Potter	Marble Bar resident
Dennis Ward	Marble Bar resident
Kristie Crawford	Marble Bar resident
Pat Clarke	Marble Bar resident
Charlie Mawson	Marble Bar resident
Matthew Guttila	Marble Bar resident
Cheryl Manurung	Marble Bar resident
Amy Pfitzner	Marble Bar resident
Elaine Millwood	Marble Bar resident
Murray Millwood	Marble Bar resident
Eugene Crawford	Marble Bar resident
Aimee Crawford	Marble Bar resident

## 2.2 APOLOGIES

### Councillor Apologies

Cr Michael Kitchin

Councillor

### Officer Apologies

Mrs Kylie Bergmann

Coordinator Governance

## 2.3 LEAVE OF ABSENCE

Cr Lynne Craigie

Shire President

Cr Jeton Ahmedi

Deputy Shire President

## 3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

## 4 PUBLIC QUESTION TIME

### 4.1 WARD REVIEW AGENDA ITEM 9.1.3

Tash Johns asked why Council is undertaking a review of the Shire of East Pilbara ward system and why is no change, not an option in this agenda?

Chief Executive Officer (**CEO**), Mr Jeremy Edwards replied Council reviews the wards every eight years, but as part of my KPIs I have indicated I will review the wards which is required to be submitted as an agenda so Council can start the process for a review of the wards. It will require a public submission period, and this will be brought back to Council before any decision is sent to the Local Government Advisory Board.

Ann Coppin asked will there be options in the review?

The Presiding President, Cr Gerry Parsons replied this agenda item is only to proceed to undertake with the review of the wards by Council and at the October Council meeting Council will be presented with a discussion paper and options for public submission.

Eugene Crawford asked if it can be noted that all Marble Bar residents present at this meeting 28<sup>th</sup> September 2018 are opposed to any change in the ward system.

CEO, Mr Jeremy Edwards replied this will be noted.

### 4.2 ROADS

Tash Johns asked how much notice is the Shire of East Pilbara given for funding regarding the Coongan Gorge realignment?

Mr Rick Miller, Director Technical & Development Services, replied the Coongan Gorge realignment is a federally funded project and the Shire of East Pilbara has no decision making regarding the funds.

Mr Eugene Crawford asked was funding used from the Marble Bar /Nullagine road to fund the Rippon Hills road?

Mr Rick Miller replied no funding was used from the Marble Bar/Nullagine Road for Rippon Hills but will take on notice and confirm back to Mr Crawford.

Mr Grant Brooks asked how much notice is required by Main Roads regarding project funding works for the Marble Bar Road?

Mr Rick Miller replied that he will take the question on notice and will obtain plans and the budget scheduled for the 18/19 year. He will also contact WA Main Roads regarding Marble Bar residents concerns and arrange for a public meeting for Main Roads to attend prior or at the next Council Meeting in Marble Bar.

#### **4.3 MARBLE BAR RACE CLUB**

Mr Eugene Crawford, President of the Marble Bar Race Club, would like to thank the Shire of East Pilbara for all the help it contributes to the Race Club. Thank you without your help the Marble Bar Race Day Cup in July would not happen.

Cr Gerry Parsons thanked the public gallery for their questions

### **5 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

### **6 APPLICATIONS FOR LEAVE OF ABSENCE**

1. Cr Gerry Parsons has requested a leave of absence from 6<sup>th</sup> – 14<sup>th</sup> October 2018.
2. Cr Anthony Middleton has requested a leave of absence from 3<sup>rd</sup> – 19<sup>th</sup> November 2018.

#### **COUNCIL RESOLUTION: 201819/32**

**MOVED: Cr Lang Coppin OAM**

**SECONDED: Cr Biddy Schill**

**THAT Council grant the following applications for leave of absence:**

1. **Cr Gerry Parsons be granted a leave of absence from 6<sup>th</sup> – 14<sup>th</sup> October 2018**
2. **Cr Anthony Middleton be granted a leave of absence from 3<sup>rd</sup> – 19<sup>th</sup> November 2018.**

**CARRIED UNANIMOUSLY**

*To be actioned by Mr Jeremy Edwards, Chief Executive Officer.*



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

### **7.1 CONFIRMATION OF MINUTES**

[Minutes August 24 2018 Council.DOCX](#)

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/33**

**MOVED: Cr Lang Coppin OAM**

**SECONDED: Cr Biddy Schill**

**THAT the minutes of the Ordinary Meeting of Council held on 24 August 2018, be confirmed as a true and correct record of proceedings.**

**CARRIED UNANIMOUSLY**

*To be actioned by Mrs Kylie Bergmann, Coordinator Governance.*

## **8 MEMBERS REPORT**

### **8.1 ITEMS FOR RECOMMENDATION**

Nil

### **8.2 ITEMS FOR INFORMATION**

**Cr Jeton Ahmedi**

- Fusion Festival Opening Ceremony

**Cr Gerry Parsons**

- Nyiyaparli Native Title on Country Consent Determination
- Fusion Festival Opening Ceremony
- Audit Committee Meeting
- Catch up with Shire of East Pilbara Chief Executive Officer – 07.09.18
- Pilbara Creative and Cultural Forum Opening Ceremony
- Pilbara Creative and Cultural Forum Welcome Dinner
- Pilbara Creative and Cultural Forum selected sessions
- NCCI Business After Hours

**Cr Anthony Middleton**

- Vietnam Veterans Day – 18.08.18
- Pilbara Creative & Cultural Forum Opening Ceremony
- Pilbara Creative & Cultural Forum Welcome Dinner

**Cr Craig Hoyer**

- Pilbara Creative & Cultural Forum Opening Ceremony
- Pilbara Creative & Cultural Forum Welcome Dinner

**Cr Anita Grace**

- Pilbara Regional Council Meeting Perth
- Meeting with Minister Simon McGurk

**Cr Dean Hatwell**

- Nil

**Cr Biddy Schill**

- Meeting with Steve Sonneman-Smith - Finance/Business Development Manager, Ashburton Aboriginal Corporation
- Meeting with Novo Resources Corp, Mr Simon Pooley

**Cr Michael Kitchen**

- WALGA training – Bushfire Appreciation, Legal Considerations, Insurance and Risk Management – 03.09.18
- WALGA training – Public Health Act and Public Health Planning – 12.09.18

**Cr Lang Coppin OAM**

- Marble Bar Volunteer Fire Service Meeting

**Cr Carol Williams**

- Nil

## **9 OFFICER'S REPORTS**

### **9.1 CHIEF EXECUTIVE OFFICER**

#### **9.1.1 STATUS OF COUNCIL DECISIONS AUGUST 2018**

<b>Attachments:</b>	<b>Appendix 1 – Status of Council Decisions</b>
<b>File Ref:</b>	<b>CLR-4-5</b>
<b>Responsible Officer:</b>	<b>Mr Jeremy Edwards Chief Executive Officer</b>
<b>Author:</b>	<b>Mrs Sheryl Pobrica Executive Services Administration Officer</b>
<b>Proposed Meeting Date:</b>	<b>28 September 2018</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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### **REPORT PURPOSE**

To inform Council of the action 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 in the agenda.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil.

### **POLICY IMPLICATIONS**

Nil.

### **STRATEGIC COMMUNITY PLAN**

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

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

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

*Responsible officer: DCEO*

*Timing: As appropriate*

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**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'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/34**

**MOVED: Cr Anita Grace**

**SECONDED: Cr Lang Coppin OAM**

**THAT the "Status of Council Decisions" report for the month of August 2018 be received.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mr Jeremy Edwards, Chief Executive Officer, Ms Sian Appleton, Deputy Chief Executive Officer, and Mr Rick Miller, Director Technical & Development Services.***

**Appendix 1**  
**Council Resolution Register – August 2018**

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

**28 SEPTEMBER, 2018**

Item No	Officer	Report Title	Accepted Recommendation	Council Resolution No.	Actioning Officer	Comments/Action Taken	Completion Date
<b>CHIEF EXECUTIVE OFFICER</b>							
5.2	CEO	Petition - Newman Skate Park Upgrade	THAT Council note the petition.	201819/16	MRE	Complete.	28/08/2018
6.1	CEO	Application for Leave of Absence - Cr Anita Grace	THAT Council approve Cr. Anita Grace's application for leave of absence for the period 3 <sup>rd</sup> September 2018 to 22 September 2018.	201819/17	CG	Complete.	28/08/2018
6.2	CEO	Application for Leave of Absence - Cr Michael Kitchen	THAT Council approve Cr. Michael Kitchen's leave of absence for 14 September 2018.	201819/18	CG	Complete.	28/08/2018
7.1	CEO	Confirmation of Minutes of Previous Council Meeting - 27 July 2018	THAT the minutes of the Ordinary Meeting of Council held on 27 July 2018, be confirmed as a true and correct record of proceedings.	201819/19	ESAO	Complete.	28/08/2018
9.1.1	CEO	Status of Council Decisions - July 2018	THAT the "Status of Council Decisions" report for the month of July 2018 be received.	201819/20	ESAO	Complete.	28/08/2018
9.1.2	CEO	Change of Date - September Council Meeting & Appointment of Shire President for 01/09/2018 to 27/09/2018	THAT Council: 1. Change the September Ordinary Council meeting to 28 September 2018; 2. Cause local public notice in accordance with regulation 12(2) of the <i>Local Government (Administration) Regulations 1996</i> ; 3. Appoint Councillor Gerry Parsons to perform the functions of President for the period 1st September 2018 to 27th September 2018.	201819/21	CG	Complete.	28/08/2018
9.1.3	CEO	Amendment to Light Vehicle Policy	THAT Council accept the amendments to Policy 10.6 – Light Vehicle Policy – as presented, so that Private Use of a vehicle includes fuel (paid for by the Shire), when the vehicle is used for personal purposes within and outside the Shire boundaries	201819/22	CG	Complete. Policy Manual updated. All staff advised of amendments on 28/08/2018	28/08/2018
9.1.4	CEO	Policy Amendment - Corporate Credit Card	THAT Council amend part 11 of Policy 3.12 - Corporate Credit Card - as follows: 11. Rewards/bonus points  Where Corporate Credit Cards carry rewards or bonus points, usually to encourage the use of the card by the issuing institution, these rewards or points shall not be accumulated in the name of the responsible officer. Council may maintain a corporate account which collects rewards points on behalf of the Shire, to be used by the organisation.	201819/23	CG	Complete. Policy Manual updated. All staff advised of amendments on 28/08/2018	28/08/2018



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

**28 SEPTEMBER, 2018**

10.1	CEO	Single Use Plastics	<p>THAT Council direct the CEO to draft a Policy:</p> <p>1. Prohibiting the use of single use plastics for Shire of East Pilbara Council and Committee meetings, events and functions;</p> <p>2. Minimising the use of single use plastics for all events and outside food vans (and the like) which require approval by the Shire of East Pilbara.</p>	201819/28	CG	Draft policy complete. To be presented to Council at Corporate Discussion on 28/08/2018.	12/09/2018
<b>DEPUTY CHIEF EXECUTIVE OFFICER</b>							
9.2.1	DCEO	Community Assistance Grants Round One 2018/19	<p>THAT Council endorse OPTION 1 - Fully fund all seven eligible Community Assistance Grant applications resulting in a total expenditure of \$28,758.15 that is allocated within the 2018/19 budget.</p>	201819/24	MCW	In progress. Grant winners have been notified and we are in the process of distributing monies.	17/09/2018

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

**28 SEPTEMBER, 2018**

9.2.2	DCEO	Community Sporting and Recreation Facilities Fund (CSRFF)	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>Note the community sporting projects that were proposed for the winter round of small grants funding: <ol style="list-style-type: none"> <li>Saints Football Club;</li> <li>Centrals Football Club;</li> <li>Tigers Football Club</li> <li>Newman National Football Association;</li> <li>Newman Netball Association;</li> <li>Newman Soccer Association.</li> </ol> </li> <li>Investigate the feasibility of providing better public amenities at Capricorn Oval using the existing toilets and change rooms in the Junior Sports Pavilion.</li> <li>Consider the allocation of \$20,000 funding in the January 2018/2019 Budget Review to fund the replacement of the coach boxes on Capricorn Oval;</li> <li>Investigate the feasibility of leasing the Junior Sports Pavilion to Newman National Football League as the Association headquarters;</li> <li>Endorse in principle support for the Newman Netball Association project as a future CSRFF project;</li> <li>Undertake the works required on Boomerang Oval to level the playing surface and to move goal posts to comply with regulation size field as part of operational maintenance;</li> <li>Advise the community sporting clubs in recommendation 1 above of the Council's decision in relation to their community sporting club projects.</li> <li>Endorse in principle support for a CSRFF Forward Planning Grant application for the construction of a heated 25m program pool, as funds have been allocated in the Ten Year forward capital works plan for the new Corporate Business Plan;</li> <li>Endorse in principle support for a CSRFF Forward Planning Grant application for the construction of an outdoor basketball court in Newman, as funds have been allocated in the Ten Year forward capital works plan for the new Corporate Business Plan.</li> </ol>	201819/25	MRE	In progress	
9.2.3	DCEO	Monthly Financial Statements - June 2018	That the monthly financial statements for the period 1st July 2017 to 30th June 2018 of the 2017/2018 financial year as presented be received.	201819/26	MCS	Complete	28/08/2018
9.2.4	DCEO	Creditors for Payment		201819/27	EFO	Complete	28/08/2018

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

**28 SEPTEMBER, 2018**

DIRECTOR TECHNICAL & DEVELOPMENT SERVICES							
12.1.1	DTDS	Tender RFT 01-2018/19 Drainage Works Newman	THAT Council 1. Award tender 01-2018/19 Drainage Works Newman to L G Craven & Sons at tendered price of \$691,470.00 (Ex GST). 2. Approve the CEO to apply the common seal of the Shire of East Pilbara to the contract between the Shire of East Pilbara and LG Craven & Sons with respect to this tender.	201819/29	MTS-Newman	Complete.	03/09/2018
12.1.2	DTDS	Inter-regional Flight Network Proposal	THAT Council authorise the CEO to: 1. Pursue negotiations with the City of Karratha for a joint public tender to develop an interregional flight network to Newman; 2. Commit funds to the value of \$450,000 over the first 3 years of the project life as a budget allocation; and 3. Present the tender evaluation and recommendation report to Council for consideration once completed.	201819/30	MDA	A conference call on 14/09/18 was made with the project team from Karratha and Exmouth. It was agreed to have a 2 stage procurement process with an EOI as the first stage to set up the framework and structure of future agreements. It is expected that a tender item may be presented to Council by the end of the year.	ongoing
12.1.3	DTDS	Water Supply Agreements between the SoEP and BHP - Newman Airport, Newman Landfill Site, Newman Cemetery and Newman Sewage Treatment Plant.	THAT Council: 1. Accept the agreement between the SoEP and BHPBIO for the supply of free non-potable and potable water. 2. Authorise the CEO to sign the agreements between the SoEP and BHPBIO for the supply of free non-potable and potable water.	201819/31	MDS-H	CEO has signed the Agreement. Agreement has been returned to BHP for them to sign. Complete	17/09/2018

### 9.1.2 PROPOSED COUNCIL MEETING DATES FOR 2018/19

**Attachments:** Nil  
**File Ref:** CLR-1-1  
**Responsible Officer:** Mr Jeremy Edwards  
Chief Executive Officer  
**Author:** Mrs Kylie Bergmann  
Coordinator Governance  
**Proposed Meeting Date:** 28 September 2018  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

### REPORT PURPOSE

For Council to set the Council meeting dates, times and venues for the next twelve months for 2018/19.

### BACKGROUND

It is a requirement under the *Local Government Act 1995* [s.5.25(g)], to set and advertise the meeting dates, times and venues for Council meetings for the next twelve months.

Council Policy 1.3 – Council Meetings Dates and Times – states that Council Meetings will normally be held on the fourth Friday of each month, commencing at 12:30pm. In some instances, this date/time is not always appropriate. The proposed dates have been set to fit in with public holidays and allow the closing date for agenda items to be realistic for staff to compile the agenda for distribution to Councillors.

### COMMENTS/OPTIONS/DISCUSSIONS

Below are the proposed Council Meeting Dates and Times for 2018/19.

Date	Time	Location
23 November 2018	12:30pm	Newman
14 December 2018	10:00am	Newman
25 January 2019	12:30pm	Newman
22 February 2019	12:30pm	Newman
22 March 2019	12:30pm	Marble Bar
26 April 2019	12:30pm	Newman
24 May 2019	12:30pm	Newman
28 June 2019	12:30pm	Nullagine
26 July 2019	12:30pm	Newman
23 August 2019	12:30pm	Newman
27 September 2019	12:30pm	Marble Bar
25 October 2019	12:30pm	Newman

It should be noted that meetings have been scheduled for the months of November and January. In the past, Council has not held a meeting during these months however the Administration is requesting that Council holds a meeting every month of the year to enable items to be progressed in a timely manner and to keep Council informed on these items.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*

Part 5 – Administration

Division 2 – Meetings

Subdivision 3 – Matters affecting meetings

Section 5.25 – regulations about council and committee meetings

*Local Government (Administration) regulations 1996*

Reg 12 – Public notice of council or committee meetings – s5.25(1)(g)

## **POLICY IMPLICATIONS**

### 1.3 COUNCIL MEETINGS – DATES AND TIMES

## **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**

It is a requirement of the *Local Government (Administration) Regulations 1996* that Council adopts Council meeting dates and times for the next twelve months to be advertised. Failure to do so, will result in breach of the regulations.

## **FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

## **VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/35**

**MOVED: Cr Anthony Middleton**

**SECONDED: Cr Lang Coppin OAM**

**THAT Council adopt the dates, times and places for Ordinary Council meetings for the next twelve months for 2018/19, as listed below, and be advertised in accordance with the *Local Government (Administration) Regulations 1996 s12(1)(a)*.**

<b>Date</b>	<b>Time</b>	<b>Location</b>
23 November 2018	12:30pm	Newman
14 December 2018	10:00am	Newman
25 January 2019	12:30pm	Newman
22 February 2019	12:30pm	Newman
22 March 2019	12:30pm	Marble Bar
26 April 2019	12:30pm	Newman
24 May 2019	12:30pm	Newman
28 June 2019	12:30pm	Nullagine
26 July 2019	12:30pm	Newman
23 August 2019	12:30pm	Newman
27 September 2019	12:30pm	Marble Bar
25 October 2019	12:30pm	Newman

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Kylie Bergmann, Coordinator Governance.***



### 9.1.3 WARD REVIEW

<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Mr Jeremy Edwards Chief Executive Officer</b>
<b>Author:</b>	<b>Mrs Kylie Bergmann Coordinator Governance</b>
<b>Proposed Meeting Date:</b>	<b>28 September 2018</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

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### REPORT PURPOSE

That Council consider to undertake a review of its ward system.

### BACKGROUND

Clause 6 of Schedule 2.2 of the *Local Government Act 1995* (the **Act**), requires a local government with a ward system to carry out a review of:

- its ward boundaries; and
- the number of offices of Councillor for each ward,

every so often to ensure that not more than 8 years elapse between successive reviews.

The purpose of a review is to assess the current arrangements and to evaluate a range of options to find a system of representation that best suits the characteristics of the district and its people. Any of the following may be considered:

- creating new wards in a district already divided into wards;
- changing the boundaries of a ward;
- abolishing any or all of the wards into which a district is divided;
- changing the name of a district or a ward;
- changing the number of offices of councillor on a council; or
- specifying or changing the number of offices of councillor for a ward.

Council last conducted a ward review in 2015. At that time, Council resolved to keep the ward structure and offices of councillor the same. That is, that Council keep the existing ward structure of 11 councillors elected from 6 wards being:

South	6
Central	1
Lower Central	1
North	1
North West	1
East	1

The Local Government Advisory Board (the **Board**) considers that the ratio of councillors to electors is particularly significant. It is expected that each local government will have similar ratios of electors to councillors across its wards, generally falling within a deviation of plus or minus 10%.

At the time of the 2015 ward review, and in accordance with the current ward structure, the councillor to elector ratio for the district was 1:283. The % ratio deviation (shown in Table 1 below) highlights the extent of the deviation from the district ratio in each ward. This is substantially different to the +/- 10% deviation level identified by the Board.

*Table 1 – Shire of East Pilbara councillor to elector ratios – December 2014*

<b>Ward</b>	<b>Number of Councillors</b>	<b>Number of Electors</b>	<b>Councillor to Elector Ratio</b>	<b>% Ratio Deviation</b>
Central	1	165	1:165	41.70%
East	1	389	1:389	-37.46%
Lower Central	1	130	1:130	54.06%
North	1	14	1:14	95.05%
North West	1	78	1:78	72.44%
South	6	2,339	1:390	-37.81%
<b>TOTAL</b>	<b>11</b>	<b>3,115</b>	<b>1:283</b>	

The current councillor to elector ratios (as at 24 August 2018) are as follows (shown in Table 2 below). The current councillor to elector ratios remain substantially different to the +/- 10% deviation level identified by the Board. For this reason, we propose that Council conduct another ward review, even though the last review was only 3 years ago.

*Table 2 – Shire of East Pilbara councillor to elector ratios – August 2018*

<b>Ward</b>	<b>Number of Councillors</b>	<b>Number of Electors</b>	<b>Councillor to Elector Ratio</b>	<b>% Ratio Deviation</b>
Central	1	164	1:164	37.40%
East	1	112	1:112	57.25%
Lower Central	1	71	1:71	72.90%
North	1	7	1:7	97.33%
North West	1	187	1:187	28.63%
South	6	2343	1:390	-48.85%
<b>TOTAL</b>	<b>11</b>	<b>2884</b>	<b>1:262</b>	<b>N/A</b>

## **COMMENTS/OPTIONS/DISCUSSIONS**

Before commencing a review, Council must resolve to undertake a review of its ward system (this Agenda item). This does not mean that anything is changing yet.

If Council resolves to conduct a review, we must give local public notice that a review is to be carried out. The purpose of the public notice is to inform the community that the Council intends to conduct a review. The notice will include a discussion paper outlining the current structure and several alternative options.

Constituents and relevant stakeholders will have 6 weeks from the date of the public notice in which to make submissions. Once the submission period closes, officers will prepare an assessment of options. This will be brought back to Council for consideration of any submissions and the officer's assessment. At this time, Council will decide if it shall keep the current ward structure or change it.

Following Council's decision, officer's must provide the Board with a written report of the review and any changes. On receipt of the proposal, the Board will consider all recommendations and then make its own recommendation to the Minister who has the final decision.

If Council expects any changes to be in place in time for the October 2019 elections, it must submit its final report to the Board by **31 January 2019**. For this reason, officer's propose the following timeline (shown in Table 2 below).

*Table 3 - Timeline*

<b>Date</b>	<b>Action</b>
28 September 2018	Council resolves to conduct ward review.
26 October 2018	Present Council with Discussion Paper and Options.
29 October 2018	Public submission period opens.
11 December 2018	Public submission period closes.
14 December 2018	Council considers all submissions and makes a decision on the review.
Prior to 31 January 2019	Council submits a report to the Local Government Advisory Board.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*

Schedule 2.2          Provisions about names, wards and representation

## **POLICY IMPLICATIONS**

Nil.

## **STRATEGIC COMMUNITY PLAN**

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

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

1.1      Efficient and effective local government

1.1.3    Effective business management

Responsible officer: DCEO

Timing: 1-3 years

## **RISK MANAGEMENT CONSIDERATIONS**

Should Council resolve not to undertake a review of its ward structure, it will be operating outside of the +/- 10% Councillor to Elector ratio deviation as identified by the Board.

## **FINANCIAL IMPLICATIONS**

The administrative costs associated with any changes after the review would be met from within the existing budget.

## **VOTING REQUIREMENTS**

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/36

MOVED: Cr Anita Grace

SECONDED: Cr Anthony Middleton

THAT Council agree to undertake a ward and representational review.

CARRIED  
RECORD OF VOTE: 5 - 3

**FOR:** *Councillors Parsons, Grace, Williams, Middleton, Hoyer*

**AGAINST:** *Councillors Coppin OAM, Schill, Hatwell*

*To be actioned by Mrs Kylie Bergmann, Coordinator Governance.*

## 9.2 DEPUTY CHIEF EXECUTIVE OFFICER

### 9.2.1 STRATEGIC COMMUNITY PLAN MAJOR REVIEW - REQUEST TO ADVERTISE

<b>Attachments:</b>	<b>Appendix 1 - Draft Strategic Community Plan 2018-2028</b>
<b>File Ref:</b>	<b>STR-3-3</b>
<b>Responsible Officer:</b>	<b>Ms Sian Appleton Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Ms Sian Appleton Deputy Chief Executive Officer</b>
<b>Proposed Meeting Date:</b>	<b>28 September 2018</b>
<b>Location/Address:</b>	<b>N/A</b>
<b>Name of Applicant:</b>	<b>N/A</b>
<b>Author Disclosure of Interest:</b>	<b>Nil</b>

*1:04 PM All visitors left the meeting except Mr Grant and Mrs Wendy Brooks*

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## REPORT PURPOSE

For Council to consider the outcomes of the major review of the Shire's Strategic Community Plan 2018 – 2028 and approve the release of the draft document for a three week public comment period from 1 October to 29 October 2018.

## BACKGROUND

The Strategic Community Plan (SCP) is the highest level plan prepared by Council with its community. The purpose of the plan is to identify the community's main priorities and aspirations for the future and to establish strategies to achieve agreed objectives.

In accordance with the Local Government (Administration) Regulations 1996 and integrated Planning and Reporting Framework (IPRF) guidelines, local governments are required to conduct a major review of their SCP once every four years and a minor review every two years. A minor review was previously undertaken and adopted by Council at its meeting held on 30 June 2017.

The Shire utilises the Strategic Community Plan to do the following:

- Guide Council decision making
  - Inform and target the allocation of resourcing
  - Guide local planning initiatives
  - Inform potential partners and investors of the ways in which we want to grow and develop
  - Engage industry, business, government agencies, non-government organisations, community groups and residents in various ways to contribute to the Shire's future
-



- Form mutually beneficial partnerships with other organisations
- Monitor progress against our vision and priorities.

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

Since the adoption of the original Strategic Community Plan 2013 – 2022 many things have changed within the economic climate of the Pilbara and public opinions. It was necessary for the plan to reflect these changes and it was decided to complete a new plan for the next 10 years.

The Shire initiated a Request for Tender process for a three year community engagement process and a major review on the Shire's Strategic Community Plan. The Shire engaged a joint venture for this work with Research Solutions completing the community engagement component while Learning Horizons to complete the Strategic Community Plan component.

The major review of Shire's Strategic Community Plan has included the following: -

- Scoping Meeting
- Desktop assessment/research
- Councillor and Senior Staff Workshops

1 <sup>st</sup> February 2018	9.30am – 12.30pm	Councillor Workshop
1 <sup>st</sup> February 2018	1.30pm – 4.30pm	Councillor Workshop
25/26 <sup>th</sup> July 2018	All Day Workshop	Councillor Workshop

- The Community Engagement Process (undertaken by Research Solutions)

In Newman, the consultation exercise comprised a number of different initiatives, including:

In-depth interviews with members of the business community and recreation and sporting groups
A barbecue and forum for recreation and sporting groups
A business forum hosted at the Dome Cafe
Consultation with the interagency forum
Consultation with the Early Years Network
A discussion with staff at the youth centre
A discussion group with Year 9 and 10 students from Newman high school
Intercept interviews at the Newman shopping centres
A Sunday morning forum at the Baptist church
A session at the "Pop Up Shop"
Soliciting the ideas of younger children through drawings, facilitated by the primary schools
Attendance at the final day of the Martu Leadership Group

In Marble Bar, initiatives included:

- A listening post at the Marble Bar Rec Shed
- An evening community barbecue and forum

- In-depth discussion with the principal of the Marble Bar primary school, and
- Intercept interviews.

The Nullagine community engagement exercises were held on 10 December and 11 December. The consultant was accompanied by four representatives of the Shire from Newman and two Shire representatives from Marble Bar. In Nullagine, consultation initiatives included a “listening post”, community forum and barbecue held in the evening and a discussion group with the staff of Nullagine primary school. The consultation was supplemented by a collection of Nullagine primary school students’ letters and drawings describing their “wish lists” for the community. A small number of Nullagine residents subsequently joined the Facebook page created to support the consultation exercise.

- Development of the Plan
- Plan finalisation and presentation to the Shire.

It is proposed that Council approve the release of the Strategic Community Plan for public consultation for a period of 21 days.

It is recommended that Council consider the following options:

Option 1

Approve the Strategic Community Plan 2018 – 2028 as attached for release for community consultation for a three week period.

Option 2

Suggest further modification to the Strategic Community Plan 2018 – 2028 as attached for release for community consultation for a three week period.

Option 1 is the recommended option.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Government Act 1995

Local Government (Administration) Regulations 1996.

Integrated planning and reporting Framework and Advisory Standards

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC COMMUNITY PLAN**

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

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

#### **1.3 Engaged community**

**RISK MANAGEMENT CONSIDERATIONS**

In alignment with the IPRF guidelines, local governments are required to conduct a major review of their Strategic Community Plan once every four years. If the Shire does not conduct the major review, it could result in a circumstance of non-compliance.

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/37**

**MOVED:** Cr Anthony Middleton

**SECONDED:** Cr Dean Hatwell

**THAT Council**

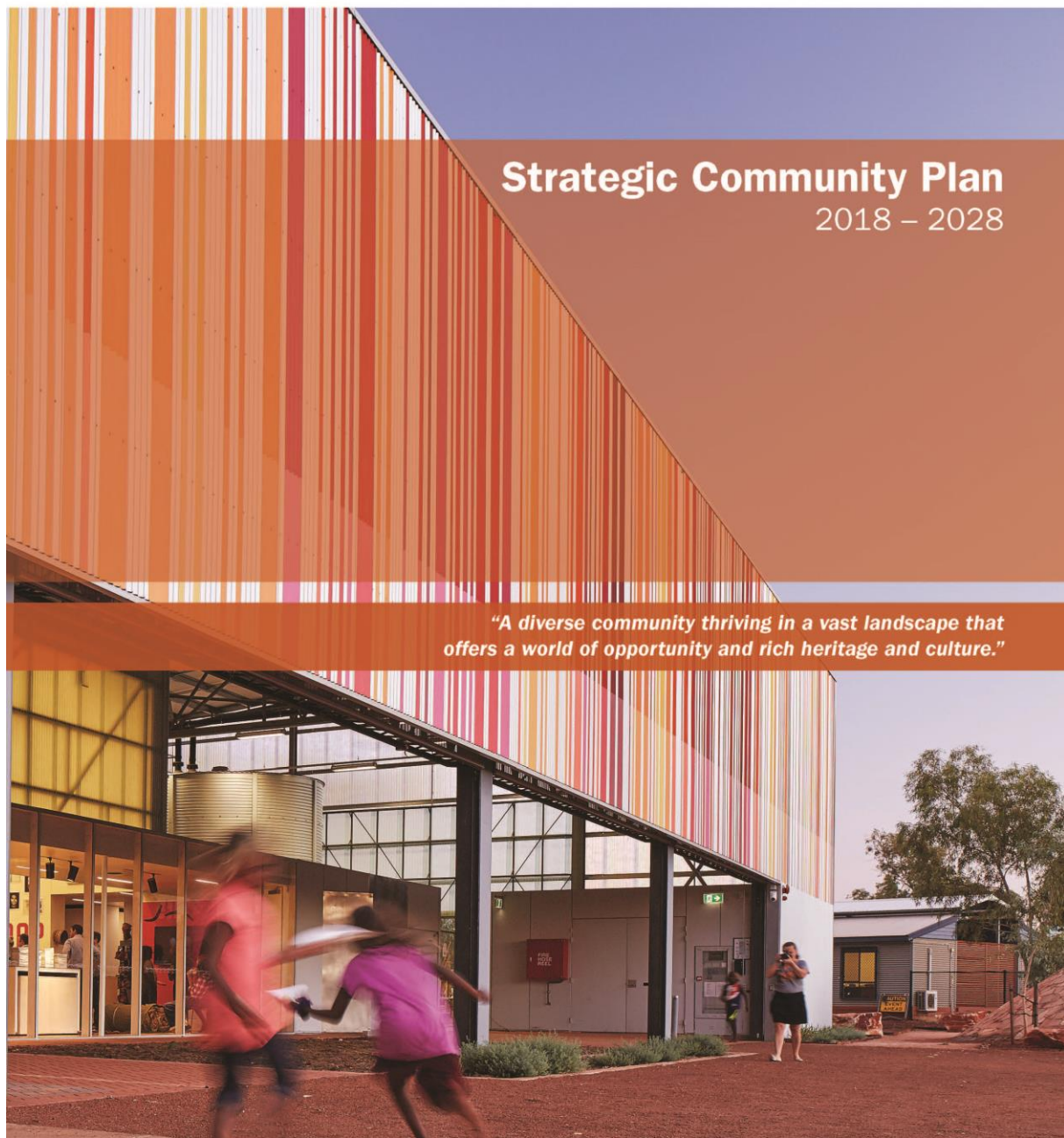
- 1. Consider the outcomes of the major review of the Shire's Strategic Community Plan 2018 – 2028;**
- 2. Approve the release of the draft document for a three week public comment period from 1 October to 29 October 2018.**

**CARRIED UNANIMOUSLY**

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

## **Appendix 1**

### **Draft Strategic Community Plan 2018 - 2028**



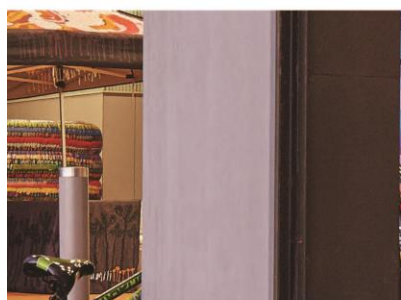
Shire of EAST  
**Pilbara**  
AUSTRALIA'S LARGEST SHIRE







<b>Message from the Shire President .....</b>	<b>03</b>
<b>Message from the Chief Executive Officer .....</b>	<b>04</b>
Our Community.....	05
The Integrated Planning and Reporting Framework.....	06
How our Strategic Plan was developed .....	07
Community Consultation.....	07
How our Strategic Community Plan is used .....	08
Our Vision.....	10
Emerging Priorities.....	11
Key Results Area 1: Economic .....	12
Key Result Area 2: Social .....	13
Key Result Area 3: Built Environment .....	14
Key Result Area 4: Natural Environment .....	15
Key Result Area 5: Governance.....	16
Resourcing the Plan.....	17
Strategic Risk Management.....	18





02 | Shire of East Pilbara | Strategic Community Plan 2018 – 2028



MESSAGE FROM THE SHIRE PRESIDENT



Imagine how exciting it would be if we were able to see into the future? If we saw something damaging we could make plans to ensure calamity didn't occur. Alternatively, if we saw visions that were positive we would endeavour to make the right plans to ensure they come to fruition. Interestingly in both situations, despite being able to see what is ahead, the process of planning and preparation is still a crucial undertaking irrespective of the certainty of the future.

The Community Strategic Plan is not a magical document that looks into the future but a shrewd vision and carefully planned document that lays the ground work for taking the Shire into 2023. We have brought this document together by gathering information and feedback from the people and organisations that live and work in the East Pilbara and know this region better than anyone else. Crucially, it is updated every two years to reflect varying changes and to remain as up to date as possible.

Recognising our responsibility to provide a foundation and legacy for future generations we have developed this document to be utilised by our Council to guide decision making for the next 10 years. But we also believe this plan highlights everyone's responsibility to work together – our community, community organisations as well as our stakeholders and other government agencies to bring this plan to a reality.

**Lynne Craigie**  
Shire President

MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

The Shire of East Pilbara is an extraordinary place. It's where the desert meets the sea and is known around the world for its rugged beauty, red earth, and vast mineral deposits.

The East Pilbara is also a great place to live, full of ideas, and growing development and a fantastic community that we aim to continually improve and modernise.

You may be asking, "What is a Strategic Community Plan?" Well, it's a plan that sets out our vision and aspirations and provides a clear strategic direction for the Shire over the next 10 years and beyond, updated and reviewed every two years. But importantly, this plan is a product of a process that our community participated in. Through consultation with our community we have captured their views and thoughts about the East Pilbara and how they want it to look in the future. It is a product of many parts, such as the diverse views, needs, wants and expectations of the community and our key stakeholders, all of which have combined to create our shared vision.

So by working together with key stakeholders and the broader community, we now have a Strategic Community Plan that is a key component of our integrated planning framework that will guide the Shire of East Pilbara now and into the future.

It would not have been possible to develop such an important and wide-ranging document without the significant contribution the Shire received from our community. Thank you for participating in this process through the completion of the community survey, attendance at the council meetings and communication with Councillors and Shire staff at our monthly Councillor Meet and Greet events. With a future direction and focus identified, the Shire is confident that we can address the constant challenges that are inevitable, not just in the Pilbara region, but in the competitive and changing world in which we live.

I invite you all to read this document and encourage you to help shape the future of the Shire of East Pilbara.

**Jeremy Edwards**  
Chief Executive Officer





The Shire of East Pilbara is the largest local government area in the Southern Hemisphere and services the towns of Newman, Marble Bar and Nullagine. The Shire also contains a number of Aboriginal communities including Jigalong, Punmu, Parnngurr and Kunawarritji.

### KEY STATISTICS

<b>Population:</b>	10,952 (ABS 2016)
<b>Demographics:</b>	Median age: 33.6 (ABS, 2016)
<b>Main employing industry:</b>	Mining (56.6%)
<b>Unemployment rate:</b>	2.1% (ABS, 2011) which has increased to approximately 3.1% (ABS, 2016)
<b>Geographic area:</b>	372,309km <sup>2</sup>
<b>Rent/Mortgage payments:</b>	Average monthly household rental: \$607; Average monthly household mortgage payment: \$1,056 (ABS, 2016)
<b>Average household size (number of persons):</b>	3 (ABS, 2016)
<b>Housing tenure:</b>	Owned outright: 11.4%; Owned with a mortgage 2.6%; Rented: 56.8%; Being occupied rent free: 8.5% (ABS, 2016)



## THE INTEGRATED PLANNING AND REPORTING FRAMEWORK

The Integrated Planning and Reporting Framework is shown in the diagram below. Its purpose is to ensure integration of community priorities into strategic planning for Councils, in addition to delivering the objectives that have been set from these priorities.

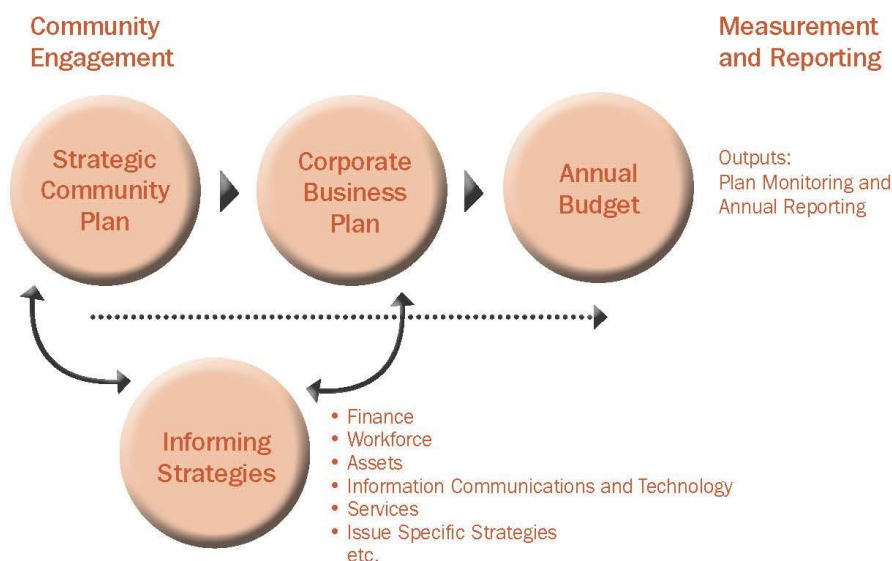
Specifically, the Framework sets out the requirements for three levels of integrated strategic planning:

- Level 1: Strategic Community Plan (10+ years);
- Level 2: Corporate Business Plan (4+ years); and
- Level 3: Operational Plans (1 year).

The Plan articulates the community's vision and priorities for the future and shows how the Council intend to make progress over a ten-year period. The Plan is reviewed every two years. The two yearly reviews alternate between a minor review (updating as needed) and a major review (going through all the steps again).

Detailed implementation for the next four years is covered in the Corporate Business Plan. The “Informing Strategies” – particularly the Long Term Financial Plan, Asset Management Plans and Workforce Plan – show how the Plan will be managed and resourced.

The Annual Budget aligns to the one-year Operational Plan, that year's “slice” of the Corporate Business Plan, with any necessary adjustments made through the Annual Budget process.



Elements of Integrated Planning and Reporting Framework

### How our Strategic Plan was developed

The Shire of East Pilbara conducted the major review of its Strategic Community Plan in the following stages:

- Research was conducted to determine trends, issues and impacts; and
- Community consultation was undertaken
- The plan was refined with Council to develop the outcomes, objectives and strategies needed to achieve the overall vision.
- Council endorsed the plan before going out for public comment.
- Final adjustments will be made to the plan before going to Council for adoption

### Community Consultation

The Shire of East Pilbara is committed to engaging the community to effectively inform and guide the Council's planning and decision-making. Councillors are elected to make decisions on behalf of their communities; however, community engagement is essential to help the Council make sound and informed decisions.

Community consultation and engagement is an essential element of any Strategic Community Plan review to ensure that the plan considers and incorporates community aspirations, values and suggestions. The Shire carried out community consultation (with the help of consultants) during December 2017 and January 2018.

Consultation methods used included:

- Online engagement tools, including visual diary exercise and a Facebook page (over 350 active members);
- Face to face meetings with community and sporting groups, business and indigenous representatives, Shire interagency group and high school students (approx. 160 people);
- Listening posts in Newman, Marble Bar and Nullagine;
- Ad hoc face to face interviews with members of the residential and business communities;
- Primary school student drawing competition in Newman and Nullagine – "future" drawings.

*The full Community consultation report is available on request from the Shire of East Pilbara.*



Shire of East Pilbara | Strategic Community Plan 2018 – 2028 | 07



### **How our Strategic Community Plan is used**

This Strategic Community Plan articulates the Shire's and its community's vision for our future, by harnessing the community's values and aspirations that inform the strategic directions the Shire takes in delivering its future planning, projects and services.

Our Strategic Community Plan will influence how we as a Shire support and service our communities and it provides the foundation for other planning undertaken by the Shire.

The Shire intends to utilise the Strategic Community Plan to do the following:

- Guide Council decision-making
- Inform and target the allocation of resources
- Guide local planning initiatives
- Inform potential partners and investors of the ways in which we want to grow and develop
- Engage industry, businesses, government agencies, non-government organisations, community groups and residents in various ways to contribute to the Shire's future
- Form mutually beneficial partnerships with other organisations
- Monitor progress against our vision and priorities.

Five Key Result Areas have been developed that cover the key aspects of community life, these being - Economic; Social; Built Environmental, Natural Environment and Governance. Desired Outcomes, Objectives and Strategies have been set after considering the capacity of the Shire's current resources and anticipated future capacity along with the demographic trends. We have also articulated how we will measure the success in addressing the Key Result Areas.

In summary our Strategic Community Plan is comprised of the following:

#### **VISION**

A descriptive statement of the future desired position for the Shire of East Pilbara

#### **KEY RESULT AREAS (KRA)**

Strategic Priority 1: Economic

Strategic Priority 2: Social

Strategic Priority 3: Built Environment

Strategic Priority 4: Natural Environment

Strategic Priority 5: Governance

Within each of the key result areas are the following elements to give the overall blueprint for the Shire:

### Key Themes

Major themes from community, councillor and manager feedback.

### Outcomes

The desired end result(s) of the KRA.

### Objectives

What we are trying to put in place and achieve.

### Strategies

High-level statements about how we will achieve the objectives.

### Measures

Specific data that will allow us to see how well we have implemented the Strategic Community Plan.

### Projects

Major projects designed to meet the key objectives.

### Services

The applicable Shire services required to address/achieve the KRA Outcomes.

The strategic direction of the Shire is translated into services and projects that are delivered to our community through the Corporate Business Plan, which is reviewed annually. This ensures strategic priorities are translated into real actions.



Shire of East Pilbara | Strategic Community Plan 2018 – 2028 | 09





## EMERGING PRIORITIES

As we developed the Strategic Community Plan the following themes emerged as key considerations in setting the Shire's strategic direction.

**Diverse and sustainable economic growth:** The Shire is committed to diverse and sustainable economic growth for the benefit of the local economy and employment opportunities.

**Enhancing regional identity, profile and positioning:** The Shire is committed to promoting the Shire as a great place to live, work and visit.

**Lobbying, advocacy and partnerships:** The Shire recognises the importance of advocating on behalf of its community and developing partnerships with government, community, NGOs and the private sector to provide accessible services in the most efficient way.

**Community connectedness and inclusiveness:** The Shire recognises the importance of social connectedness and exclusivity in developing a thriving, healthy and active community.

**Place based services:** The Shire is committed to support the diverse places throughout the Shire by providing access to services close to the community's.

**Environmental assets, history and heritage:** The Shire is committed to conserving, enhancing and promoting the Shire's unique environmental assets, and rich history and heritage for the benefit of the local community and visitors to the Shire.

*"The potential here is phenomenal – untapped potential. We live in one of the oldest known parts of the world; we have the most remarkable landscapes. The custodians – the Martu – have the oldest continuous culture in the world. There's such a lot to be proud of, such a lot that really is unique and wonderful."*

## KEY RESULTS AREA 1: ECONOMIC

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

Outcome: A diverse and sustainable regional economy		
Objectives	Strategies	Measures of Success
E1 Develop and promote a diverse and sustainable economy	E1.1 Actively support local businesses	Satisfaction with business support services offered by the Shire
	E1.2 Lobby, advocate and facilitate corporate partnerships to support economic growth opportunities	
E2 The Shire is a great place for tourists	E2.1 Explore partnership opportunities to promote the region	Satisfaction with tourism information and services
	E2.2 Facilitate, support and promote the Shire's unique Arts, Culture and History	Attendance at Arts and Culture events Attendance at East Pilbara Arts Centre Attendance at local libraries
	E2.3 Develop events relevant to the region to attract visitors	Number of regional events and attendance

Services <i>Council's ongoing supporting services</i>	Partnering with
<ul style="list-style-type: none"> <li>Economic Development</li> <li>Tourism</li> </ul>	<ul style="list-style-type: none"> <li>Federal Government</li> <li>State Government</li> <li>Industry</li> <li>Newman Chamber of Commerce and Industries</li> <li>Other relevant stakeholders</li> </ul>

*“This could be the heart of the State, the hub of the North-West.”*

## KEY RESULT AREA 2: SOCIAL

***“Foster harmonious communities that acknowledge cultural diversity and heritage, share strong community connections and have access to relevant and affordable community services.”***

Outcome: Harmonious communities sharing strong community connections		
Objectives	Strategies	Measures
S1 Promote and facilitate safe and healthy Communities	S1.1 Support healthy and safe lifestyle choices	Satisfaction with community safety initiatives
	S1.2 Support local sporting clubs and community organisations.	Satisfaction with recreation activities
S2 Build a vibrant community	S2.1 Facilitate community connectedness and inclusion	Satisfaction with community events and programs
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 disability, Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI).	Satisfaction with services available by demographic
	S3.2 Continue to develop or advocate for new services or programs to meet unmet needs.	

Services <i>Council's ongoing supporting services</i>	Partnering with
Community Wellbeing <ul style="list-style-type: none"> <li>• Child and Youth Services</li> <li>• Community Development</li> <li>• Community Services</li> <li>• Library Services</li> <li>• Rural Services</li> <li>• Arts and Culture</li> </ul> Recreation and Events <ul style="list-style-type: none"> <li>• Swimming Pools</li> <li>• Recreation and Fitness Centres</li> <li>• Events</li> </ul> Martumili Artists <ul style="list-style-type: none"> <li>• Art Production and Management</li> <li>• Build capacity of Martu People</li> </ul>	<ul style="list-style-type: none"> <li>• Federal Government</li> <li>• State Government</li> <li>• NGOs</li> <li>• Indigenous groups</li> <li>• Industry</li> </ul>

## KEY RESULT AREA 3: BUILT ENVIRONMENT

***“Well-connected places and communities with safe roads, housing choice and well maintained infrastructure to support an increasing population and economic growth”***

Outcome: Connected and accessible communities		
Objectives	Strategies	Measures of Success
B1 Optimise places to live, work and enjoy	B1.1 Improve local amenity	Satisfaction with public spaces and amenities
	B1.2 Provide and maintain open spaces for the community to recreate and connect	
	B1.3 Maintain and facilitate community infrastructure and urban heritage, including roads and buildings	Satisfaction levels with ease of movement throughout the Shire and within towns. Satisfaction with roads, paths, and buildings
B2 Plan for the future	B2.1 Create liveable places through local area planning	Satisfaction levels with public spaces
	B2.2 Facilitate the release of land for diverse and inclusive housing options, industrial and commercial use	Percentage of land zoned for industrial and commercial use that has been developed

Services <i>Council's ongoing supporting services</i>	Partnering with
<p>Assets:</p> <ul style="list-style-type: none"> <li>Asset management</li> <li>Building maintenance</li> <li>GIS and Mapping</li> <li>Work Health and Safety</li> <li>Airports and Aerodromes</li> </ul> <p>Development Services:</p> <ul style="list-style-type: none"> <li>Statutory Planning</li> <li>Planning</li> <li>Statutory Building</li> <li>Public Health</li> <li>Landfill Management</li> <li>Waste Collection and Recycling</li> <li>Wastewater management</li> </ul> <p>Special Projects:</p> <ul style="list-style-type: none"> <li>Capital Works and Projects</li> </ul>	<ul style="list-style-type: none"> <li>Federal Government</li> <li>State Government</li> <li>Industry</li> </ul>

## KEY RESULT AREA 4: NATURAL ENVIRONMENT

*“Effectively manage and maintain its iconic Pilbara environmental assets and biodiversity by reducing ecological footprints and developing clean, green towns”*

Outcome: Valued iconic Pilbara environmental assets and biodiversity		
Objectives	Strategies	Measures
N1 Protect and sustain our natural resources	N1.1 Ensure efficient, effective and innovative waste services to reduce, reuse and recycle	% of waste diverted from landfill Waste recycled
	N1.2 Increase community awareness of appropriate water and energy use	Increase in use of renewable energy sources for Council facilities
N2 Preserve the unique local ecological biodiversity and ecosystems	N2.1 Conserve natural vegetation, green spaces and bushland	Geographical area of bushland and rehabilitated green space
	N2.2 Lobby for the protection of environmental assets and sites of indigenous significance	Creation of register of sites of indigenous significance

Services <i>Council's ongoing supporting services</i>	Partnering with
<p>Technical Services Operations – Newman</p> <ul style="list-style-type: none"> <li>Ancillary Transport Infrastructure</li> <li>Public Lighting</li> <li>Sealed Road Construction/ Upgrade and renewal</li> <li>Street Cleaning</li> <li>Traffic management and streetscapes</li> <li>Cemetery Management</li> <li>Parks and Gardens</li> <li>Playground management</li> <li>Public Amenities</li> <li>Sports Ground Maintenance</li> <li>Tree management</li> </ul> <p>Technical Services Operations – Rural – as above plus:</p> <ul style="list-style-type: none"> <li>Plant, Vehicle and Equipment Acquisition, Replacement and Disposal</li> <li>Rural Road Reserve Verge Maintenance</li> <li>Unsealed Road Construction Upgrade and Renewal</li> <li>Unsealed Road Maintenance</li> </ul> <p>Compliance and Ranger Services</p> <ul style="list-style-type: none"> <li>Animal Management</li> <li>Law, Order and Public Safety</li> <li>Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>Federal Government</li> <li>State Government</li> <li>Industry</li> <li>Community</li> </ul>



## KEY RESULT AREA 5: GOVERNANCE

***“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”***

Outcome: Demonstrated accountability and corporate governance		
Objectives	Strategies	Measures of Success
G1.1 Provide efficient, accountable and ethical governance	G1.1 Enhance governance capability to deliver sustainable outcomes roads and buildings	Community satisfaction with Shire’s future direction  Community satisfaction that Shire understands the community needs and prioritises appropriately  Asset and Financial Health Ratios
	G1.2 Strengthen customer service	Satisfaction with Shire’s responsiveness to queries and problems
	G1.3 Provide a great place to work	Staff satisfaction  Reduction in Lost Time Injury frequency rates
G2 Strong Shire identity and regional capacity	G2.1 Increase the Shire’s identity and profile through communication, partnerships and lobbying/ advocacy	Community satisfaction that there are opportunities to participate and be informed
	G2.2 Preserve, enhance and celebrate the Shire’s history and culture	Number of events that promote and support local history and culture

Services <i>Council’s ongoing supporting services</i>	Partnering with
<p>Corporate and Community Services Leadership:</p> <ul style="list-style-type: none"> <li>• Corporate and Community Services</li> <li>• Integrated Planning and Reporting</li> <li>• Risk Management</li> <li>• Finance</li> <li>• Corporate Governance</li> <li>• Information Communication and Technology</li> </ul> <p>Human Resource Management Administrative Services:</p> <ul style="list-style-type: none"> <li>• Records Management</li> <li>• Customer Service</li> <li>• Administration</li> <li>• Technical and Development Services</li> </ul> <p>Leadership Financial Services:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Rates and Valuations</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

## RESOURCING THE PLAN

### Our Financial Position

The Shire of East Pilbara maintains a high level of professional management of our budget and resources, achieving a balance budget over the years.

All strategies proposed within this plan will be financially evaluated prior to being implemented; ensuring resources are available to deliver the outcomes sought.

As part of the Integrated Strategic Planning Process, the Shire is also developing a Corporate Business Plan – which includes a long term financial plan, which will provide the community and council with a better understanding of the Shire's available resources and capacity to achieve the strategies in this plan.

<b>RESOURCE PROFILE</b>					
Revenue \$ Forecast in millions	2018/19	2019/20	2020/21	2021/22	2022/23
Rates	12.07	14.47	15.05	15.65	16.28
Other Revenue	19.33	26.49	27.50	28.55	29.64
Operating Grants, Subsidies & Contributions	4.95	6.13	6.29	6.44	6.61
Non-operating Grants, Subsidies & Contributions	4.70	6.50	6.66	6.83	7.00
Total Current Assets	37.61	26.32	30.89	35.97	41.47
<b>Financial Ratios</b>					
Operating Surplus Ratio (on own sourced Operating Revenue: Rates only)	0.6900	3.2600	3.2900	9.1600	11.7400
Operating Surplus Ratio (on total Operating Revenue)	-0.3391	1.0024	1.9400	2.8300	3.6400
Current Ratio	3.5020	0.9224	0.9739	0.9797	0.9787
Debt Service Coverage Ratio	4.6149	14.1794	16.8331	47.9749	76.9617
Asset Sustainability Ratio	0.5817	0.9487	0.9653	0.9825	1.0005
Asset Consumption Ratio	1.0785	0.6304	0.6608	0.6509	0.6847
Own Source Revenue Ratio	0.6917	0.8800	0.8898	0.8995	0.9085

## STRATEGIC RISK MANAGEMENT

The Shire seeks to manage risk carefully. Risk appetite is the amount of risk to which an organisation is prepared to be exposed to before it judges action to be necessary. Risk appetite will be defined using various terms describing the acceptable tolerances such as;

- No tolerance
- Low
- Moderate
- High

The Shire's overall risk appetite is 'risk prudent'. The Shire should accept the taking of calculated risks, the use of innovative approaches and the development of new opportunities to improve service delivery and achieve its objectives provided that the risks are properly identified, evaluated and managed to ensure that exposures are acceptable.

The following sections describe the Shires risk appetite over the main areas of consequence:

### People

Due to the nature and diversity of works completed by employees and contractors of the Shire, it is accepted that minor injuries may occur from time to time, however the Shire has a low appetite for these. Safe working practices are continually being refined and improved, and there is no tolerance for employees not following due process where their or others safety is at risk. The safety management system is designed to proactively identify and control workplace hazards and there is a low appetite for the non-effective use of this process. Where injuries (or near misses) do occur they must be reported as soon as practically possible so that appropriate welfare considerations can be implemented or investigations commenced to reduce the opportunity for reoccurrence.

There is also a low appetite for issues and incidents that may affect public safety. Routine inspections of public areas are designed to identify potential hazards, with mitigation works prioritised against the potential risk. Where the Shire is notified of potential hazards, these are similar prioritised and scheduled against any potential risk to public safety.

The Shire seeks opportunities to develop employees to increase individuals own skills and knowledge as well as provide for a multi skilled workforce. Whilst these opportunities are considered positive aspects, the Shire has no appetite for employees performing duties for which they are not suitably qualified. In all cases, direct supervision and oversight of activities and outcomes must be in place. Where formal qualifications are not required to perform certain duties, the Shire has a moderate appetite; however there is the expectation that training programs are in place with regular management reviews to ensure associated risks are mitigated.

### Financial

There is no appetite for activities that threaten the long-term financial stability of the Shire. It is recognised however that due to the geographical remoteness and dependencies on of the resources sector that at times there is a need to have a moderate appetite for discrete activities that may provide additional income streams or enhance economic diversity. Opportunities of this nature are expected to be carefully considered with appropriate controls implemented.

The Shire's Investment Policy stipulates the appetite for investment risk, and this is in line with Local Government requirements. Investments are currently in cash based instruments which reflect that the Shire has no appetite for investment based risks with 'public' funds.

Due to nature of large projects the Shire has a moderate appetite for cost and time overruns. This is supported by internal procedures ensuring that variances of 10% or more must be reported to Council with justifications and remedial action taken / to be taken for acceptance.



### Service Delivery

Due to the Shire's reliance on Airport Services, the Shire has no appetite for disruption events that are within their span of control. This is relaxed to a low appetite for the delivery of core services, and further relaxed to a moderate appetite for other supplementary services. Contingency planning must be maintained for the Airport and specific core activities that provide for public health (e.g. Waste management).

The Shire has a moderate appetite for the risks associated with identifying and implementing service based efficiencies; conditional on changes having the ability to be reversed with limited impact in the case of failure.

There is a low appetite for IT disruptions and the Shire's IT infrastructure must be secure, routinely maintained and systems kept up to date with the support of IT Vendors where appropriate. Data back-ups must be maintained off-site and recovery plans in place and tested on a regular basis.

### Environment

The Shire has no appetite for the creation of new contaminated sites, activities that may lead to new sites or the ineffective management of existing sites. Appropriate management plans in conjunction with regulatory authorities (e.g. ERA / DER / DoH / DEC) must be maintained. Where new sites (including potential) are identified, the Shire will engage the relevant regulatory authority at the earliest opportunity to assist in the development of management arrangements in addition to investigating potential remedial (including litigation) options against responsible parties.

As the Shire is promoting ecologically sustainable development there is a moderate appetite for these activities. Consequences may be financial or reputational however the Shire is prepared to accept these risks if the conditional developmental studies are sound and are based on acceptable practices or feasibility studies.

### Reputational

The Shire has no appetite for the provision of inaccurate qualified advice by employees.

The Shire also has no appetite for theft, fraud or any misconduct based activities by Councillors, employees or external parties. In all cases, the actions will result in disciplinary procedures and / or the involvement of police or other relevant agencies.

The Shire has a moderate appetite for reputational risks that may result in complaints from the community, specifically around expectations regarding the maintenance or provision of facilities.

### Compliance

The Shire is subject to a number of statutory and regulatory obligations and is reliant on individual systems to maintain compliance and awareness. Therefore the Shire must accept a low appetite for minor breaches from time to time. The Shire has no appetite however for major breaches, activities that may result in successful litigation against the Shire or the non-reporting of breaches to appropriate authorities once they are recognised.

*"The sign on my gate says 'Nowhere Else'...I mean it."*



### 9.2.2 AMENDMENT TO THE 2018/2019 FEES AND CHARGES

**Attachments:** Nil  
**File Ref:** FIN-  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mrs Lisa Davis  
Manager Corporate Services  
**Proposed Meeting Date:** 28 September 2018  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

### REPORT PURPOSE

To seek Council endorsement for an amendment to the previously adopted 2018/2019 Fees and Charges.

### BACKGROUND

At the Ordinary Council Meeting 28 October 2016, Council resolved to amend the 2016/2017 Fees and charges to provide direct debit options to customers of the Newman Recreation Centre for 6 or 12 month memberships. This amendment was to allow customers a greater choice of membership options, 6 and 12 month Gym memberships and Group Fitness memberships were also introduced and endorsed by Council. These new options were inadvertently left off the 2018/2019 Fees and Charges endorsed by Council on 27 July 2018.

Currently within the Fees and Charges there is no option for the long term hire at the Newman Youth Centre. This report is also seeking Council consideration for inclusion of this charge within the existing and previously adopted 2018/19 Fees and Charges.

### COMMENTS/OPTIONS/DISCUSSIONS

The previously endorsed 2016 fee options for the Newman Recreation Centre are:

Membership type	Term	Payment per f/night
Group Fitness Membership	6mths (13 wks)	19.50
Group Fitness Membership	12mths (26 wks)	16.00
Fitness Centre Membership	6mths (13 wks)	30.00
Fitness Centre Membership	12mths (26 wks)	24.00

As previously stated, these were inadvertently missed from the adopted 2018/19 Fees and Charges and the administration is seeking Council's endorsement for an amendment to include these within the 2018/19 Fees and Charges.

This amendment will provide the flexibility and choice for customers using the Newman Recreation Centre.

Amendment is also being requested to the wording for the Long Term Hire of the Newman Youth Centre for Not for Profit Organisations. This will provide customers clarity for the number of hours rather than the number of occasions:

Long Term Hire – Newman Youth Centre	Amount	Previous Wording (throughout the year)	New Wording (throughout the year)	Per Hour
Long Term Hire for not for profit organisations: Category 1	\$300.00	8-30 occasions (up to 4 hours per occasion)	Up to 120 hours (to be pre booked)	\$2.50 per hour
Long Term Hire for not for profit organisations: Category 2	\$600.00	31-62 occasions (up to 4 hours per occasion)	Up to 248 hours (to be pre booked)	\$2.42 per hour
Long Term Hire for not for profit organisations: Category 3	\$900.00	63-93 occasions (up to 4 hours per occasion)	Up to 372 hours (to be pre booked)	\$2.42 per hour
Long Term Hire for not for profit organisations: Category 4	\$1,200.00	93-124 occasions (up to 4 hours per occasion)	Up to 496 hours (to be pre booked)	\$2.42 per hour

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

### **SUBDIVISION 2 — FEES AND CHARGES**

6.16. Imposition of fees and charges

### **POLICY IMPLICATIONS**

Nil

## **STRATEGIC COMMUNITY PLAN**

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

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

2.1 Health and recreation

2.1.2 Encourage active lifestyles  
Partnering With: State Government, Industry  
Responsible officer: MCW  
Timing: 1-3 years

2.1.4 Support individual and community health  
Partnering With: NGO's, State Government, Industry  
Responsible officer: MCW  
Timing: 1-5 years

**Goal 3 – Economic – Planned Actions**

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

3.3 Provide adequate community infrastructure

3.3.1 Ensure well managed and equitable provision of community infrastructure  
Partnering With: Federal Government, State Government, Industry, NCCI, other relevant stake holders  
Responsible officer: MBA  
Timing: 1-5 years

**RISK MANAGEMENT CONSIDERATIONS**

Failing to amend the Fees and Charges may cause reputational risk to Council if options previously available to the community are withdrawn.

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**VOTING REQUIREMENTS**

Absolute.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/38**

**MOVED: Cr Anthony Middleton**

**SECONDED: Cr Anita Grace**

**THAT Council**

- 1. Endorse the amendment of the 2018/2019 Fees and Charges to allow the addition of fortnightly payments for 6 or 12 month Group Fitness and Fitness Centre memberships at Newman Recreation Centre;**

<b>Membership type</b>	<b>Term</b>	<b>Payment per f/night</b>
Group Fitness Membership	6mths (13 wks)	19.50
Group Fitness Membership	12mths (26 wks)	16.00
Fitness Centre Membership	6mths (13 wks)	30.00
Fitness Centre Membership	12mths (26 wks)	24.00

- 2. Endorse the amendment to the narration regarding the Long Term Hire of the Newman Youth Centre for not-for-profit organisations to be calculated on the number of hours rather than the number of occasions; and**

<b>Long Term Hire – Newman Youth Centre</b>	<b>Amount</b>	<b>New Narration</b>
Long Term Hire for not for profit organisations: Category 1	\$300.00	Up to 120 hours (to be pre booked) through out the year
Long Term Hire for not for profit organisations: Category 2	\$600.00	Up to 248 hours ( to be pre booked) through out the year
Long Term Hire for not for profit organisations: Category 3	\$900.00	Up to 372 hours (to be pre booked) through out the year
Long Term Hire for not for profit organisations: Category 4	\$1,200.00	Up to 496 hours (to be pre booked) through out the year

- 3. Provide notice of the adopted Fees as advertised, pursuant to Section 6.19 of the *Local Government Act 1995*.**

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

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

### 9.2.3 AUDIT COMMITTEE MEETING 6<sup>TH</sup> SEPTEMBER 2018

Attachments:	Appendix 1 - Minutes September 06 2018 Audit Committee.pdf Appendix 2 Interim External Audit by Moore Stephens Appendix 3 – Organisation Risk Register
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Sian Appleton Deputy Chief Executive Officer
Proposed Meeting Date:	28 September 2018
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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### REPORT PURPOSE

For Council to consider the recommendations from the Audit Committee and note the minutes from the 6<sup>th</sup> September 2018 Audit Committee Meeting.

### BACKGROUND

An Audit Committee meeting was held on the 6<sup>th</sup> September 2018 and the minutes of that meeting are **attached (Appendix 1 refers)**.

Role of the Audit Committee:

As a requirement of the *Local Government Act 1995*, the Audit Committee was formed “to provide independent oversight of the financial systems of the local government on behalf of the Council. As such, the committee will operate to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to the local government’s financial reporting and audit responsibilities.”

### COMMENTS/OPTIONS/DISCUSSIONS

The Audit Committee discussed three agenda items.

1. Change of Audit Committee Meeting Dates – this was a request for the audit committee to approve the change of Audit Committee Meeting dates to coincide with Council meeting dates.
2. Interim External Audit  
Auditors from Moore Stephens attended the Shire offices on the 11<sup>th</sup> and 12<sup>th</sup> April 2018 to conduct an interim audit. A copy of the report presented by the auditors is **attached. (Appendix 2 refers)**. A summary of the findings identified are listed below –

**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018**

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FINDINGS IDENTIFIED DURING THE *INTERIM* AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Monthly Statement of Financial Activity		✓	
2. Annual Financial Report		✓	
3. Annual Report			✓
4. Fees and Charges		✓	
5. Payroll			✓
6. Credit Cards		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

<b>Significant</b>	-	Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
<b>Moderate</b>	-	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
<b>Minor</b>	-	Those findings that are not of primary concern but still warrant action being taken.

The report also contains responses from Officers regarding how these issues will be addressed in the future.

3. Review of Organisational Risk Register

The purpose of this report is to identify high and extreme strategic and operational risks.

This report is **attached**. (**Appendix 3 refers**). The report is produced from Council's CAMM reporting software and its currently based on risk workshops attending by officers and facilitated by LGIS. A new risk workshop for officers is planned for later in the year.

STATUTORY IMPLICATIONS/REQUIREMENTS

*Local Government Act 1995*  
Part 7            Audit  
Division 1A    Audit Committee  
s.7.1A          Audit Committee



**POLICY IMPLICATIONS**

Nil.

**STRATEGIC COMMUNITY PLAN**

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

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

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

**RISK MANAGEMENT CONSIDERATIONS**

Legislative - Medium.

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Absolute.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/39**

**MOVED: Cr Anthony Middleton**

**SECONDED: Cr Anita Grace**

**THAT Council**

- 1. Note the attached Audit Committee Minutes and attachments;**
- 2. Approve the change of Audit Committee meeting to coincide with the Ordinary Council meetings beginning 23<sup>rd</sup> November 2018; and**
- 3. Review and accept the interim audit report as presented.**

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

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

**Appendix 1**  
**Audit Committee Meeting Minutes – 6<sup>th</sup>**  
**September 2018**



## SHIRE OF EAST PILBARA

# MINUTES

## AUDIT COMMITTEE

An Audit Committee Meeting of the Council was held,  
in the Meeting Room, Newman  
8:00 am, Thursday, 6<sup>th</sup> September, 2018

Jeremy Edwards  
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: \_\_\_\_\_  
Jeremy Edwards  
Chief Executive Officer

**AUDIT COMMITTEE**

**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE NO</b>
<b>1</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....</b>	<b>3</b>
<b>2</b>	<b>RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE .....</b>	<b>3</b>
	<b>2.1 ATTENDANCES .....</b>	<b>3</b>
	<b>2.2 APOLOGIES .....</b>	<b>3</b>
	<b>2.3 LEAVE OF ABSENCE .....</b>	<b>3</b>
<b>3</b>	<b>RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....</b>	<b>3</b>
<b>4</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>3</b>
<b>5</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS.....</b>	<b>3</b>
<b>6</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>3</b>
<b>7</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING .....</b>	<b>3</b>
	<b>7.1 CONFIRMATION OF MINUTES.....</b>	<b>3</b>
<b>8</b>	<b>MEMBERS' REPORTS .....</b>	<b>4</b>
	<b>8.1 ITEMS FOR RECOMMENDATION' .....</b>	<b>4</b>
<b>9</b>	<b>OFFICERS' REPORTS .....</b>	<b>5</b>
	<b>9.1.1 CHANGE OF AUDIT DATE</b>	<b>5</b>
	<b>9.1.2 INTERIM AUDIT REPORT</b>	<b>7</b>
	<b>9.1.3 REVIEW OF ORGANISATIONAL RISK REGISTER</b>	<b>10</b>
<b>10</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>13</b>
<b>11</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COMMITTEE.....</b>	<b>13</b>
<b>12</b>	<b>CONFIDENTIAL MATTERS BEHIND CLOSED DOORS .....</b>	<b>13</b>
<b>13</b>	<b>GENERAL BUSINESS.....</b>	<b>13</b>
<b>14</b>	<b>DATE OF NEXT MEETING .....</b>	<b>13</b>
<b>15</b>	<b>CLOSURE .....</b>	<b>13</b>

**SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES**

**6 SEPTEMBER 2018**

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

The Chairman declared the meeting open at 8.20am.

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

**2.1 ATTENDANCES**

**Councillors**

Gerry Parsons  
Anthony Middleton

**Officers**

Sian Appleton

**2.2 APOLOGIES**

**Councillors**

**2.3 LEAVE OF ABSENCE**

Nil

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

Nil

**4 PUBLIC QUESTION TIME**

Nil

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**6 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7 CONFIRMATION OF MINUTES OF PREVIOUS COMMITTEE MEETING**

**7.1 CONFIRMATION OF MINUTES**

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

**MOVED: CR ANTHONY MIDDLETON SECONDED: CR GERRY PARSONS**

THAT the minutes of the Audit Committee Meeting held at Newman on the 22nd February 2018, be confirmed as a true and correct record of proceedings.

**SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES**

**6 SEPTEMBER 2018**

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**CARRIED  
RECORD OF VOTE: 2 – 0**

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

**8 MEMBERS' REPORTS**

**8.1 ITEMS FOR RECOMMENDATION'**

Nil



**SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES**

**6 SEPTEMBER 2018**

**9 OFFICERS' REPORTS**

**9.1.1 CHANGE OF AUDIT DATE**

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

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

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

**REPORT PURPOSE**

For the Audit Committee to endorse the change of date for the November Audit Committee Meeting from the 22<sup>nd</sup> November 2018 to the 23<sup>rd</sup> November 2018 to coincide with the Ordinary Council Meeting.

**BACKGROUND**

At the 30<sup>th</sup> November 2017 Audit Committee Meeting and the 8<sup>th</sup> December 2017 Ordinary Council meeting the following dates were accepted for the 2018 Audit Committee dates.

MEETING DATE	WEEK	COMMENCEMENT TIME	VENUE
22 <sup>nd</sup> February 2018	4 <sup>th</sup> Thursday	8:00am	Newman
14 <sup>th</sup> June 2018	2 <sup>nd</sup> Thursday	8:00am	Newman
6 <sup>th</sup> September 2018	1 <sup>st</sup> Thursday	8:00am	Newman
22 <sup>nd</sup> November 2018	4 <sup>th</sup> Thursday	8:00am	Newman

**COMMENTS/OPTIONS/DISCUSSIONS**

At the 27<sup>th</sup> July 2017 Corporate Discussion Council decided to change the audit committee dates to coincide with Ordinary Council meeting dates. It is proposed this will begin from the 23 November 2018.

It is therefore requested that Council approve the change of the November audit committee date from the 22<sup>nd</sup> November 2018 to the 23<sup>rd</sup> November 2018.

**SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES**

**6 SEPTEMBER 2018**

All other meeting will then coincide with Ordinary Council meeting dates which are decided at the October Ordinary Council meeting annually.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*  
Part 7            Audit  
Division 1A    Audit Committee  
s.7.1A           Audit Committee

**POLICY IMPLICATIONS**

Nil

**STRATEGIC COMMUNITY PLAN**

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

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

1.1 Efficient and effective local government

1.1.2 Continued strong financial management. Responsible officer: DCEO  
Timing: 1 year

**RISK MANAGEMENT CONSIDERATIONS**

Legislative - Medium

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

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

**MOVED: CR ANTHONY MIDDLETON    SECONDED: CR GERRY PARSONS**

**THAT Council approve the change of Audit Committee meeting to coincide with the Ordinary Council meetings beginning 23rd November 2018.**

**CARRIED**

**RECORD OF VOTE: 2 – 0**

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

SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES

6 SEPTEMBER 2018

9.1.2 INTERIM AUDIT REPORT

**File Ref:** FIN-22-1  
**Attachments:** [Shire of East Pilbara - Interim Management Report \(Signed\) \(2\).pdf](#)  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 06 September 2018  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

REPORT PURPOSE

For the Audit Committee to review and accept the Interim Audit Report as presented.

BACKGROUND

In 2015 Council appointed Moore Stephens as our external auditor. Part of their scope is to undertake an interim audit prior to the annual audit.

COMMENTS/OPTIONS/DISCUSSIONS

Auditors from Moore Stephens attended the Shire offices on the 11<sup>th</sup> and 12<sup>th</sup> April 2018 to conduct an interim audit. A copy of the report presented by the auditors is attached. A summary of the findings identified are listed below -

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

FINDINGS IDENTIFIED DURING THE *INTERIM* AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Monthly Statement of Financial Activity		✓	
2. Annual Financial Report		✓	
3. Annual Report			✓
4. Fees and Charges		✓	
5. Payroll			✓
6. Credit Cards		✓	

SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES

6 SEPTEMBER 2018

**KEY TO RATINGS**

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

<b>Significant</b>	-	Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
<b>Moderate</b>	-	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
<b>Minor</b>	-	Those findings that are not of primary concern but still warrant action being taken.

The report also contains responses from Officers regarding how these issues will be addressed in the future.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*  
*Local Government (Audit) Regulation 1996*

**POLICY IMPLICATIONS**

**3.12 CORPORATE CREDIT CARD**

**STRATEGIC COMMUNITY PLAN**

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

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

- 1.1 Efficient and effective local government
  - 1.1.2 Continued strong financial management
- Responsible officer: DCEO*  
*Timing: 1 year*

**RISK MANAGEMENT CONSIDERATIONS**

Legislative – Medium  
Financial - Medium

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES**

**6 SEPTEMBER 2018**

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**VOTING REQUIREMENTS**

Simple.

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

**MOVED: CR ANTHONY MIDDLETON    SECONDED: CR GERRY PARSONS**

**THAT Council review and accept the interim audit report as presented.**

**CARRIED**

**RECORD OF VOTE: 2 – 0**

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

SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES

6 SEPTEMBER 2018

9.1.3 REVIEW OF ORGANISATIONAL RISK REGISTER

Responsible Officer: Ms Sian Appleton  
Deputy Chief Executive Officer

Author: Ms Sian Appleton  
Deputy Chief Executive Officer

Proposed Meeting Date: 06 September 2018

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

REPORT PURPOSE

To report on the identified high and extreme strategic and operational risks.

BACKGROUND

Pursuant to Regulation 17 of the *Local Government (Audit) Regulations 1996*, the CEO is to review the Shire's systems and procedures in relation to risk management, internal control and legislative compliance, at least every 2 years.

In July 2016, the Shire engaged Moore Stephens to undertake this review.

One of the improvements suggested by Moore Stephens is that the Audit Committee receive quarterly reports of identified high and extreme strategic and operational risks.

*\*NOTE: the external audit is due again this year (2018) which may result in changes to current improvement suggestions.*

COMMENTS/OPTIONS/DISCUSSIONS

Please see **attached** copy of the Organisational Risk Register which outlines the identified high and extreme risks.

The Organisational Risk Register was put together following a Risk Workshop conducted by LGIS in February 2015.

We are currently talking with LGIS about conducting another Risk Management workshop. The purpose of this workshop would be to review and update our current risk profiles, and to engage Managers and Executive Staff in meaningful discussion about the controls we have in place, and what we can further do to reduce our risk.

We have also recently purchased the CAMMS software program, including the Risk module. This software will allow us to properly record our risks and to effectively report against the controls we have in place. As part of the Coordinator Governance role, we will also be auditing the controls to determine their

**SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES**

**6 SEPTEMBER 2018**

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effectiveness. Reports produced from the CAMMS software will be presented to the Audit Committee every quarter.

The CAMMS software is currently being rolled out to staff and we are still in the early stages of inputting data and configuring the system. We hope to have this finalised in the next 3 months.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Regulation 17 of the *Local Government (Audit) Regulations 1996*.

**POLICY IMPLICATIONS**

Risk Management Policy  
Risk Management Strategy  
Risk Management Procedures

**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*
  - 1.1.3 *Effective business management*  
*Responsible officer: DCEO*  
*Timing: 1-3 years*

**RISK MANAGEMENT CONSIDERATIONS**

To monitor and mitigate all risk considerations.

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple.

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

**MOVED: CR ANTHONY MIDDLETON SECONDED: CR GERRY PARSONS**

**THAT the Audit Committee**

- 1. Receive the Organisation Risk Report for the quarter ending 30<sup>th</sup> June 2018;**

**SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES**

**6 SEPTEMBER 2018**

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- 2. Receive the CAMMS current risk status report.**

**CARRIED**

**RECORD OF VOTE: 2 – 0**

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



**SHIRE OF EAST PILBARA  
AUDIT COMMITTEE MINUTES**

**6 SEPTEMBER 2018**

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

Nil

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

Nil

**12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

Nil

**13 GENERAL BUSINESS**

Nil

**14 DATE OF NEXT MEETING**

23<sup>rd</sup> November 2018.

**15 CLOSURE**

8.45am

## **Appendix 2**

### **Interim External Audit by Moore Stephens**

12 July 2018

Cr G Parsons  
The Chair  
Audit Committee  
Shire of East Pilbara  
Kalgan Drive (PMB 22)  
NEWMAN WA 6753

## MOORE STEPHENS

Level 15, Exchange Tower,  
2 The Esplanade, Perth, WA 6000  
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WA 6831

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[www.moorestephens.com.au](http://www.moorestephens.com.au)

Dear Cr Parsons

### INTERIM AUDIT VISIT

We have completed our onsite procedures in respect of our interim audit visit on 11<sup>th</sup> and 12<sup>th</sup> April 2018 and attach a list of matters raised with management during our exit meeting.

Please note, we will follow these up during our final visit later in the year to help ensure appropriate action has been implemented.

This letter, together with the attached matters are provided for the purposes of general information only and are not part of our formal audit reporting process. Our audit and management reports will be formally issued at the conclusion of our audit in respect of the year ended 30 June 2018.

If you have any queries regarding these or other matters, please contact me.

Yours sincerely



WEN-SHIEN CHAI  
PARTNER

cc: Mr Jeremy Edwards – Chief Executive Officer

ATTACHMENT

SHIRE OF EAST PILBARA

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018

FINDINGS IDENTIFIED DURING THE *INTERIM* AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Monthly Statement of Financial Activity		✓	
2. Annual Financial Report		✓	
3. Annual Report			✓
4. Fees and Charges		✓	
5. Payroll			✓
6. Credit Cards		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

**ATTACHMENT**

***SHIRE OF EAST PILBARA***

**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE *INTERIM* AUDIT**

**Finding: Monthly Statement of Financial Activity**

The monthly Statement of Financial Activity for July, September, October, November and December 2017 were not presented to Council within the following two months after the end of the month to which the statement relates as required by Financial Management Regulation 34(4)(a).

**Rating:** Moderate

**Implication:** Non-compliance with Financial Management Regulation 34(4)(a). As a result, this matter will be included in the audit report.

**Recommendation:** To help ensure compliance with statutory provisions, this requirement should be correctly addressed in the future.

**Management Comment:** Monthly Financial Reports were not presented to council until the Annual Financials were finalised. This has now been addressed and Monthly Financials will be submitted to council as soon as practicably possible.

**Responsible Person:** Lisa Davis

**Completion Date:** On-going

**ATTACHMENT**

***SHIRE OF EAST PILBARA***

**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE *INTERIM* AUDIT**

**Finding: Annual Financial Report**

The annual financial report for the year ended 30 June 2017 was not submitted to the Department of Local Government, Sport and Cultural Industries within 30 days of receiving the auditor's report as required by Financial Management Regulation 51(2).

**Rating:** Moderate

**Implication:** Non-compliance with Financial Management Regulation 51(2). As a result, this matter will be included in the audit report.

**Recommendation:** To help ensure compliance with statutory provisions, this requirement should be correctly addressed in future.

**Management Comment:** This was an internal oversight and has since been addressed within the work instruction for this item.

**Responsible Person:** Lisa Davis

**Completion Date:** At the next lodgement date

**ATTACHMENT**

***SHIRE OF EAST PILBARA***

**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE *INTERIM* AUDIT**

**Finding: Annual Report**

Whilst the auditor's report was available to the Shire prior to 31 December 2017, Council did not accept the annual report by 31 December 2017 as required by Section 5.54(1) of the Local Government Act.

**Rating:** Minor

**Implication:** Non-compliance with Section 5.54(1) of the Local Government Act.

**Recommendation:** To help ensure compliance with statutory provisions, the annual report should be accepted within the prescribed time frames.

**Management Comment:** A time frame has been put in place which will help address this requirement for the 2018 audit.

**Responsible Person:** Lisa Davis

**Completion Date:** Before 31 December 2018



**ATTACHMENT**

***SHIRE OF EAST PILBARA***

**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE *INTERIM* AUDIT**

**Finding: Fees and Charges**

Local public notice was not given for an amendment to the schedule of fees and charges imposed after budget adoption as required by Section 6.19 of the Local Government Act.

**Rating:** Moderate

**Implication:** Non-compliance with Section 6.19 of the Local Government Act. As a result, this matter will be included in the audit report.

**Recommendation:** To help ensure compliance with statutory provisions, this requirement should be correctly addressed in future.

**Management Comment:** Work instructions have been updated and internal staff have been notified of this requirement.

**Responsible Person:** Various (Lisa Davis)

**Completion Date:** On-going

**ATTACHMENT**

***SHIRE OF EAST PILBARA***

**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE *INTERIM* AUDIT**

**Finding: Payroll**

Our review of the Payroll system revealed two instances where the employees had not signed their contracts of employment with the Shire.

**Rating: Minor**

**Implication:** Without a properly executed i.e. signed contract, employees may not be legally bound and there could be dispute regarding the correct terms of employment i.e. pay rate.

**Recommendation:** To help ensure a legally enforceable agreement is in place and no dispute arises, all employment contracts should be duly signed and filed in each employee's personnel file.

**Management Comment:** Human Resources have reviewed the current process around the return of signed contracts and will ensure signed copies for all new employees are received and filed.

**Responsible Person:** David Kular

**Completion Date:** On-going

ATTACHMENT

**SHIRE OF EAST PILBARA**

**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2018**

**FINDINGS IDENTIFIED DURING THE *INTERIM* AUDIT**

**Finding: Credit Cards**

Our review of the credit cards procedures noted there is no independent review of credit card statements.

**Rating:** Moderate

**Implication:** The usage of credit cards may not be in accordance with the Shire's credit card policy and the increased risk of fraud.

**Recommendation:** To help ensure proper accountability and relevant control procedures for credit cards are being adhered to, all credit card statements should be reviewed by a senior staff member independent of the card holder on a regular basis.

**Management Comment:** All credit card statements will now be reviewed by the Manager Corporate Services before payments are processed.

**Responsible Person:** Lisa Davis

**Completion Date:** As required

## **Appendix 3**

# **Organisational Risk Register Report**

Shire of East Pilbara Risk Register

28-Aug-2018

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised					Target					Solutions							
				Risk Title	Causes	Resulting In	Risk Treatment																								
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date
CR103	Environmental	Compliance Financial Impact Health Property Representationa  - External Representationa  - Internal Service Interruption	Corporate Risk	Inadequate Environmental Management	Inadequate management of landfill sites lack of understanding / knowledge Inadequate local laws / planning schemes Inadequate reporting / oversight frameworks Community apathy	<ul style="list-style-type: none"><li>• Lack of adequate planning and management of coastal erosion issues.</li><li>• Failure to identify and effectively manage contaminated sites (including groundwater usage).</li><li>• Waste facilities (landfill / transfer stations).</li><li>• Weed control.</li><li>• Ineffective management of water sources (reclaimed, potable)</li><li>• Illegal dumping.</li><li>• Illegal clearing / land use</li></ul>				3.00	4.00	12.00	High	3.00	0.10	4.00	12.00	High	3.00	0.30	3.00	9.00	Moderate	Review operating arrangement for the Landfill sites at Nullagine and Marble Bar		Rick Miller			0.1		

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised				Target				Solutions									
				Risk Title	Causes	Resulting In	Risk Treatment																								
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date
CR105	Financial Impact		Corporate Risk	External Theft and Fraud	<ul style="list-style-type: none"><li>· Inadequate security of equipment / supplies / cash</li><li>· Robbery</li><li>· Scam Invoices</li><li>· Inadequate provision for patrons belongings</li><li>· Lack of supervision</li></ul>	Fraud Malicious Damage Theft Scam Invoice Cash or other valuable form "outstations"			Acceptance	3.00	4.00	12.00	High	3.00	0.30	4.00	12.00	High	3.00	0.30	3.00	9.00	Moderate	Finalise community Safety Plan and have endorsed by Council		Brent Stein			0.1		

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised				Target				Solutions									
				Risk Title	Causes	Resulting In	Risk Treatment																								
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completion Date
CR-108	Health	Compliance Environmental Financial Impact Property Representationa I- External Representationa I- Internal Service Interruption	Corporate Risk	Inadequate Safety and Security Practices	<ul style="list-style-type: none"><li>• Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.</li><li>• Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).</li><li>• Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).</li><li>• Public Liability Claims, due to negligence or personal injury.</li><li>• Employee Liability Claims due to negligence or personal injury.</li><li>• Inadequate or unsafe modifications to plant &amp; equipment</li></ul>	<ul style="list-style-type: none"><li>• Lack of appropriate PPE / Equipment</li><li>• Inadequate signage, barriers or other exclusion techniques</li><li>• Inadequate first aid supplies or trained staff</li><li>• Storage and use of Dangerous Goods</li><li>• Rubbish / Litter Control</li><li>• Ineffective / inadequate testing, sampling (similar health based req'</li><li>• Inadequate security arrangements</li><li>• Lack of mandate and commitment from Senior Management</li></ul>			Reduction	3.00	4.00	12.00	High	3.00	0.30	4.00	12.00	High	3.00	0.30	4.00	12.00	High	Arrange for Audit 4801 to be completed		David Kular			0.1		
																					Formalise Contractor Management / Induction Process		Ben Lewis			1					
																					Identify and train wardens		David Kular			0					
																					Investigate water monitoring controls for Cape Keraudren water bore		Edmore Masaka			0.1					
																					Review and Improve Incident Management Process		David Kular			0.75					

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised				Target					Solutions								
				Risk Title	Causes	Resulting In	Risk Treatment																								
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date
CR-116	Financial Impact	Representations [- External	Corporate Risk	Inadequate Supplier / Contract Management	<div><div>Funding - Inadequate contract management practices</div><div>Complexity and quantity of work - ineffective monitoring of deliverables</div><div>Inadequate tendering process - Lack of planning and clarity of requirements</div><div>Geographical remoteness</div><div>Historical contracts remaining</div></div>	<div><div>Concentration issues</div><div>Vendor sustainability</div></div>	Reduction		Reduction	4.00	3.00	12.00	High	4.00	0.10	3.00	12.00	High	4.00	0.30	3.00	12.00	High	Conduct Evaluation Training to relevant officers		Ben Lewis			0		
																					Conduct refresher procurement training to relevant officers		Ben Lewis			0					
																					Review components of cleaning contract prior to formal re-tender		Ben Lewis			1					

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION					Inherent					Revised					Target					Solutions							
				Risk Title	Causes	Resulting In	Risk Treatment																											
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date			
CR-111	Compliance		Corporate Risk	Inadequate Document Management Processes	<ul style="list-style-type: none"><li>- Spreadsheet/Database/Document corruption or loss</li><li>- Outdated record keeping practices / incompatible systems</li><li>- Inadequate access and / or security levels</li><li>- Lack of system/application knowledge</li><li>- Inadequate Storage facilities (including climate control)</li><li>- High workloads and time pressures</li><li>- High Staff turnover</li><li>- Incomplete authorisation trails</li></ul>	<p>Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. Breach in legislation</p> <ul style="list-style-type: none"><li>• Contact lists.</li><li>• Procedural documents.</li><li>• 'Application' proposals/documents.</li><li>• Contracts.</li><li>• Forms, requests or other documents.</li></ul>					3.00	4.00	12.00	High	3.00	0.30	3.00	9.00	Moderate	3.00	0.30	3.00	9.00	Moderate	Award Tender Archive Shed		Lisa Davis				0			
																					Develop a formalised review process for procedures		Sian Appleton					1	Review of procedures has been embedded in annual performance review process					
																					Develop a process for tracking activities completed for Work Crews		Bhavesh Modi					0.1						
																					Develop and implement a document / version control process		Lisa Davis					0.5						
																					Refresher on requirement to record (log) email correspondence		Lisa Davis					0						
																					Revisit Style Guide and create templates for employee use (NB: templates to be available in Word / Powerpoint / Excel)		Amanda Curby					0.1						

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	Risk Identification			Evaluation			Inherent				Revised				Target					Solutions											
				Risk Title	Causes	Resulting In	Risk Treatment																											
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date			
CR104	Representational - External		Corporate Risk	Errors, Omissions and Delays	Human error Inadequate procedures or training Lack of staff or trained staff Incorrect information Miscommunication		Reduction		Reduction		3.00	3.00	9.00	Moderate	3.00	0.75	3.00	9.00	Moderate	3.00	0.30	3.00	9.00	Moderate	Identify and develop document procedures where relevant for Technical Services		Rick Miller				0.1			
CR-106	Compliance		Corporate Risk	Failure to fulfill Statutory, Regulatory or Compliance Requirements	<ul style="list-style-type: none"><li>- Lack of Legal Expertise</li><li>- Councilor/turnover</li><li>- Breakdown in tender process</li><li>- Ineffective monitoring of changes in legislation</li><li>- Lack of training, awareness and knowledge</li><li>- Staff Turnover</li><li>- Inadequate record keeping</li><li>- Ineffective processes</li></ul>	Fines, penalties, litigation or increase scrutiny from regulators or agencies.		Reduction			3.00	3.00	9.00	Moderate	3.00		3.00	9.00	Moderate	3.00	0.30	3.00	9.00	Moderate	Review Changes to current Privacy Act		Kylie Bergmann					1		

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised				Target				Solutions													
				Risk Title	Causes	Resulting In	Risk Treatment																												
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date				
CR-107	Representational - Internal		Corporate Risk	Employment Practices	<ul style="list-style-type: none"><li>Leadership failures</li><li>Ineffective performance management programs or procedures.</li><li>Available staff / volunteers are generally highly transient.</li><li>Ineffective training programs or procedures.</li><li>Single Person Dependencies</li><li>Limited staff availability - mining / private sectors (pay &amp; conditions).</li><li>Poor internal communications / relationships</li><li>Inadequate Induction practices.</li></ul>	<ul style="list-style-type: none"><li>Breaching employee regulations (excluding OH&amp;S).</li><li>Discrimination, Harassment &amp; Bullying in the workplace.</li><li>Poor employee wellbeing (causing stress)</li><li>Key person dependencies without effective succession planning in place.</li><li>Induction issues.</li><li>Terminations (including any tribunal issues).</li><li>Industrial activity.</li></ul>		Reduction			3.00	3.00	9.00	Moderate		3.00	0.30	3.00	9.00	Moderate		3.00	0.30	3.00	9.00	Moderate		Implement HR Module with synergy (training component)		David Kular			0.1		
																					Major HR Policy Review		David Kular			0.1									
																					Review Induction process to consider follow up sessions		David Kular			0									
																					Review Performance Review Process		David Kular			0									
																					Review Strategic Workforce Plan		David Kular			0.75	Draft Strategic Workforce Plan completed by DCEO and passed to HR for finalisation on the 01/05/2018.								

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised				Target				Solutions										
				Risk Title	Causes	Resulting In	Risk Treatment																									
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date	
CR102	Representational - External		Corporate Risk	Providing Inaccurate Advice / Information	Lack of qualified staff Long Lead times for responses Increasing workloads Lack of appropriate technical knowledge relevant to the context Poor working relationships between internal staff / departments	• Incorrect planning, development or building advice, • incorrect health or environmental advice • Inconsistent messages or responses from Customer Service Staff • any advice that is not consistent with legislative requirements or local laws.		Reduction			4.00	3.00	12.00	High	4.00		2.00	8.00	Moderate	4.00	0.30	2.00	8.00	Moderate								

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised					Target					Solutions								
				Risk Title	Causes	Resulting In	Risk Treatment																									
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date	
CR-114	Financial Impact		Corporate Risk	Inadequate Project / Change Management	<ul style="list-style-type: none"><li>Lack of communication and consultation</li><li>Shire growth (too many projects)</li><li>Lack of investment</li><li>Inadequate monitoring and review</li><li>Ineffective management of expectations (scope creep)</li><li>Project risks not managed effectively</li><li>Inadequate project planning (resources/budget)</li><li>Lack of Project methodology knowledge and reporting requirements</li></ul>	<ul style="list-style-type: none"><li>Inadequate Change Management Framework to manage and monitor change activities.</li><li>Inadequate understanding of the impact of project change on the business.</li><li>Failures in the transition of projects into standard operations.</li><li>Failure to implement new systems</li><li>Failures of IT Project Vendors/Contractors</li><li>This includes Directorate or Service Unit driven change initiatives except new Plant &amp; Equipment purchases. Refer "Inadequate Asset Sustainability Practices"</li></ul>		Reduction	Reduction	4.00	3.00	12.00	High	4.00	0.30	2.00	8.00	Moderate	4.00	0.30	2.00	8.00	Moderate	Formalise the Internal Project Management Methodology (Procedures and Reporting)		Ben Lewis				0.1		



Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised					Target					Solutions							
				Risk Title	Causes	Resulting In	Risk Treatment																								
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date
CR-112	Financial Impact		Corporate Risk	Inadequate Asset Sustainability Practices	<ul style="list-style-type: none"><li>• Skill level &amp; behaviour of operators</li><li>• Unavailability of parts</li><li>• Lack of trained staff</li><li>• Lack of formal or appropriate scheduling (maintenance / inspections)</li><li>• Outdated equipment</li><li>• Unexpected breakdowns</li></ul>	<ul style="list-style-type: none"><li>• Inadequate design (not fit for purpose)</li><li>• Ineffective usage (down time)</li><li>• Outputs not meeting expectations</li><li>• Inadequate maintenance activities.</li><li>• Inadequate financial management and planning.</li></ul> <p>It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.</p>			Reduction	3.00	3.00	9.00	Moderate	3.00	0.10	2.00	6.00	Moderate	3.00	0.30	2.00	6.00	Moderate	Develop levels of service for various assets (demonstrating value for money /community expectations)		Ben Lewis			0.75		
																					Ensure all shire owned lights and recycled water mains are included in asset register		Bhavesh Modi			1					
																					Ensure vehicle management processes are covered in induction process (new/existing staff)		Oliver Schaeer			0.1					
																					Implement Asset Management System for Buildings and Residences		Ben Lewis			0.75					
																					Review Asset management Plans to ensure consistency and alignment with LTFP		Ben Lewis			0.5					

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised				Target				Solutions									
				Risk Title	Causes	Resulting In	Risk Treatment																								
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date
CR-113	Representational - External		Corporate Risk	Inadequate Engagement Practices	<ul style="list-style-type: none"><li>• Budget / funding issues</li><li>• Short lead times</li><li>• Media attention</li><li>• Miscommunication / Poor communication</li><li>• Inadequate documentation or procedures</li><li>• Relationship breakdowns with community groups</li></ul>	<ul style="list-style-type: none"><li>• Lack of consultation on</li><li>• Following up on any access &amp; inclusion issues.</li><li>• Infrastructure Projects.</li><li>• Regional or District Committee attendance.</li><li>• Local Planning initiatives.</li><li>• Strategic Planning initiatives</li></ul> <p>This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.</p>		Avoidance		3.00	3.00	9.00	Moderate	3.00	0.30	2.00	6.00	Moderate	3.00	0.30	2.00	6.00	Moderate	Develop communication policy		Amanda Curby			0.75		
																					Restrict access to Facebook		Amanda Curby				0.1				

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised				Target					Solutions								
				Risk Title	Causes	Resulting In	Risk Treatment																								
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date
CR-115	Representational - External	Financial Impact	Corporate Risk	Ineffective Management of Facilities / Venues / Events	· Double bookings · Animal contamination. · Illegal alcohol consumption · Failed chemical / health requirements. · Managing bond payments · Access to facilities / venues.	• Inadequate procedures in place to manage the quality or availability. • Ineffective signage • Booking issues • Financial interactions with hirers / users • Oversight / provision of peripheral services (eg. cleaning / maintenance)		Reduction		3.00	3.00	9.00	Moderate	3.00	0.30	2.00	6.00	Moderate	3.00	0.30	2.00	6.00	Moderate	Assess liability risks associated with fitness Centre (24 hour access) and determine response		Simmons Van Buerle			1		
																								Formalise annual audits of venues, facilities and equipment		Simmons Van Buerle			0.1		
																								Implement training and recruitment procedures to secure qualified staff		David Kular			0.1		
CR-118	Compliance		Corporate Risk	Airport Security Non-Compliance	Inadequate controls and procedures Ineffective oversight and monitoring Untimely intervention and/or corrective actions	• Breach of regulatory compliance and the integrity of aviation and public security •Lack of monitoring and identification of regulatory and security requirements. • Lack of corrective action to rectify identified shortcomings and hazards. • Slow response to security breaches.		Reduction		3.00	3.00	9.00	Moderate	3.00	0.75	2.00	6.00	Moderate	3.00		2.00	6.00	Moderate	Completion of Risk Assessment Data		George Christianson			0		
																								Hazard and Risk Management Plans		George Christianson			0		
																								Internal and External audits and inspections		George Christianson			0		
																								Monthly and Annual Reviews		George Christianson			0		
																								Security Committee Reviews		George Christianson			0		



CR-109	Service Interruption	Compliance Environmental Financial Impact Health Property Representations I- External Representations I- Internal	Corporate Risk	Business and Community disruption	<ul style="list-style-type: none"><li>- Cyclone, Storm Surges, Fire, Earthquake</li><li>- Extended power outage</li><li>- Terrorism / Sabotage / Criminal Behaviour</li><li>- Economic Factors</li><li>- Epidemic / Pandemic</li><li>- Loss of Key Staff</li></ul>	Damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes: <ul style="list-style-type: none"><li>- Lack of (or inadequate) emergency response / business continuity plans.</li><li>- Lack of training to specific individuals or availability of appropriate emergency response.</li><li>- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.</li><li>- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc</li></ul> This does not include disruptions due to IT Systems or Infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".	Acceptance		5.50	1.00	5.50	Moderate	5.50		1.00	5.50	Moderate	5.50		1.00	5.50	Moderate	Continue Skills Training (Staff)		David Kular				0.1		
																							Continue Skills Training (volunteers)		Brent Stein				0		
																							Develop internal BCM procedures and complete desktop exercise		Brent Stein				0.1		
																							Develop internal BCM procedures and complete desktop scenario exercise (IT)		Sian Appleton				0.5		
																							Review current LEMC Plans		Brent Stein				0.1		

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised				Target				Solutions									
				Risk Title	Causes	Resulting In	Risk Treatment																								
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date
CR-100	Compliance	Financial Impact	Corporate Risk	Misconduct	Lack of Training Changes of Job titles Delegated authority process inadequately implemented Disgruntled employees Lack of understanding Poor internal checks (PO's and delegated authority) Password sharing	Relevant authorisations not obtained Distributing confidential Information Accessing systems and / or applications without correct authority to do so Theft by an employee Collusion between internal and external parties		Reduction	Reduction	2.00	3.00	6.00	Moderate	2.00	0.75	2.00	4.00	Low	2.00	0.75	2.00	4.00	Low	Review Annually		Kylie Bergmann	30/06/2018		0.1		
																						Review Annually		Dawn Brown	30/06/2018		0.1				
CR-117	Compliance		Corporate Risk	Airport Safety Non-Compliance	Inadequate controls and procedures Ineffective oversight and monitoring Untimely intervention and/or corrective actions	• Ensure regulatory compliance of airport Infrastructure and operational safety. • Monitoring and identification of regulatory and safety requirements. • Corrective action to rectify identified shortcomings and hazards • Response to Emergency Situations		Reduction		3.00	2.00	6.00	Moderate	3.00	0.30	1.00	3.00	Low	3.00		1.00	3.00	Low	Completion of Risk Assessment Data		George Christianson			0.1		
																							Hazard and Risk Management Plans		George Christianson			0			
																							Internal and External Audits & Inspections		George Christianson			0			
																							Monthly and Annual Review		George Christianson			0			

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised					Target					Solutions								
				Risk Title	Causes	Resulting In	Risk Treatment																									
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date	
CR-110	Service Interruption	Financial Impact	Corporate Risk	Failure of IT &/or Communication Systems and Infrastructure	<div><div>Weather impacts</div><div>Power failure</div><div>Power outage at service provider</div><div>Infrastructure breakdown such as landlines, radio communications.</div><div>Out dated / inefficient hardware</div><div>Lack of training</div><div>Incompatibility between operating system and Microsoft</div><div>Software vulnerability (e.g. MS Access)</div></div>	<div><div>This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:</div><div>Hardware &amp;/or Software</div><div>IT Network</div><div>Failures of IT Vendors</div><div>This also includes where poor governance results in the breakdown of IT maintenance such as;</div><div>Configuration management</div><div>Performance Monitoring</div><div>IT Incident, Problem Management &amp; Disaster Recovery Processes</div><div>This does not include new system implementations - refer "Inadequate Project / Change Management".</div></div>		Reduction			3.00	1.00	3.00	Low	3.00		1.00	3.00	Low	3.00		1.00	3.00	Low								

Risk Code	Primary Category / Sub Category	Secondary Categories	Risk Type	RISK IDENTIFICATION			EVALUATION			Inherent				Revised					Target					Solutions							
				Risk Title	Causes	Resulting In	Risk Treatment																								
					Inherent	Inherent	Inherent	Revised	Target	Consequence	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Consequence	Effectiveness of Controls	Likelihood	Risk Rating Score	Risk Rating	Risk Action Title	Resource Requirements	Responsible Officer	End Date	Revised End Date	Percentage Complete	Progress Comments	Completed Date
OR-102	Compliance	Environmental Financial Impact Health Property Representations I - External Representations I - Internal Service Interruption	Operational Risk	jfdkl	sdfsd	sdfsd				3.00	4.00	12.00	High																		

#### 9.2.4 CREDITORS FOR PAYMENT

**File Ref:** FIN10-2

**Attachments:** Appendix 1 - Schedule of Accounts\_EFT.pdf  
Appendix 2 - Schedule of Accounts\_MasterCard.pdf  
Appendix 3 - Schedule of Accounts\_CHQ.pdf  
Appendix 4 - Schedule of Accounts\_Directs.pdf  
Appendix 5 - Schedule of Accounts Manual CHQ.pdf

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

**Author:** Ms Memory Mandaza  
Expenditure Finance Officer

**Proposed Meeting Date:** 28 September 2018

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

#### REPORT PURPOSE

Council endorsement of payment to creditors.

#### BACKGROUND

As per the attachment list, outlines payments made to creditors since the Council meeting on the 24 August 2018.

#### COMMENTS/OPTIONS/DISCUSSIONS

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments	EFT #45088 - #45592	3,651,606.04
MasterCard Payments	EFT #45089	38,434.50
	<b>Total</b>	<b>\$3,690,040.54</b>
Cheque Payments	CHQ #24629 - #24649	50,652.72
Direct Debit Payments	DD12055.1 – DD12129.9	156,220.94
Manual Cheque Payments	CHQ #309	662.53
	<b>Total</b>	<b>\$207,536.19</b>
	<b>GRAND TOTAL</b>	<b><u>\$3,897,576.73</u></b>

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

**CANCELLED AND UNUSED CHEQUES:**

UNUSED CHEQUES

CANCELLED CHEQUES & EFTS

EFT #45394

**STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government (Financial Management) Regulations 1996*

Part 2 – General financial management

Regulation 11

*Local Government (Financial Management) Regulations 1996*

Part 2 – General financial management

Regulation 12

**POLICY IMPLICATIONS**

Nil.

**STRATEGIC COMMUNITY PLAN**

Nil.

**RISK MANAGEMENT CONSIDERATIONS**

**FINANCIAL IMPLICATIONS**

Total expenses of \$3,897,576.73

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/40**

**MOVED: Cr Anita Grace**

**SECONDED: Cr Carol Williams**

**THAT Council endorse the payments:**

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments	EFT #45088 - #45592	3,651,606.04
MasterCard Payments	EFT #45089	38,434.50
	<b>Total</b>	<b>\$3,690,040.54</b>
Cheque Payments	CHQ #24629 - #24649	50,652.72
Direct Debit Payments	DD12055.1 – DD12129.9	156,220.94
Manual Cheque Payments	CHQ #309	662.53
	<b>Total</b>	<b>\$207,536.19</b>
	<b>GRAND TOTAL</b>	<b>\$3,897,576.73</b>

**CARRIED UNANIMOUSLY**

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

## **Appendix 1**

### **Schedule of Accounts - EFT**

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

**SHIRE OF EAST PILBARA  
EFT Payments**

USER: Memory Mandaza  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45088	14/08/2018	LGIS PROPERTY	LGIS Property 30/06/2018 - 30/06/2019 Renewal	1		411,659.99
EFT45089	15/08/2018	BANKWEST CARD SERVICES	Qantas Helen Hardeastle & Kathryn Conway	1		38,434.50
EFT45090	16/08/2018	AMY FRENCH	Artist payment ref# 4305	1		200.00
EFT45091	16/08/2018	BUGAI WHYOUTLER	Artist payment ref# 4292	1		1,000.00
EFT45092	16/08/2018	ELIZABETH TOBY	Artist payment ref# 4304	1		330.00
EFT45093	16/08/2018	JAKAYU BILJABU	Artist payment ref# 4294	1		16,000.00
EFT45094	16/08/2018	JUDITH ANYA SAMSON	Artist payment ref# 4290	1		300.00
EFT45095	16/08/2018	KATHLEEN MAREE SORENSEN	Artist payment ref# 4288	1		619.00
EFT45096	16/08/2018	KUMPAYA GIRGIRBA	Artist payment ref# 4301	1		1,000.00
EFT45097	16/08/2018	MARIANNE BURTON	Artist payment ref# 4299	1		517.00
EFT45098	16/08/2018	NGAMARU BIDU	Artist payment ref# 4300	1		1,320.00
EFT45099	16/08/2018	TAMISHA WILLIAMS	Artist payment ref# 4291	1		200.00
EFT45100	16/08/2018	HORIZON POWER	Lot 8 General St 01/07/18 - 09/08/18	1		284.43
EFT45101	16/08/2018	TELSTRA	David Olney replacement handset	1		3,586.65
EFT45102	16/08/2018	ADVAM PTY LTD	Provision of Credit Card Payment Processing Services for Newman Airport FY18/19	1		468.93
EFT45103	16/08/2018	AHG SERVICE CENTRE NEWMAN	Nullagine Youth Bus - Annual Inspection and Service 2018	1		4,816.20
EFT45104	16/08/2018	AHRENS GROUP PTY LTD	Please supply and install a REV 4 septic system for the Animal Management Facility	1		92,829.15
EFT45105	16/08/2018	AIRPORT SECURITY PTY LTD	10xASIC prints requested in advance.	1		220.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 2

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45106	16/08/2018	ALYKA PTY LTD	Annual Monthly Customer Support July 2018 - June 2019 for Shire Website (Amanda Curby) Job# J006365 Shire Website JULY 2018	1		770.00
EFT45107	16/08/2018	All Pumps and Waterboring	Injection kit for East Newman Reuse Water Tank	1		544.50
EFT45108	16/08/2018	Amanda Curby	Airport parking 15/07/18	1		68.96
EFT45109	16/08/2018	Australia Post - Credit Management	POSTAGE AND STATIONERY AS PER DOCKET	1		1,245.68
EFT45110	16/08/2018	BJ YOUNG EARTHMOVING	Supply and delivery of 50t of top soil to the Nullagine Depot	1		4,180.00
EFT45111	16/08/2018	Blackwoods	Minor parts, PPE & tooling as require - Open PO until 30AUG18	1		288.23
EFT45112	16/08/2018	CATERLINK	Please supply 1 only 20litre 20ltr Birko Hot Water Urn to Shire of East Pilbara, Cnr Kalgan & Newman Drives, Newman WA 6753 and clearly marked Attention Warren Barker. Please send via Toll freight on Shire Account # NG5040	1		299.20
EFT45113	16/08/2018	COLS EXCAVATOR HIRE	10 days hire of Cat excavator	1		2,750.00
EFT45114	16/08/2018	CUSTOMER FIRST CONTRACTING PTY LTD	Capricorn Oval Lights - Please check the devices that are located in the power box up the pole are getting power. Please check all light poles for Capricorn Oval only.	1		5,996.34
EFT45115	16/08/2018	Centurion Transport Co Pty Ltd	Freight from Clockwork Prints to SOEP	1		25.00
EFT45116	16/08/2018	Cleanaway (acct 85008)	Monthly PO for the month of July 2018 WWTP	1		5,054.50
EFT45117	16/08/2018	DAIKIN AUSTRALIA PTY LTD	SPQ 2 3.5 Kw for lounge	1		2,867.70
EFT45118	16/08/2018	DEANS AUTOGLASS	Supply and fit new windscreen to 2017 70 Series LC D/C GXL 107EPS	1		577.50



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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

**SHIRE OF EAST PILBARA  
EFT Payments**

USER: Memory Mandaza  
PAGE: 3

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45119	16/08/2018	DEPARTMENT OF TRANSPORT	Vehicle Search fees July 2018	1		6.80
EFT45120	16/08/2018	DESIGNA AUSTRALIA PTY LTD	Provision of Comprehensive Car Park Maintenance Services as per SOW for Financial Year 18/19	1		6,457.09
EFT45121	16/08/2018	Department of Home Affairs	Provide 10xAuscheck clearances for ASIC applications.	1		462.50
EFT45122	16/08/2018	East Pilbara Recycling	12 x RFT 07-201718 Waste Management Services -Landfill	1		90,329.53
EFT45123	16/08/2018	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Spare tyre for white trailer P2781-22	1		198.00
EFT45124	16/08/2018	GALVINS PLUMBING SUPPLIES	Plumbing fittings & minor tooling as required - Open PO until 30AUG18	1		551.30
EFT45125	16/08/2018	GLIDEPATH AUSTRALIA	Provide six monthly scheduled maintenance of the baggage handling system conveyor belts at Newman Airport.	1		4,949.89
EFT45126	16/08/2018	Goldline Distributors Pty Ltd	15x Kangaroo tails for Marble Bar Harmony Day Lunch	1		233.84
EFT45127	16/08/2018	HARRIS TECHNOLOGY	HP EliteDesk 800 G3 - Mini desktop	1		2,980.08
EFT45128	16/08/2018	HOLCIM (AUSTRALIA) PTY LTD	8 Tonnes Rip Rap Rock	1		501.77
EFT45129	16/08/2018	HOSPITALITY INN PORT HEDLAND	Wednesday, 8th August 2018 - Arthur Godfrey - Accommodation & Meals - No Alcohol	1		550.50
EFT45130	16/08/2018	Integrity Management Solutions Pty Ltd	One extra licence for ATTAIN compliance system	1		77.00
EFT45131	16/08/2018	Ixon Operations Pty Ltd	Chlorine Service fee	1		898.19
EFT45132	16/08/2018	JMW Distributors	Newman Rangers Office Please supply new door hardware as requested for the new Ranger Office	1		322.30
EFT45133	16/08/2018	Jane Morris	Bond refund for hire of Senior Sports Pavilion	1		800.00
EFT45134	16/08/2018	KOMATSU AUSTRALIA PTY LTD	Complete 4,000hr service to Komatsu GD655-5 Grader	1		8,004.63

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

**SHIRE OF EAST PILBARA  
EFT Payments**

USER: Memory Mandaza  
PAGE: 4

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45135	16/08/2018	Kevan Sercombe	Refund for shower rose replaced	1		22.50
EFT45136	16/08/2018	LANDGATE (DOLA)	Mining Tenements	1		553.80
EFT45137	16/08/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2018 Community Development Conference - Danielle Airton	1		1,120.00
EFT45138	16/08/2018	Learning Horizons	SCP and CBP Finalisation and Performance Review Analysis	1		9,350.00
EFT45139	16/08/2018	Local Health Authorities Analytical	Population 11018 2018/19	1		2,772.22
EFT45140	16/08/2018	MARKETFORCE	Monthly Northwest Telegraph Column by Amanda Curby July 2018	1		2,279.16
EFT45141	16/08/2018	MCLEODS BARRISTERS & SOLICITORS	Please amend Budget Agreement as requested	1		1,250.04
EFT45142	16/08/2018	MCMULLEN NOLAN & PARTNERS SURVEYORS P/L	Angela Drive and Daniels Drive park sprinkler survey As per scope of works on quote	1		3,630.00
EFT45143	16/08/2018	METRO COUNT	PC0177 - Purchase of replacement traffic counter VT5900 inc RC and \$1100 discount per unit. these units comes with 12 months warranty and MTE V5.0 downloadable software and includes 1.8m USB Comms Cable	1		9,658.00
EFT45144	16/08/2018	MIDLAND MOWERS	Ferris 5102272 Drive Belt	1		178.00
EFT45145	16/08/2018	MURRAY RIVER NORTH PTY LTD	Tendered Price to Supply and install new residence at cape keraudren in accordance with scope of works and tender document RFT 09-2017/18	1		12,982.56
EFT45146	16/08/2018	Marble Bar Community Resource Centre	Express Yourself Tour August 2018 - A4 colour advert for Marble Bar Mirage	1		40.00
EFT45147	16/08/2018	Marble Bar Electrical Service Pty Ltd	Greenhouse Couches - Steam Clean	1		429.00
EFT45148	16/08/2018	Marble Bar General Trust	Catering - Express Yourself Event - Warralong	1		67.65
EFT45149	16/08/2018	Mary Janson	Refund for Home Business Reg fee waived	1		500.00

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 5

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45150	16/08/2018	Mesh Points	Innovation 101 for small businesses for September, date TBA. One on one with businesses and workshop on innovation.	1		9,680.00
EFT45151	16/08/2018	NEWMAN CLEANING RESOURCES P/L	Group 4 - Airport Facilities- Cleaning Services - 12 months - FY18/19 - Newman Airport - Includes Main Terminal, Main Terminal Wet Areas, Airport Managers Office Building & Wet Areas.	1		65,730.72
EFT45152	16/08/2018	NEWMAN HOME HARDWARE & ICE PLUS	Supply 2 x Pallets of Rapid Set Concrete	1		4,625.96
EFT45153	16/08/2018	NEWMAN HOTEL MOTEL	Ms Tarrabelle Murphy and Partner In: 07/08/2018 Business Room (QS) with Meal Package for 2 people	1		319.00
EFT45154	16/08/2018	NEWMAN JUNIOR SOCCER ASSOCIATION	Bond refund for equipment hire 12/08/18	1		200.00
EFT45155	16/08/2018	NEWMAN SENIOR HIGH SCHOOL	Half Share of Electricity 09/02/18 - 06/04/18	1		22,380.37
EFT45156	16/08/2018	NORTH METROPOLITAN TAFE	Certificate IV Youth Work - J Power Semester 1	1		951.25
EFT45157	16/08/2018	NULLAGINE HOTEL GENERAL STORE	Staff Accommodation & Meals Site Visit to Nullagine - MDS-P Tuesday 7/8/18	1		250.00
EFT45158	16/08/2018	North Regional Tafe	Xero Basics - FNSACC406 to be delivered in Newman for max number of 15 people.	1		4,328.50
EFT45159	16/08/2018	OFFICEWORKS BUSINESS DIRECT	Office works order August 2018	1		359.41
EFT45160	16/08/2018	Oasis Newman Operations Pty Ltd	5 nights accommodation and meals for Ian Hamilton Arriving on Sunday 20th May Departing Friday 25th May	1		275.00
EFT45161	16/08/2018	Outback Beef	Catering for Outback Fusion Festival - Outback Beef sausages (kilogram)	1		255.00
EFT45162	16/08/2018	PAN PACIFIC PERTH	Lynne and Peter Craigie Accommodation Pacific Club King @ \$310 per night ALL CHARGES 29/07/2018 - 04/08/2018	1		9,149.00
EFT45163	16/08/2018	PAYWISE PTY LTD	Salary Sacrifice Jeremy Edwards PPE 12/08/18	1		900.12

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

**SHIRE OF EAST PILBARA  
EFT Payments**

USER: Memory Mandaza  
PAGE: 6

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45164	16/08/2018	PILBARA MOTOR GROUP	Service for vehicle 132EPS (P2812) Toyota Hilux 30,000km	1		560.11
EFT45165	16/08/2018	PIP PARSONSON	Reimbursement for fuel - Local Gvt Professionals Conference	1		269.00
EFT45166	16/08/2018	Parnawarni IGA	Supply 20 kangaroo tails for NAIDOC event 15 July	1		899.68
EFT45167	16/08/2018	Porter Consulting	Design of new bore water pipeline and pumps to service proposed new reverse osmosis plant at Newman Airport ( RFQ06-2017/2018) Claim for work completed 3rd August 2018	1		2,090.00
EFT45168	16/08/2018	Portner Press Pty Ltd	Employment Law Update 5 2018	1		194.00
EFT45169	16/08/2018	RAMM SOFTWARE PTY LTD	RAMM Annual Support and Maintenance Fee 01 July 2018 - 30 Jun 2019	1		9,221.49
EFT45170	16/08/2018	ROOS PLUMBING	East Pilbara Arts Centre - Term from October to 30th June 2018, works as per quote monthly	1		2,224.20
EFT45171	16/08/2018	ROWCON PTY LTD	Septage Pond Specifications	1		14,630.00
EFT45172	16/08/2018	SALOMON KLOPPERS	Reimbursement for accomodation at Discovery Parks	1		353.05
EFT45173	16/08/2018	SCOPE BUSINESS IMAGING	Scope - Printer Konica C458/658 FY 18-19	1		451.00
EFT45174	16/08/2018	SEASONS HOTEL NEWMAN	Accomadation - Cr Hatwell, Cr Schill, Cr Kitchen & Cr Coppin Wednesday 25 July to Saturday 28 July	1		1,793.50
EFT45175	16/08/2018	SEASONS OF PERTH HOTEL	Mrs Kylie Bergmann 30th July 2018 - 3 August 2018 Executive Room @ \$140 per night Accommodation, Meals and Non Alcohol Drinks Only	1		594.50
EFT45176	16/08/2018	SIMMONE VAN BUERLE	Phone subsidy reimbursement 01/07/18 - 23/07/18	1		44.95
EFT45177	16/08/2018	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical - Zoey Tomlinson	1		553.30
EFT45178	16/08/2018	SOUTH NEWMAN PRIMARY SCHOOL	2018 Domestic Waste Calendars - Newman Town residential mail drop	1		500.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 7

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45179	16/08/2018	ST JOHN AMBULANCE AUSTRALIA WA (NEWMAN)	First Aid training Sharnee Weir	1		220.00
EFT45180	16/08/2018	T-QUIP	Top3296-60 Nut Spindle Shaft Top1048322 Washer-hardened	1		109.25
EFT45181	16/08/2018	TECHBRAIN	Disaster Recovery, CCTV Liaison and airport parking to coincide with server installation	1		18,728.71
EFT45182	16/08/2018	TENDERLINK	RFQ 02-2018/19 - Concrete L Blocks upload to Tenderlink Portal	1		172.70
EFT45183	16/08/2018	TNT Australia Pty Limited	Freight from Chapman & Bailey to Martumili	1		3,617.05
EFT45184	16/08/2018	TRAFFIC FORCE	Review Bark in the Park Traffic Management Plan 2018	1		290.40
EFT45185	16/08/2018	TYREPOWER NEWMAN	Supply & Fit 4 x Vitora Countrylife Tyres to Toyota Prado 111 EPS	1		1,112.50
EFT45186	16/08/2018	The Pilbara Regiment t/a Bill Lynas Mess	Sustainable Litter Collection - The Pilbara Regiment - Roster: 18 June 2018 - 8 July 2018.	1		2,000.00
EFT45187	16/08/2018	The Workwear Group Pty Ltd	Cr Michael Kitchen - Uniform. Shirts x 2 with embroidery	1		198.05
EFT45188	16/08/2018	VIPONDS PAINTS PTY LTD	Viponds Paint for Cemone Hedges Marble Bar - Chocolate, Process Yellow, State Green, Orange and Yellow Ochre	1		213.18
EFT45189	16/08/2018	WACOSS	Refund for duplicate invoices 77200 & 77201	1		528.00
EFT45190	16/08/2018	WIDEGLIDE CONSTRUCTIONS	Option 2 concrete To supply labour, plant and materials to excavate approximately 150m2 to a depth of 100mm in dog pound yard and supply and lay 100mm of reinforced concrete paving.	1		22,075.50
EFT45191	16/08/2018	Woolworths (WA) Ltd	Goods as per receipt	1		1,112.10
EFT45192	16/08/2018	Wormald Australia Pty Ltd	Fire Equipment Inspections, Servicing & Testing - Newman - Airport	1		623.60
EFT45193	16/08/2018	YMCA	The Edge Bond refund	1		500.00

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 8

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45194	16/08/2018	Youngs Earthmoving	Supply 2 x Graders, Camp and Equipment to complete Heavy Formation Maintenance Grade to the Kiwirrkurra Access Road. Rates as per tender submission RFT 8-2017/18 - Supply of Hired Road Construction Plant with Operators.	1		60,131.50
EFT45195	16/08/2018	ZAP CIRCUS	Provide workshops, games and discos in Warralong and Marble Bar on 9 and 10 August as per quote in email dated Friday 20 July 2018	1		11,627.00
EFT45196	23/08/2018	WATER CORPORATION	37L Gallop Rd 14/05/18 - 30/06/18	1		1,312.66
EFT45197	23/08/2018	DEPARTMENT OF HOUSING AND WORKS	241A General st Tenant Calum Maciver PPE 12/08/18	1		250.80
EFT45198	23/08/2018	Department of Housing	46 Francis st Tenant Warren Coffin PPE 12/08/18	1		200.00
EFT45199	23/08/2018	HORIZON POWER	Lot 10 Francis st 13/06/18 - 09/08/18	1		2,178.32
EFT45200	23/08/2018	Pivotel Satellite Pty Ltd	Standard fees and charges	1		20.00
EFT45201	23/08/2018	AMY FRENCH	Artist payment ref# 4312	1		786.00
EFT45202	23/08/2018	BILLY ATKINS	Artist payment ref# 3351 processed in SAM but not paid to artist 09/08/17	1		500.00
EFT45203	23/08/2018	BUGAI WHYOUTLER	Artist payment ref# 4317	1		1,000.00
EFT45204	23/08/2018	CORBAN CLAUSE WILLIAMS	Artist payment ref# 4316	1		400.00
EFT45205	23/08/2018	DANIELLE BOOTH	Artist payment ref# 4321	1		313.50
EFT45206	23/08/2018	DEANNE BROOKS	Artist payment ref# 4320	1		413.50
EFT45207	23/08/2018	IGNATIUS PAUL TAYLOR	Artist payment ref# 4309	1		173.25
EFT45208	23/08/2018	JUDITH ANYA SAMSON	Artist payment ref# 4315	1		400.00
EFT45209	23/08/2018	LILY JATARR LONG	Artist payment ref# 4313	1		1,000.00

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

**SHIRE OF EAST PILBARA  
EFT Payments**

USER: Memory Mandaza  
PAGE: 9

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45210	23/08/2018	LORNA LINMURRA	Artist payment ref# 4307	1		210.00
EFT45211	23/08/2018	MONTANA CLAUSE	Artist payment ref# 4310	1		1,200.00
EFT45212	23/08/2018	Muuki Taylor	Artist payment ref# 3350 processed in SAM but not paid to artist 09/08/17	1		400.00
EFT45213	23/08/2018	NANCY TAYLOR	Artist payment ref# 4314	1		400.00
EFT45214	23/08/2018	WOKKA TAYLOR	Artist payment ref# 4322	1		500.00
EFT45215	23/08/2018	ALL-RID PEST MANAGEMENT	Residential Properties: Annual Termite & Pest Inspection	1		11,828.82
EFT45216	23/08/2018	ALYKA PTY LTD	Please work with Cloud Ten to reinstate FIDS service on website.	1		1,058.75
EFT45217	23/08/2018	APRA	Newman Aquatic Centre Background Music Licence	1		370.73
EFT45218	23/08/2018	AVIATION ID AUSTRALIA	Annual access fee to the Visitor Identification Card (VIC) programme for the period 1 July 2018 to 30 June 2019.	1		660.00
EFT45219	23/08/2018	Amanda Curby	Reimbursement for Perth Airport parking 09/08/18	1		49.26
EFT45220	23/08/2018	Australia Post - Credit Management	POSTAGE AND STATIONERY AS PER DOCKET	1		433.90
EFT45221	23/08/2018	Australian Taxation Office (PAYG)	PAYG PPE 15/07/18 to 12/08/18	1		277,410.79
EFT45222	23/08/2018	BUDGET CAR & TRUCK RENTAL PERTH	Carly Day - 8 - 14/08/2018 DARWIN AIRPORT PICK UP AND RETURN	1		379.60
EFT45223	23/08/2018	Blackwoods	Minor parts, PPE & tooling as require - Open PO until 30AUG18	1		390.15
EFT45224	23/08/2018	Brent Stein	Phone subsidy reimbursement 11/07/18 - 10/08/18	1		44.95
EFT45225	23/08/2018	Bridgestone Tyre Centre Port Hedland	2 x Supply and fit of V Steel 235 85R16 tyres to RPT Bus	1		744.59
EFT45226	23/08/2018	Bryan Griggs	Reimbursement for Marble Bar trip fuel	1		160.00

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 10

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45227	23/08/2018	CARDNO (WA) PTY LTD	complete three drawings for the Shire of East Pilbara 2018-19 Drainage Program. one drawing showing plan and long section, one drawing with drainage details and one drawing with notes and cross sections. existing drainage survey details and draft design provided.	1		2,420.00
EFT45228	23/08/2018	COATES HIRE	Generator Hire	1		53.22
EFT45229	23/08/2018	CUSTOMER FIRST CONTRACTING PTY LTD	Newman Tennis Toilets Please replace dull and substandard lighting to the inside of male & female toilets at Newman Tennis Courts Could this please be completed before Friday 17/08/2018 PM Pick up key from the Shire Office	1		2,493.78
EFT45230	23/08/2018	Centurion Transport Co Pty Ltd	Freight from Clockwork Perth to SOEP	1		25.00
EFT45231	23/08/2018	Cleanaway (acct 85008)	Please provide hydrovac services at Newman Airport, day rate as per Quote70518	1		7,744.00
EFT45232	23/08/2018	DIRTY DEEDS PROPERTY SERVICES	3 Kurra - Vacant - Swimming Pool Cleaning and service	1		324.00
EFT45233	23/08/2018	Dunnings	Supply and delivery of 4,000l Diesel Fuel to Maintenance Grader Camp - Jigalong Rd - Colin Derrell	1		7,467.99
EFT45234	23/08/2018	EAST PILBARA VETERINARY SERVICE	Standing PO for the period 01/07/2018 - 31/07/2018 for sentinel chicken flock bleeding and blood sample collection for flavivirus antibody testing, care , maintenance and feeding of 2 flocks located at the Shire Depot (Newman) and at Opthalmia dam respectively	1		994.00
EFT45235	23/08/2018	ELECTRICAL DISTRIBUTORS	Electrical components as requested - Open PO until 30AUG18	1		446.62
EFT45236	23/08/2018	ENVIRONMENTAL INDUSTRIES	Additional garden maintenance, materials & cleanup as directed - Open PO until 30OCT18	1		524.35
EFT45237	23/08/2018	ESPRESSO ESSENTIAL WA	Coffee Machine 4 x boxes rainforrest coffee 1 x box milk	1		817.95
EFT45238	23/08/2018	Event & Conference Co. Pty Ltd	2018 Waste & Recycle Conference - Gavin Carlisle	1		2,190.00



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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45239	23/08/2018	Expo Document Copy Centre (WA) Pty Ltd (Expogroup)	Quote 229,463 - Budget Bulletin Copies - 1,200	1		3,385.80
EFT45240	23/08/2018	FOXTEL CABLE TELEVISION	MONTHLY SUBSCRIPTION	1		104.03
EFT45241	23/08/2018	Fuji Xerox Australia Pty Ltd	Newman Shire Office 01/07/18 - 31/07/18	1		5,009.16
EFT45242	23/08/2018	GALVINS PLUMBING SUPPLIES	Plumbing fittings & minir tooling as required - Open PO until 30AUG18	1		355.39
EFT45243	23/08/2018	GARY EDWARDS PLUMBING & GAS	Cape Keraudren Please check a dump point at Cape Keraudren. I have just had this dump point pumped out and it is blocking up again. The rangers have tried to check it out and feel that opening and internal pipework are the problem. Could you please attend next week as the ranger is away until Friday evening and see if there is a solution or provide a cost to rectify.	1		3,555.03
EFT45244	23/08/2018	HARRIS TECHNOLOGY	HP Color LaserJet Pro MFP M377dw - Multifunction printer	1		489.00
EFT45245	23/08/2018	Harrington Jacobs Family Trust t/a Verb Advertising Pty Ltd	TVC Production costs inclusive of editing, voice-ovr, FREE TV approval and dispatch to GWN	1		660.00
EFT45246	23/08/2018	IP CAMERAS AUSTRALIA	Replacement of Nas Unit at Marble Bar Refuse Facility.	1		913.00
EFT45247	23/08/2018	Jimm Kidd Sports	2x Group Fitness Singlet SG407L - Darryle Caruana	1		44.10
EFT45248	23/08/2018	Joanne McGowan	Bond refund - Booking ref# 2516	1		200.00
EFT45249	23/08/2018	KARRATHA INTERNATIONAL HOTEL	Accomodation for Gavin Carlisle 9th - 11th August 2018 Plus meals	1		1,135.50
EFT45250	23/08/2018	Kalyuku Ninti - Puntuku Ngurra Limited	Refund for duplicate payment 16/08/18 as discussed with Gen Newman	1		120.00
EFT45251	23/08/2018	Lang Tree Eric Coppin	Travelling allowance from Mbar to Newman and return - Council meeting 27/07/18	1		641.82

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 12

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45252	23/08/2018	LISA DAVIS	Phone subsidy reimbursement 13/07/18 - 12/08/18	1		44.95
EFT45253	23/08/2018	MAD DOG PROMOTIONS	100% Cotton Aprons with Outback Fusion Festival Logo	1		1,059.30
EFT45254	23/08/2018	MARBLE BAR PRIMARY SCHOOL	50% payment Lot 290 General St 12/04/18 - 12/06/18	1		1,534.58
EFT45255	23/08/2018	MARTUMILI 4 - LOAD N GO CARD	McDonalds dinner	1		82.88
EFT45256	23/08/2018	MARTUMILI 5 - LOAD N GO	Spotlight wool	1		807.08
EFT45257	23/08/2018	MICRO PRODUCTS AUSTRALIA	1 x RT 250 Rechargeable bluetooth reader scanner for animals	1		614.50
EFT45258	23/08/2018	Marble Bar Electrical Service Pty Ltd	PSRU 3 - Dennis Ward Tenant has advised there is not hot water, additionally toilet is bubbling if you are able to check and report	1		392.61
EFT45259	23/08/2018	Moore Stephens	Audit - Newman Town Centre Revitalisation Project 123	1		4,015.00
EFT45260	23/08/2018	NEWMAN CLEANING RESOURCES P/L	Cleaning of Weighbridge Office unit and bathroom.	1		198.00
EFT45261	23/08/2018	NEWMAN HOME HARDWARE & ICE PLUS	Weighbridge Spare keys	1		419.13
EFT45262	23/08/2018	NEWMAN HOTEL MOTEL	Club Development- Minirooms Workshop - Peter Bliss Accommodation	1		198.00
EFT45263	23/08/2018	NEWMAN RETRAVISION	TEAC 40 inch TV LEV40A118HD	1		773.00
EFT45264	23/08/2018	NEWMAN VISITORS CENTRE	Shire Funding for Newman Visitor Centre Quarter 3 2017/18	1		49,500.00
EFT45265	23/08/2018	OFFICE LINE	Council Chambers One extra barrier stand only	1		178.20
EFT45266	23/08/2018	OFFICEWORKS BUSINESS DIRECT	Depot Stationery Order 03/08/2018	1		1,195.79
EFT45267	23/08/2018	Oasis Newman Operations Pty Ltd	Accommodation booking for Wild Dingo Band 6 x rooms Check In: Saturday 14/07/18 Check Out: Monday 16/07/18 ALL CHARGES	1		440.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 13

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45268	23/08/2018	PILBARA MOTOR GROUP	200000KM Service of RPT Bus Replace steering rod, rotate tyres, wheel alignment	1		2,891.24
EFT45269	23/08/2018	PILBARA REGIONAL COUNCIL	The Edge Bond Refund	1		500.00
EFT45270	23/08/2018	Parnawarri IGA	1 Roll Platter, 1 Fruit Platter, 1 Sweets Platter	1		423.47
EFT45271	23/08/2018	Pindan Asset Management Pty Ltd	6-month electrical inspection as per budget estimate PAM-SOEP-26JLY18	1		3,498.00
EFT45272	23/08/2018	Pritchard Bookbinders	Council Minutes May and June 2018 to be bound in Navy Blue	1		155.10
EFT45273	23/08/2018	RMIT University	Photographic printing for Art at the Heart exhibition July/August	1		232.73
EFT45274	23/08/2018	ROOS PLUMBING	20E Marilanna - Consultants house - keys metre box Water leak outside the laundry, not sure if main or retic Shower rose in main bathroom sprays water everywhere, replace both if required Inspect all taps and toilets whilst on site for leaks	1		335.50
EFT45275	23/08/2018	Stamp Store	8 x Self Inking Trodat printy 4926 EFO stamps - new design	1		418.10
EFT45276	23/08/2018	Stewart & Heaton Clothing Co Pty Ltd	Dress shirts, Epauettes, Cotton undershirts, Belts for BFB Brigade Members Payne, Wild, Stein	1		96.84
EFT45277	23/08/2018	Susanne Millar	Finalisation of Martumili Trust for 17/18 year	1		1,271.25
EFT45278	23/08/2018	TECHBRAIN	Please configure and supply the components for the phone system destroyed in the fire at the depot as per your quotation	1		27,748.74
EFT45279	23/08/2018	TENDERLINK	RFQ 01-2018/19 - Installation of Box Culverts uploaded to Tenderlink Portal	1		172.70
EFT45280	23/08/2018	TIM SAUNDERS	Reimbursement for inlet connection hose - Aquatic Officer House	1		39.99
EFT45281	23/08/2018	TNT Australia Pty Limited	Freight from SOEP to Water Exam Lab	1		114.13
EFT45282	23/08/2018	TOLL IPEC ROAD EXPRESS PTY LTD	Freight from Office Line to SOEP	1		523.32

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 14

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45283	23/08/2018	TOWN OF PORT HEDLAND	2017/18 Activity Plan for the East Pilbara Regional - Librarian Service	1		994.99
EFT45284	23/08/2018	WA LOCAL GOVERNMENT ASSOC.	Gerry Parsons Registration for WALGA Conference Perth 2018 August \$1,475.00 Breakfast with Bradd Hogg \$88.00 Gala Dinner	1		4,741.00
EFT45285	23/08/2018	WIDEGLIDE CONSTRUCTIONS	1 Beeton - Steve Dhu After the new bathroom is completed, seal the recess wall and floor tiles Install new external door to the storeroom, paint, lockable, keys provided to Owen	1		3,410.75
EFT45286	23/08/2018	WOLFENDEN, MARISA LEANNE	Reimbursement for dinner and breakfast	1		45.00
EFT45287	23/08/2018	Wilson Parking Australia 1992 Pty Ltd	Please Provide Car Park Remote Monitoring Services as per RFT 09 2016/17 - July	1		1,650.00
EFT45288	23/08/2018	Woolworths (WA) Ltd	Insect Repellent, Toilet Rolls and Cat Trap Bait (Sardines) - Cape Keraudren	1		1,045.34
EFT45289	23/08/2018	Youngs Earthmoving	Declared Natural Disaster Event WANDRRA ARGN 743 Flooding in Western Australia (January and February 2017) Supply of Hired Road Construction Plant with Operators for road reinstatement works to the Talawana Track 8120239 as directed and as per damage repair schedule of works. Rates as per tender submission RFT 8-2017/2018 Supply of Hired Road Construction Plant with Operators.	1		164,307.00
EFT45290	23/08/2018	ZIPFORM STATIONERY	C4 Window Face, Secretive, Peal and Seal Envelopes x 1000	1		392.85
EFT45291	23/08/2018	WA TREASURY CORPORATION	Loan No. 65 Interest payment -	1		61,183.55
EFT45292	30/08/2018	HORIZON POWER	U1 Lot 74 Francis st 10/08/18 - 13/08/18	1		5.19
EFT45293	30/08/2018	TELSTRA	N9716328R	1		19,922.14
EFT45294	30/08/2018	BUGAI WHYOLTER	Artist payment ref# 4334	1		1,000.00

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 15

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45295	30/08/2018	CORBAN CLAUSE WILLIAMS	Artist payment ref# 4326	1		570.00
EFT45296	30/08/2018	DADDA SAMSON	Artist payment ref# 4327	1		1,000.00
EFT45297	30/08/2018	DEBRA THOMAS	Artist payment ref# 4330	1		251.75
EFT45298	30/08/2018	IVY BIDU	Artist payment ref# 4332	1		261.25
EFT45299	30/08/2018	JUDITH ANYA SAMSON	Artist payment ref# 4329	1		200.00
EFT45300	30/08/2018	LEON CUTTER	Artist payment ref# 4333	1		261.25
EFT45301	30/08/2018	MAY CHAPMAN	Artist payment ref# 4323	1		1,072.50
EFT45302	30/08/2018	NANCY CHAPMAN	Artist payment ref# 4331	1		500.00
EFT45303	30/08/2018	Allied Pickfords (Rainmark Holdings)	Freight for Newman Depot new furniture - PC0177 (4)	1		720.16
EFT45304	30/08/2018	Anchalee Noopin	Lifeguard Requalification Refund	1		150.00
EFT45305	30/08/2018	Anita Marlene Grace	WALGA Conference taxi fare airport to hotel	1		71.54
EFT45306	30/08/2018	Australian Airports Association Limited	New Director AAA Conference Brisbane 2018 - REGISTRATION for 4 Days Conference 13/11/2018 - 16/11/2018	1		9,565.00
EFT45307	30/08/2018	BEN LEWIS	Completion of 8 units towards : Graduate Certificate in Management - 1 unit Graduate Certificate in Business Management - 4 units Masters of Business Administration - 3 units	1		9,600.00
EFT45308	30/08/2018	BHAVESH MODI	Phone subsidy reimbursement 16/07/18 - 15/08/18	1		44.95
EFT45309	30/08/2018	BHP BILLITON IRON ORE PTY LTD	Newman Town Square 10 Lee Lane 10/06/18 - 11/08/18	1		10,614.63
EFT45310	30/08/2018	BOC GASES	Statement to 31/07/18	1		554.96

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 16

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45311	30/08/2018	BRIDGET SCHILL	Travelling allowance from Nullagine to Newman and return 411.20km - Council meeting 24/08/18	1		425.67
EFT45312	30/08/2018	Blackwoods	Monthly Account for the month of AUGUST 2018 PARKS & GARDENS	1		218.61
EFT45313	30/08/2018	CJD EQUIPMENT	Supply 1 x Engine Oil Filler Cap	1		46.72
EFT45314	30/08/2018	CLEANAWAY PTY LTD (acct 53651165)	Airport	1		12,687.68
EFT45315	30/08/2018	CLEANAWAY PTY LTD (acct 53651265)	Litter Control	1		56,103.08
EFT45316	30/08/2018	COLS EXCAVATOR HIRE	Monthly PO for the month of July 2018 WWTP	1		1,320.00
EFT45317	30/08/2018	LYNETTE SUZANNE CRAIGIE	Reimbursement for Biddy Schill flight - Perth to Newman 03/08/18 WALGA Conference	1		581.00
EFT45318	30/08/2018	CUSTOMER FIRST CONTRACTING PTY LTD	Install no flow switch to the Admin pump as quoted	1		4,695.35
EFT45319	30/08/2018	Cemone Hedges	Catering purchases for MB Rec Shed programs - Aug 2018	1		163.50
EFT45320	30/08/2018	Cleanaway (acct 85008)	Monthly Account for the month of AUGUST 2018 WWTP	1		3,696.00
EFT45321	30/08/2018	Contact Films	25 x contact dvd for resale in gallery 18-19.01	1		440.00
EFT45322	30/08/2018	DAVID EVRETT	Phone subsidy reimbursement 01/09/18 - 30/09/18	1		44.95
EFT45323	30/08/2018	DIMENSION POLYANT	Sewing needles for basket weaving	1		285.34
EFT45324	30/08/2018	David Kular	Phone subsidy reimbursement 28/06/18 - 27/07/18	1		44.95
EFT45325	30/08/2018	EM ELECTRICAL MOVEMENT	Minor electrical works as directed. Open PO until 30AUG18	1		4,441.12
EFT45326	30/08/2018	ENVIRONMENTAL INDUSTRIES	Iron Ore Pde, North, South and East Newman non irrigated verges - Landscape Maintenance	1		34,470.46
EFT45327	30/08/2018	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Tyres for P2832	1		530.75

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45328	30/08/2018	GALVINS PLUMBING SUPPLIES	Plumbing fittings & minir tooling as required - Open PO until 30AUG18	1		1,643.16
EFT45329	30/08/2018	Goldline Distributors Pty Ltd	Refund for Adjustment note 84020670	1		84.70
EFT45330	30/08/2018	HAN-MARI ROETS	Reimbursement for spot prizes - Newman Family Fun Run	1		150.00
EFT45331	30/08/2018	HOSPITALITY INN PORT HEDLAND	Wednesday, 22nd August 2018 - Arthur Godfrey - Accomodation & Meals - No Alcohol	1		367.00
EFT45332	30/08/2018	Integrity Management Solutions Pty Ltd	2 x extra licences for ATTAIN compliance system	1		154.00
EFT45333	30/08/2018	JASON SIGNMAKERS	Please Provide Signage for Newman Airport as per Email Quote Dated 25/07/18	1		3,910.50
EFT45334	30/08/2018	JMW Distributors	Please supply new door hardware for the Rangers office in satn chrome 1 x Passage Lever Set 4 x Entry Sets 1 x Security Screen Door Cylinder 1 x Die Cast outer Pull & Striker Set All keyed to the F10 system	1		2,348.50
EFT45335	30/08/2018	LANDGATE (DOLA)	SLIP Subscripion 2018-2019 as per quotation dated 20/7/18	1		2,239.00
EFT45336	30/08/2018	Lang Tree Eric Coppin	Travelling allowance from Marble Bar to Newman and return 800km - Council meeting 24/08/18	1		828.16
EFT45337	30/08/2018	MARBLE BAR TRAVELLERS REST	Accommodation - From Wednesday 8th August to Saturday 11th August 2018 - 2 people Rusty and Tarabelle.	1		611.50
EFT45338	30/08/2018	MICHAEL KENDRICK	Bond Refund - Newman National Football League	1		200.00
EFT45339	30/08/2018	MSS SECURITY PTY LTD	Provide security screeners to operate passenger screening points and checked baggage screening points and provide Front of House security officers to operate kerbside and crowd control services at Newman Airport for the period 1 July 2018 to 30 June 2019.	1		154,736.41
EFT45340	30/08/2018	MT NEWMAN FURNITURE & BEDDING	Bed bases for field officer accomodation	1		2,633.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45341	30/08/2018	MURRAY UNIFORMS AUSTRALIA	Work Shirts For Rangers Ranger Cape DO x 1 Ranger BG x 4 Ranger KS x 4 CRES x 2	1		1,085.15
EFT45342	30/08/2018	Marble Bar General Trust	Catering - Rec Shed	1		48.75
EFT45343	30/08/2018	NEWMAN CLEANING RESOURCES P/L	Cleaning of EPAC meeting room and Kitchen	1		99.00
EFT45344	30/08/2018	NEWMAN DANCE COMPANY	One hour Acro workshop at 10am on Sunday 22 July	1		120.00
EFT45345	30/08/2018	NEWMAN HOME HARDWARE & ICE PLUS	Lockwood 001T-1K1CPDP locks as per quote 0-11781	1		6,777.45
EFT45346	30/08/2018	NEWMAN HOTEL MOTEL	Ms Tarrabelle Murphy and Partner In: 12/08/2018 out: 19/08/2018 Business Room (QS) with Meal Package for 2 people	1		1,573.00
EFT45347	30/08/2018	NEWMAN RETRAVISION	Wireless Cursor Controller for Powerpoints presentations	1		69.00
EFT45348	30/08/2018	NEWMAN SENIOR HIGH SCHOOL	Half Share of Electricity 07/04/18 - 12/06/18	1		22,059.62
EFT45349	30/08/2018	NEWMAN WOMENS SHELTER	K Ruki airfare to Perth as per termination agreement.	1		1,920.21
EFT45350	30/08/2018	NULLAGINE HOTEL GENERAL STORE	Accommodation & Meals - Saturday 11th August to Sunday 12th August 2018 - Tarabelle and Rusty ( Zap Circus) 2x queen rooms with ensuite	1		200.00
EFT45351	30/08/2018	Newman RSL	Bond Refund for booking 2514	1		200.00
EFT45352	30/08/2018	OFFICE LINE	Newman Depot Furniture Horizon Workstation - Side A - 2100mm x Side B 1800mm, cherry and anthracite Horizon Hutch to go on top of work station 1200mm - cherry and anthracite Mobile pedestal - 3 draw - cherry and anthracite - lockable Whiteboard 1500mm x 1200mm x 2 Pinboard 1500mm x 1200mm x 1 - Ink fabric Key Cabinet 175keys - grey colour	1		3,217.50



# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 19

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45353	30/08/2018	OFFICEWORKS BUSINESS DIRECT	Toilet Rolls, CSR Sugar Sticks, 5 Litre dishwashing liquid, Coffee Sticks, Laundry liquid, stain remover	1		930.89
EFT45354	30/08/2018	PARKER BLACK & FORREST PTY LTD	Capricorn Junior Storage Facility Please supply 2 only System 238-134 SG2 Keys Please send via Australia Post and clearly marked Attention WARREN BARKER	1		68.20
EFT45355	30/08/2018	PAYWISE PTY LTD	Jeremy Edwards Salary Sacrifice PPE 26/08/18	1		900.12
EFT45356	30/08/2018	PILBARA META MAYA	Martumili Electricity 25/06/18 - 30/07/18	1		75.70
EFT45357	30/08/2018	PILBARA MOTOR GROUP	Supply, delivery and licensing of one (1) new 2018 Toyota LandCruiser 200 Series GXL Wagon T/D, A/T, as per specifications and quote No 90890. Prices as per WA State Government Procurement Contract	1		114,044.10
EFT45358	30/08/2018	PIRTEK NEWMAN	Fuel hose for mower P2845-1	1		9.46
EFT45359	30/08/2018	POLAR AVIATION PTY LTD	Refund for overpayment on outstanding invoices as discussed with Clark	1		728.72
EFT45360	30/08/2018	RENTOKIL INITIAL GROUP	Newman Airport Sanitary Bins	1		1,894.93
EFT45361	30/08/2018	ROOS PLUMBING	East Pilbara Arts Centre Please carry out work to the garden area of the East Pilbara Arts Centre as per your quote No. QU 1666	1		3,821.40
EFT45362	30/08/2018	Regal Transport	Freight from Honda Shop to SOEP Depot	1		276.86
EFT45363	30/08/2018	SEASONS HOTEL NEWMAN	Refund for duplicate payment inv# 77490 paid 23/07/18	1		500.00
EFT45364	30/08/2018	SHOP FOR SHOPS	Express direct freight charge	1		386.50
EFT45365	30/08/2018	SIGMA CHEMICALS	Granular chlorine cal hypo aquacure 40kg 2880	1		3,433.21
EFT45366	30/08/2018	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical - Kaitlyn Berry	1		343.20
EFT45367	30/08/2018	Sodexo Remote Sites Australia Pty Ltd	Cancellation of invoice 77492 paid 23/07/18	1		500.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45368	30/08/2018	TARA RANGI	Working with children check	1		85.00
EFT45369	30/08/2018	TENDERLINK	RFT 03-2018/19 - Replacement of 6 Lighting Modules Capricorn Oval - uploaded to Tenderlink Portal	1		690.80
EFT45370	30/08/2018	THE HONDA SHOP	CMR5H Spark Plugs	1		227.35
EFT45371	30/08/2018	THINKWATER CANNING VALE	Rainbird TBOS2 Field Transmitter	1		317.52
EFT45372	30/08/2018	TYREPOWER NEWMAN	Service and tyre replacement for Prado EPS 103 P131114	1		2,379.35
EFT45373	30/08/2018	WA LOCAL GOVERNMENT ASSOC.	Jeremy Edwards, WA Local Government Convention 2018	1		8,427.00
EFT45374	30/08/2018	WA TREASURY CORPORATION	Loan No. 71 Interest payment -	1		94,766.76
EFT45375	30/08/2018	WATERLOGIC AUSTRALIA PTY LTD	Newman Aquatic Centre Please provide maintenance service for the period 01/07/2018 - 30/06/2019	1		78.10
EFT45376	30/08/2018	WIDEGLIDE CONSTRUCTIONS	storage rack for MMA artwork stockroom	1		6,479.00
EFT45377	30/08/2018	Woolworths (WA) Ltd	Groceries for Lara's Parnngurr field trip	1		3,405.68
EFT45378	30/08/2018	Wormald Australia Pty Ltd	Fire Equipment Inspections, Servicing & Testing - Newman Airport	1		623.60
EFT45379	30/08/2018	Youngs Earthmoving	Supply 2 x Graders, Camp and equipment to complete a heavy formation grade to the Jupiter Well Access Road 8120246. Rates as per RFT 8-2017/18 Supply of Hired Road Construction Plant with Operators	1		64,201.50
EFT45380	05/09/2018	MARTUMILI 1 - LOAD & GO	Wharf Food Wine Darwin	1		910.15
EFT45381	05/09/2018	MARTUMILI 3 - LOAD N GO	Bunnings Darwin	1		846.53
EFT45382	06/09/2018	DEPARTMENT OF HOUSING AND WORKS	241A General st MB - Tenant Calum Maciver PPE 26/08/18	1		250.80
EFT45383	06/09/2018	Department of Housing	46 Francis st MB - Tenant Warren Coffin PPE 26/08/18	1		200.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 21

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45384	06/09/2018	HORIZON POWER	Marble Bar street lights 01/08/18 - 31/08/18	1		1,791.41
EFT45385	06/09/2018	AHG SERVICE CENTRE NEWMAN	Please do service. Replace right front light cluster.	1		1,366.90
EFT45386	06/09/2018	ALL-RID PEST MANAGEMENT	Newman Shire Offices Please check under the Newman Shire Offices for source of very bad odour to the finance area. hardieflex sheeting will need to be removed to gain access Please see Warren Barker when attending	1		165.00
EFT45387	06/09/2018	ALYKA PTY LTD	August 2018 - Annual Customer Support Quotation and Service Level Agreement For the period 1 July 2018 to 30 June 2019	1		385.00
EFT45388	06/09/2018	AUSCO MODULAR	Newman Shire Depot Please supply 1 only 6.0 x 3.0 meter office accomodation as per your quote number 0065003268. Please deliver Wednesday 01/08/2018 to Shire of East Pilbara Works Depot, corner Welsh Drive and Woodstock Street Newman. Any queries please contact Warren Barker 9175 8000 Mob 0417 826 537 Please have your delivery driver call when entering town so that we can make sure someone is onsite to meet him.	1		627.00
EFT45389	06/09/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	Commissions and charges	1		430.37
EFT45390	06/09/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		51.80
EFT45391	06/09/2018	AUSWATER SYSTEMS PTY LTD	Flocon 260, 25kg drums	1		3,429.80
EFT45392	06/09/2018	All State Security Services	Outback Fusion Festival - Event Security 31 August to 1 September	1		1,161.60
EFT45393	06/09/2018	Anita Marlene Grace	Reimbursement for taxi fare from airport to hotel and return - PRC meeting 29/08/18	1		65.53
EFT45395	06/09/2018	BRIDGETOWN DESIGN AND PRINT	Artwork and design for daily schedule posters	1		346.50

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 22

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45396	06/09/2018	BUDGET CAR & TRUCK RENTAL PERTH	Car Hire Ben Lewis 28 - 30/08/2018 - Small Auto	1		99.43
EFT45397	06/09/2018	Bel Eyre Motel	Mr Gavin Carlisle QUA Room @ \$220 per night In: 02/09 - 03/09/2018 Accommodation, Meals and Non Alcohol Drinks only	1		262.00
EFT45398	06/09/2018	Blackwoods	Steel Cap Boots - Jeremy Edwards High Visibility Vest x 1	1		728.12
EFT45399	06/09/2018	CAROL WILLIAMS	Travelling Allowance from Parngurr to Newman and return 738km - Council meeting 24/08/18	1		763.98
EFT45400	06/09/2018	CELLARBRATIONS AT NEWMAN	Drinks and Ice for performers	1		79.84
EFT45401	06/09/2018	CHAPMAN & BAILEY (AS)	framing of Desert Mob artworks	1		2,897.19
EFT45402	06/09/2018	CUSTOMER FIRST CONTRACTING PTY LTD	1 Ella Street - Gavin Carlisle Supply and install of new solarhart HWS system, disposal of old unit	1		18,463.85
EFT45403	06/09/2018	Cemone Hedges	Reimbursement for washing machine for MB Aquatic Officer house	1		300.00
EFT45404	06/09/2018	DEPARTMENT OF REGIONAL DEVELOPMENT	Additional payment of GST component for refund after end of life acquital of Community Development Projects	1		217.50
EFT45405	06/09/2018	Dunnings	8000l Diesel Fuel - Newman Depot	1		25,375.60
EFT45406	06/09/2018	ELECTRICAL DISTRIBUTORS	Electrical components as requested - Open PO until 30AUG18	1		853.35
EFT45407	06/09/2018	EM ELECTRICAL MOVEMENT	Assist Wood and Grieves with power audit for 8 am to 4:30pm. date to be confirmed.	1		3,481.54
EFT45408	06/09/2018	ENVIRONMENTAL INDUSTRIES	Additional garden maintenance, materials & cleanup as directed - Open PO until 30OCT18	1		1,202.50
EFT45409	06/09/2018	Expo Document Copy Centre (WA) Pty Ltd (Expogroup)	Application Package 2018 - Electronic	1		1,815.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 23

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45410	06/09/2018	Fitzgerald Photo Imaging	Fitzgerald Photo Imaging - Printing and Framing of final 20 photography competition entries.	1		3,530.00
EFT45411	06/09/2018	Fuji Xerox Australia Pty Ltd	Newman Shire Office 01/08/18 - 31/08/18	1		3,132.81
EFT45412	06/09/2018	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Supply and fit one Bridgestone Tyre to 117EPS	1		610.50
EFT45413	06/09/2018	GALVINS PLUMBING SUPPLIES	Plumbing fittings & minor tooling as required - Open PO until 30AUG18	1		241.80
EFT45414	06/09/2018	GYMCARE	barbell neck pad - fitness centre	1		99.00
EFT45415	06/09/2018	HAN-MARI ROETS	A Boy Named Cash catering expenses reimbursement	1		71.48
EFT45416	06/09/2018	HART SPORT	HART Step ramp and HART Rainbow mini playball set as per quote 809708	1		329.60
EFT45417	06/09/2018	HOSPITALITY INN PORT HEDLAND	Monday 27th August 2018 - Arthur Godfrey - Accomodation & Meals - No Alcohol	1		186.50
EFT45418	06/09/2018	ITP	Bond Refund for The Edge hire	1		500.00
EFT45419	06/09/2018	Jason Williamson Management	Balance of payment for Christine Anu performance at the 2018 Outback Fusion Festival on Sat 1 Sept	1		6,957.50
EFT45420	06/09/2018	LGRCEU	Payroll deductions	1		41.00
EFT45421	06/09/2018	Lee-Anne Burt	Perth Airport parking 21-24/08/18	1		82.68
EFT45422	06/09/2018	MARKETFORCE	Advert in the West Australian 1/8/18 and 4/8/18 RFT 02-2018/19 - Construct Earth Sludge Drying Bed for Septage Ponds at Newman Landfill	1		4,622.32
EFT45423	06/09/2018	MICHAEL TIMOTHY KITCHIN	Travelling allowance from Marble Bar to Newman 320km - Council meeting 24/08/18	1		237.19
EFT45424	06/09/2018	MILMAR DISTRIBUTORS	Eftpos rolls - Newman Admin	1		77.00
EFT45425	06/09/2018	Marble Bar Electrical Service Pty Ltd	Light Replacement in kitchen	1		148.34

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45426	06/09/2018	Medlyn Enterprises Pty Ltd t/a Middle Creek Electrical	Assistance with evaluation project data collection	1		99.00
EFT45427	06/09/2018	Minuteman Press Perth	Pujiman exhibition invites 16-17.09	1		288.20
EFT45428	06/09/2018	NEOPOST AUSTRALIA PTY LTD	Shredder Bags (1x Carton = 100 bags)	1		231.00
EFT45429	06/09/2018	NEWMAN HOME HARDWARE & ICE PLUS	Various minor tools & parts as required - Open PO until 30AUG18	1		100.10
EFT45430	06/09/2018	NEWMAN HOTEL MOTEL	hotel and meals for visiting consultant 18-19.01	1		1,590.00
EFT45431	06/09/2018	NEWMAN JUNIOR SOCCER ASSOCIATION	Bond Refund for booking 2198 receipt 88547	1		600.00
EFT45432	06/09/2018	NEWMAN VISITORS CENTRE	Condiments for Bush Tucker BBQ	1		77.00
EFT45433	06/09/2018	NEWMAN WOMENS SHELTER	Blankets for AGM and artists camp	1		543.00
EFT45434	06/09/2018	Nor-West Freight Services Pty Ltd	Freight from Mastec to SOEP Mbar	1		1,069.20
EFT45435	06/09/2018	OFFICEWORKS BUSINESS DIRECT	stationary items	1		2,423.20
EFT45436	06/09/2018	PAN PACIFIC PERTH	Jeremy Edwards 28/08 - 30/08/2018 Pacific Club Room @\$250 per night ALL CHARGES TO THIS PO	1		1,085.00
EFT45437	06/09/2018	PARDOO ROADHOUSE & TAVERN	Accommodation and Meals for Crew - Cape Keraudren House Pad earthworks	1		6,494.50
EFT45438	06/09/2018	PARKER BLACK & FORREST PTY LTD	Newman Junior Change Rooms Please supply as per your quote:- 1 x 3582 Mortice Lock 1 x 570 Generation 6 cylinder 1 x SP 3540 - T1 Escape Lever Please post to Shire of East Pilbara PMB 22 Newman WA 6753 and clearly marked ATTENTION WARREN BARKER	1		361.90
EFT45439	06/09/2018	PHILIP SWAIN	Environmental Health Duties -1 July 2018 - 31 December 18 -Including Reimbursements for approved expenses.	1		6,758.54

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 25

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45440	06/09/2018	PILBARA MOTOR GROUP	Cleaning and vacuuming of vehicle reg. EPS 124	1		159.50
EFT45441	06/09/2018	PLAYRIGHT AUSTRALIA	Playground inspection for 17 Newman based playgrounds, with report to be issued before COB 30/06/2018, as per your quote, dated 21/03/2018.	1		11,400.00
EFT45442	06/09/2018	Parnawarri IGA	Farewell Morning Tea - Rebecca Hacker Variety of platters Wednesday 25th July 2018	1		100.00
EFT45443	06/09/2018	ROOS PLUMBING	31 Jabbarup - Tenant Steve Agett 91778981/0484773202 Tenant has advise no hot water from solar hws Additionally, tenant may require 6m retic pipe	1		253.00
EFT45444	06/09/2018	Red's Productions Pty Ltd	Reimbursed extra costs	1		1,880.00
EFT45445	06/09/2018	SAI GLOBAL LTD	AS 4123/7-06 Standard on Refuse Bin Colours	1		88.91
EFT45446	06/09/2018	SARAH STAMPFLI/SERENE BEDLAM	Outback Fusion Festival - Event Photographer	1		4,510.00
EFT45447	06/09/2018	SATELLITE SECURITY SERVICES	Newman Recreation Centre Please carry out monitoring of the duress alarms only at Newman Recreation Centre as per your invoice IV003457	1		101.20
EFT45448	06/09/2018	SEASONS HOTEL NEWMAN	Michael Kitchen in: 23/08/2018 - Out 25/08/2018 Accommodation, Meals and Non Alcohol Drinks Alcohol Drink only with dinner	1		1,291.50
EFT45449	06/09/2018	SEASONS OF PERTH HOTEL	Ms Memory Mandaza in: 03/05/2018 - 05/05/2018 \$140 per night Accommodation and Meals, Non Alcohol Drinks	1		301.80
EFT45450	06/09/2018	SIMMONE VAN BUERLE	Reimbursement for Professional Membership payment	1		344.62
EFT45451	06/09/2018	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical - Aleesha Gilmore	1		1,313.40
EFT45452	06/09/2018	ST JOHN AMBULANCE AUSTRALIA WA (NEWMAN)	One Day First Aid Training - Megan Leslie	1		160.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 26

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45453	06/09/2018	SUSANNA TOPE	One hour Yoga in the Park class for the Outback Fusion Festival (2 Sept 2018 at 9:00am)	1		120.00
EFT45454	06/09/2018	Sehrish Fida	Bond Refund for booking 2524 receipt 90907	1		400.00
EFT45455	06/09/2018	Simone Johnston	Installs for outback fusion, the Forum and help around Desert Mob time	1		2,089.18
EFT45456	06/09/2018	TALIS CONSULTANTS	Desktop review for the valuation of Roads, Footpaths and Drainage to be finalised by 27/04/2018	1		5,280.00
EFT45457	06/09/2018	TECHBRAIN	TechBrain Managed Service - RFT 14 2017/18	1		1,626.63
EFT45458	06/09/2018	TNT Australia Pty Limited	Freight from Martumili to Darwin Convetion	1		844.78
EFT45459	06/09/2018	TOLL IPEC ROAD EXPRESS PTY LTD	Freight from Jason Signmakers to Depot	1		1,469.18
EFT45460	06/09/2018	TYREPOWER NEWMAN	rewire 12v electrical system in pod to enable the fridge to run	1		163.50
EFT45461	06/09/2018	The Workwear Group Pty Ltd	Uniform Order Dawn Brown (anniversary date Nov 2017) - excess to \$440 allowance	1		62.90
EFT45462	06/09/2018	WATERCHOICE (AUST) PTY LTD	Newman Community Wellbeing - Monthly Rental Charge - 5 stage Reverse Osmosis water filtration System - 12 months 2018/19	1		390.00
EFT45463	06/09/2018	WIDEGLIDE CONSTRUCTIONS	Pop ups - Supply and install kitchen bench, broom cupboard with 50lt slide out bin, sink, flick mixer, HWU, lockable doors and splashback tiles	1		14,681.70
EFT45464	06/09/2018	Western Geotechnics Pty Ltd t/a Clockwork Print	50% Balance Payment - Please supply two outdoor banners, Double sided as per the indicated quote 0011437 Each banner to have a black and red side. Please use Centurion acc 17405 for freight.	1		1,054.99
EFT45465	06/09/2018	Woolworths (WA) Ltd	Conference Refreshments	1		954.95
EFT45466	06/09/2018	Wormald Australia Pty Ltd	Replace faulty FIP Screen as per quote OPT0045050	1		2,236.30



# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45467	06/09/2018	Youngs Earthmoving	Supply of Hired Road Construction Plant with Operators for Talawana Track 8120239 Road Construction/Upgrade Program. Rates as per tender submission RFT 8-2017-18 Supply of Hired Road Construction Plant with Operators.	1		481,604.75
EFT45468	06/09/2018	BIDDY BUNAWARRIE	Artist payment ref# 4339	1		338.25
EFT45469	06/09/2018	BILLY ATKINS	Artist payment ref# 4347	1		1,500.00
EFT45470	06/09/2018	BUGAI WHYOULTER	Artist payment ref# 4355	1		1,000.00
EFT45471	06/09/2018	CYRIL WHYOULTER	Artist payment ref# 4343	1		152.75
EFT45472	06/09/2018	HELEN DALE SAMSON	Artist payment ref# 4354	1		255.00
EFT45473	06/09/2018	JAKAYU BILJABU	Artist payment ref# 4349	1		600.00
EFT45474	06/09/2018	JUDITH ANYA SAMSON	Artist payment ref# 4344	1		1,000.00
EFT45475	06/09/2018	LILY JATARR LONG	Artist payment ref# 4345	1		500.00
EFT45476	06/09/2018	MARIANNE BURTON	Artist payment ref# 4348	1		500.00
EFT45477	06/09/2018	May Burton	Artist payment ref# 4342	1		440.00
EFT45478	06/09/2018	Muuki Taylor	Artist payment ref# 4341	1		1,000.00
EFT45479	06/09/2018	NANCY TAYLOR	Artist payment ref# 4338	1		500.00
EFT45480	06/09/2018	NGAMARU BIDU	Artist payment ref# 4359	1		1,292.40
EFT45481	06/09/2018	YIKARTU BUMBA	Artist payment ref# 4340	1		99.00
EFT45482	13/09/2018	DEAN HATWELL	Councillor Sitting Fee	1		4,275.00
EFT45483	13/09/2018	AUSTRALIAN COMM. & MEDIA AUTHORITY	Australian Communications and Media Authority Licence Renewal	1		308.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 28

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45484	13/09/2018	Alphonse Bullen	Artist payment ref# 4366	1		222.75
EFT45485	13/09/2018	BUGAI WHYOLTER	Basket payment ref# 4378	1		1,439.41
EFT45486	13/09/2018	IVY BIDU	Artist payment ref# 4364	1		86.62
EFT45487	13/09/2018	LEON CUTTER	Artist payment ref# 4365	1		86.62
EFT45488	13/09/2018	LILY JATARR LONG	Artist payment ref# 4385	1		500.00
EFT45489	13/09/2018	MARIANNE BURTON	Artist payment ref# 4363	1		569.75
EFT45490	13/09/2018	MIRIAM ATKINS	Artist payment ref# 4383	1		1,000.00
EFT45491	13/09/2018	Muuki Taylor	Artist payment ref# 4382	1		500.00
EFT45492	13/09/2018	PAULINE WILLIAMS	Artist payment ref# 4384	1		108.90
EFT45493	13/09/2018	Peter Tinker	Artist payment ref# 4381	1		94.70
EFT45494	13/09/2018	REBECCA PETERSON	Artist payment ref# 4367	1		200.00
EFT45495	13/09/2018	THELMA JUDSON	Artist payment ref# 4362	1		700.00
EFT45496	13/09/2018	ADVAM PTY LTD	Provision of Credit Card Payment Processing Services for Newman Airport FY18/19	1		470.42
EFT45497	13/09/2018	Aerodrome Infrastructure Management Services	Provide a report with recommendations and conduct a risk assessment to develop a business case for the proposed drag racing event at Newman Airport.	1		11,473.00
EFT45498	13/09/2018	Akwaaba African Drumming, Art and Craft	45 minute performance and interactive drumming workshop at the 2018 Outback Fusion Festival	1		2,377.17
EFT45499	13/09/2018	Alice Boardman	Face painting items for Fusion Festival	1		128.85
EFT45500	13/09/2018	Amanda Curby	Perth Airport parking 30/08/18	1		49.26

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 29

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45501	13/09/2018	August Management	Ian Zaro - MC for Outback Fusion Festival on Saturday 2 September 2018	1		2,200.00
EFT45502	13/09/2018	Australia Post - Credit Management	POSTAGE AND STATIONERY AS PER DOCKET	1		3,952.12
EFT45503	13/09/2018	BCITF	BCITF Applications	1		418.65
EFT45504	13/09/2018	BEACON EQUIPMENT	Supply 4 x PTO switches and under dash modules	1		1,040.10
EFT45505	13/09/2018	BEAUREPAIRES PORT HEDLAND	Supply tyre repair materials	1		420.00
EFT45506	13/09/2018	BHP BILLITON IRON ORE PTY LTD	Airport Great Northern Highway 10/06/18 - 11/08/18	1		119,081.67
EFT45507	13/09/2018	BOOKTALK	Hire of Happiest Refugee, Book of the Dead and All the Birds Singing	1		95.00
EFT45508	13/09/2018	BUILDING COMMISSION	BSL Remittance August 2018	1		451.28
EFT45509	13/09/2018	Blackwoods	Supply of Depot Staff Protective Clothing as per order	1		3,327.13
EFT45510	13/09/2018	CJD EQUIPMENT	Replace front axle, wheel bearings and brakes on rear axle on site.	1		6,390.24
EFT45511	13/09/2018	CLEANAWAY WASTE MANAGEMENT LTD (Acc 170:73037222)	Waste removal for Cape Keraudren for the month of July 2018	1		17,353.64
EFT45512	13/09/2018	COUNTRY COMFORT INTER CITY	Ms Carly Day 2 x 3 bedroom Townhouse Accommodation in: 05/09/2018 - out 06/09/2018 \$298.00 per townhouse Accommodation, Meals and Non Alcohol Drinks for this Purchase Order	1		922.50
EFT45513	13/09/2018	CUSTOMER FIRST CONTRACTING PTY LTD	Daily Rate for Electrical works at Marble Bar Aerodrome, including travel expenses	1		9,325.73
EFT45514	13/09/2018	CUSTOMWORKS AUSTRALIA PTY LTD	merchandise for sale in the gallery 18-19.01	1		2,019.05
EFT45515	13/09/2018	Cemone Hedges	Power subsidy reimbursement 12/04/18 - 12/06/18	1		757.22

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 30

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45516	13/09/2018	Cleanaway (acct 85008)	Monthly Account for the month of AUGUST 2018 WWTP	1		1,067.00
EFT45517	13/09/2018	Contact Films	50 DBDs for resale in the gallery 18-19.01	1		880.00
EFT45518	13/09/2018	DAVID OLNEY	Employee of the Month September 2018	1		200.00
EFT45519	13/09/2018	David Kular	Phone subsidy reimbursement 28/07/18 - 27/08/18	1		44.95
EFT45520	13/09/2018	Department of Home Affairs	Provide 10xAuscheck clearances for ASIC applications.	1		185.00
EFT45521	13/09/2018	EDMORE MASAKA	Reimbursement for taxi fare - Waste Conference Perth	1		67.06
EFT45522	13/09/2018	ELECTRICAL DISTRIBUTORS	Minor electrical parts & tooling - Open PO until 31OCT	1		127.69
EFT45523	13/09/2018	EMPLOYMENT TRAINING SOLUTIONS	4x4 Training Registration - A Mukherjee, A Boardman, and L Smith.	1		1,500.00
EFT45524	13/09/2018	ENVIRONMENTAL INDUSTRIES	200m2 couch lawn: soil improver: all retic parts supply and install	1		4,719.00
EFT45525	13/09/2018	Fuji Xerox Australia Pty Ltd	Newman Ree Centre 01/08/18 - 31/08/18	1		614.18
EFT45526	13/09/2018	Fulton Hogan Industries Pty Ltd	Supply and delivery to nominated transport depot of the following: 192 x 20kg Bags of Ezstreet	1		7,180.80
EFT45527	13/09/2018	G FORCE PRINTING	Printing of Community Safety Department Promotional Magnets 18/19 supply - Ranger Services x 1000 - Newman Snake Handlers x 500	1		632.94
EFT45528	13/09/2018	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	2 x TOYO - 265/65R17 M55	1		759.00
EFT45529	13/09/2018	GALVINS PLUMBING SUPPLIES	PVC stormwater Pipe 225 x 6MTR	1		5,786.00
EFT45530	13/09/2018	HEDLAND HOME HARDWARE & GARDEN	Supply 1 x Pallet Rapid Set Cement	1		949.16
EFT45531	13/09/2018	Harrison Parsons	Employee of the Month September 2018	1		200.00

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 31

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45532	13/09/2018	Ixom Operations Pty Ltd	Service charge 01/08/18 - 31/08/18	1		860.00
EFT45533	13/09/2018	John Osmond Industries Pty Ltd t/a Phase One Audio	Outback Fusion Festival - Sound and Production as quoted for Newman World Stage 1 September 2018	1		9,689.31
EFT45534	13/09/2018	Joshua Scott Thomas	Outback Fusion Festival performance	1		450.00
EFT45535	13/09/2018	Kate Short	Bond Refund - Equipment Hire	1		200.00
EFT45536	13/09/2018	Kevan Sercombe	Reimbursement for cat litter	1		11.40
EFT45537	13/09/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Workplace Culture event 20 September 2018 Bryan Griggs	1		55.00
EFT45538	13/09/2018	Liquitek Pty Ltd	Supply and install clarifier and associated works at the Newman WWTP in accordance with contract RFT06-2017/18 and agreed minor contract variations	1		190,080.00
EFT45539	13/09/2018	Lotus Folding Walls & Doors Pty Ltd	Newman Town Square Please supply 1 only operable door handle as per your quote by email dated 05/09/2018. Please send to Shire of East Pilbara, PMB 22 Newman, WA 6753 and clearly marked ATTENTION WARREN BARKER	1		82.50
EFT45540	13/09/2018	MARBLE BAR HOLIDAY PARK	Gas bottle exchange	1		50.00
EFT45541	13/09/2018	MARBLE BAR TRAVELLERS REST	Accommodation and Meals for Service Staff	1		1,768.32
EFT45542	13/09/2018	MARKETFORCE	The West Ad - 26th Aug   Exec Positions	1		7,765.60
EFT45543	13/09/2018	MURRAY RIVER NORTH PTY LTD	Supply and install new 3-phase solar off grid power supply to suit air conditioner and whole of house requirements at Cape Keraudren in accordance with scope of works and tender document RFT 09-2017/18	1		28,663.35
EFT45544	13/09/2018	Marble Bar Electrical Service Pty Ltd	Electrical Repairs to crew ablution and accommodation	1		1,283.09
EFT45545	13/09/2018	Marble Bar General Trust	Goods as per receipt	1		628.95

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45546	13/09/2018	Mel Wood	Equipment Hire Bond Refund	1		200.00
EFT45547	13/09/2018	NEWMAN CLEANING RESOURCES P/L	EPAC - Caretakers Units Vacate clean - details as per email	1		6,537.30
EFT45548	13/09/2018	NEWMAN HOME HARDWARE & ICE PLUS	Camping Supplies to form Camp Out kit for Ranger Services	1		2,247.78
EFT45549	13/09/2018	NEWMAN HOTEL MOTEL	Accommodation and meal charges for the Outback Fusion Festival	1		5,188.50
EFT45550	13/09/2018	NEWMAN RETRAVISION	Panasonic Stero SA-PM 600	1		219.00
EFT45551	13/09/2018	NEWMAN SENIOR HIGH SCHOOL	Donation for Annual Awards Night	1		120.00
EFT45552	13/09/2018	NEWMAN VISITORS CENTRE	Farewell gift for Rachael McGregor as per employee resignation guidelines (1-3yrs service of permanent employee)	1		127.00
EFT45553	13/09/2018	NORTH WEST DISTRIBUTORS	Pool Kiosk stock	1		411.27
EFT45554	13/09/2018	Newman African Group (Newman Netball Association)	2018 Community Assistance Grant 3	1		2,500.00
EFT45555	13/09/2018	Newman Community Radio Inc	A Boy Named Cash - Hire of stage lighting	1		200.00
EFT45556	13/09/2018	Newman Gymnastics Club	Sustainable Litter Collection Program - Rostered dates for collection - 16/7/2018 to 12/8/2018	1		2,350.00
EFT45557	13/09/2018	Nor-West Freight Services Pty Ltd	Freight from EPS Newman to EPS Mbar	1		10,007.80
EFT45558	13/09/2018	OFFICEWORKS BUSINESS DIRECT	Executive Stationery Order	1		234.91
EFT45559	13/09/2018	OPTIMA PRESS	swing tags for painting price tags	1		594.00
EFT45560	13/09/2018	PARNGURR ABORIGINAL	2018 Community Assistance Grant 3	1		5,922.40
EFT45561	13/09/2018	PAYWISE PTY LTD	Jeremy Edwards Salary Sacrifice PPE 09/09/18	1		900.12
EFT45562	13/09/2018	PILBARA REGIONAL COUNCIL	FY19 Member Contributions Qtr 1	1		57,750.00
EFT45563	13/09/2018	PJG TREE LOPPING & MAINTENANCE	Remove gum tree near Shire staff parking including stump grind	1		1,800.00

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 33

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45564	13/09/2018	Parnawarri IGA	Food supplies for Aquatic Centre opening party	1		357.75
EFT45565	13/09/2018	Pauls Any Job & Icecream	Capricorn Oval Juniors Clubrooms Urgent Please remove obscene graffiti from around the Juniors Clubrooms ASAP	1		254.00
EFT45566	13/09/2018	Peter Chapman Music t/a Canyon	Live performance at the 2018 Outback Fusion Festival on Sat 1 Sept by Canyon (5 piece band)	1		4,000.00
EFT45567	13/09/2018	Pilbara Food Services	Food Supplies for Kiosk	1		522.83
EFT45568	13/09/2018	Prime Media Group Ltd	Two weeks promotional airtime from GWN7 for the 2018 Outback Fusion Festival	1		1,100.00
EFT45569	13/09/2018	Punmu Aboriginal Corporation	Electricity consumption	1		74.00
EFT45570	13/09/2018	ROOS PLUMBING	Marble Bar Public Toilets Please carry out the supply and install of the new septic system for the new public toilets at RSL park Marble Bar as per your quote 1554	1		20,966.00
EFT45571	13/09/2018	ROWENA PURDY	Yoga -28th july 2018	1		750.00
EFT45572	13/09/2018	Repeo Auto Parts (Port Hedland)	Supply rope and 2 x jerry cans	1		158.95
EFT45573	13/09/2018	SEASONS HOTEL NEWMAN	Accommodation for Ian Hamilton Arriving 22/5/2018 Departing 25/5/2018 Plus meals	1		717.60
EFT45574	13/09/2018	SHIRE OF GINGIN	Governance Support (Lee-Anne) \$50 per hour - including superannuation, workers comp insurance ect	1		1,760.00
EFT45575	13/09/2018	SIGMA CHEMICALS	4 25kg Trichlor Tablets 4 40kg Grandular Chlorine	1		1,414.60
EFT45576	13/09/2018	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical - Jayde Inskip	1		437.80

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

## SHIRE OF EAST PILBARA EFT Payments

USER: Memory Mandaza  
PAGE: 34

Cheque / EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT45577	13/09/2018	ST JOHN AMBULANCE AUSTRALIA WA (NEWMAN)	Provide CPR Training - Andrea Ahipene	1		89.00
EFT45578	13/09/2018	STATE LIBRARY OF WESTERN AUSTRALIA	Annual fee for Lost & Damaged Public Library materials 18/19	1		550.00
EFT45579	13/09/2018	STOCKMAN ENGINEERING	Repair tailgate post on truck	1		1,056.00
EFT45580	13/09/2018	Sungem Investments T/as Marina Bricklayers	Newman House Fix brick paving around tree bed.	1		1,166.00
EFT45581	13/09/2018	TARA RANGI	Reimbursement for dinner at Iron Clad Hotel	1		49.00
EFT45582	13/09/2018	TECHBRAIN	TechBrain Managed Service - RFT 14 2017/18	1		2,272.33
EFT45583	13/09/2018	THE ORS GROUP	EAP Consultancy July 2018	1		962.50
EFT45584	13/09/2018	TNT Australia Pty Limited	Freight from Martumili to Martumili	1		1,821.41
EFT45585	13/09/2018	TOBIAS TITZ PHOTOGRAPHY	reproduction license fee for the Pujiman catalogue 16-17.09	1		220.00
EFT45586	13/09/2018	TOLL IPEC ROAD EXPRESS PTY LTD	Freight from Expo Document to SOEP	1		1,680.46
EFT45587	13/09/2018	TYREPOWER NEWMAN	168EPS - Repairs to tilt trailer and jockey wheel P2781-11	1		1,736.19
EFT45588	13/09/2018	WESTRAC PTY LTD	Supply 1 x Air Filter Cover	1		689.90
EFT45589	13/09/2018	WHALEBACK NEWSAGENCY	Subscriptions June - July	1		137.74
EFT45590	13/09/2018	WIDEGLIDE CONSTRUCTIONS	Nullagine Public Toilet Please carry out the demolition of the old existing public toilet, at gallop Hall Nullagine, remove all concrete including the adjacent footpath and install new concrete footpath as per your quote dated 15/03/2018	1		12,171.50
EFT45591	13/09/2018	WOOD & GRIEVE ENGINEERS LTD	Please provide services as per SOW attached and Project 29157-1	1		4,356.00
EFT45592	13/09/2018	Woolworths (WA) Ltd	Outback Fusion Festival- Survey Gift cards	1		1,165.54



SHIRE OF EAST PILBARA  
ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:17:09PM

SHIRE OF EAST PILBARA  
EFT Payments

USER: Memory Mandaza  
PAGE: 35

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Municipal Bank	3,690,040.54
TOTAL		3,690,040.54

## **Appendix 2**

### **Schedule of Accounts – Mastercard**

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

**28 SEPTEMBER, 2018**

**SHIRE OF EAST PILBARA  
CREDIT CARD TRANSACTIONS  
09 August 2018 to 12 September 2018**

Card Holder	Account Number	Transaction Date	Narration	Debit	Credit
Oliver Shaer	5586 0222 5108 3908	10/08/2018	DOT - LICENSING      NEWMAN	-	35.40
Rick Miller	5586 0237 0109 8280	11/09/2018	DMIRS EAST PERTH      EAST PERTH	-	212.00
	5586 0237 0109 8280	20/08/2018	VEDA ISS AUTO      NORTH SYDNEY	-	25.00
	5586 0237 0109 8280	17/08/2018	SKEDDA PREMIUM      RICHMOND      VI49.00 USD	-	67.83
	5586 0237 0109 8280	16/08/2018	VEDA ISS AUTO      NORTH SYDNEY	-	25.00
	5586 0237 0109 8280	16/08/2018	VEDA ISS AUTO      NORTH SYDNEY	-	25.00
	5586 0237 0109 8280	16/08/2018	VEDA ISS AUTO      NORTH SYDNEY	-	25.00
	5586 0237 0109 8280	16/08/2018	DEPARTMENT OF TRANSPOR      PERTH	-	402.75
	5586 0237 0109 8280	15/08/2018	LIV*ZUSEN HE      BECKENHAM	-	10.00
	5586 0237 0109 8280	13/08/2018	LIV*ZUSEN HE      BECKENHAM	-	20.37
	5586 0237 0109 8280	10/08/2018	NEWMAN HOME HARDWARE      NEWMAN      WA	-	12.75
Jeremy Edwards	5586 0250 5113 6818	11/09/2018	HOLDMYPHONE      612130013053 AU	-	63.99
	5586 0250 5113 6818	11/09/2018	CROWN TOWERS PERTH      BURSWOOD	-	2,129.25
	5586 0250 5113 6818	11/09/2018	QANTAS AIRWAYS LIMIT      MASCOT	-	698.30
	5586 0250 5113 6818	11/09/2018	AUSKI INLAND MOTEL      MEEKATHARRA      WA	-	168.00
	5586 0250 5113 6818	6/09/2018	THE RIVER HOTEL      MARGARET RIVEWA	-	119.00
	5586 0250 5113 6818	4/09/2018	COLES EXPRESS 6933      UPPER SWAN      AU	-	231.86
	5586 0250 5113 6818	3/09/2018	R.M. WILLIAMS PTY LTD      JOONDALUP	-	169.00
	5586 0250 5113 6818	3/09/2018	QANTAS AIRWAYS LIMIT      MASCOT	-	698.90
	5586 0250 5113 6818	3/09/2018	VIRGIN AU7952149947189      SPRING HILL	-	930.01
	5586 0250 5113 6818	3/09/2018	VIRGIN AU7951502877119      SPRING HILL	-	11.00
	5586 0250 5113 6818	3/09/2018	PETITION KITCHEN      PERTH	-	9.00
	5586 0250 5113 6818	31/08/2018	SAINT LARRY CAFE      PERTH      WA	-	4.50
	5586 0250 5113 6818	31/08/2018	SAINT LARRY CAFE      PERTH      WA	-	12.00
	5586 0250 5113 6818	31/08/2018	QANTAS AIRWAYS LIMIT      MASCOT	-	312.00
	5586 0250 5113 6818	31/08/2018	QANTAS AIRWAYS LIMIT      MASCOT	-	78.00

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

**28 SEPTEMBER, 2018**

	5586 0250 5113 6818	31/08/2018	CITY OF PERTH PARKING- PERTH WA	-	10.10
	5586 0250 5113 6818	30/08/2018	BUNNINGS 389000 QPS JOONDALUP	-	29.95
	5586 0250 5113 6818	30/08/2018	SPOTTO WA EAST SYDNEY NS	-	20.90
	5586 0250 5113 6818	28/08/2018	Looksmart Karrinyup Karrinyup WA	-	30.51
	5586 0250 5113 6818	28/08/2018	OFFICEWORKS 0607 JOONDALUP AU	-	261.00
	5586 0250 5113 6818	28/08/2018	MYER KARRINYUP KARRINYUP WA	-	588.92
	5586 0250 5113 6818	28/08/2018	ARB CORPORATION WANGARA WA	-	475.00
	5586 0250 5113 6818	27/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	890.03
	5586 0250 5113 6818	27/08/2018	DOME NEWMAN NEWMAN	-	45.35
	5586 0250 5113 6818	27/08/2018	HOTEL NEWMAN PTY LTD NEWMAN	-	768.10
	5586 0250 5113 6818	27/08/2018	NEWMAN VISITORS CENTRE NEWMAN	-	15.00
	5586 0250 5113 6818	27/08/2018	NEWMAN VISITORS CENTRE NEWMAN	-	21.50
	5586 0250 5113 6818	24/08/2018	VIRGIN AU7952149707773 BOWEN HILLS	-	94.00
	5586 0250 5113 6818	24/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	844.51
	5586 0250 5113 6818	24/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	1,118.22
	5586 0250 5113 6818	22/08/2018	WOOLWORTHS W4381 NEWMAN	-	69.70
	5586 0250 5113 6818	20/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	2,054.46
	5586 0250 5113 6818	20/08/2018	SEASONS HOTEL NEWMAN NEWMAN	-	152.50
	5586 0250 5113 6818	16/08/2018	JIM KIDD SPORTS PERT WANGARA	-	8.80
	5586 0250 5113 6818	15/08/2018	DOME NEWMAN NEWMAN	-	5.20
	5586 0250 5113 6818	15/08/2018	DOME NEWMAN NEWMAN	-	26.00
	5586 0250 5113 6818	15/08/2018	VIRGIN AU7952149441950 SPRING HILL	-	679.00
	5586 0250 5113 6818	15/08/2018	VIRGIN AU7951502584437 SPRING HILL	-	8.83
	5586 0250 5113 6818	13/08/2018	VIRGIN AU7952149389448 SPRING HILL	-	1,400.00
	5586 0250 5113 6818	13/08/2018	VIRGIN AU7951502555157 SPRING HILL	-	18.20
	5586 0250 5113 6818	13/08/2018	VIRGIN AU7952149425209 SPRING HILL	-	910.01
	5586 0250 5113 6818	13/08/2018	VIRGIN AU7952149414959 SPRING HILL	-	1,504.00
	5586 0250 5113 6818	13/08/2018	VIRGIN AU7951502574455 SPRING HILL	-	11.00
	5586 0250 5113 6818	13/08/2018	VIRGIN AU7951502569146 SPRING HILL	-	11.00
Sian Appleton	5586 0271 5110 0777	12/09/2018	SP * BAINES MANCHESTER CARLISLE WA	-	288.90
	5586 0271 5110 0777	12/09/2018	Hilton DT Alice Spring Alice SpringsNT	-	542.01
	5586 0271 5110 0777	12/09/2018	Hilton DT Alice Spring Alice SpringsNT	-	681.98
	5586 0271 5110 0777	12/09/2018	Hilton DT Alice Spring Alice SpringsNT	-	937.35
	5586 0271 5110 0777	12/09/2018	Hilton DT Alice Spring Alice SpringsNT	-	1,358.07

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

**28 SEPTEMBER, 2018**

	5586 0271 5110 0777	11/09/2018	CROWN PROMENADE PERT BURSWOOD	-	798.47	
	5586 0271 5110 0777	10/09/2018	APPLE ONLINE STORE SYDNEY AU	-	1,338.00	
	5586 0271 5110 0777	7/09/2018	THRIFTY ALICE APT ALICE SPRINGSNT	-	816.16	
	5586 0271 5110 0777	7/09/2018	THRIFTY ALICE APT ALICE SPRINGSNT	-	500.00	
	5586 0271 5110 0777	4/09/2018	QANTAS AIRWAYS LIMIT MASCOT	-	788.00	
	5586 0271 5110 0777	4/09/2018	QANTAS AIRWAYS LIMIT MASCOT	-	1,137.40	
	5586 0271 5110 0777	4/09/2018	QANTAS AIRWAYS LIMIT MASCOT	-	1,602.32	
	5586 0271 5110 0777	3/09/2018	QANTAS AIRWAYS LIMIT MASCOT	-	698.90	
	5586 0271 5110 0777	3/09/2018	QANTAS AIRWAYS LIMIT MASCOT	-	342.02	
	5586 0271 5110 0777	30/08/2018	SP * BAINES MANCHESTER CARLISLE WA	-	90.88	
	5586 0271 5110 0777	30/08/2018	IKEA PTY LTD TEMPE NS	-	1,798.91	
	5586 0271 5110 0777	29/08/2018	SP * BAINES MANCHESTER CARLISLE WA	-	610.25	
	5586 0271 5110 0777	27/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	844.51	
	5586 0271 5110 0777	27/08/2018	WHITWORTHS NAUTICAL W BROOKVALE	-	816.70	
	5586 0271 5110 0777	24/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	770.60	
	5586 0271 5110 0777	24/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	684.42	
	5586 0271 5110 0777	24/08/2018	SP * BAINES MANCHESTER CARLISLE WA	-	903.70	
	5586 0271 5110 0777	23/08/2018	NISBETS AUSTRALIA SMEATON GRANGAU	-	538.89	
	5586 0271 5110 0777	20/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	684.62	
	5586 0271 5110 0777	20/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	1,343.68	
	5586 0271 5110 0777	20/08/2018	FACEBK HLLMWHJ4L2 fb.me/ads IR	-	530.75	
	5586 0271 5110 0777	16/08/2018	SLINGAIR PTY LTD KUNUNURRA	-	340.00	
	5586 0271 5110 0777	15/08/2018	DEPT OF HEALTH PHARM PERTH	-	205.00	
	5586 0271 5110 0777	13/08/2018	SLINGAIR PTY LTD KUNUNURRA	-	200.00	
	5586 0271 5110 0777	13/08/2018	SLINGAIR PTY LTD KUNUNURRA	-	860.00	
	5586 0271 5110 0777	13/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	9,187.98	
	5586 0271 5110 0777	13/08/2018	AIRBNB AUSTRALIA AU	-	478.46	
	5586 0271 5110 0777	10/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	1,026.63	
	5586 0271 5110 0777	10/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	342.21	
	5586 0271 5110 0777	9/08/2018	QANTAS AIRWAYS LIMIT MASCOT	-	2,109.89	
Billing Account	5586 0290 0108 8665	22/08/2018	PURCHASE INTEREST	-	565.00	
	5586 0290 0108 8665	20/08/2018	FOREIGN TRANSACTION FEE	-	15.66	
	5586 0290 0108 8665	17/08/2018	FOREIGN TRANSACTION FEE	-	2.00	
	5586 0290 0108 8665	15/08/2018	21/06/18-20/07/18			38,434.50

TOTAL	- 55,348.02	38,434.50
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## **Appendix 3**

### **Schedule of Accounts – Cheque**

# SHIRE OF EAST PILBARA ORDINARY COUNCIL MEETING MINUTES

28 SEPTEMBER, 2018

Date: 13/09/2018  
Time: 1:27:13PM

SHIRE OF EAST PILBARA  
Cheque Payments

USER: Memory Mandaza  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
24629	16/08/2018	SOEP - CASH	Footy Tipping distribution to winners from funds deposited in Social Club Acc	1		1,400.00
24630	16/08/2018	BHP BILLITON IRON ORE PTY LTD	INVOICE 74754 DUPLICATION OF INV 72005	1		1,248.50
24631	23/08/2018	Department of Mines and Petroleum	Shire Depot Iron Clad Marble Bar 27/08/18 - 26/08/19	1		708.00
24632	23/08/2018	MAY BROOKS	Artist payment ref# 4308	1		700.00
24633	23/08/2018	NANCY CHAPMAN	Artist payment ref# 4303	1		500.00
24634	23/08/2018	SHIRE OF EAST PILBARA	15 Iron Ore Pde sewerage 18/19	1		23,149.73
24635	23/08/2018	SOEP - CASH	Float money for Friday Night movie	1		350.00
24636	23/08/2018	SOEP - LOTTO SYNDICATE 1	Staff Lotto syndicate 1 PPE 12/08/18	1		297.60
24637	23/08/2018	SOEP - LOTTO SYNDICATE 2	Staff Lotto syndicate 2 PPE 12/08/18	1		383.70
24638	23/08/2018	SOEP - LOTTO SYNDICATE 3	Staff Lotto syndicate 3 PPE 12/08/18	1		238.00
24639	23/08/2018	SHIRE OF EAST PILBARA	14 Mullgunbah Ave sewerage 18/19	1		2,676.42
24640	23/08/2018	SHIRE OF EAST PILBARA	30 Homestead Rumble sewerage 18/19	1		2,937.85
24641	30/08/2018	DEPARTMENT OF TRANSPORT	Shire Plates Application - Joshua Andrews 1315EPS	1		200.00
24642	30/08/2018	SHIRE OF EAST PILBARA	571 Airport Newman UV Pastoral/Special	1		14,223.01
24643	30/08/2018	SOEP - CASH	Float for Outback Fusion Festival - Stall selling stubby holder and t-shirts	1		300.00
24644	06/09/2018	HEALTH INSURANCE FUND OF AUST.	Payroll deductions	1		338.56
24645	06/09/2018	SOEP - LOTTO SYNDICATE 1	Staff Lotto syndicate 1 PPE 26/08/18	1		297.60
24646	06/09/2018	SOEP - LOTTO SYNDICATE 2	Staff Lotto syndicate 2 PPE 26/08/18	1		383.70



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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:27:13PM

SHIRE OF EAST PILBARA  
Cheque Payments

USER: Memory Mandaza  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
24647	06/09/2018	SOEP - LOTTO SYNDICATE 3	Staff Lotto syndicate 3 PPE 26/08/18	1		238.00
24648	06/09/2018	SOEP - NEWMAN HOUSE PETTY CASH	Woolworths	1		43.05
24649	13/09/2018	Department of Mines and Petroleum	Marble Bar Depot Licence late payment fee	1		39.00

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	Municipal Bank	50,652.72
TOTAL		50,652.72

## **Appendix 4**

### **Schedule of Accounts - Directs**

SHIRE OF EAST PILBARA

Direct Debit Payments

Chq/EFT	Date	Name	Description	Amount
DD12055.1	12/08/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	- 36,279.50
DD12055.10	12/08/2018	REST SUPERANNUATION	Superannuation contributions	- 257.74
DD12055.11	12/08/2018	LGIA Super	Payroll deductions	- 585.23
DD12055.12	12/08/2018	KAREUBA PTY LTD	Payroll deductions	- 642.78
DD12055.13	12/08/2018	EDWARDS J E AND A J SUPERANNUATION FUND	Superannuation contributions	- 1,004.81
DD12055.14	12/08/2018	AMP Superannuation Savinds Trust	Superannuation contributions	- 324.90
DD12055.15	12/08/2018	NORTH PERSONAL SUPER FUND	Superannuation contributions	- 166.25
DD12055.16	12/08/2018	CHRISTEX SUPERANNUATION FUND	Superannuation contributions	- 901.37
DD12055.17	12/08/2018	AUSTRALIAN SUPER	Superannuation contributions	- 3,690.50
DD12055.18	12/08/2018	COLONIAL FIRST STATE	Superannuation contributions	- 1,322.77
DD12055.19	12/08/2018	ANZ SMART CHOICE SUPER	Superannuation contributions	- 298.52
DD12055.2	12/08/2018	LOCAL GOVERNMENT SUPER	Payroll deductions	- 860.53
DD12055.20	12/08/2018	Hostplus	Superannuation contributions	- 1,358.89
DD12055.21	12/08/2018	GANESHA SUPERFUND	Superannuation contributions	- 459.16
DD12055.3	12/08/2018	SUNSUPER	Superannuation contributions	- 527.04
DD12055.4	12/08/2018	GUILD SUPER	Payroll deductions	- 511.96
DD12055.5	12/08/2018	BRYKAS SUPERANNUATION FUND	Superannuation contributions	- 317.52
DD12055.6	12/08/2018	AMP	Superannuation contributions	- 562.65
DD12055.7	12/08/2018	LUCRF SUPER	Payroll deductions	- 856.97
DD12055.8	12/08/2018	BT SUPER FOR LIFE	Superannuation contributions	- 515.71
DD12055.9	12/08/2018	HESTA SUPER FUND	Payroll deductions	- 547.02
DD12068.1	12/08/2018	FIRST STATE SUPER	Superannuation contributions	- 144.40
DD12093.1	26/08/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	- 35,945.10
DD12093.10	26/08/2018	HESTA SUPER FUND	Payroll deductions	- 391.94
DD12093.11	26/08/2018	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	- 135.85
DD12093.12	26/08/2018	KAREUBA PTY LTD	Payroll deductions	- 642.78
DD12093.13	26/08/2018	LGIA Super	Payroll deductions	- 585.23
DD12093.14	26/08/2018	EDWARDS J E AND A J SUPERANNUATION FUND	Superannuation contributions	- 1,004.81
DD12093.15	26/08/2018	AMP Superannuation Savinds Trust	Superannuation contributions	- 436.78
DD12093.16	26/08/2018	NORTH PERSONAL SUPER FUND	Superannuation contributions	- 190.00

DD12093.17	26/08/2018	CHRISTEX SUPERANNUATION FUND	Superannuation contributions	- 901.37
DD12093.18	26/08/2018	AUSTRALIAN SUPER	Payroll deductions	- 3,684.30
DD12093.19	26/08/2018	COLONIAL FIRST STATE	Superannuation contributions	- 1,297.52
DD12093.2	26/08/2018	LOCAL GOVERNMENT SUPER	Payroll deductions	- 860.53
DD12093.20	26/08/2018	ANZ SMART CHOICE SUPER	Superannuation contributions	- 292.24
DD12093.21	26/08/2018	Hostplus	Superannuation contributions	- 1,465.48
DD12093.22	26/08/2018	GANESHA SUPERFUND	Superannuation contributions	- 459.16
DD12093.3	26/08/2018	SUNSUPER	Superannuation contributions	- 533.54
DD12093.4	26/08/2018	REST SUPERANNUATION	Superannuation contributions	- 442.91
DD12093.5	26/08/2018	GUILD SUPER	Payroll deductions	- 490.47
DD12093.6	26/08/2018	BRYKAS SUPERANNUATION FUND	Superannuation contributions	- 316.48
DD12093.7	26/08/2018	AMP	Superannuation contributions	- 535.80
DD12093.8	26/08/2018	LUCRF SUPER	Payroll deductions	- 982.72
DD12093.9	26/08/2018	BT SUPER FOR LIFE	Superannuation contributions	- 498.00
DD12129.1	09/09/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	- 36,449.57
DD12129.10	09/09/2018	HESTA SUPER FUND	Payroll deductions	- 415.42
DD12129.11	09/09/2018	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	- 288.80
DD12129.12	09/09/2018	KAREUBA PTY LTD	Payroll deductions	- 642.78
DD12129.13	09/09/2018	LGIA Super	Payroll deductions	- 585.23
DD12129.14	09/09/2018	EDWARDS J E AND A J SUPERANNUATION FUND	Superannuation contributions	- 1,004.81
DD12129.15	09/09/2018	NORTH PERSONAL SUPER FUND	Superannuation contributions	- 175.75
DD12129.16	09/09/2018	CHRISTEX SUPERANNUATION FUND	Superannuation contributions	- 901.37
DD12129.17	09/09/2018	AUSTRALIAN SUPER	Superannuation contributions	- 3,450.86
DD12129.18	09/09/2018	COLONIAL FIRST STATE	Superannuation contributions	- 1,297.34
DD12129.19	09/09/2018	ANZ SMART CHOICE SUPER	Superannuation contributions	- 298.52
DD12129.2	09/09/2018	LOCAL GOVERNMENT SUPER	Payroll deductions	- 860.53
DD12129.20	09/09/2018	Hostplus	Superannuation contributions	- 1,424.37
DD12129.21	09/09/2018	GANESHA SUPERFUND	Superannuation contributions	- 459.16
DD12129.3	09/09/2018	SUNSUPER	Superannuation contributions	- 528.78
DD12129.4	09/09/2018	REST SUPERANNUATION	Superannuation contributions	- 444.66
DD12129.5	09/09/2018	GUILD SUPER	Payroll deductions	- 597.15
DD12129.6	09/09/2018	BRYKAS SUPERANNUATION FUND	Superannuation contributions	- 317.52
DD12129.7	09/09/2018	AMP	Superannuation contributions	- 535.80
DD12129.8	09/09/2018	LUCRF SUPER	Payroll deductions	- 901.35

DD12129.9	09/09/2018	BT SUPER FOR LIFE	Superannuation contributions	- 411.94
			TOTAL	- 156,220.94

## **Appendix 5**

### **Schedule of Accounts – Manual Cheque**

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

**28 SEPTEMBER, 2018**

Date: 13/09/2018  
Time: 1:29:38PM

**SHIRE OF EAST PILBARA  
Manual Cheques**

USER: Memory Mandaza  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
309	05/09/2018	DEAN HATWELL	Travelling allowance from MB to Newman and return 640km - Council meeting 24/08/18	1		662.53

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	Municipal Bank	662.53
TOTAL		662.53

**9.2.5 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 JULY 2018**

**File Ref:** FIN-23-1  
**Attachments:** Appendix 1 – July 2018 Financial Statements  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mrs Lisa Davis  
Manager Corporate Services  
**Proposed Meeting Date:** 28 September 2018  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

The purpose of this report is to present to Council the Statement of Financial Activity for the period ending 31 July 2018. Supplementary information is also presented to Council to provide further information regarding the Shire's activities.

**BACKGROUND**

The **attached** 27 page report details the financial activities of the Council for the period 1 July 2018 to 31 July 2018 of the 2018/2019 financial year (**Appendix 1 refers**) –

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 the budget the council adopted variance threshold limits of 10% or \$10,000 which ever is greater.
4. A detailed Capital Projects schedule detailing all expenditure for the year to date for individual capital items and there Status.

**COMMENTS/OPTIONS/DISCUSSIONS**

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

**STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*

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Part 6 Financial Management  
Division 4 General financial provisions  
Section 6.4(2)

*“The financial report is to –*

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

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

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

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

## **POLICY IMPLICATIONS**

### **3.1 ACCOUNTING POLICIES**

## **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
  - 1.1.2 Continued strong financial management  
Responsible officer: DCEO  
Timing: 1 year
  - 1.1.3 Effective business management  
Responsible officer: DCEO  
Timing: 1-3 years

## **RISK MANAGEMENT CONSIDERATIONS**

This report is part of ensuring the risk matters are reviewed periodically.

**FINANCIAL IMPLICATIONS**

This report discloses financial activities for the period under review.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/41**

**MOVED: Cr Carol Williams**

**SECONDED: Cr Anita Grace**

**That the monthly financial statements for the period 1st July 2018 to 31st July 2018 of the 2018/2019 financial year as presented be received.**

**CARRIED UNANIMOUSLY**

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

## **Appendix 1**

### **July 2018 Financial Statements**

# Shire Of East Pilbara

## Monthly Financial Statements

(Containing the Statement of Financial Activity)

### For The Period Ending 31st July 2018

LOCAL GOVERNMENT ACT 1995

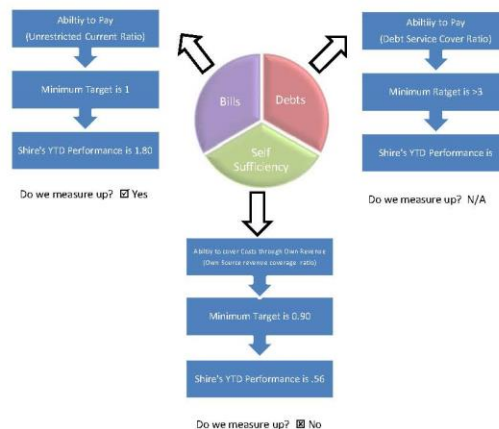
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

#### TABLE OF CONTENTS

Monthly Health Checks & Summary Graphs		...	2
Statement of Financial Activity by Program		...	3
Statement of Financial Activity by Nature or Type		...	5
Rate Setting Statement		...	6
Cash Flow		...	7
Acquisitions and Construction of Assets		...	8
Note 1	Net Assets	...	12
Note 2	Explanation of Material Variance	...	13
Note 3	Rating Revenue	...	14
Note 4	Receivables	...	16
Note 5	Disposal of Assets	...	17
Note 6	Borrowings	...	18
Note 7	Reserves	...	19
Note 8	Grants and Contributions	...	21
Note 9	Trusts	...	22
Note 10	Budget Amendments	...	23
Appendix 1	Detailed Capital Works Program	...	24

## MONTHLY FINANCIAL HEALTH CHECKS

For The Period Ending 31st July 2018  
Highlighting how the Shire of East Pilbara is tracking against financial ratios



How are we tracking against our budget targets?



July 2018 - Rates not yet raised  
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 2019

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.



<b>Shire Of East Pilbara</b> <b>Statement of Financial Activity by Program</b> <b>For The Period Ending 31st July 2018</b>												
Function, Sub-Function and Department Name	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	NOTES	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	NOTES
<b>General Purpose Funding</b>												
Rates	12,184,400	7,666	6,208.05	1,457.95	19.02		33,300	2,772	(85,372.94)			
Other General Purpose Funding	2,170,000	-	(46,410.61)	46,410.61	na		491,100	42,847	39,106.56			
<b>Total General Purpose Funding</b>	<b>14,354,400</b>	<b>7,666</b>	<b>(40,202.56)</b>				<b>524,400</b>	<b>45,619</b>	<b>(46,266.38)</b>	<b>91,885.38</b>	<b>201.42</b>	
<b>Governance</b>												
Members of Council	100	8	-				734,600	27,987	23,326.14			
Other Governance	90,200	7,514	1,546.79				4,674,900	817,021	703,082.63			
Assets & Procurement	-	-	-				812,500	81,163	66,693.32			
Fixed Assets	2,900	241	-				445,100	37,090	-			
Allocations To Other Functions	-	-	-				(4,705,100)	(392,088)	(392,088.00)			
<b>Total Governance</b>	<b>93,200</b>	<b>7,763</b>	<b>1,546.79</b>	<b>6,216.21</b>	<b>80.07</b>		<b>1,962,000</b>	<b>571,173</b>	<b>401,014.09</b>	<b>170,158.91</b>	<b>29.79</b>	
<b>Law, Order &amp; Public Safety</b>												
Fixed Assets	-	-	-				232,700	19,232	-			
Fire Prevention / Emergency Services	83,000	-	-				97,100	16,245	15,887.97			
Animal Control	35,000	2,914	3,682.26				19,000	1,580	368.36			
Other Law, Order & Public Safety	42,500	1,457	731.50				832,900	68,384	65,302.41			
<b>Total Law, Order &amp; Public Safety</b>	<b>160,500</b>	<b>4,371</b>	<b>4,413.76</b>	<b>(42.76)</b>	<b>(0.98)</b>		<b>1,181,700</b>	<b>105,441</b>	<b>81,558.74</b>	<b>23,882.26</b>	<b>22.65</b>	
<b>Health</b>												
Fixed Assets	9,400	783	-				27,700	2,308	-			
Maternal and Infant Health	-	-	-				-	-	-			
Health Inspection and Administration	70,200	33,130	30,603.65				576,100	47,126	48,942.23			
Preventative Services	-	-	-				95,200	7,931	3,911.40			
<b>Total Health</b>	<b>79,600</b>	<b>33,913</b>	<b>30,603.65</b>	<b>3,309.35</b>	<b>9.76</b>		<b>699,000</b>	<b>57,365</b>	<b>52,853.63</b>	<b>4,511.37</b>	<b>7.86</b>	
<b>Education &amp; Welfare</b>												
Fixed Assets	-	-	-				435,100	36,257	-			
Care of Families & Children	-	-	-				15,500	1,290	-			
Community Services	-	-	-				531,000	52,866	45,023.72			
Administration	-	-	-				206,200	17,180	30,615.65			
Community Grants & Programs	7,700	641	-				676,700	82,340	65,283.98			
Community Projects	165,600	13,797	15,649.36				-	-	-			
<b>Total Education &amp; Welfare</b>	<b>173,300</b>	<b>14,438</b>	<b>15,649.36</b>	<b>(1,211.36)</b>	<b>(8.39)</b>		<b>1,864,500</b>	<b>189,933</b>	<b>140,923.35</b>	<b>49,009.65</b>	<b>25.80</b>	
<b>Housing</b>												
Fixed Assets	-	-	-				435,800	36,316	-			
Staff Housing	180,500	15,041	13,158.85				180,500	14,996	12,642.07			
Airport Housing	54,100	4,507	3,030.00				54,100	4,498	3,030.00			
Martumili Housing	10,300	859	1,705.72				10,300	2,322	1,705.72			
Other Housing	103,500	8,625	10,436.36				242,300	12,164	18,993.96			
<b>Total Housing</b>	<b>348,400</b>	<b>29,032</b>	<b>28,330.93</b>	<b>701.07</b>	<b>2.41</b>		<b>923,000</b>	<b>70,296</b>	<b>36,371.75</b>	<b>33,924.25</b>	<b>48.26</b>	



Shire Of East Pilbara Operating Revenue and Expenses For The Period Ending 31st July 2018												
Function, Sub-Function and Department Name	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue		Monthly Bud vs Actual % Variance	NOTES	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure		Monthly Bud vs Actual % Variance	NOTES
<b>Community Amenities</b>												
<i>Fixed Assets</i>	-	-	-				687,700	57,308	-			
<i>Sanitation &amp; Household Refuse</i>	630,100	1,933	148.89				602,400	49,758	34,528.32			
<i>Other Sanitation</i>	2,810,000	234,165	299,358.27				2,363,300	218,224	79,671.46			
<i>Sewerage</i>	879,700	191	14.81				803,000	82,238	73,814.06			
<i>Protection of the Environment</i>	-	-	-				4,600	383	-			
<i>Town Planning &amp; Regional Develop't</i>	42,500	3,541	1,080.00				413,700	32,575	18,194.15			
<i>Other Community Amenities</i>	7,000	583	20.00				219,000	18,240	15,474.23			
<b>Total Community Amenities</b>	<b>4,369,300</b>	<b>240,413</b>	<b>300,621.97</b>	<b>(60,208.97)</b>	<b>(25.04)</b>		<b>5,093,700</b>	<b>458,726</b>	<b>221,682.22</b>	<b>237,043.78</b>	<b>51.67</b>	
<b>Recreation &amp; Culture</b>												
<i>Fixed Assets</i>	-	-	-				2,824,400	235,366	-			
<i>Public Halls &amp; Civic Centres</i>	82,300	6,857	2,258.66				233,000	58,921	65,728.41			
<i>Swimming Areas/Beaches - Newman</i>	200,400	3,599	264.66				841,200	90,922	46,499.92			
<i>Swimming Areas/Beaches - M/Bar</i>	-	-	-				183,600	15,568	7,513.02			
<i>TV &amp; Radio Re Broadcasting</i>	-	-	-				23,400	3,781	2,426.80			
<i>Recreation Centre</i>	352,600	29,380	18,939.50				1,061,400	100,384	70,518.68			
<i>Libraries</i>	5,000	416	1,405.35				440,300	29,156	20,157.41			
<i>Other Culture</i>	1,383,700	59,387	70,322.55				1,779,500	194,670	159,895.64			
<i>Recreation Services Admin</i>	41,400	948	306.72				1,019,600	86,763	79,990.28			
<i>Recreation Ovals/Parks &amp; Other</i>	214,100	17,839	7,846.27				2,648,300	278,949	241,022.08			
<b>Total Recreation &amp; Culture</b>	<b>2,279,500</b>	<b>118,426</b>	<b>101,343.71</b>	<b>17,082.29</b>	<b>14.42</b>		<b>11,054,700</b>	<b>1,094,480</b>	<b>693,752.24</b>	<b>400,727.76</b>	<b>36.61</b>	
<b>Transport</b>												
<i>Fixed Assets</i>	83,000	(2)	-				7,413,000	610,432	-			
<i>Sts/Rds/Bridges/Depots - Construction</i>	4,518,500	18,149	19,137.90				-	-	-			
<i>Sts/Rds/Bridges/Depots - Maintenance</i>	1,753,900	50	-				5,091,500	471,727	665,146.45			
<i>Road Plant Purchases</i>	59,800	4,983	313.75				-	-	-			
<i>Aerodromes</i>	12,103,700	1,008,636	986,787.92				9,866,100	1,015,925	490,782.76			
<b>Total Transport</b>	<b>18,518,900</b>	<b>1,031,816</b>	<b>1,006,239.57</b>	<b>25,576.43</b>	<b>2.48</b>		<b>22,370,600</b>	<b>2,098,084</b>	<b>1,155,929.21</b>	<b>942,154.79</b>	<b>44.91</b>	
<b>Economic Services</b>												
<i>Fixed Assets</i>	16,700	-	-				255,600	20,107	-			
<i>Tourism and Area Promotion</i>	187,800	36,966	35,987.51				541,000	65,417	57,229.68			
<i>Building Control</i>	139,600	11,631	4,153.81				566,400	49,885	45,612.59			
<i>Rural Services</i>	133,300	11,108	9,721.16				183,500	15,288	10,115.92			
<i>Sustainability</i>	100,000	-	-				168,500	40,708	27,522.64			
<b>Total Economic Services</b>	<b>577,400</b>	<b>59,705</b>	<b>49,862.48</b>	<b>9,842.52</b>	<b>16.49</b>		<b>1,715,000</b>	<b>191,405</b>	<b>140,480.83</b>	<b>50,924.17</b>	<b>26.61</b>	
<b>Other Property &amp; Services</b>												
<i>Fixed Assets</i>	-	-	-				55,000	4,583	-			
<i>Private Works</i>	15,300	1,275	-				9,600	800	-			
<i>Public Works Overheads</i>	10,200	850	320.00				10,200	40,841	(16,780.38)			
<i>Plant Operation Costs</i>	-	-	-				-	(1)	(10,945.77)			
<i>Salaries and Wages</i>	10,600	883	-				10,600	883	(291,197.23)			
<i>Unclassified</i>	191,500	15,957	43,775.13				191,500	15,957	9,662.82			
<b>Total Other Property &amp; Services</b>	<b>227,600</b>	<b>18,965</b>	<b>44,095.13</b>	<b>(25,130.13)</b>	<b>(132.51)</b>		<b>276,900</b>	<b>63,063</b>	<b>(309,260.56)</b>	<b>372,323.56</b>	<b>590.40</b>	
<b>Total Revenue &amp; Expenditure As Per Operating Statement</b>	<b>41,182,100</b>	<b>1,566,508</b>	<b>1,542,504.79</b>				<b>47,665,500</b>	<b>4,945,585</b>	<b>2,569,039.12</b>			

SHIRE OF EAST PILBARA Statement of Financial Activity By Nature and Type For The Period Ending 31st July 2018					
Description	2018/2019 Budget	2018/2019 YTD Budget	2018/2019 YTD Actual	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
<b>OPERATING REVENUE</b>					
Rates	12,068,600	0	0	0	na
Grants And Subsidies	8,111,600	11,141	20,186	9,045.16	(81.19)
Contributions, Reimbursements and Donations	1,668,200	27,705	70,077	42,372.48	(152.94)
Gain On Asset Disposals	112,000	536	0	(536.00)	na
Fees and Charges	17,362,100	1,367,577	1,418,908	51,330.61	(3.75)
Interest	994,500	72,036	-41,681	(113,716.84)	157.86
Other Revenue/Income	865,100	81,661	72,604	(9,056.61)	11.09
Service Charges	0	0	0	-	na
<i>Total Operating Revenue</i>	<b>\$41,182,100</b>	<b>\$1,560,656</b>	<b>\$1,540,095</b>	<b>(20,561.20)</b>	<b>1.32</b>
<b>Less: OPERATING EXPENDITURE</b>					
Employee Costs	12,848,700	1,186,451	913,993	(272,457.99)	22.96
Materials And Contracts	14,033,100	1,402,542	717,796	(684,745.74)	48.82
Depreciation On Non Current Assets	16,758,400	1,347,356	0	(1,347,356.00)	100.00
Insurance Expenses	1,018,700	818,561	973,596	155,034.58	(18.94)
Loss On Asset Disposal	104,000	0	0	-	na
Interest Expenses	333,300	3,540	0	(3,540.00)	100.00
Utilities (Gas, Electricity, Water Etc)	1,803,500	141,850	41,718	(100,132.39)	70.59
Other Expenditure	765,800	42,819	-80,473	(123,292.37)	287.94
<i>Sub Total</i>	<b>\$47,665,500</b>	<b>\$4,943,119</b>	<b>\$2,566,629</b>	<b>(2,376,489.91)</b>	<b>48.08</b>
<b>Less: Applicable To Capital Expenditure</b>	0	0	0	-	na
<i>Total Operating Expenditure</i>	<b>\$47,665,500</b>	<b>\$4,943,119</b>	<b>\$2,566,629</b>	<b>(2,376,489.91)</b>	<b>48.08</b>
<b>NET PROFIT/(LOSS) RESULT</b>	<b>(\$6,483,400)</b>	<b>(\$3,382,463)</b>	<b>(\$1,026,534)</b>	<b>2,355,928.71</b>	<b>na</b>
<b>Other Comprehensive Income</b>	<b>\$0</b>		<b>\$0</b>		
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(\$6,483,400)</b>	<b>(\$3,382,463)</b>	<b>(\$1,026,534)</b>	<b>2,355,928.71</b>	<b>na</b>



**Rate Setting Statement  
Operating Revenue and Expenses  
For The Period Ending 31st July 2018**

**OPERATING REVENUE**

	Budget	YTD Budget	YTD Actual
General Purpose Funding	14,354,400	7,666	(40,202.56)
Governance	90,300	7,520	1,546.79
Law, Order & Public Safety	135,500	4,371	4,413.76
Health	70,200	33,130	30,603.65
Education & Welfare	173,300	14,438	15,649.36
Housing	348,400	29,032	28,330.93
Community Amenities	4,369,300	240,413	300,621.97
Recreation and Culture	2,209,500	112,593	101,343.71
Transport	13,935,200	1,015,150	987,172.61
Economic Services	477,400	59,705	49,862.48
Other Property & Services	227,600	18,965	44,095.13
<b>Total Operating Revenue</b>	<b>36,391,100</b>	<b>1,542,983</b>	<b>1,523,437.83</b>

**Less: OPERATING EXPENSES**

General Purpose Funding	524,400	45,619	(46,266.38)
Governance	1,962,000	571,173	401,014.09
Law, Order & Public Safety	1,179,800	105,441	81,558.74
Health	699,000	57,365	52,853.63
Education & Welfare	1,864,500	189,933	140,923.35
Housing	923,000	70,296	36,371.75
Community Amenities	5,093,700	458,726	221,682.22
Recreation and Culture	11,054,700	1,094,480	693,752.24
Transport	22,282,800	2,098,084	1,155,929.21
Economic Services	1,700,700	191,405	140,480.83
Other Property & Services	276,900	63,063	(309,260.56)
<b>Total Operating Expenditure</b>	<b>47,561,500</b>	<b>4,945,585</b>	<b>2,569,039.12</b>

**Add:**

Capital Grants and Contributions	4,695,700	22,499	19,066.96
Sale of Assets	540,000	44,998	-
<i>Write Back Depreciation</i>	16,758,400	1,396,522	-
	<b>21,994,100</b>	<b>1,464,019</b>	<b>19,066.96</b>

**Less: CAPITAL WORKS PROGRAMME**

Governance	350,000	97,500	104,997.72
Law, Order & Public Safety	220,000	-	-
Health	60,000	-	-
Education & Welfare	138,000	-	-
Housing	1,329,400	-	-
Community Amenities	1,686,000	175,000	173,160.00
Recreation and Culture	1,269,000	-	-
Transport	10,031,800	113,000	112,845.00
Economic Services	1,035,000	-	-
Other Property & Services	-	-	-
	<b>16,119,200</b>	<b>385,500</b>	<b>391,002.72</b>

**Less: OTHER**

Repayments of Debentures	947,900	-	-
<i>Less Contributions to Loan Principal</i>	-	-	-
Transfers to Reserves	3,212,700	28,801	497,939.15
	<b>4,160,600</b>	<b>28,801</b>	<b>497,939.15</b>

**Add: FUNDING SOURCES**

Reserves Utilised	2,766,600	230,550	41,811.37
Proceeds from New Debentures	-	-	-
Estimated Surplus/(Deficit) July 1 b/fwd	6,782,100	6,719,100	6,000,000.00
	<b>9,548,700</b>	<b>6,949,650</b>	<b>6,041,811.37</b>

Estimated Surplus/(Deficit) June 30 c/fwd	<b>92,600</b>	<b>4,596,766</b>	<b>4,126,335.17</b>
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<b>Shire Of East Pilbara</b>		
<b>Cashflows</b>		
<b>For The Period Ending 31st July 2018</b>		
<b>Municipal Fund</b>		
<u>Cashflows From Operating Activities</u>		
Receipts from Operations		2,559,759.86
Less: Payments for Operations		-3,770,427.33
Net Cash Provided by Operating Activities		-1,210,667.47
<u>Cashflow from Investing Activities</u>		
Interest received		-41,680.84
Payment for Property, Plant & Equipment		-391,002.72
Less: Proceeds - Sale of Assets		0.00
Net Cash Used by Investing Activities		-432,683.56
<u>Cashflows from Financing Activities</u>		
Interest Paid		0.00
Repayment of Borrowings		0.00
Proceeds from Borrowings		0.00
Net Cash Used by Financing Activities		0.00
<b>Net Increase in Cash Held</b>		<b>(\$1,643,351.03)</b>
Municipal Fund Cash at Beginning of Year - 01/07/18		43,816,593.69
Municipal Fund Cash at End of Period - 30/06/2018		42,203,242.66
<b>Net Increase in Cash Held</b>		<b>(\$1,613,351.03)</b>
<b>Total Cash Balances</b>		
Municipal Fund		
- Cash At Bank	4,183,028.45	
- Cash Floats	17,784.23	
- Cash Invested	<u>1,397,625.86</u>	5,598,438.54
Reserve Fund - Cash Invested		36,604,804.12
<b>Total Cash Held</b>		<b><u>\$42,203,242.66</u></b>

Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st July 2018

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly bud vs Actual % Variance	2018/2019 Funds Committed	2018/2019 Total Funds Spent YTD	Note
<b>Governance</b>								
<b>Other Governance</b>								
49001	Computer Equipment	150,000	12,500	\$10,189.63		4,409.00	14,598.63	
49004	CEO Vehicle - Sedan (41218)	85,000	85,000	\$94,808.09		-	94,808.09	
49014	MAP Vehicle 4WD (41230)	65,000	0	\$0.00		-	-	
49025	Newman Admin Bldg - Photocopier x1	0	0	\$0.00		-	-	
49039	Nmw Admin Bldg Security Upgrade	50,000	0	\$0.00		-	-	
<b>Total Governance</b>		<b>\$350,000</b>	<b>\$97,500</b>	<b>\$104,997.72</b>	-7.69	<b>\$4,409.00</b>	<b>\$109,406.72</b>	
<b>Law, Order &amp; Public Safety</b>								
<b>Fire Prevention/Emergency Services</b>								
59010	Ranger Vehicle - 4WD (51113)	70,000	0	\$0.00		-	-	
59014	SES Building	100,000	0	\$0.00		-	-	
		<b>\$170,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
<b>Animal Control</b>								
59025	Town Centre CCTV	50,000	0	\$0.00		-	-	
		<b>\$50,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Law, Order, P/Safety</b>		<b>\$220,000</b>	<b>\$0</b>	<b>\$0.00</b>	na	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Health</b>								
79002	MHRS Vehicle - 4WD (71090)	60,000	0	\$0.00		-	-	
<b>Total Health</b>		<b>\$60,000</b>	<b>\$0</b>	<b>\$0.00</b>	na	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Education and Welfare</b>								
<b>Community Services</b>								
89007	Community Services - Public Building	85,000	0	\$0.00		-	-	
89018	Newman House	53,000	0	\$0.00		-	-	
<b>Total Education and Welfare</b>		<b>\$138,000</b>	<b>\$0</b>	<b>\$0.00</b>	na	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Housing</b>								
<b>Staff Housing</b>								
99019	Staff Housing Capital - M/Bar & Nullagine	655,400	0	\$0.00		2,068.00	2,068.00	
99020	Staff Housing Capital - Newman	444,800	0	\$0.00		-	-	
99026	SPQ External	14,300	0	\$0.00		-	-	
99027	Community Housing Capital	34,000	0	\$0.00		-	-	
99028	Staff Housing Capital - Airport	180,900	0	\$0.00		-	-	
99029	Staff Housing Capital - Martumili	0	0	\$0.00		-	-	
<b>Total Housing</b>		<b>\$1,329,400</b>	<b>\$0</b>	<b>\$0.00</b>	na	<b>\$2,068.00</b>	<b>\$2,068.00</b>	
<b>Community Amenities</b>								
<b>Sewerage</b>								
109002	Sewerage Plant Capital Improv'ts	1,000,000	175,000	\$172,800.00		259,504.00	432,304.00	
		<b>\$1,000,000</b>	<b>\$175,000</b>	<b>\$172,800.00</b>		<b>\$259,504.00</b>	<b>\$432,304.00</b>	
<b>Sanitation Other</b>								
109017	Weighbridge	20,000	0	\$0.00		-	-	
109019	Septage Ponds	400,000	0	\$0.00		-	-	
109034	Newman Landfill Improvements	150,000	0	\$0.00		-	-	
		<b>\$570,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st July 2018

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly bud vs Actual % Variance	2018/2019 Funds Committed	2018/2019 Total Funds Spent YTD	Note
<b>Other Community Amenities</b>								
109022	Public Toilets	12,000	0	\$0.00		-	-	
109033	Nullagine Public Toilets	52,000	0	\$0.00		3,200.00	3,200.00	
109025	Marble Bar Public Toilets	52,000	0	\$360.00		4,160.00	4,520.00	
		116,000	0	360.00		\$7,360.00	\$7,720.00	
<b>Total Community Amenities</b>		<b>\$1,686,000</b>	<b>\$175,000</b>	<b>\$173,160.00</b>	1.05	<b>\$266,864.00</b>	<b>\$440,024.00</b>	
<b>Recreation And Culture</b>								
119013	Gallop Hall	5,000	0	\$0.00		-	-	
119019	Town Square - Fit Out	35,000	0	\$0.00		-	-	
	<b>Public Halls &amp; Civic Centre</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
119047	UV Meters	5,000	0	\$0.00		-	-	
119062	M/Bar Aquatic Centre - P&E	7,500	0	\$0.00		-	-	
119083	Newman Aquatic Centre - L&B	25,000	0	\$0.00		-	-	
	<b>Swimming Areas / Beaches</b>	<b>\$37,500</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
119306	Nullagine Radio Building Upgrade	8,500	0	\$0.00		-	-	
	<b>Television &amp; Radio Broadcasting</b>	<b>\$8,500</b>	<b>0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
119309	Newman Community Library Upgrade	11,000	0	\$0.00		-	-	
	<b>Libraries</b>	<b>\$11,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
119602	Air Conditioner Gym II	200,000	0	\$0.00		-	-	
	<b>Recreation Centre</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
119415	Martumili - Office Equipment	0	0	\$0.00		-	-	
119421	Plant & Equipment - Martumili	100,000	0	\$0.00		94,314.87	94,314.87	
	<b>Other Culture - Indigenous Arts Officer</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$94,314.87</b>	<b>\$94,314.87</b>	
119627	Nullagine Gym	22,000	0	\$0.00		-	-	
	<b>Recreation Services Admin</b>	<b>\$22,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
119704	Minor Equipment - Parks & Gardens	50,000	0	\$0.00		-	-	
119705	Turf Mower	30,000	0	\$0.00		-	-	
119709	Playground Equipment	140,000	0	\$0.00		-	-	
119728	Cricket Pitch Covers	30,000	0	\$0.00		-	-	
119738	Capricorn Oval Light Upgrade	600,000	0	\$0.00		-	-	
	<b>Ovals, Parks and Other Reserves</b>	<b>\$850,000</b>	<b>0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total Recreation And Culture</b>		<b>\$1,269,000</b>	<b>\$0</b>	<b>\$0.00</b>	na	<b>\$94,315</b>	<b>\$94,315</b>	
<b>Transport</b>								
129545	Marble Bar / Woodie Woodie Road	225,000	0	\$0.00		-	-	
129546	Jigalong Road	570,000	0	\$0.00		570,000.00	570,000.00	
129551	Woodie Woodie Road	300,000	0	\$0.00		-	-	
129556	Munjina-Roy Hill Road	450,000	0	\$0.00		450,000.00	450,000.00	
129588	Boreline Road	330,000	0	\$0.00		6,709.09	6,709.09	
	<b>Road Construction</b>	<b>\$1,875,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$1,026,709.09</b>	<b>\$1,026,709.09</b>	

Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st July 2018

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Budget vs Actual % Variance	2018/2019 Funds Committed	2018/2019 Total Funds Spent YTD	Note
129537	Kiwirrkurra Access Road	265,000	55,000	\$54,665.00		-	54,665.00	
129538	Punmu Access Road	630,000	0	\$0.00		630,000.00	630,000.00	
129539	Talawana Track	230,000	0	\$0.00		-	-	
129540	Jupiter Well Access Road	75,000	0	\$0.00		-	-	
129542	Junnawarritji Access	520,000	58,000	\$58,180.00		404,285.68	462,465.68	
<b>Aboriginal Access Roads</b>		<b>\$1,720,000</b>	<b>\$113,000</b>	<b>\$112,845.00</b>		<b>\$1,034,285.68</b>	<b>\$1,147,130.68</b>	
129530	Newman Town Streets - Reseals	397,700	0	\$0.00		128,860.00	128,860.00	
129573	Kerbing Program	25,000	0	\$0.00		-	-	
129574	Footpath Program	50,000	0	\$0.00		-	-	
129577	Drainage Improvements	160,000	0	\$0.00		30,894.00	30,894.00	
129596	**CLGF - Depot Development	150,000	0	\$0.00		-	-	
129601	Nullagine Entry Statement	5,000	0	\$0.00		-	-	
129610	Newman Town Streets - Reseals	168,500	0	\$0.00		-	-	
129613	Ovals Reticulation Automation	50,000	0	\$0.00		-	-	
129618	Pavement Failure and Drainage Works	918,000	0	\$0.00		-	-	
129619	Streetscape Projects / Landscaping - Various	20,000	0	\$0.00		-	-	
<b>Other Construction</b>		<b>\$1,944,200</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$159,754.00</b>	<b>\$159,754.00</b>	
129074	Toyota Hilux - 2WD (2811)	100,000	0	\$0.00		-	-	
129084	Minor Equipment	58,000	0	\$0.00		3,476.00	3,476.00	
129092	Toyota Hilux - 2WD (2703)	75,000	0	\$0.00		-	-	
129106	Fuso Canter (2823)	95,000	0	\$0.00		-	-	
129729	Construction Leading Hand (2708)	75,000	0	\$0.00		-	-	
129730	Works Supervisor (2801)	60,000	0	\$0.00		-	-	
129731	Reticulation Vehicle (2802)	40,000	0	\$0.00		-	-	
129734	Motor Grader (2743)	420,000	0	\$0.00		-	-	
129717	Skid Loader (2832)	100,000	0	\$0.00		-	-	
<b>Road Plant Purchases</b>		<b>\$1,023,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$3,476.00</b>	<b>\$3,476.00</b>	
129315	**RforR TC Revital/Land Release - Infra	100,000	0	\$0.00		-	-	
<b>Royalties for Regions Projects</b>		<b>\$100,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
129008	Master and Land Use Plan	200,000	0	\$0.00		-	-	
129036	Reporting Officer 4WD X-Cab (121212)	65,000	0	\$0.00		-	-	
129401	Services - Access Roads, Car Parks	20,000	0	\$0.00		-	-	
129402	Services - Water Inc Ro	1,893,800	0	\$0.00		12,500.00	12,500.00	
129404	Services - Waste	80,000	0	\$0.00		-	-	
129417	Safety & Security - CCTV	40,000	0	\$0.00		-	-	
129419	Safety & Security - Lighting	750,000	0	\$0.00		-	-	
129421	Communications - IT	20,800	0	\$0.00		-	-	
129422	Marble Bar - Infrastructure	60,000	0	\$0.00		-	-	
129426	ASCE Plant & Equipment	90,000	0	\$0.00		-	-	
129431	Public Structures	150,000	0	\$0.00		-	-	
<b>Landside Expenses</b>		<b>\$3,369,600</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$12,500.00</b>	<b>\$12,500.00</b>	
<b>Total Airport</b>		<b>\$3,369,600</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$12,500.00</b>	<b>\$12,500.00</b>	
<b>Total Transport</b>		<b>\$10,031,800</b>	<b>\$113,000</b>	<b>\$112,845.00</b>	0.14	<b>\$2,236,724.77</b>	<b>\$2,349,569.77</b>	

Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st July 2018

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly bud vs Actual % Variance	2018/2019 Funds Committed	2018/2019 Total Funds Spent YTD	Note
<b>Economic Services</b>								
139818	RPT Troop Carrier (131166)	120,000	0	\$0.00		-	-	
	Rural Services	\$120,000	\$0	\$0.00		\$0.00	\$0.00	
139209	Cape K - Caretakers Residence	500,000	0	\$0.00		28,350.00	28,350.00	
139210	Nullagine Caravan Park Upgrade	150,000	0	\$0.00		-	-	
139309	Desert Discovery Drive Structures	200,000	0	\$0.00		-	-	
	Tourism & Area Promotion	\$850,000	\$0	\$0.00		\$28,350.00	\$28,350.00	
139007	MDS-B Vehicle - 4WD (131113)	65,000	0	\$0.00		55,235.64	55,235.64	
	Building Control	\$65,000	\$0	\$0.00		\$55,235.64	\$55,235.64	
	Total Economic Services	\$1,035,000	\$0	\$0.00	na	\$83,585.64	\$83,585.64	
<b>Other Works &amp; Services</b>								
149014	Toyota Prado	0	0	\$0.00		-	-	
	Total Other Works & Services	\$0	\$0	\$0.00	na	\$0.00	\$0.00	
	Totals of All Assets	\$16,119,200	\$385,500	\$391,002.72	-1.43	\$2,687,966.28	\$3,078,969.00	



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 31st July 2018

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Budget	YTD Actuals
	2018/2019	2018/2019
Current Assets	\$	\$
Cash		
Municipal Fund Cash At Bank	153,600	4,183,028.45
Municipal Fund Cash On Hand	18,000	17,784.23
Municipal Fund Cash Invested	969,600	1,397,625.86
Reserve Funds	37,482,900	36,604,804.12
<b>Total Cash</b>	<b>\$38,624,100</b>	<b>\$42,203,242.66</b>
Stock on Hand		
Fuels	50,000	113,579.66
History Books	15,000	13,131.54
Martumili Baskets	15,000	22,215.30
<b>Total Stock</b>	<b>\$80,000</b>	<b>\$148,926.50</b>
Debtors		
Rates	210,000	967,759.43
Sundry Debtors	40,000	1,918,670.07
ATO	0	55,631.89
Aust Securities Commission	200	200.00
<b>Total Debtors</b>	<b>\$250,200</b>	<b>\$2,942,261.39</b>
<b>Total Current Assets</b>	<b>\$38,954,300</b>	<b>\$45,294,430.55</b>
Current Liabilities		
Creditors & Provisions		
Sundry Creditors	(\$500,000)	(\$2,308,795.99)
Accruals - Employee Entitlements	(\$773,100)	(\$1,137,504.37)
Accruals - Other	\$0	(\$716,686.72)
Trust Accounts	\$0	\$0.00
Tax Liability	\$0	(\$90,750.20)
ESL Levy	\$15,000	\$48,697.54
Other Liabilities	\$0	\$0.00
Provision For Bad Debts	\$0	\$0.00
<b>Total Current Liabilities</b>	<b>(\$1,258,100)</b>	<b>(\$4,205,039.74)</b>
<b>Total Net Current Assets</b>	<b>\$37,696,200</b>	<b>\$41,089,390.81</b>
Less Restricted Cash - Reserves	<b>\$37,482,900</b>	<b>\$36,604,804.12</b>
<b>Net Current Assets less Restricted Cash</b>	<b>\$213,300</b>	<b>\$4,484,586.69</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st July 2018

NOTE 2  
EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2018/19 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>VARIANCE BY FUNCTION &amp; ACTIVITY</b>	\$	%			
<u>Revenue from operating activities</u>					
Governance	N/A	N/A			
General Purpose Funding - Rates	N/A	N/A			
General Purpose Funding - Other	N/A	N/A			
Law, Order & Public Safety	N/A	N/A			
Health	N/A	N/A			
Education and Welfare	N/A	N/A			
Housing	N/A	N/A			
Community Amenities	(60,208.97)	(25.04)	▼	Timing	Tip Fees exceed budgeted income
Recreation and Culture	17,082.29	14.42	▲	Timing	Income fluctuates between various accounts
Transport	N/A	N/A			
Economic Services	N/A	N/A			
Other Property and Services	(25,130.13)	(132.51)	▼	Timing	Insurance Claims finalised by Insurer
<u>Expenditure from operating activities</u>					
Governance	170,158.91	29.79	▲	Timing	Depreciation of Assets not yet applied
General Purpose Funding	91,885.38	201.42	▲	Timing	Doubtful Debt - Rates
Law, Order and Public Safety	23,882.26	22.65	▲	Timing	Depreciation of Assets not yet applied
Health	N/A	N/A			
Education and Welfare	49,009.65	25.80	▲	Timing	Depreciation of Assets not yet applied
Housing	33,924.25	48.26	▲	Timing	Depreciation of Assets not yet applied
Community Amenities	237,043.78	51.67	▲	Timing	Tip Site Contract payment & Depreciation
Recreation and Culture	400,727.76	36.61	▲	Timing	Depreciation of Assets not yet applied
Transport	942,154.79	44.91	▲	Timing	Depreciation of Assets not yet applied
Economic Services	50,924.17	26.61	▲	Timing	Depreciation of Assets not yet applied
Other Property and Services	372,323.56	590.40	▲	Timing	Allocation of overheads
<b>VARIANCE BY NATURE &amp; TYPE</b>					
<u>Operating Revenue</u>					
Rates	N/A	N/A			
Grants And Subsidies	N/A	N/A			
Contributions, Reimb. & Donations	42,372.48	(152.94)	▼	Timing	Insurance Claims finalised by Insurer
Gain On Asset Disposals	N/A	N/A			
Fees and Charges	N/A	N/A			
Interest	(113,716.84)	157.86	▲	Timing	Maturity Dates of Term Deposits
Other Revenue/Income	N/A	N/A			
Service Charges	N/A	N/A			
<u>Operating Expenditure</u>					
Employee Costs	272,457.99	22.96	▲	Timing	3 Pay periods in July
Materials And Contracts	684,745.74	48.82	▲	Timing	Variances over many accounts
Depreciation On Non Current Assets	1,347,356.00	100.00	▲	Timing	Depreciation of Assets not yet applied
Insurance Expenses	(155,034.58)	(18.94)	▼	Timing	Insurance Premium payments
Loss On Asset Disposal	N/A	N/A			
Interest Expenses	N/A	N/A			
Utilities (Gas, Electricity, Water Etc)	100,132.39	70.59	▲	Timing	Expected to increase in summer months
Other Expenditure	123,292.37	287.94	▲	Timing	Doubtful Debt - Rates & various



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 31st July 2018

OPERATING ACTIVITIES

NOTE 3

RATE REVENUE

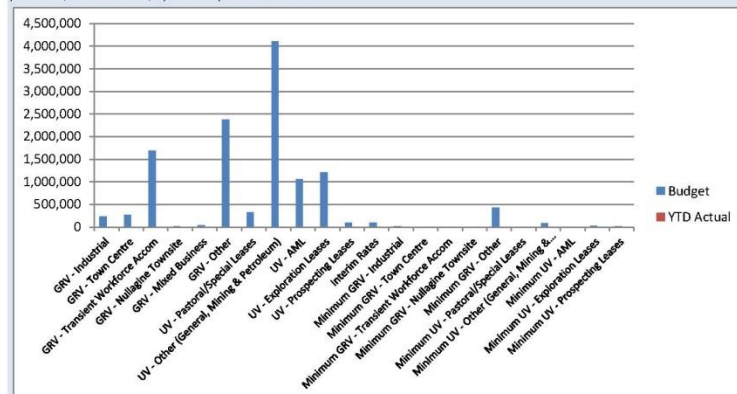
General Rate Revenue	RATE TYPE	Rate in \$	Number of Properties	Rateable Value	Rate Revenue \$	Budget		YTD Actual			
						Interim Rate \$	Back Rate \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$
	<b>Differential General Rate</b>										
	GRV - Industrial	0.018998	100	12,359,391	234,804			234,804	0	0	0
	GRV - Town Centre	0.057426	34	4,702,022	270,018			270,018	0	0	0
	GRV - Transient Workforce Accom	0.068077	18	24,724,500	1,683,170			1,683,170	0	0	0
	GRV - Nullagine Townsite	0.073662	22	206,756	15,230			15,230	0	0	0
	GRV - Mixed Business	0.037603	7	1,051,340	39,534			39,534	0	0	0
	GRV - Other	0.073662	1854	32,164,416	2,369,295			2,369,295	0	0	0
	UV - Pastoral/Special Leases	0.060894	46	5,383,213	327,805			327,805	0	0	0
	UV - Other (General, Mining & Petroleum)	0.171800	410	23,883,847	4,103,245			4,103,245	0	0	0
	UV - AML	0.171800	34	6,122,826	1,051,902			1,051,902	0	0	0
	UV - Exploration Leases	0.171800	587	6,989,328	1,200,767			1,200,767	0	0	0
	UV - Prospecting Leases	0.171800	245	568,672	97,698			97,698	0	0	0
						90,600		90,600			0
	<b>Minimums</b>	Minimum \$									
	GRV - Industrial	\$ 663	23	478,862	15,249			15,249	0	0	0
	GRV - Town Centre	\$ 663	8	46,154	5,304			5,304	0	0	0
	GRV - Transient Workforce Accom	\$ 663	0	-	0			0	0	0	0
	GRV - Nullagine Townsite	\$ 265	20	37,198	5,300			5,300	0	0	0
	GRV - Other	\$ 663	641	2,056,016	424,983			424,983	0	0	0
	UV - Pastoral/Special Leases	\$ 230	23	14,347	5,290			5,290	0	0	0
	UV - Other (General, Mining & Petroleum)	\$ 230	349	238,299	80,270			80,270	0	0	0
	UV - AML	\$ 230	0	-	0			0	0	0	0
	UV - Exploration Leases	\$ 230	133	37,950	30,590			30,590	0	0	0
	UV - Prospecting Leases	\$ 230	78	17,940	17,940			17,940	0	0	0
	<b>Sub-Totals</b>		<b>4,632</b>	<b>121,083,077</b>	<b>11,978,393</b>	<b>90,600</b>	<b>0</b>	<b>12,068,994</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Discount							0			0
	Concession							0			0
	<b>Amount from General Rates</b>							<b>12,068,994</b>			-
	Ex-Gratia Rates							0			-
	<b>Total General Rates</b>							<b>12,068,994</b>			-

14

SIGNIFICANT ACCOUNTING POLICIES

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.

KEY INFORMATION



General Rates		
Budget	YTD Actual	%
<b>\$12.07 M</b>	<b>\$ . M</b>	<b>0%</b>
GRV - Industrial	0	0%
GRV - Town Centre	0	0%
GRV - Transient Workforce Accom	0	0%
GRV - Nullagine Townsite	0	0%
GRV - Mixed Business	0	0%
GRV - Other	0	0%
UV - Pastoral/Special Leases	0	0%
UV - Other (General, Mining & Petroleum)	0	0%
UV - AML	0	0%
UV - Exploration Leases	0	0%
UV - Prospecting Leases	0	0%
Minimum GRV - Industrial	0	0%
Minimum GRV - Town Centre	0	0%
Minimum GRV - Transient Workforce Accom	0	0%
Minimum GRV - Nullagine Townsite	0	0%
Minimum GRV - Mixed Business	0	0%
Minimum GRV - Other	0	0%
Minimum UV - Pastoral/Special Leases	0	0%
Minimum UV - Other (General, Mining & Petroleum)	0	0%
Minimum UV - AML	0	0%
Minimum UV - Exploration Leases	0	0%
Minimum UV - Prospecting Leases	0	0%

15

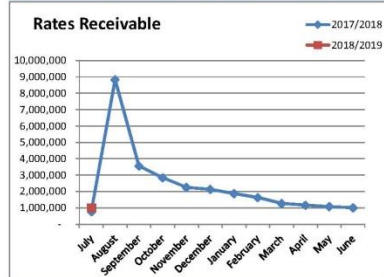
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st July 2018

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Rates Receivable	1 July 2017	31 Jul 18
	\$	\$
Opening Arrears Previous Years	780,330	1,000,991
Levied this year	11,626,519	0
Less Collections to date	(11,405,857)	(17,112)
Equals Current Outstanding	1,000,991	983,879
<b>Net Rates Collectable</b>	<b>1,000,991</b>	<b>983,879</b>
% Collected	92.00%	1.70%

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.

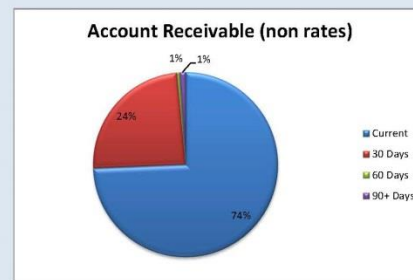


Collected	Rates Due
2%	\$983,879

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,426,346	463,258	9,094	19,972	1,918,670
Percentage	74%	24%	0%	1%	
<b>Balance per Trial Balance</b>					<b>1,918,670</b>
Sundry debtors					0
<b>Total Receivables General Outstanding</b>					<b>1,918,670</b>
Amounts shown above include GST (where applicable)					

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.



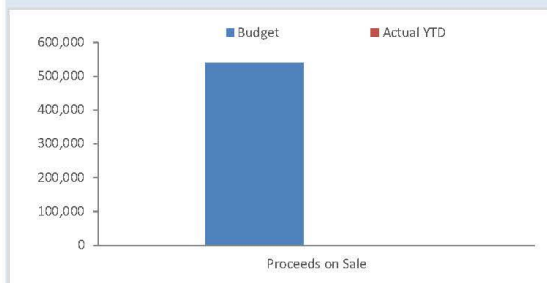
<b>Debtors Due</b>
<b>\$1,918,670</b>
<b>Over 30 Days</b>
<b>26%</b>
<b>Over 90 Days</b>
<b>1%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st July 2018

OPERATING ACTIVITIES  
NOTE 5  
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Program 4 Governance</b>									
41230B	Toyota Prado GX	32,143	35,000	2,900					
<b>Program 5 Law, Order &amp; Public Safety</b>									
P51112E	Toyota Hilux SR with Pod	26,904	25,000		(1,900)				
<b>Program 7 Health</b>									
71092A	Toyota Hilux SR Dual Cab	17,559	27,000	9,400					
<b>Program 12 Transport</b>									
2705D	Toyota 79 Series LC D/C	15,064	30,000	14,900					
2708J	Toyota 70 Series Dual Cab Workmate	40,679	45,000	4,300					
2801E	Holden Colorado Extra Cab 4WD	17,536	20,000	2,500					
2802E	Holden Colorado Extra Cab 4WD	14,789	10,000		(4,800)				
2823E	Fuso Canter 815 Tipper Tray Top	33,112	27,000		(6,100)				
2824C	Fuso Canter 815 Tipper Tray Top	29,543	25,000		(4,500)				
2743C	Caterpillar 140M Motor Grader	202,422	130,000		(72,400)				
2753B	Case 430 Skid Steer Loader	0	20,000	20,000					
2832A	Case 430 Skid Steer Loader	0	20,000	20,000					
121208B	Holden Commodore Sports Wagon	1,711	15,000	13,300					
121212A	Toyota Hilux 4WD X-Cab	14,405	22,000	7,600					
121216A	Toyota Hilux 4WD X-Cab	21,632	22,000	400					
<b>Program 13 Economic Services</b>									
P131113D	Toyota Prado GX	18,289	35,000	16,700					
P131166F	Toyota Landcruiser Troop Carrier Bus	46,303	32,000		(14,300)				
		532,091	540,000	112,000	(104,000)	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$540,000	\$0	0%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st July 2018

FINANCING ACTIVITIES  
NOTE 6  
BORROWINGS

Information on Borrowings Particulars	2017/2018 \$	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Governance</b>									
Newman Admin Building Redevelopment	227,500				110,400	227,500	117,100		12,000
									2,000
<b>Housing</b>									
Staff Housing	364,700				82,700	364,700	282,000		22,200
									2,800
Staff Housing	1,168,400				115,500	1,168,400	1,052,900		74,000
									8,000
<b>Community Amenities</b>									
Sewerage Plant	1,398,500				114,600	1,398,500	1,283,900		70,100
									10,800
Sewerage Plant	1,000,000				86,900	1,000,000	913,100		29,800
									9,000
<b>Transport</b>									
Newman Airport Precinct	1,589,300				437,800	1,589,300	1,151,500		80,700
									11,900
	5,748,400	0	0	0	947,900	5,748,400	4,800,500	0	333,300
<b>Self supporting loans</b>									
							0		
	0	0	0	0	0	0	0	0	0
<b>Total</b>	5,748,400	0	0	0	947,900	5,748,400	4,800,500	0	333,300

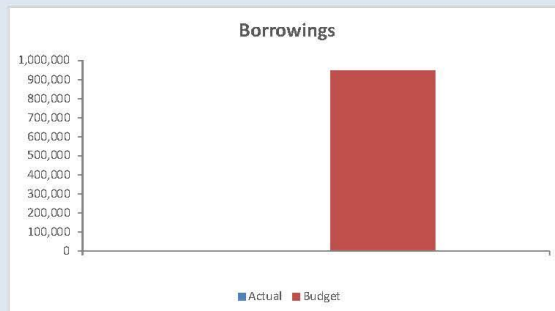
All debenture repayments were financed by general purpose revenue.

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.



note:  
Interest  
Accrual -  
As per  
Auditors  
Request

<b>Principal Repayments</b>	
<b>\$0</b>	
<b>Interest Earned</b>	<b>Interest Expense</b>
<b>-\$41,681</b>	<b>\$0</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$36.6 M</b>	<b>\$5.75 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st July 2018

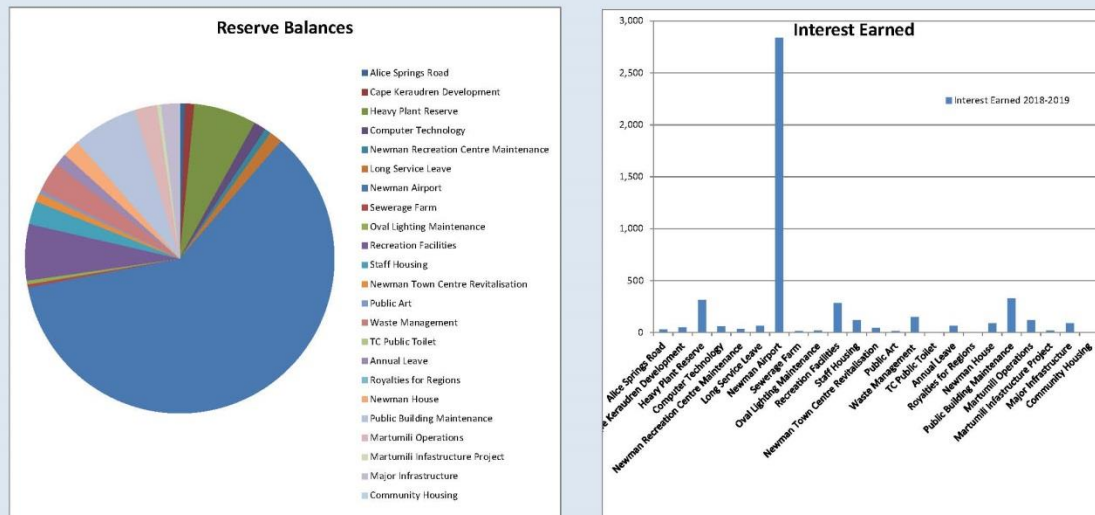
CASH AND INVESTMENTS  
NOTE 7

Cash Backed Reserve

Reserve Name	Opening Balance - 01.07.2018	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	209,499	4,300	27	0	0	(100,000)	0	113,799	209,527
Cape Keraudren Development	351,462	7,200	46	0	0	0	0	358,662	351,508
Heavy Plant Reserve	2,397,846	59,800	314	0	0	0	0	2,457,646	2,398,159
Computer Technology	461,600	11,500	60	50,000	0	0	0	523,100	461,661
Newman Recreation Centre Maintenance	251,763	2,100	33	0	0	(100,000)	0	153,863	251,796
Long Service Leave	496,039	12,400	65	0	0	0	0	508,439	496,104
Newman Airport	21,700,604	566,600	2,839	1,135,800	493,209	(512,400)	0	22,890,604	22,196,653
Sewerage Farm	113,175	2,300	15	0	0	0	0	115,475	113,190
Oval Lighting Maintenance	139,992	2,900	18	0	0	(130,000)	0	12,892	140,010
Recreation Facilities	2,152,105	23,400	282	0	0	(370,000)	0	1,805,505	2,152,387
Staff Housing	886,362	16,200	116	500,000	0	(250,000)	0	1,152,562	886,478
Newman Town Centre Revitalisation	332,646	4,500	44	0	0	0	0	337,146	332,689
Public Art	120,773	2,400	16	0	0	0	0	123,173	120,789
Waste Management	1,137,878	23,200	149	0	0	(570,000)	0	591,078	1,138,027
TC Public Toilet	993	0	0	0	0	0	0	993	993
Annual Leave	483,686	12,100	63	0	0	0	0	495,786	483,749
Royalties for Regions	0	9,000	0	0	0	(100,000)	0	(91,000)	0
Newman House	657,731	8,900	86	50,000	0	(53,000)	0	663,631	657,817
Public Building Maintenance	2,497,699	62,300	327	0	0	(500,000)	0	2,059,999	2,498,026
Martumili Operations	899,613	21,100	118	0	0	(81,200)	(41,811)	839,513	857,919
Martumili Infrastructure Project	152,755	0	20	100,000	0	0	0	252,755	152,775
Major Infrastructure	680,717	11,700	89	512,400	0	0	0	1,204,817	680,806
Community Housing	23,739	600	3	0	0	0	0	24,339	23,742
	36,148,676	864,500	4,730	2,348,200	493,209	(2,766,600)	(41,811)	36,594,776	36,604,804

19

KEY INFORMATION



20



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st July 2018

GRANTS & CONTRIBUTIONS  
NOTE 8

Non Operating Grants & Contributions For The Development Of Assets

Grant Source	Purpose	2018/2019	2018/2019	2018/2019	Variance (Under)/Over
		Estimated Actual	Budget	Actual	
		\$	\$	\$	
<b>State Grants</b>					
State Grant	CCTV Capital Grant	0.00	25,000.00	0.00	na
LotteryWest	Martumili Vehicle	0.00	70,000.00	0.00	na
WA Grants Commission	Aboriginal Access Roads	0.00	627,000.00	0.00	na
Main Roads WA	Aboriginal Access Roads	0.00	313,000.00	0.00	na
Main Roads WA	Regional Road Group	0.00	970,000.00	0.00	na
WA Grants Commission	Untied Road Grants	0.00	585,000.00	0.00	na
Main Roads WA	Direct Grants	0.00	397,700.00	0.00	na
State Government	Discovery Drive Sign Project	0.00	100,000.00	0.00	na
		\$ -	\$ 3,087,700.00	\$ -	na
<b>Federal Grants</b>					
Federal Dep't Of Transport	Roads To Recovery	0.00	658,000.00	0.00	na
Federal Dep't Of Transport	Black Spot Funding - Additional	0.00	750,000.00	0.00	na
Federal Dep't Of Transport	Black Spot Funding - Newman Dr	0.00	0.00	0.00	na
Federal Dep't Of Transport	Black Spot Funding - Kalgan Dr	0.00	0.00	0.00	na
		\$ -	\$ 1,408,000.00	\$ -	na
<b>Contributions</b>					
Landcorp	East Newman Road Reinstatement	0.00	0.00	0.00	na
Private Mine Contributions	Woodie Woodie Road	16,666.00	200,000.00	19,066.96	-14.41
Local Projects Local Jobs Grants	Local Projects Local Jobs Grants	0.00	0.00	0.00	na
		\$ 16,666.00	\$ 200,000.00	\$ 19,066.96	-14.41
<b>Operating grants, subsidies and contributions Total</b>					
		\$ 16,666.00	\$ 4,695,700.00	\$ 19,066.96	-14.41

Grants & Contributions Toward Operating Expenditure

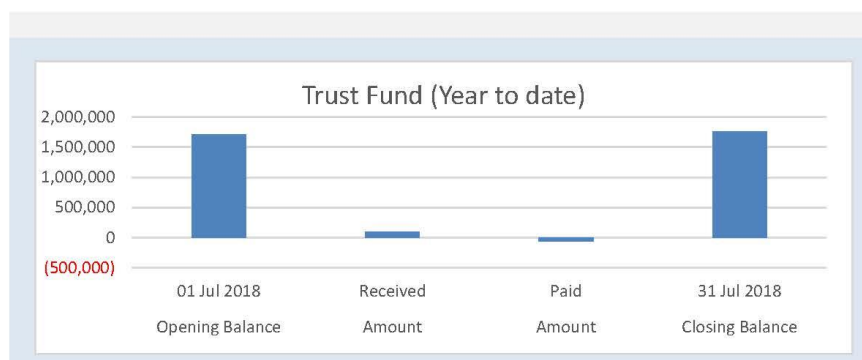
Grant Source	Purpose	2018/2019	2018/2019	2018/2019	Variance (Under)/Over
		Estimated Actual	Budget	Actual	
		\$	\$	\$	
<b>State Grants</b>					
WA Grants Commission	General Purpose Grants	0.00	2,040,000.00	0.00	na
FESA	FESA Administration Grant	0.00	4,000.00	0.00	na
FESA	FESA Grant - Nullagine VBFB	0.00	13,900.00	0.00	na
FESA	FESA - SES Operating Grant	0.00	65,100.00	0.00	na
Healthways	Triathlon	0.00	10,000.00	0.00	na
Dept of Sport and Rec	Kidsport	0.00	700.00	0.00	na
Dept of Sport and Rec	Club Development	0.00	20,000.00	0.00	na
Art Enterprise Activities (NACIS)	Martumilli Arts Project	0.00	205,000.00	0.00	na
Dept Environmen. & Heritage	Martumilli Arts Project	0.00	66,000.00	0.00	na
Celebrate Australia Day	WA Day	0.00	20,000.00	0.00	na
Tourism WA	Fusion Festival	10,500.00	15,000.00	10,500.00	na
Lotterywest	Fusion Festival	0.00	20,000.00	0.00	na
WA Grants Commission	Untied Road Grants	0.00	1,083,300.00	0.00	na
State Dep't of Transport	RPT Bus Service Subsidy	9,833.00	118,000.00	9,686.16	1.49
		\$ 20,333.00	\$ 3,681,000.00	\$ 20,186.16	1.49
<b>Federal Grants</b>					
Nil		0.00	0.00	0.00	na
		\$ -	\$ -	\$ 0.00	na
<b>Contributions</b>					
Water Corporation	Newman Sewerage Farm	0.00	140,700.00	0.00	na
BHPB - Contribution	Fusion Festival	0.00	155,000.00	0.00	na
Main Roads WA	Flood Damahge	0.00	600,000.00	0.00	na
BHPB	Martumili Community Development	0.00	440,000.00	0.00	na
		\$ -	\$ 1,335,700.00	\$ -	na
<b>Non-operating grants, subsidies and contributions Total</b>					
		\$ 20,333.00	\$ 5,016,700.00	\$ 20,186.16	1.49

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 31st July 2018**

**NOTE 9  
TRUST FUND**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Jul 2018
	\$	\$	\$	\$
EPSC Social Club	8,035	400	(700)	7,735
EPSC Lotto Syndicate	1,348	2,435	(2,758)	1,025
Refreshments Trust	831	225	0	1,056
FAO - Booking Bonds	8,000	2,200	(3,000)	7,200
Building & Road Side Kerbing Retentions	251,000	0	0	251,000
BCITF Holdings	0	4,115	(4,115)	0
Recreation Centre Holdings	3,050	750	(200)	3,600
Unclaimed Monies	47,896	0	0	47,896
Prepaid Swimming Pool Inspection	41,735	0	0	41,735
Martumili Arts Trust Account	325,613	90,090	(50,062)	365,641
BRB Receipts	0	2,915	(2,915)	0
Public Open Space	231,500	0	0	231,500
Cash in Lieu of Parking	526,724	0	0	526,724
Dept Health Trust	2,051	0	0	2,051
Retention Monies Held	28,979	0	(1,382)	27,597
Floodworks to Telfer	193,000	0	0	193,000
Maintenance Bond	26,795	0	0	26,795
Martumili Unclimaed Monies	17,610	0	0	17,610
Tourist Assoc - Souvenir Sales	0	19		19
	<b>1,714,166</b>	<b>103,149</b>	<b>(65,132)</b>	<b>1,752,183</b>



## NOTE 10 BUDGET AMENDMENTS

[illegible]

### KEY INFORMATION



Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st July 2018

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Budget vs Actual % Variance	2018/2019 Funds Committed	2018/2019 Total Funds Spent YTD	Status	Status Indicator	Comments	Funding Source	Completion Date	Responsible Officer
<b>Governance</b>													
<b>Other Governance</b>													
49001	Computer Equipment	150,000	12,500	\$10,189.63		4,409.00	14,598.63	On Target					
49004	CEO Vehicle - Sedan (41218)	85,000	85,000	\$94,808.09		-	94,808.09	On Target		Vehicle being supplied	Municipal	Aug-18	MTS-R
49014	MAP Vehicle 4WD (41230)	65,000	0	\$0.00		-	-	On Target		Vehicle allocated for build from factory	Municipal	Jan-19	MTS-R
49039	Nmw Admin Bldg Security Upgrade	50,000	0	\$0.00		-	-	On Target		New Master key matrix	Reserve	Jun-19	MAP
<b>Total Governance</b>		<b>\$350,000</b>	<b>\$97,500</b>	<b>\$104,997.72</b>	<b>-7.69</b>	<b>\$4,409.00</b>	<b>\$109,406.72</b>						
<b>Law, Order &amp; Public Safety</b>													
<b>Fire Prevention/Emergency Services</b>													
59010	Ranger Vehicle - 4WD (51113)	70,000	0	\$0.00		-	-	On Target		Vehicle allocated for build from factory	Municipal	Feb-19	MTS-R
59014	SES Building	100,000	0	\$0.00		-	-	On Target		Demolition of old building	Reserve	Apr-19	CBS
		<b>\$170,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>						
<b>Animal Control</b>													
59025	Town Centre CCTV	50,000	0	\$0.00		-	-	On Target		Upgrade and installation of new CCTV Cameras	Municipal	Dec-18	MAP
		<b>\$50,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>						
<b>Total Law, Order, P/Safety</b>		<b>\$220,000</b>	<b>\$0</b>	<b>\$0.00</b>	<b>na</b>	<b>\$0.00</b>	<b>\$0.00</b>						
<b>Health</b>													
79002	MHRS Vehicle - 4WD (71090)	60,000	0	\$0.00		-	-	On Target		Vehicle allocated for build from factory	Municipal	Feb-19	MTS-R
<b>Total Health</b>		<b>\$60,000</b>	<b>\$0</b>	<b>\$0.00</b>	<b>na</b>	<b>\$0.00</b>	<b>\$0.00</b>						
<b>Education and Welfare</b>													
<b>Community Services</b>													
89007	Community Services - Public Building	85,000	0	\$0.00		-	-	On Target					
89018	Newman House	53,000	0	\$0.00		-	-	On Target		Replacement of the tactile indicators	Reserve	Apr-19	CBS
<b>Total Education and Welfare</b>		<b>\$138,000</b>	<b>\$0</b>	<b>\$0.00</b>	<b>na</b>	<b>\$0.00</b>	<b>\$0.00</b>						
<b>Housing</b>													
<b>Staff Housing</b>													
99019	Staff Housing Capital - M/Bar & Nullagine	655,400	0	\$0.00		2,068.00	2,068.00	On Target			Reserve	Jun-19	CPS
99020	Staff Housing Capital - Newman	444,800	0	\$0.00		-	-	On Target			Reserve	Jun-19	CPS
99026	SPQ External	14,300	0	\$0.00		-	-	On Target			Reserve	Jun-19	CPS
99027	Community Housing Capital	34,000	0	\$0.00		-	-	On Target			Reserve	Jun-19	CPS
99028	Staff Housing Capital - Airport	180,900	0	\$0.00		-	-	On Target			Reserve	Jun-19	CPS
99029	Staff Housing Capital - Martumili	0	0	\$0.00		-	-	On Target			Reserve	Jun-19	CPS
<b>Total Housing</b>		<b>\$1,329,400</b>	<b>\$0</b>	<b>\$0.00</b>	<b>na</b>	<b>\$2,068.00</b>	<b>\$2,068.00</b>						
<b>Community Amenities</b>													
<b>Sewerage</b>													
109002	Sewerage Plant Capital Improv'ts	1,000,000	175,000	\$172,800.00		259,504.00	432,304.00						
		<b>\$1,000,000</b>	<b>\$175,000</b>	<b>\$172,800.00</b>		<b>\$259,504.00</b>	<b>\$432,304.00</b>						
<b>Sanitation Other</b>													
109017	Welghbridge	20,000	0	\$0.00		-	-						
109019	Septage Ponds	400,000	0	\$0.00		-	-						
109034	Newman Landfill Improvements	150,000	0	\$0.00		-	-						
		<b>\$570,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>						
<b>Other Community Amenities</b>													
109022	Public Toilets	12,000	0	\$0.00		-	-						
109033	Nullagine Public Toilets	52,000	0	\$0.00		3,200.00	3,200.00	On Target			Reserve	Sep-19	CBS
109025	Marble Bar Public Toilets	52,000	0	\$360.00		4,160.00	4,520.00	On Target			Reserve	Sep-19	CBS
		<b>116,000</b>	<b>0</b>	<b>\$360.00</b>		<b>\$7,360.00</b>	<b>\$7,720.00</b>						
<b>Total Community Amenities</b>		<b>\$1,686,000</b>	<b>\$175,000</b>	<b>\$172,800.00</b>	<b>1.26</b>	<b>\$266,864.00</b>	<b>\$440,024.00</b>						

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly bud vs Actual % Variance	2018/2019 Funds Committed	2018/2019 Total Funds Spent YTD	Status	Status Indicator	Comments	Funding Source	Completion Date	Responsible Officer
<b>Recreation And Culture</b>													
119013	Gallop Hall	5,000	0	\$0.00		-	-						
119019	Town Square - Fit Out	35,000	0	\$0.00		-	-						
	<b>Public Halls &amp; Civic Centre</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>						
119047	UV Meters	5,000	0	\$0.00		-	-			Requests for quotes for installation have been issued.	Municipal	Dec-18	MRE
119062	M/Bar Aquatic Centre - P&E	7,500	0	\$0.00		-	-			Waiting for response from Dept of Education on works to be approved	Municipal	Jun-19	MRE
119083	Newman Aquatic Centre - L&B	25,000	0	\$0.00		-	-						
	<b>Swimming Areas / Beaches</b>	<b>\$37,500</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>						
119306	Nullagine Radio Building Upgrade	8,500	0	\$0.00		-	-	On Target			Municipal	Jun-19	CBS
	<b>Television &amp; Radio Broadcasting</b>	<b>\$8,500</b>	<b>0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>						
119309	Nullagine Community Library Upgrade	11,000	0	\$0.00		-	-						
	<b>Libraries</b>	<b>\$11,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>						
119602	Air Conditioner Gym II	200,000	0	\$0.00		-	-	On Target			Reserve	Dec-18	CBS
	<b>Recreation Centre</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>						
119421	Plant & Equipment - Martumili	100,000	0	\$0.00		94,314.87	94,314.87						
	<b>Other Culture - Indigenous Arts Officer</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$94,314.87</b>	<b>\$94,314.87</b>						
119627	Nullagine Gym	22,000	0	\$0.00		-	-			PROJECT ON HOLD	Municipal		MRE
	<b>Recreation Services Admin</b>	<b>\$22,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>						
119704	Minor Equipment - Parks & Gardens	50,000	0	\$0.00		-	-	On Target		Ongoing	Municipal	Apr-19	MTSN
119705	Turf Mower	30,000	0	\$0.00		-	-						
119709	Playground Equipment	140,000	0	\$0.00		-	-	On Target			Municipal	Feb-19	MTSN
119728	Cricket Pitch Covers	30,000	0	\$0.00		-	-	On Target			Municipal	Mar-19	MTSN
119738	Capricorn Oval Light Upgrade	600,000	0	\$0.00		-	-	On Target			Reserve	Jun-19	CBS
	<b>Ovals, Parks and Other Reserves</b>	<b>\$850,000</b>	<b>0</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>						
	<b>Total Recreation And Culture</b>	<b>\$1,269,000</b>	<b>\$0</b>	<b>\$0.00</b>	na	<b>\$94,315</b>	<b>\$94,315</b>						
<b>Transport</b>													
129545	Marble Bar / Woodie Woodie Road	225,000	0	\$0.00		-	-	On Target		Marble Bar Woodstock Rd - scheduled to commence Nov 18	RRG/Road Grants	Jan-19	MTS-R
129546	Jilgalong Road	570,000	0	\$0.00		570,000.00	570,000.00	On Target		Scheduled to commence late Sep 18	RRG/AAR/Road Grants	Dec-18	MTS-R
129551	Woodie Woodie Road	300,000	0	\$0.00		-	-	On Target		Tying in with Main Roads Program	RRG/Private/Road Grants	Apr-19	MTS-R
129556	Munjina-Roy Hill Road	450,000	0	\$0.00		450,000.00	450,000.00	On Target		In progress, due for completion end Sep 18	RRG/Road Grants	Sep-18	MTS-R
129588	Boreline Road	330,000	0	\$0.00		6,709.09	6,709.09	On Target		In progress, due for completion end Nov 18	RRG/Road Grants	Nov-18	MTS-R
	<b>Road Construction</b>	<b>\$1,875,000</b>	<b>\$0</b>	<b>\$0.00</b>		<b>\$1,026,709.09</b>	<b>\$1,026,709.09</b>						
129537	Kiwirrkura Access Road	265,000	55,000	\$54,665.00		-	54,665.00	On Target		In progress and ongoing	AAR	Jun-19	MTS-R
129538	Punmu Access Road	630,000	0	\$0.00		630,000.00	630,000.00	On Target		In progress and ongoing	AAR/R2R Special	Sep-18	MTS-R
129539	Talawana Track	230,000	0	\$0.00		-	-	Completed		Completed	AAR	Jul-18	MTS-R



Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st July 2018

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2018/2019 Funds Committed	2018/2019 Total Funds Spent YTD	Status	Status Indicator	Comments	Funding Source	Completion Date	Responsible Officer
129530	Newman Town Streets - Reseals	397,700	0	\$0.00		128,860.00	128,860.00	On Target	●	Actual Grant to be confirmed by MRWA. Reduced to \$253,214	MRWA ADG	Dec-18	MTSN
129573	Kerbing Program	25,000	0	\$0.00		-	-	On Target	●		Municipal	Dec-18	MTSN
129574	Footpath Program	50,000	0	\$0.00		-	-	On Target	●		Municipal		MTSN
129577	Drainage Improvements	160,000	0	\$0.00		30,894.00	30,894.00		●				
129596	**CLGF - Depot Development	150,000	0	\$0.00		-	-		●				
129601	Nullagine Entry Statement	5,000	0	\$0.00		-	-		●				
129610	Newman Town Streets - Reseals	168,500	0	\$0.00		-	-	On Target	●	This was C/F from 2017/18 R2R.	R2R	Dec-18	MTSN
129613	Ovals Reticulation Automation	50,000	0	\$0.00		-	-	On Target	●		Municipal	Dec-18	MTSN
129618	Pavement Failure and Drainage Works	918,000	0	\$0.00		-	-	On Target	●	This is only \$817,000 as it already entered in to the R2R Portal.	R2R	Dec-18	MTSN
129619	Streetscape Projects - Various	20,000	0	\$0.00		-	-	On Target	●		Municipal	Mar-19	MTSN
Other Construction		\$1,944,200	\$0	\$0.00		\$159,754.00	\$159,754.00						
129074	Toyota Hilux - 2WD (2811)	100,000	0	\$0.00		-	-	On Target	●	Vehicle allocated for build from factory	Municipal	Mar-19	MTS-R
129084	Minor Equipment	58,000	0	\$0.00		3,476.00	3,476.00	On Target	●	Ongoing	Municipal	Apr-19	MTS-R
129092	Toyota Hilux - 2WD (2703)	75,000	0	\$0.00		-	-	On Target	●	Vehicle allocated for build from factory	Municipal	Mar-19	MTS-R
129106	Fuso Canter (2823)	95,000	0	\$0.00		-	-		●		Municipal	Dec-18	MTSN
129729	Construction Leading Hand (2708)	75,000	0	\$0.00		-	-	On Target	●	Vehicle allocated for build from factory	Municipal	Mar-19	MTS-R
129730	Works Supervisor (2801)	60,000	0	\$0.00		-	-	On Target	●	Vehicle allocated for build from factory	Municipal	Jan-19	MTS-R
129731	Reticulation Vehicle (2802)	40,000	0	\$0.00		-	-	On Target	●	Vehicle allocated for build from factory	Municipal	Jan-19	MTS-R
129734	Motor Grader (2743)	420,000	0	\$0.00		-	-	On Target	●	Documents being prepared for WALGA Panel Contract	Municipal	Apr-19	MTS-R
129717	Skid Loader (2832)	100,000	0	\$0.00		-	-	On Target	●	Documents being prepared for WALGA Panel Contract	Municipal	Apr-19	MTS-R
Road Plant Purchases		\$1,023,000	\$0	\$0.00		\$3,476.00	\$3,476.00						
129315	**Rfor TC Revital/Land Release - Infra	100,000	0	\$0.00		-	-		●				
Royalties for Regions Projects		\$100,000	\$0	\$0.00		\$0.00	\$0.00						
129008	Master and Land Use Plan	200,000	0	\$0.00		-	-	On Target	●	Vehicle allocated for build from factory	Municipal	Mar-19	MTS-R
129036	Reporting Officer 4WD X-Cab (121212)	65,000	0	\$0.00		-	-		●				
129401	Services - Access Roads, Car Parks	20,000	0	\$0.00		-	-		●				
129402	Services - Water Inc Ro	1,893,800	0	\$0.00		12,500.00	12,500.00		●				
129404	Services - Waste	80,000	0	\$0.00		-	-		●				
129417	Safety & Security - CCTV	40,000	0	\$0.00		-	-		●				
129419	Safety & Security - Lighting	750,000	0	\$0.00		-	-		●				
129421	Communications - IT	20,800	0	\$0.00		-	-		●				
129422	Marble Bar - Infrastructure	60,000	0	\$0.00		-	-		●				
129426	ASCE Plant & Equipment	90,000	0	\$0.00		-	-		●				
129431	Public Structures	150,000	0	\$0.00		-	-		●				
Landside Expenses		\$3,369,600	\$0	\$0.00		\$12,500.00	\$12,500.00						
Total Airport		\$3,369,600	\$0	\$0.00		\$12,500.00	\$12,500.00						
Total Transport		\$10,031,800	\$113,000	\$112,845.00	0.14	\$2,236,724.77	\$2,349,569.77						

Shire Of East Pilbara  
Acquisition & Construction of Assets  
For The Period Ending 31st July 2018

A/c No	Function/Sub Function	Budget	Monthly Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2018/2019 Funds Committed	2018/2019 Total Funds Spent YTD	Status	Status Indicator	Comments	Funding Source	Completion Date	Responsible Officer
<b>Economic Services</b>													
139818	RPT Troop Carrier (131166)	120,000	0	\$0.00	-	-	-	On Target					
	Rural Services	\$120,000	\$0	\$0.00	\$0.00	\$0.00	\$0.00						
139209	Cape K - Caretakers Residence	500,000	0	\$0.00	28,350.00	28,350.00	28,350.00						
139210	Nullagine Caravan Park Upgrade	150,000	0	\$0.00	-	-	-			On Hold pending council's strategic decision			
139309	Desert Discovery Drive Structures	200,000	0	\$0.00	-	-	-						
	Tourism & Area Promotion	\$850,000	\$0	\$0.00	\$28,350.00	\$28,350.00	\$28,350.00						
139007	MDS-B Vehicle - 4WD (131113)	65,000	0	\$0.00	55,235.64	55,235.64	55,235.64	On Target		Vehicle allocated for build from factory	Municipal	Sep-18	MTS-R
	Building Control	\$65,000	\$0	\$0.00	\$55,235.64	\$55,235.64	\$55,235.64						
	Total Economic Services	\$1,035,000	\$0	\$0.00	na	\$83,585.64	\$83,585.64						
	Totals of All Assets	\$16,119,200	\$385,500	\$390,642.72	-1.33	\$2,687,966.28	\$3,078,969.00						

### 9.2.6 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY

Attachments:	Nil
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Mrs Dawn Ronchi Contract and Procurement Officer
Proposed Meeting Date:	28 September 2018
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

### REPORT PURPOSE

This report is to advise Council of the documents that have had the Shire of East Pilbara's Common Seal affixed under delegated authority since the last Council Meeting.

### BACKGROUND

There were three documents that have had the Shire's Common Seal affixed under delegated authority.

### COMMENTS/OPTIONS/DISCUSSIONS

Document	Details	Parties	Synergy TC No.
Contract	Profiling, Asphaltting & Bitumen Spray (RFT 10-2017/18)	Fulton Hogan Infrastructure	TC2018579
Contract	Data Wi-fi & CCTV Wi-Fi Maintenance Services	IP Cameras Australia	TC2018599
Contract	Refurbish Clarifier (RFT 06-2017/18)	Liquitek Pty Ltd	TC2017556

- Contract – Awarded to Fulton Hogan Infrastructure for Profiling, Asphaltting & Bitumen Spray Works. RFT 10-2017/18 was awarded under delegated authority (**9<sup>th</sup> March, 2018, Item 9.3.2, Resolution 201718/142**).
- Contract – Awarded to IP Cameras Australia for Data Wi-fi and CCTV Wi-fi Maintenance Services.
- Contract – Awarded to Liquitek Pty Ltd for Refurbishment of Clarifier. RFT 06-2017/18 was awarded under delegated authority (**27<sup>th</sup> October, 2017, Item 13.4.1, Resolution 201717/81**).

### STATUTORY IMPLICATIONS/REQUIREMENTS

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

### POLICY IMPLICATIONS

4.5 – Execution of Documents – Item 9.1.2 – 27<sup>th</sup> July, 2018.

And

Authorisations and Delegations Manual –

The Chief Executive Officer or Deputy Chief Executive Officer may only sign documents where:

- The Council has authorised entering into a formal contract; or
- The Chief Executive Officer or Deputy Chief Executive Officer considers a formal contract is required as a part of the day to day operation of the Council; or
- A formal contract is authorised under a delegated authority of the Council.

The Manager Martumilli may only sign the following Martumilli agreements that are with and on behalf of the artists:

- Consignment agreements;
- Copyright agreements;
- Artist agreements; and
- Collaborative agreements.

The Chief Executive Officer or Deputy Chief Executive Officer has no power to sub-delegate the authority to sign documents on behalf of the local government (s5.43 (ha) of the Act).

## **STRATEGIC COMMUNITY PLAN**

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

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

#### **1.1 Efficient and effective local government**

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

Responsible officer: DCEO

Timing: As appropriate

## **RISK MANAGEMENT CONSIDERATIONS**

Should Council not be informed of the documents that have had the Common Seal affixed under delegated authority, the Shire will fail to abide by their Execution of Documents Policy which clearly states that *"Use of the common seal is to be recorded in the common seal register, kept by the CEO. The register shall record each date on which the common seal was affixed, the nature of the document, the Council resolution number and the parties to any agreement to which the common seal was affixed."*

## **FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/42**

**MOVED: Cr Anthony Middleton**

**SECONDED: Cr Dean Hatwell**

**THAT Council have been advised that the Common Seal has been affixed under delegated authority to the:-**

- 1. Contract – Awarded to Fulton Hogan Infrastructure for Profiling, Asphaltting & Bitumen Spray Works. RFT 10-2017/18 was awarded under delegated authority (9<sup>th</sup> March, 2018, Item 9.3.2, Resolution 201718/142).**
- 2. Contract – Awarded to IP Cameras Australia for Data Wi-fi and CCTV Wi-fi Maintenance Services.**
- 3. Contract – Awarded to Liquitek Pty Ltd for Refurbishment of Clarifier. RFT 06-2017/18 was awarded under delegated authority (27<sup>th</sup> October, 2017, Item 13.4.1, Resolution 201717/81).**

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Dawn Ronchi, Contract and Procurement Officer***

**9.2.7 BAI COMMUNICATIONS PTY LTD (FORMERLY BROADCAST AUSTRALIA PTY LTD) – BROADCASTING SERVICES FOR NEWMAN**

**Attachments:** Nil

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

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

**Proposed Meeting Date:** 28 September 2018

**Location/Address:** Lot 1790, Newman

**Name of Applicant:** BAI Communications Pty Ltd

**Author Disclosure of Interest:** Nil

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**REPORT PURPOSE**

To seek Councils approval to apply the common seal and to enter into an agreement with BAI Communications PTY LTD for a site licence to broadcast the Triple J radio service from 1 July 2018 to 30 June 2023.

**BACKGROUND**

The Shire of East Pilbara had an existing agreement and site licence to transmit the Triple J feed to Newman town site from the 1 July 1998 to 30 June 2003. This agreement had previously expired in 2003. Until recently neither party was aware that the agreement had expired. BAI Communications appeared to have stopped invoicing the shire the annual fee at the end of the original agreement and as the broadcasting service still continued, neither party realised that this was the case.

BAI Communications have drafted an agreement which they have back dated to a commencement date of 1 July 2003. The draft agreement has a term of 20 years at a rate of \$250.00 / annum and BAI Communications have advised of their intent to back charge the annual fees in accordance with the agreement.

**COMMENTS/OPTIONS/DISCUSSIONS**

Shire staff have reviewed the draft agreement and proposed a commencement date of 1 July 2018 and BAI Communications have confirmed acceptance of the change.

All other terms and conditions are considered to be standard and do not present council with any immediate risks.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil.

**POLICY IMPLICATIONS**

Nil.

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## **STRATEGIC COMMUNITY PLAN**

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

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

#### **2.4 Diverse and inclusive communities**

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

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

Responsible officer: MCW

Timing: 1-3 years

##### **2.4.3 Provide relevant and affordable community services**

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

Responsible officer: MCW

Timing: 1-5 years

## **RISK MANAGEMENT CONSIDERATIONS**

Failure to transmit the Triple J radio service to the Newman town site may cause an adverse effect upon members of the community.

## **FINANCIAL IMPLICATIONS**

Due to the 'Holding Over' clause in the original agreement, Council would be required to pay to outstanding annual fee which is set at \$3,750.00.

The current budget has provisions in GL 111305 for operating expenses associated with broadcasting.

## **VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/43**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Anthony Middleton**

**THAT Council,**

- 1. Approves entering into an agreement with BAI Communications PTY LTD for a site licence to broadcast the Triple J radio service to the Newman Town site.**
- 2. Delegates the CEO to affix the Shire of East Pilbara common seal to the agreement between the Shire of East Pilbara and BAI Communications PTY LTD.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mrs Marisa Wolfenden, Coordinator Property Services***

## 9.2.8 NULLAGINE VARIETY CLUB BUS – CONDITIONS OF USE AGREEMENT

Attachments:	Appendix 1 – 9.2.6 Nullagine Bus Approval of operating procedures December 2008 Appendix 2 – 9.2.3 Minutes April 2013 Appendix 3 – 9.2.3 Conditions of Use Nullagine Variety club bus Adopted April 2013 Appendix 4 – Nullagine Bus Casual User Agreement 2018-19
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Mr Pip Parsonson Manager Community Wellbeing
Proposed Meeting Date:	28 September 2018
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

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### REPORT PURPOSE

To seek Council endorsement of the proposed updated Conditions of Use Agreement for the Nullagine Variety Club Bus.

### BACKGROUND

The issue of who is permitted to use the Nullagine Variety Club Bus was raised during Corporate Discussion prior to the August 2018 Council meeting. It was noted that concerns were raised that the bus was being used outside of the terms of use that were originally stipulated when the bus was purchased in 2008.

At the May 2008 Council meeting, Council endorsed Operating Procedures for the Nullagine Children's Bus. The minutes for the agenda item 9.2.6 are attached (**Appendix 1 refers**).

In part, the endorsed Operating Procedures state,

- *Only three organisations, the Shire of East Pilbara, Police and Nullagine School are permitted to use the bus.*
- *Only children are permitted to be transported in the bus (with adult supervision). The only exception is in the case of a declared emergency and this declaration must come from the Police.*

At the Council meeting in April 2013, Council endorsed the adoption of the new "...Conditions of Use Agreement for all existing and new users of the Nullagine Club Bus as stated below. The minutes for the agenda item are attached (**Appendix 2**

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refers), as well as Conditions of Use Agreement adopted in April 2013 (**Appendix 3 refers**).

The primary changes were summarised in the agenda item as,

1. *Update of the required licence required by any driver of the vehicle;*
2. *Deletion of all references of the 'control' of the vehicle to listing specific responsibilities of the Owner (Shire) and an approved User;*
3. *Inclusion of the Chief Executive Officer to approve any new user; and*
4. *Inclusion of the Chief Executive Officer to approve locations of where the vehicle can be driven to by all approved users.*

The reason given in the agenda item for the need for change was stated as follows,

*[The original] operational guidelines have now become unsuitable as they only allow two external organisations to use the bus, the Police and the Nullagine School. The introduction of a generic Conditions of Use Agreement will give the Chief Executive Officer the authority to approve suitable new users, without having to seek Council approval every time a new organisation requests the use of the vehicle.*

The review of the existing Conditions of Use Agreement has highlighted some need for improvements and accordingly, recommendations for amendments form the basis of this report.

## COMMENTS/OPTIONS/DISCUSSIONS

The more flexible Conditions of Use Agreement has only been exercised on three occasions since the Agreement was amended and endorsed in 2013. With the exception of the Nullagine School, it is rare for any group or organisation to use the Bus. Records of use of the Bus since July 2015 are contained in the following table.

Organisation	Date/s of Hire	Purpose of Trip
Martumili	19-22/7/2015	Returning artists home
Nullagine School	18/09/2015	Reward trip to Newman
Nullagine School	21-23/10/15	Reward Trip to Carawine Gorge
Nullagine School	6/11/2015	MB Swimming
Nullagine School	15/11/2015	Newman
Nullagine School	7-9/12/15	Pardoo
Nullagine School	19/02/2016	MB Swimming
Nullagine School	30/03/2016	MB Swimming
Nullagine School	6/04/2016	MB Footballer visit
Nullagine School	28/8 - 3/9/16	Ningaloo Excursion
Nullagine School	28/10/2016	Reward trip to MB
Nullagine School	18/11/2016	Reward trip to MB
Nullagine School	22/11/2016	Dentist Visit
Nullagine School	22/11/2016	Swim Carnival

Nullagine School	1/12/2016	Swim Carnival
Nullagine School	9/12/2016	Reward trip to MB
Nullagine School	8/03/2017	Swimming Lessons at MB
Nullagine School	10/03/2017	Swimming Lessons at MB
Ngurra Kujungka (Inc)	15/04/2017	Billycart Event
Nullagine School	3/05/2017	Dentist Visit
Nullagine School	14-21/6/2017	Bus to airport for a camp to Canberra
Nullagine School	8/09/2017	Visit to Millenium Mine
Nullagine School	13/10/2017	Pick up Gov delegation
Nullagine School	23/11/2017	Swim Carnival
Nullagine School	9/03/2018	Swimming Lessons at MB
Nullagine School	9/03/2018	Station Visit
Nullagine School	10/03/2018	Rocky Holes
Ngurra Kujungka (Inc)	9-13/7/18	Football Carnival
Nullagine School	26/07/2018	Attend Athletics Carnival
Nullagine School	10-14/09/18	Broaden their World View - visit HSHS, TAFE etc.

The Bus was last used by an organisation, other than Nullagine School, in July this year. On that occasion it was booked by the Newcrest funded organisation Ngurra Kujungka and driven by an Irrungadji community member. The Bus was used to transport young people to a football carnival in Punmu. Shire staff reported that the Bus was returned in good condition with all rubbish removed as required under the User Agreement.

This report recommends that the Chief Executive Officer retains delegated authority to allow for flexible but prudent use of the Bus so that it can be utilised for the purposes that it was originally purchased for by organisations or groups other than Nullagine School. This flexibility enables intended benefits to flow to Nullagine's young people during school holiday periods when School staff are not available to organise transport.

Since the adoption of the Conditions of Use Agreement in 2013 other changes in bus use patterns and the status of stakeholder organisations have emerged that necessitated a review of the Conditions of Use Agreement and new recommended changes.

The primary changes recommended are as follows

1. Changing 2.1 Vehicle Usage, as follows,

*This vehicle was purchased to provide transportation of the Nullagine children and youth within the Shire of East Pilbara.*

*The vehicle can only generally be used by appropriate licensed staff from the following organisations, for the purposes of recreational, educational and cultural pursuits for the betterment of the youth of Nullagine.*

*Department of Education*

*WA Police Department*

*Shire of East Pilbara*

*RPM (RPM has not been active in the East Pilbara for some years)*

~~*The vehicle cannot be used for any other purpose, with the exception of emergency situations which are detailed in following sections.*~~

*The vehicle can also be used in the following circumstances,*

- In an emergency situation as declared and coordinated by the Nullagine Police.*
- By other groups and organisations when an application using the approved booking form is received and approved by the Chief Executive Officer*

*The vehicle is not permitted outside the Shire of East Pilbara municipality unless prior approval is given by the Chief Executive Officer or it is an approved emergency operation.*

2. Where the vehicle is being used by a legal entity the following provision is included in Section 2. This provision clarifies the legal liability on the User in the event of an accident, damage or mis-use.

#### *2.2 (Name of Organisation)*

*This User has no exclusive usage of the vehicle.*

*Upon bookings being received by the Manager Community Wellbeing (Newman), and subsequent approval from the Chief Executive Officer, an inspection will be conducted prior to, and on the conclusion, of each booking by Shire staff and of those representing (name of Organisation).*

*If any damage is detected and considered a result of use by (name of Organisation) as demonstrated by the documented inspections conducted prior to and at the conclusion of each booking, the Shire reserves the right to require (Name of Organisation) to contribute to the costs of repair.*

*Users are requested to give as much notice as practicable, preferably 14 days, when requesting usage.*

*The vehicle must be left in a clean and tidy manner, with rubbish removed from the vehicle upon completion of usage. Approval may not be granted for future use if there is a serious or continual breach of this condition.*

3. Changing 2.1.2 Areas of Operation to,

#### *2.2 Areas and Times of Operation of the Vehicle*

*Before approval is granted to use the vehicle, the User must supply details of all their intended destinations and all routes and times of travel on the approved booking form.*

*The Shire will grant approval to the User on the basis of a positive assessment on the general quality of the roads to be used and the prevailing road and weather conditions at the time of travel as well as emergency management capabilities as determined by Shire of East Pilbara Officers at the time of collection of the vehicle.*

*A log book, with details of date and time of use, mileage and destination will be maintained at all times while in use. It will be the responsibility of the User to complete the log book at the commencement and completion of each trip.*

*It is a strict condition of use of the vehicle that Users agree to NOT drive the vehicle after sunset on East Pilbara roads. (Exceptions exist within the town limits of Nullagine, Newman and Marble Bar).*

*The Shire of East Pilbara reserves the right to refuse permission for the vehicle to be used for reasons that might include safety, road conditions, vehicle condition, ineligible use or prior breaches of the User Agreement*

4. Delete 2.1.3 Extraordinary Use (The intent of this section is now included in 2.1 above).

5. Delete 2.2 Nullagine P&C (No necessity for this section and the Nullagine P&C does not exist as an entity).

6. Delete 3. Term of Agreement. Replace with,  
*2.4 Approved Term of Use*

*Approval may be granted for a defined term, a scheduled series of uses over a period of time or for one-off activities. (The Term of Use is defined in the Bus booking form)*

7. Replace 4.1 Passenger Contributions/Hire Charge, with,  
*5.1 Passenger Contributions/Hire Charge*

*The Shire of East Pilbara does not charge a hire fee for the use of the vehicle for approved purposes.*

*The vehicle is not permitted to be used by the User for commercial purposes at any time.*

*The User is responsible for all fuel costs. The fuel tank will be filled at the completion of the trip at the User's expense.*

*Any charges such as parking fees, towing fees or traffic infringements are the responsibility of, and must be paid for by, the User.*

8. Other minor changes have been made to improve the detail, layout and ordering of the User Agreement. For example, a section on Safety has been created and previous sections relating to breakdown advice and maintenance and care matters have all been included under the User Responsibilities section.

Council has three options:

1. Accept the amendments to the Conditions of Use Agreement for the Nullagine Variety Club Bus as presented (**Appendix 4 refers**); or
2. Reject the amendments; or
3. Suggest alternative amendments.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

## **POLICY IMPLICATIONS**

### **6.3 YOUTH – PLANNING COMMUNITY FACILITIES AND YOUTH RECREATION PROGRAMS**

## **STRATEGIC COMMUNITY PLAN**

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

- 2.4.1 Promote diverse, harmonious and caring communities  
Partnering With: Federal Government, State Government, Industry and NGO's  
Responsible officer: MCW  
Timing: 1-3 years
- 2.4.4 Equity and opportunities for all  
Partnering With: Federal Government, State Government, Industry, NGO's and Indigenous groups  
Responsible officer: MCW  
Timing: 1-3 years
- 2.4.1 Promote diverse, harmonious and caring communities  
Partnering With: Federal Government, State Government, Industry and NGO's  
Responsible officer: MCW  
Timing: 1-3 years
- 2.4.4 Equity and opportunities for all  
Partnering With: Federal Government, State Government, Industry, NGO's and Indigenous groups  
Responsible officer: MCW  
Timing: 1-3 years

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

- 2.1 Health and recreation
- 2.1.3 Encourage high rates of participation in community activities and events  
Partnering With: Industry  
Responsible officer: MCW  
Timing: 1 year



- 2.1.4 Support individual and community health  
Partnering With: NGO's, State Government, Industry  
Responsible officer: MCW  
Timing: 1-5 years

### **RISK MANAGEMENT CONSIDERATIONS**

Risk of damage to the vehicle is always possible when the vehicle is used. Provisions to mitigate risk are included in the Conditions of Use Agreement that include appropriate licence requirements of the driver(s) and requiring a range of information to be provided at the time of booking. These details are scrutinised on a booking by booking basis by the Manager Community Wellbeing, advice by the Nullagine Depot staff and ultimately by the Chief Executive Officer.

Should the Council choose not to amend the Conditions of Use Agreement as presented then legal liability for any damage caused by external users' remains uncertain and damages may not be easily claimed.

No other risks are identified if the amendments are not accepted.

### **FINANCIAL IMPLICATIONS**

No financial resource impact.

### **VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/44**

**MOVED: Cr Anthony Middleton**

**SECONDED: Cr Craig Hoyer**

**THAT Council accept the amendments to the Conditions of Use Agreement for the Nullagine Variety Club Bus as presented.**

**CARRIED UNANIMOUSLY**

**Council noted the licence requirement to drive the bus is a LR not a MR for the Shire of East Pilbara, Nullagine Variety Club Bus conditions of Use Agreement 2018-2019.**

***To be actioned by Mr Pip Parsonson, Manager Community Wellbeing.***

**Appendix 1**  
**9.2.6 Nullagine Bus – Approval of operating  
procedures December 2008**

DECEMBER 2008

Page 1 of 5

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Minute - Single Item

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**DATE :** 05-12-2008  
**ITEM NUMBER :** 9.2.6  
**SUBJECT :** NULLAGINE CHILDREN'S BUS - APPROVAL OF OPERATING PROCEDURES  
**FILE REFERENCE :** REC 7.3  
**LOCATINO/ADDRESS :** N/A  
**NAME OF APPLICANT:** N/A  
**AUTHOR NAME AND POSITION:** Ross Theedom  
Director Community Engagement  
**DISCLOSURE OF INTEREST:** Nil

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Report Details: **9.2.6 NULLAGINE CHILDREN'S BUS - APPROVAL OF OPERATING PROCEDURES**  
**File No:** REC 7.3  
**Responsible Officer:** Ross Theedom  
Director Community Engagement  
**Author:** Ross Theedom  
Director Community Engagement  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

**Report Purpose**

To seek Council approval for the operating procedures for the Nullagine Children's Bus.

**Background**

At the February 2008 meeting, Council approved the purchase of a bus for the purpose of providing recreational and sporting opportunities for children in Nullagine. As part of Resolution 200708/184 Council determined that strict guidelines for the operation and maintenance of the Nullagine Children's bus be developed and submitted to Council for its endorsement.

**Comments/Options/Discussions**

With the Nullagine Children's bus currently being constructed, and likely to be delivered by December 2008, the operating procedures for use of the bus need to be set in place.

The attached procedures outline the manner in which the bus can be used and the maintenance and care requirements associated with its use.

The central features of the procedures are:

- Only three organisations, the Shire of East Pilbara, Police and Nullagine School are permitted to use the bus.
- Only children are permitted to be transported in the bus (with adult supervision). The only exception is in the case of a declared emergency and this declaration must come from the Police.
- Only under exceptional circumstances, and these must be approved by the Chief Executive Officer or in his absence the Director Community Engagement, can the bus travel outside the Shire boundaries.
- Any failure to observe the care provisions for the bus will result in immediate suspension of its use by that organisation.
- Maintenance and servicing of the bus is under the control of the Shire of East Pilbara.
- Secure storage of the bus must be in place before it can be taken to any location.
- Strong safety measures are outlined to ensure the protection of those being conveyed in the bus.

<http://www.lgnet.com.au/ep.nsf/543098dab868fbe34825696a0018332b/029bacf526e5...> 12/11/2012

Statutory Implications/Requirements  
Nil

Policy Implications/Plan for the Future of the District  
Policy

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Council OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 200809/120  
Resolution: MOVED: Cr Anita Grace SECONDED: Cr Shane Carter

THAT Council approve the Nullagine Children's Bus Operating Procedures as detailed below.

Vehicle Use Procedures - Nullagine Children's Bus

Appropriate Driver's Licence

Driver's will be required to have an MR class licence, with an F endorsement, to be able to drive the Nullagine children's bus.

Control of Vehicle

The vehicle will be, under the direction of the Shire of East Pilbara, managed by the Nullagine Parents and Citizens Association. The Association will at all times adhere to the vehicle use policy. Failure to comply will result in the bus being returned to the Shire for management.

Use of Vehicle

The vehicle can only be used by the following organisations, for the following purposes:

- Nullagine School - For excursions and educational, recreational and sporting activities in the towns of Newman and Marble Bar.
- Police - For children's excursions to Newman and Marble Bar for sport and recreational activities.
- Shire - For children's excursions to Newman and Marble Bar for sport and recreational activities

The vehicle can not be used for any other purpose, with the exception of emergency situations which are detailed in following sections.

The vehicle is not permitted outside the Shire of East Pilbara unless prior approval is given or it is an approved emergency operation.

Areas of Operation

The vehicle is only permitted to be used on Gazetted roads. Where the vehicle is to operate outside these areas, it must have the approval of the Shire of East Pilbara's Chief Executive Officer, or in his absence the Shire's Director Community Engagement. Approval will only be given where the trip is for an approved purpose and is to a reserve or national park or into a pastoral station where the only access is by a non-gazetted road.

Vehicle for Commuting Purposes

The vehicle is not permitted to be used for home garaging or for taking staff home. The vehicle will at all times, when not being used, be stored in the Shire of East Pilbara's Nullagine Depot, or when in Newman or Marble Bar at the Shire's depot in those locations. When in other locations, appropriate storage will be identified before the vehicle can be used to transport children to that location.

Passenger Contributions/Hire Charge

The bus is not permitted to be used for commercial purposes.



However, when hired by the Nullagine School for an excursion, it will be required to pay a fee that covers the cost of fuel and other operating costs. The fee will be set by Council and will be publicised prior to implementation.

#### Extraordinary Use

The bus can be used to transport Nullagine residents from town in the event of a recognised emergency. Use of the bus for this purpose will only be countenanced if authorised by the Nullagine Police.

In all other cases, extraordinary use will only be considered where a written request is made to the Chief Executive Officer of the Shire of East Pilbara or in his absence, the Director Community Engagement.

#### Vehicle Maintenance

The Shire of East Pilbara will undertake all maintenance on the vehicle. The maintenance will be in line with any warranties and vehicle schedules issued with the bus at the time of purchase.

Additionally, in relation to routine maintenance and cleanliness, the following procedures will be adhered to:

- Cleaning - At the completion of a trip, the user will ensure that the vehicle is cleaned inside and out prior to it being returned to the Nullagine Depot.
- Fuel - It will be the responsibility of the user to ensure that the vehicle is fully fuelled.
- Pre Use Check - Prior to issuing the bus, the user will ensure that all fuels, oils and water are at appropriate levels and that tyres and all running gear are in serviceable condition. Where a problem is identified this will be brought to the attention of Shire staff, who will ensure that it is rectified. The vehicle is not to leave the depot until all checks are completed. A vehicle checking form will be developed and this will need to be completed and signed prior to the vehicle leaving the depot.
- Servicing - The Shire will ensure that servicing is carried out as per the manual, and by an authorised dealer, and will control all aspects of the maintenance and servicing of the vehicle.

A checklist will be held in the bus to ensure that those using it know exactly what is expected.

In the event that an organisation using the vehicle fails to comply with these requirements, future use of the vehicle will be withheld, until such time as the organisation can satisfy the Shire of East Pilbara that it will abide by the established maintenance procedures. A second failure will result in a permanent ban on the use of the vehicle.

#### Emergency Breakdown

In the case of a breakdown, the driver is to contact the Nullagine Depot, or failing that, the Shire's Head Office to advise Council of the situation. Under no circumstances is the driver to leave the vehicle or the children.

The driver is to advise the contacted person about the problem and the condition of the vehicle.

Where an emergency occurs, the contacted person will notify all personnel required to arrange for the recovery of the vehicle and all passengers.

The driver is to advise the contacted person when they and the passengers have been brought to a safe location.

#### Emergency Contacts

The vehicle must have emergency contact information for the following people in

the vehicle at all times:

- Hospital and Medical Services (including Local Doctors)
- Police (Nullagine and destination station)
- Fire and Emergency Services.
- Shire of East Pilbara Nullagine Depot and Head Office
- Vehicle servicing and manufacturer.

An after hours contact list will be held in the bus for emergencies. It will be the responsibility of the Nullagine Parents and Citizens to ensure that the list is kept up to date.

#### Log Books

A log book, with details of date and time of use, mileage and destination will be maintained at all times. It will be the responsibility of the user to complete the log book at the commencement and completion of each trip.

#### Fuel

Fuel will be obtained from the Nullagine Depot in all instances. When in Marble Bar or Newman, the designated driver will be advised where to purchase or pick up fuel.

When obtaining fuel, sufficient details must be provided at the collection point to ensure that the fuel can be billed to the Shire, funded programme or user's organisation.

At the completion of each trip, the vehicle should be returned to the Depot with a full tank of fuel.

#### Smoking

No smoking will be permitted on the vehicle.

#### Accident Policy

Any Shire of East Pilbara staff or drivers who are involved in a vehicle accident in the Nullagine Children's Bus while driving on approved business should follow the procedures outlined below:

- Stop at once.
- As much as possible, ensure that the vehicle is not posing a further traffic hazard.
- Ascertain the extent of damage to the vehicle and any risk posed to passengers, other people and property within the vicinity of the accident. Where a danger is perceived move, if possible, all passengers, witnesses and bystanders to a safe place.
- At all times, ensure that the bus and property on board are monitored (from a safe distance).
- Offer comfort to anyone who might be injured.
- Call the Police, if required and an Ambulance in the case of injury to self or passengers.
- Get the names and addresses of all witnesses to the accident.
- Report the accident to the Shire of East Pilbara' head office as soon after the accident as possible.

If another vehicle is involved make sure you obtain and keep a record of the following information;

- The owner's name, address and telephone number.
- The driver's name, address and telephone number or other identification.
- The name of the owner's insurance company.
- The make, type and registration number of the car.
- Identify yourself to the other driver, together with your name, address and

registration number.

If the police attend, make sure you:

- Provide the police with all relevant information about yourself and the other driver.
- Obtain and keep a record of the attending police officer's name, rank, number and station.

Try to recall and commit to memory (or write down) the details of the accident while they are still fresh in your mind.

Do not discuss the accident with anyone other than the police or the agency.

If personal injury or serious property damage is involved:

- Phone the Chief Executive Officer (or Director Community Engagement in his absence) and have them organise to notify the insurance company.
- Complete an Accident Report Form and give it to the Chief Executive Officer as soon as possible after the accident.
- Where passengers or the driver are injured, but not seriously enough to be taken to hospital by ambulance, have them attend a Doctor, Medical Service or Hospital as soon as possible after the accident.

CARRIED

RECORD OF VOTE: 10 - 0

To be actioned by Dr Ross Theedom, Director Community Engagement

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Attachments - No Attachments

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Return to [Minutes Library Index](#)

**Appendix 2**  
**9.2.3 Council Minutes April 2013**



SHIRE OF EAST PILBARA  
ORDINARY COUNCIL MEETING MINUTES

19 APRIL, 2013

9.2.3 NULLAGINE VARIETY CLUB BUS – CONDITIONS OF USE AGREEMENT.

**File Ref:** REC-7-3  
**Attachments:** [Conditions of Use Nullagine Variety Club Bus March 2013SW doc](#)  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Sharon Walsh  
Manager Community Wellbeing  
**Location/Address:** Nullagine  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

11:30 AM Meeting adjourned.

1:05 PM Meeting resumed, All Councillors and staff returned to Chambers.

**REPORT PURPOSE**

To seek Council approval to replace the current specific Operating Procedures of the Nullagine Variety Clubs Bus to a general Conditions of Use Agreement.

**BACKGROUND**

In February 2008, Council approved the purchase of a bus for the purpose of providing transportation to recreational and sporting events for the children living in Nullagine. As part of the Resolution 200708/187, Council determined that specific operational guidelines needed to be developed, allowing the use of this Council owned asset by specific organisations.

**COMMENTS/OPTIONS/DISCUSSIONS**

These operational guidelines have now become unsuitable as they only allow two external organisations to use bus, the Police and the Nullagine School. The introduction of a generic Conditions of Use Agreement will give the Chief Executive Officer the authority to approve suitable new users, without having to seek Council approval every time a new organisation requests the use of the vehicle.

A summary of the proposed changes of the Operational Guidelines to a generic Conditions of Use Agreement are as followed:

1. Update of the required licence required by any driver of the vehicle;
2. Deletion of all references of the 'control' of the vehicle to listing specific responsibilities of the Owner (Shire) and an approved User;
3. Inclusion of the Chief Executive Officer to approve any new user; and
4. Inclusion of the Chief Executive Officer to approve locations of where the vehicle can be driven to by all approved users.

The current Nullagine Children's Bus Operating Procedures are detailed below:

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

**19 APRIL, 2013**

---

Vehicle Use Procedures – Nullagine Children's Bus

Appropriate Driver's Licence

Driver's will be required to have an MR class licence, with an F endorsement, to be able to drive the Nullagine children's bus.

Control of Vehicle

The vehicle will be, under the direction of the Shire of East Pilbara, managed by the Nullagine Parents and Citizens Association. The Association will at all times adhere to the vehicle use policy. Failure to comply will result in the bus being returned to the Shire for management.

Use of Vehicle

The vehicle can only be used by the following organisations, for the following purposes:

- Nullagine School – For excursions and educational, recreational and sporting activities in the towns of Newman and Marble Bar.
- Police – For children's excursions to Newman and Marble Bar for sport and recreational activities.
- Shire - For children's excursions to Newman and Marble Bar for sport and recreational activities

The vehicle cannot be used for any other purpose, with the exception of emergency situations which are detailed in following sections.

The vehicle is not permitted outside the Shire of East Pilbara unless prior approval is given or it is an approved emergency operation.

Areas of Operation

The vehicle is only permitted to be used on Gazetted roads. Where the vehicle is to operate outside these areas, it must have the approval of the Shire of East Pilbara's Chief Executive Officer, or in his absence the Shire's Director Community Engagement. Approval will only be given where the trip is for an approved purpose and is to a reserve or national park or into a pastoral station where the only access is by a non-gazetted road.

Vehicle for Commuting Purposes

The vehicle is not permitted to be used for home garaging or for taking staff home. The vehicle will at all times, when not being used, be stored in the Shire of East Pilbara's Nullagine Depot, or when in Newman or Marble Bar at the Shire's depot in those locations. When in other locations, appropriate storage will be identified before the vehicle can be used to transport children to that location.

Passenger Contributions/Hire Charge

The bus is not permitted to be used for commercial purposes.

However, when hired by the Nullagine School for an excursion, it will be required to pay a fee that covers the cost of fuel and other operating costs. The fee will be set by Council and will be publicised prior to implementation.

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

**19 APRIL, 2013**

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Extraordinary Use

The bus can be used to transport Nullagine residents from town in the event of a recognised emergency. Use of the bus for this purpose will only be countenanced if authorised by the Nullagine Police.

In all other cases, extraordinary use will only be considered where a written request is made to the Chief Executive Officer of the Shire of East Pilbara or in his absence, the Director Community Engagement.

Vehicle Maintenance

The Shire of East Pilbara will undertake all maintenance on the vehicle. The maintenance will be in line with any warranties and vehicle schedules issued with the bus at the time of purchase.

Additionally, in relation to routine maintenance and cleanliness, the following procedures will be adhered to:

- Cleaning – At the completion of a trip, the user will ensure that the vehicle is cleaned inside and out prior to it being returned to the Nullagine Depot.
- Fuel - It will be the responsibility of the user to ensure that the vehicle is fully fuelled.
- Pre Use Check - Prior to issuing the bus, the user will ensure that all fuels, oils and water are at appropriate levels and that tyres and all running gear are in serviceable condition. Where a problem is identified this will be brought to the attention of Shire staff, who will ensure that it is rectified. The vehicle is not to leave the depot until all checks are completed. A vehicle checking form will be developed and this will need to be completed and signed prior to the vehicle leaving the depot.
- Servicing – The Shire will ensure that servicing is carried out as per the manual, and by an authorised dealer, and will control all aspects of the maintenance and servicing of the vehicle.

A checklist will be held in the bus to ensure that those using it know exactly what is expected.

In the event that an organisation using the vehicle fails to comply with these requirements, future use of the vehicle will be withheld, until such time as the organisation can satisfy the Shire of East Pilbara that it will abide by the established maintenance procedures. A second failure will result in a permanent ban on the use of the vehicle.

Emergency Breakdown

In the case of a breakdown, the driver is to contact the Nullagine Depot, or failing that, the Shire's Head Office to advise Council of the situation. Under no circumstances is the driver to leave the vehicle or the children.

The driver is to advise the contacted person about the problem and the condition of the vehicle.

Where an emergency occurs, the contacted person will notify all personnel required to arrange for the recovery of the vehicle and all passengers.

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

**19 APRIL, 2013**

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The driver is to advise the contacted person when they and the passengers have been brought to a safe location.

Emergency Contacts

The vehicle must have emergency contact information for the following people in the vehicle at all times:

- Hospital and Medical Services (including Local Doctors)
- Police (Nullagine and destination station)
- Fire and Emergency Services.
- Shire of East Pilbara Nullagine Depot and Head Office
- Vehicle servicing and manufacturer.

An after hours contact list will be held in the bus for emergencies. It will be the responsibility of the Nullagine Parents and Citizens to ensure that the list is kept up to date.

Log Books

A log book, with details of date and time of use, mileage and destination will be maintained at all times. It will be the responsibility of the user to complete the log book at the commencement and completion of each trip.

Fuel

Fuel will be obtained from the Nullagine Depot in all instances. When in Marble Bar or Newman, the designated driver will be advised where to purchase or pick up fuel.

When obtaining fuel, sufficient details must be provided at the collection point to ensure that the fuel can be billed to the Shire, funded programme or user's organisation.

At the completion of each trip, the vehicle should be returned to the Depot with a full tank of fuel.

Smoking

No smoking will be permitted on the vehicle.

Accident Policy

Any Shire of East Pilbara staff or drivers who are involved in a vehicle accident in the Nullagine Children's Bus while driving on approved business should follow the procedures outlined below:

- Stop at once.
- As much as possible, ensure that the vehicle is not posing a further traffic hazard.
- Ascertain the extent of damage to the vehicle and any risk posed to passengers, other people and property within the vicinity of the accident. Where a danger is perceived move, if possible, all passengers, witnesses and bystanders to a safe place.
- At all times, ensure that the bus and property on board are monitored (from a safe distance).
- Offer comfort to anyone who might be injured.



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

**19 APRIL, 2013**

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- Call the Police, if required and an Ambulance in the case of injury to self or passengers.
- Get the names and addresses of all witnesses to the accident.
- Report the accident to the Shire of East Pilbara' head office as soon after the accident as possible.

If another vehicle is involved make sure you obtain and keep a record of the following information;

- The owner's name, address and telephone number.
- The driver's name, address and telephone number or other identification.
- The name of the owner's insurance company.
- The make, type and registration number of the car.
- Identify yourself to the other driver, together with your name, address and registration number.

If the police attend, make sure you:

- Provide the police with all relevant information about yourself and the other driver.
- Obtain and keep a record of the attending police officer's name, rank, number and station.

Try to recall and commit to memory (or write down) the details of the accident while they are still fresh in your mind.

Do not discuss the accident with anyone other than the police or the agency.

If personal injury or serious property damage is involved:

- Phone the Chief Executive Officer (or Director Community Engagement in his absence) and have them organise to notify the insurance company.
- Complete an Accident Report Form and give it to the Chief Executive Officer as soon as possible after the accident.
- Where passengers or the driver are injured, but not seriously enough to be taken to hospital by ambulance, have them attend a Doctor, Medical Service or Hospital as soon as possible after the accident.

When these procedures were developed some 5 year ago, the Nullagine P& C were the one and only regular user of the bus. In more recent times, RPM, a school holiday programme service provider employed by the Martu Trust have regularly requested the use of the bus to assist in the delivery of this programme.

An update of the Vehicle Use Procedures to a Conditions of Use agreement is now required to better reflect the responsibilities of not only the Shire, but also that of any new or existing user.

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

**19 APRIL, 2013**

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**STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

**POLICY IMPLICATIONS**

**6.3 YOUTH PLANNING COMMUNITY FACILITIES AND YOUTH  
RECREATION PROGRAMS**

**Minute No: Item 9.1.3**

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

---

**Policy**

The Shire of East Pilbara recognises that young people between 12 and 18 years of age have specific recreational needs. These include:

- the need for space to meet with friends;
- the need for flexible programs which respond to changing trends;
- the need for unstructured activities;
- the need for low cost activities;
- the need for “healthy” alternatives to unemployment, boredom, vandalism, loitering, substance abuse and criminal behaviour; and
- the need for opportunities for personal development.

The Shire of East Pilbara takes all these needs into consideration when planning community facilities and youth recreation programs.

**PLAN FOR FUTURE OF THE DISTRICT**

**Goal 2 – Community Enrichment**

To enrich our cultural, social and recreational lifestyles

2.1 Young People/Youth (8 to 18 or 25)

2.2 Children (Less than 8)

2.2.1 Work with service providers to identify programs, activities and facilities that could be of benefit.  
Continuing role  
How funded – Municipal Funds  
Responsible Directorate – Community Engagement

**FINANCIAL IMPLICATIONS**

No financial resource impact.

**VOTING REQUIREMENTS**

Simple

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SHIRE OF EAST PILBARA  
ORDINARY COUNCIL MEETING MINUTES

19 APRIL, 2013

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OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201213/339

MOVED: Cr Stephen Kiernan

SECONDED: Cr Dean Hatwell

THAT Council adopt the Conditions of Use Agreement for all existing and new users of the Nullagine Variety Club Bus as stated below:

CARRIED  
RECORD OF VOTE: 8 - 0

*To be actioned by Ms Sharon Walsh, Manager Community Wellbeing.*

**Appendix 3**  
**9.2.3 Conditions of Use Nullagine Variety Club**  
**Bus Adopted April 2013**





# Shire of East Pilbara

## Conditions for Use of the Nullagine Variety Club Bus March 2013

Shire of East Pilbara  
PMB 22  
NEWMAN WA 6753  
ABN 47 854 334 350

Page i

**Nullagine Variety Club Bus**

**TABLE OF CONTENTS**

<b>1</b>	<b>VEHICLE DETAILS .....</b>	<b>1</b>
1.1	Location Details .....	1
<b>2</b>	<b>PURPOSE.....</b>	<b>1</b>
2.1	Vehicle Usage .....	1
2.1.2	Areas of Operation.....	1
2.1.3	Extraordinary Use.....	2
2.2	Nullagine P&C.....	2
2.3	Unauthorised Usage.....	2
<b>3</b>	<b>TERM OF AGREEMENT.....</b>	<b>2</b>
3.1	Nullagine P&C.....	2
3.1.1	Log Book.....	2
3.1.2	Emergency Breakdown.....	3
3.1.3	Emergency Contacts.....	3
3.1.4	Smoking.....	3
<b>4</b>	<b>FEES AND CHARGES .....</b>	<b>3</b>
4.1	Passenger Contributions/Hire Charge.....	3
4.2	User's Responsibilities.....	3
<b>5</b>	<b>MAINTENANCE.....</b>	<b>4</b>
5.1	Cleaning, Maintenance and Repair .....	4
5.1.1	Conditions .....	4
5.1.2	Reporting of Maintenance.....	4
5.1.3	External Maintenance .....	4
5.1.4	Vandalism .....	4
<b>6</b>	<b>USER'S RESPONSIBILITIES.....</b>	<b>5</b>
6.1	Type of Licence required by driver .....	5
6.2	WWCC.....	5
6.3	Accident Policy/ Reporting of an accident .....	5
<b>7</b>	<b>COUNCIL'S RESPONSIBILTIES.....</b>	<b>6</b>
7.1	Registration .....	6
7.2	Servicing .....	6
7.3	Maintenance .....	6
7.4	Fuel .....	7
<b>8</b>	<b>DEFAULT .....</b>	<b>7</b>
8.1	Default.....	7
8.2	Defunct.....	7
<b>9</b>	<b>ACCEPTING CONDITIONS.....</b>	<b>8</b>
<b>10</b>	<b>CONTACT DETAILS.....</b>	<b>9</b>

## 1 VEHICLE DETAILS

### 1.1 Location Details

The vehicle is located at the Shire of East Pilbara Nullagine Depot, Gallop Road, NULLAGINE, WA 6758.

## 2 PURPOSE

### 2.1 Vehicle Usage

This vehicle was purchased to provide transportation of the Nullagine children and youth within the Shire of East Pilbara.

The vehicle can only be used by appropriate licensed staff from the following organisations, for the purposes of recreational, educational and cultural pursuits for the betterment of the youth of Nullagine.

Department of Education  
WA Police Department  
Shire of East Pilbara  
RPM

The vehicle cannot be used for any other purpose, with the exception of emergency situations which are detailed in following sections.

The vehicle is not permitted outside the Shire of East Pilbara municipality unless prior approval is given or it is an approved emergency operation.

#### 2.1.2 Areas of Operation

**The vehicle is only permitted to be used on gazetted roads.**

Where the vehicle is operated outside these areas, it must have the approval of the Shire of East Pilbara's Chief Executive Officer. Approval will only be given where the trip is for an approved purpose and is to a Reserve or National Park or into a pastoral station where the only access is by a non-gazetted road.

**The vehicle can be driven to the following locations upon application:**

- Cape Keraudren
- Running Waters (via Skulls Springs Road)
- Shaw River
- Coongan River
- Pardoo
- Locations within a 15kms radius of Nullagine, and
- East Pilbara Aboriginal communities upon individual application

**2.1.3 Extraordinary Use**

The bus can be used to transport Nullagine residents from town in the event of a recognised emergency. Use of the bus for this purpose will only be countenanced if authorised by the Nullagine Police.

In all other cases, extraordinary use will only be considered where a written request is made to the Chief Executive Officer.

**2.2 Nullagine P&C**

This User has no exclusive usage of the vehicle.

Upon bookings being received by the Manager Technical Service Nullagine, and subsequent approval from the Chief Executive Officer, an inspection will be conducted prior to, and on the conclusion, of each booking, by Shire staff and of those Nullagine P & C members whom are driving the vehicle.

Users are requested to give as much notice as practicable, preferably 7 days, when requesting usage.

The vehicle must be left in a clean and tidy manner, with rubbish removed from the vehicle upon completion of usage.

**2.3 Unauthorised Usage**

The vehicle is not permitted to be used for home garaging or for taking staff home. It is not to be used for hunting and gathering purposes and cannot carry bush tucker. The vehicle will at all times, when not in use, be stored in the Shire of East Pilbara's Nullagine Depot, or when in Newman or Marble Bar at the Shire Depot's at those locations. When in other locations, appropriate storage will be identified before the vehicle can be used to transport children to that location.

**3 TERM OF AGREEMENT**

**3.1 Nullagine P&C**

The commencement of the Nullagine P&C to use the vehicle will commence on the 18<sup>th</sup> March 2013 until 18<sup>th</sup> March 2014.

**3.1.1 Log Book**

A log book, with details of date and time of use, mileage and destination will be maintained at all times. It will be the responsibility of the user to complete the log book at the commencement and completion of each trip.

**3.1.2 Emergency Breakdown**

In the case of a breakdown, the driver is to contact the Nullagine Depot, or failing that, the Shire's Administration Office in Newman during working hours or the On-Call Duty Ranger after hours, to advise of the situation. Under no circumstances is the driver to leave the vehicle or the children it is carrying.

The driver is to advise the contacted person about the problem and the condition of the vehicle.

Where an emergency occurs, the contacted person will notify all personnel required to arrange for the recovery of the vehicle and all passengers.

The driver is to advise the contacted person when they and the passengers have been brought to a safe location.

**3.1.3 Emergency Contacts**

The vehicle must have emergency contact information for the following people in the vehicle at all times:

Hospital and Medical Services (including Local Doctors)  
Police (Nullagine and destination station)  
Fire and Emergency Services.  
Shire of East Pilbara Nullagine Depot and Head Office  
Vehicle servicing and manufacturer.

An after hours contact list will be held in the bus for emergencies. It will be the responsibility of the Shire of East Pilbara to ensure that the list is kept up to date.

**3.1.4 Smoking**

Smoking will not be permitted in the vehicle.

**4 FEES AND CHARGES**

**4.1 Passenger Contributions/Hire Charge**

The bus is not permitted to be used for commercial purposes. However, when hired by a user, the user will be required to pay a fee that covers the cost of fuel and any other stipulated operating costs. These fees will be set by Council and will be publicised prior to implementation.

**4.2 User's Responsibilities**

The User is responsible for general cleanliness of the vehicle.

The User is responsible for any expenses incurred while hiring the vehicle such as .

- Parking Fees

- Towing Fees

## **5 MAINTENANCE**

### **5.1 Cleaning, Maintenance and Repair**

#### **5.1.1 Conditions**

At the completion of a trip, the User will ensure that the vehicle is cleaned inside and out prior to it being returned to the Nullagine Depot. When exiting the vehicle please make sure all lights and air-conditioning switches are turned off.

Pre Use Check - Prior to accepting the bus for use, the User will ensure that all fuels, oils and water are at appropriate levels and that tyres and all running gear are in a serviceable condition. Where a problem is identified, this will be brought to the attention of Shire staff, who will ensure that it is rectified. The vehicle is not to leave the Depot until all checks are completed. The vehicle prestart checking sheet will be issued to each User and this will need to be completed and signed prior to the vehicle leaving the depot by each User.

In the event that an organisation using the vehicle fails to comply with these requirements, future use of the vehicle will be withheld, until such time as the organisation can satisfy the Shire of East Pilbara that it will abide by the established maintenance procedures. A second failure to comply with these requirements, will result in a permanent refusal to use of the vehicle.

#### **5.1.2 Reporting of Maintenance**

All Maintenance issues are to be reported to Harvey Hamersley Manager Technical Services Nullagine on 91762034 or 0428 541 756.

#### **5.1.3 External Maintenance**

The User is responsible to report any external maintenance to Harvey Hamersley Manager Technical Services Nullagine on 91762034 or 0428 541 756.

#### **5.1.4 Vandalism**

The User agrees to immediately report to the Council any acts of vandalism or any incident which occurs on or adjacent to the vehicle which is likely to involve a breach of peace or become the subject of a report to the police. If this occurs outside business hours, the User agrees to report the incidence directly to the Newman Police and provide Council with the Police Report Number plus any other relevant evidence such as photographs in the event of an insurance claim.

## **6 USER'S RESPONSIBILITIES**

### **6.1 Type of Licence required by driver**

All drivers are required to have a valid MR class licence, with an F extension, to be able to drive this vehicle.

### **6.2 WWCC**

Users are to make sure that all appointed drivers have a current Working with Children's Check card (WWCC).

### **6.3 Accident Policy/ Reporting of an accident**

Any Shire of East Pilbara staff or any users who are involved in a vehicle accident whilst using the Nullagine Variety Club Bus, should follow the procedures outlined below:

Stop at once.

As much as possible, ensure that the vehicle is not posing a further traffic hazard.

Ascertain the extent of damage to the vehicle and any risk posed to passengers, other people and property within the vicinity of the accident.

Where a danger is perceived move, if possible, all passengers, witnesses and bystanders to a safe place.

At all times, ensure that the bus and property on board are monitored (from a safe distance).

Offer comfort to anyone who might be injured.

Call the Police, if required and an Ambulance in the case of injury to self or passengers.

Get the names and addresses of all witnesses to the accident.

Report the accident to the Shire of East Pilbara's On-Call Duty Ranger as soon as possible after the accident.

If another vehicle is involved make sure you obtain and keep a record of the following information:

The owner's name, address and telephone number.

The driver's name, address and telephone number or other identification.

The name of the owner's insurance company.

The make, type and registration number of the car.

Identify yourself to the other driver, together with your name, address and registration number.

If the police attend, make sure you:

Provide the police with all relevant information about yourself and the other driver.

Obtain and keep a record of the attending police officer's name, rank, number and station.

Try to recall and commit to memory (or write down) the details of the accident while they are still fresh in your mind.

Do not discuss the accident with anyone other than the police or the agency.

If personal injury or serious property damage is involved:

Phone the Shire of East Pilbara's On-Call Duty Ranger and have them organise to notify the insurance company.

Complete an Accident Report Form and give it to the Shire of East Pilbara's Harvey Hamersley Manager Technical Services Nullagine as soon as possible after the accident.

Where passengers or the driver are injured, but not seriously enough to be taken to hospital by ambulance, have them attend a Doctor, Medical Service or Hospital as soon as possible after the accident.

## **7 COUNCIL'S RESPONSIBILITIES**

### **7.1 Registration**

The Council will be responsible for the expense of registering the vehicle and ensuring this registration is up to date and valid at all times.

### **7.2 Servicing**

The Shire will ensure vehicle servicing is carried out as per the manufactures manual, and by an authorised dealer, and will incur any reasonable costs associated with the servicing of the vehicle.

### **7.3 Maintenance**

The Shire of East Pilbara will undertake all maintenance required on the vehicle. The maintenance will be in line with any warranties and vehicle schedules issued with the bus at the time of purchase.



**7.4 Fuel**

Fuel will be provided to the Users from the Nullagine Depot in all instances. When in Marble Bar or Newman, the designated driver will be advised where to purchase or pick up fuel.

When obtaining fuel, sufficient details must be provided at the collection point to ensure that the fuel can be billed to the Shire or the User.

At the completion of each trip, the vehicle should be returned to the Depot with a full tank of fuel.

**8 DEFAULT**

**8.1 Default**

If the Council believes the User is consistently not abiding by the conditions of use as listed here within, the Council has the right to ask the User to discontinue use of the vehicle immediately.

All general issues in breach of these conditions will result in the following process:

- Verbal warning
- Notice of breach
- Termination

Depending on the severity of default, management may issue an immediate termination.

**8.2 Defunct**

If your organisation becomes defunct or not able to function please contact the Shire of East Pilbara immediately.

## 9 ACCEPTING CONDITIONS

Accept the Condition of usage for the Nullagine Variety Club Bus

- ☐ I acknowledge that I am authorised to make sign this from on behalf of the Nullagine P&C.
- ☐ I acknowledge that Nullagine P&C accept the conditions of use as stated within this form.
- ☐ I acknowledge that the Nullagine P&C may be required to supply further information prior to consideration of this application by the SOEP.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Contact Number

~~~~~  
Shire of East Pilbara Staff:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title

## 10 CONTACT DETAILS

Shire of East Pilbara  
PMB 22  
NEWMAN WA 6753

PHONE 08 9175 8000  
FAX 08 9175 2668  
EMAIL [admin@eastpilbara.wa.gov.au](mailto:admin@eastpilbara.wa.gov.au)

|             |
|-------------|
| OPERATIONAL |
|-------------|

Manager Technical Service Nullagine – Harvey Hamersley

Depot: 91762033  
Mobile: 0428 541 756

IN THE EVENT OF EMERGENCY  
PH: 08 9715 8000 AND DIRECT YOUR CALL TO THE RANGER SERVICES.

## **Appendix 4**

### **Nullagine Bus Casual User Agreement 2018-19**

# Shire of East Pilbara

## Nullagine Variety Club Bus

### Conditions of Use Agreement 2018-2019

Shire of East Pilbara  
PMB 22  
NEWMAN WA 6753  
ABN 47 854 334 350  
Phone: 9175 8000



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



**TABLE OF CONTENTS**

|          |                                             |          |
|----------|---------------------------------------------|----------|
| <b>1</b> | <b>VEHICLE DETAILS</b>                      | <b>3</b> |
| 1.1      | Location Details                            | 3        |
| <b>2</b> | <b>GENERAL PURPOSE AND LIMITATIONS</b>      | <b>3</b> |
| 2.1      | Vehicle Usage                               | 3        |
| 2.2      | Areas and Times of Operation of the Vehicle | 3        |
| 2.3      | Unauthorised Use                            | 4        |
| 2.4      | Approved Term of Use                        | 4        |
| <b>3</b> | <b>EMERGENCIES</b>                          | <b>4</b> |
| 3.1      | Emergency Breakdown                         | 4        |
| 3.2      | Emergency Contacts                          | 4        |
| <b>4</b> | <b>SAFETY</b>                               | <b>4</b> |
| 4.1      | Night Time Driving                          | 4        |
| 4.2      | Water                                       | 4        |
| 4.3      | Satellite Phone                             | 5        |
| 4.4      | Smoking                                     | 5        |
| 4.5      | Fatigue Management                          | 5        |
| 4.6      | Journey Management Plan                     | 5        |
| <b>5</b> | <b>FEES, CHARGES AND COSTS</b>              | <b>5</b> |
| 5.1      | Passenger Contributions/Hire Charge         | 5        |
| <b>6</b> | <b>USER'S RESPONSIBILITIES</b>              | <b>5</b> |
| 6.1      | Cleaning                                    | 5        |
| 6.2      | Road rules                                  | 5        |
| 6.3      | Pre-start check, Maintenance and Care       | 5        |
| 6.4      | Reporting                                   | 6        |
| 6.5      | Vandalism                                   | 6        |
| 6.6      | Type of Licence required by driver          | 6        |
| 6.7      | Working with Children Check Card            | 6        |
| 6.8      | Accident Policy/Reporting of an Accident    | 6        |
| <b>7</b> | <b>COUNCIL'S RESPONSIBILITIES</b>           | <b>7</b> |
| 7.1      | Registration                                | 7        |
| 7.2      | Servicing                                   | 7        |
| 7.3      | Maintenance                                 | 7        |
| 7.4      | Fuel                                        | 7        |
| <b>8</b> | <b>DEFAULT</b>                              | <b>8</b> |
| 8.1      | Default                                     | 8        |
| <b>9</b> | <b>CONTACT DETAILS</b>                      | <b>8</b> |

## **1 VEHICLE DETAILS**

### **1.1 Location Details**

The Nullagine Variety Club Bus ("the vehicle") is located at the Shire of East Pilbara Nullagine Depot, Gallop Road, NULLAGINE, WA 6758.

## **2 GENERAL PURPOSE AND LIMITATIONS**

### **2.1 Vehicle Usage**

This vehicle was purchased to provide transportation of the Nullagine children and youth within the Shire of East Pilbara.

The vehicle can generally only be used by appropriate licensed staff from the following organisations, for the purposes of recreational, educational and cultural pursuits for the betterment of the youth of Nullagine.

- Department of Education
- WA Police Department
- Shire of East Pilbara

The vehicle can also be used in the following circumstances,

- In an emergency situation as declared and coordinated by the Nullagine Police.
- By other groups and organisations when an application using the approved booking form is received and approved by the Chief Executive Officer

The vehicle is not permitted outside the Shire of East Pilbara municipality unless prior approval is given by the Chief Executive Officer or it is an approved emergency operation.

### **2.2 Areas and Times of Operation of the Vehicle**

Before approval is granted to use the vehicle, the User must supply details of all their intended destinations and all routes and times of travel.

The Shire will grant approval to the User on the basis of a positive assessment on the general quality of the roads to be used and the prevailing road and weather conditions at the time of travel as well as emergency management capabilities as determined by Shire of East Pilbara Officers at the time of collection of the vehicle.

A log book, with details of date and time of use, mileage and destination will be maintained at all times while in use. It will be the responsibility of the User to complete the log book at the commencement and completion of each trip.

It is a strict condition of use of the vehicle that Users agree to NOT drive the vehicle after sunset on East Pilbara roads. (Exceptions exist within the town limits of Nullagine, Newman and Marble Bar).

The Shire of East Pilbara reserves the right to refuse permission for the vehicle to be used for reasons that might include safety, road conditions, vehicle condition, ineligible use or prior breaches of the User Agreement

### **2.3 Unauthorised Use**

The vehicle is not permitted to be used for home garaging or for any form of personal use. The vehicle is not to be used for hunting and gathering purposes and cannot carry bush tucker.

The vehicle will at all times, when not in use, be stored in the Shire of East Pilbara's Nullagine Depot, or when in Newman or Marble Bar at the Shire Depot's at those locations. When in other locations, appropriate garaging will be identified as part of the application process.

### **2.4 Approved Term of Use**

Approval may be granted for a defined term, a scheduled series of uses over a period of time or for one-off activities.

## **3 EMERGENCIES**

### **3.1 Emergency Breakdown**

In the case of a breakdown, the driver is to contact the Nullagine Depot, or failing that, the Shire's Administration Office in Newman during working hours or the On-Call Duty Ranger after hours, to advise of the situation.

The driver is to advise the contacted person about the problem and the condition of the vehicle.

Where an emergency occurs, the contacted person will notify all personnel required to arrange for the recovery of the vehicle and all passengers.

The driver is to advise the contacted person when they and the passengers have been brought to a safe location.

Under no circumstances is the driver to leave the vehicle or the children or young people it is carrying.

### **3.2 Emergency Contacts**

The vehicle must have emergency contact information for the following emergency services in the vehicle at all times:

- Hospital and Medical Services within the Shire of East Pilbara
- Police (Nullagine and destination station)
- Fire and Emergency Services.
- Shire of East Pilbara Nullagine Depot and Head Office
- Vehicle servicing and manufacturer details
- An after-hours contact list will be held in the vehicle for emergencies. It will be the responsibility of the Shire of East Pilbara to ensure that the list is kept up to date.

## **4 SAFETY**

### **4.1 Night Time Driving**

As stated in 2.3 above driving outside of township limits after sunset, and before sunrise, in the East Pilbara is strictly forbidden due to the danger posed by stock straying onto roads.

### **4.2 Water**

Vehicle Users are strongly encouraged to carry sufficient water to cater to all passengers in the event of a breakdown or emergency that may lead to prolonged periods of time waiting for assistance in a remote location and possibly in heatwave conditions.



**4.3 Satellite Phone**

Vehicle Users are strongly encouraged to carry a Satellite Phone at all times.

**4.4 Smoking**

Smoking is not permitted in the vehicle at any time

**4.5 Fatigue Management**

If planned trip exceeds two hours driving Vehicle Users are strongly encouraged to take adequate breaks and/or change of driver (with valid MR license class)

**4.6 Journey Management Plan**

Vehicle Users are strongly encouraged to register their journey with a responsible person i.e. police, with check in points including safe arrival notification

**5 FEES, CHARGES AND COSTS**

**5.1 Passenger Contributions/Hire Charge**

The Shire of East Pilbara does not charge a hire fee for the use of the vehicle for approved purposes.

The vehicle is not permitted to be used by the User for commercial purposes at any time.

The User is responsible for all fuel costs. The fuel tank will be filled at the completion of the trip at the User's expense.

Any charges such as parking fees, towing fees or traffic infringements are the responsibility of, and must be paid for by, the User.

**6 USER'S RESPONSIBILITIES**

**6.1 Cleaning**

The User is responsible for ensuring the vehicle is left clean and tidy after each use.

**6.2 Road rules**

The User is responsible for driving within the rules and regulations of the Western Australian Road Traffic Act. Failure to comply may result in the driver being liable to prosecution.

**6.3 Pre-start check, Maintenance and Care**

Prestart Check - Prior to accepting the vehicle for use, the User will ensure that all fuels, oils and water are at appropriate levels and that tyres and all running gear are in a serviceable condition. Where a problem is identified, this will be brought to the attention of Shire staff, who will ensure that it is rectified. The vehicle is not to leave the Depot until all checks are completed. The vehicle prestart checking sheet will be issued to each User and this will need to be completed and signed prior to the vehicle leaving the depot by each User.

At the completion of a trip, the User will ensure that the vehicle is cleaned inside and out prior to it being returned to the Nullagine Depot. When exiting the vehicle please make sure all lights and air-conditioning switches are turned off.

In the event that a User of the vehicle fails to comply with these requirements, future use of the vehicle may be withheld, until such time as the User can satisfy the Shire of East Pilbara that they

will abide by the established maintenance and care procedures. A second failure to comply with these requirements may result in a permanent refusal to access the vehicle.

#### **6.4 Reporting**

All maintenance/operating issues are to be reported to Shire Depot staff, Nullagine in the first instance on 9176 2033. If that is not possible the report should go to the Manager Community Wellbeing on 9175 8000

#### **6.5 Vandalism**

The User agrees to immediately report to the Council any acts of vandalism or any incident which damages the vehicle. If this occurs outside business hours, the User agrees to report the incidence directly to the local Police and provide Council with the Police Report Number plus any other relevant evidence such as photographs in the event of an insurance claim.

#### **6.6 Type of Licence required by driver**

Under the terms of this casual user agreement drivers of the vehicle can be either volunteering their services or be paid for their services. Different licence requirements apply

- 6.6.1 Volunteer Drivers: All drivers must hold an appropriate and current Australian drivers licence to drive the vehicle. (In Western Australia the appropriate licence is a **MR class driver's licence**).
- 6.6.2 Paid Drivers: All drivers must hold an appropriate and current Australian drivers licence to drive the vehicle. (In Western Australia the appropriate licence is a **MR class driver's licence**). Where the vehicle is carrying more than 12 people, (including the driver, the driver must have a licence that has an F Extension. Exceptions apply if the driver is a member of the police force; the driver is driving in the course of providing a child care service under the Child Care Services Act 2007 (WA) or the driver holds a T (taxi) extension.

A valid copy of the User's driver's licence must be supplied at the time of booking the vehicle.

#### **6.7 Working with Children Check Card**

If the activity involves the carriage of children under 18 years of age unaccompanied by their parents or guardians, users are to make sure that all appointed drivers have a current Working with Children's Check Card (WWCC). A valid copy of the WWCC must be supplied at the time of booking the vehicle.

#### **6.8 Accident Policy/Reporting of an Accident**

Any User of the vehicle who is involved in a vehicle accident should follow the procedures outlined below:

- Stop as soon as practicable and safe.
- As much as possible, ensure that the vehicle is not posing a further traffic hazard.
- Ascertain any risk posed to passengers, other people and property within the vicinity of the accident.
- Where a danger is perceived move, if possible, all passengers, witnesses and bystanders to a safe place.
- At all times, ensure that the vehicle and property on board are monitored (from a safe distance).
- Offer comfort and if adequately trained, first aid, to anyone who might be injured.
- Call the Police, if required and an Ambulance in the case of injury to self or passengers.

- Document the names and addresses of all witnesses to the accident.
- Report the accident to the Shire of East Pilbara's On-Call Duty Ranger as soon as possible after the accident.

If another vehicle is involved make sure you obtain and keep a record of the following information:

- The driver's name, address and telephone number.
- The name of the owner's insurance company.
- The make, type and registration number of the car.
- Identify yourself to the other driver, together with your name, address and registration number.

If the police attend, make sure you:

- Provide the police with all relevant information about yourself and the other driver.
- Obtain and keep a record of the attending police officer's name, rank, number and station.
- Try to recall and commit to memory (or write down) the details of the accident while they are still fresh in your mind.
- Do not discuss the accident with anyone other than the police.
- Phone the Shire of East Pilbara's On-Call Duty Ranger and have them organise to notify the insurance company.
- Complete an Accident Report Form and give it to the Shire of East Pilbara's Harvey Hamersley Manager Technical Services Nullagine as soon as possible after the accident.
- Where passengers or the driver are injured, but not seriously enough to be taken to hospital by ambulance, have them attend a Doctor, Medical Service or Hospital as soon as possible after the accident.

If Police do not attend the scene of the accident, the driver of the vehicle must report the accident to the Police as soon as possible. The accident report number must then be supplied to the Manager Community Wellbeing.

## **7 COUNCIL'S RESPONSIBILITIES**

### **7.1 Registration**

The Shire of East Pilbara will be responsible for the expense of registering the vehicle and ensuring this registration is up to date and valid at all times.

### **7.2 Servicing**

The Shire of East Pilbara will ensure vehicle servicing is carried out as per the manufactures manual, and by an authorised dealer, and will incur any reasonable costs associated with the servicing of the vehicle.

### **7.3 Maintenance**

The Shire of East Pilbara will undertake all maintenance required on the vehicle. The maintenance will be in line with any warranties and vehicle schedules issued with the vehicle at the time of purchase.

### **7.4 Fuel**

Fuel will be provided to the Users from the Nullagine Depot in all instances. When in Marble Bar or Newman, the designated driver will be advised where to purchase or pick up fuel.

When obtaining fuel, sufficient details must be provided at the collection point to ensure that the fuel can be billed to the User.

At the completion of each trip, the vehicle should be returned to the Depot with a full tank of fuel.

## **8 DEFAULT**

### **8.1 Default**

If the Council believes the User is consistently not abiding by these conditions of use as listed here within, the Council has the right to ask the User to discontinue use of the vehicle immediately.

All general issues in breach of these conditions will result in the following processes:

- Verbal warning
- Notice of breach
- Termination
- Permanent refusal to access the vehicle

It should be noted that depending on the severity of any breach of conditions, the Shire of East Pilbara may issue an immediate termination.

## **9 CONTACT DETAILS**

Shire of East Pilbara  
PMB 22  
NEWMAN WA 6753  
PHONE 08 9175 8000  
FAX 08 9175 2668  
EMAIL [admin@eastpilbara.wa.gov.au](mailto:admin@eastpilbara.wa.gov.au)

Nullagine Depot: 9176 2033  
Mobile: 0428 541 756

Manager Community Wellbeing  
Office: 9175 8000  
Mobile: 0418 488 533

Duty Ranger  
0419 860 376

**9.3 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES**

**9.3.1 ENTERING INTO A LICENSE AGREEMENT WITH NORTH WEST AVIATION SERVICES AND ESTABLISHING AN AIRLINE COMMON USER CHARGE**

**Attachments:** Appendix 1 – Sample License Agreement  
**File Ref:** FAC 1-2  
**Responsible Officer:** Mr Rick Miller  
Director Technical and Development Services  
**Author:** Mr Salomon Kloppers  
Manager Development Airports  
**Proposed Meeting Date:** 24 August 2018  
**Location/Address:** N/A  
**Name of Applicant:** General  
**Author Disclosure of Interest:** Nil

**ADDENDUM ORDINARY MEETING OF COUNCIL 28 SEPTEMBER 2018**

**ADDITIONAL INFORMATION**

Subsequent to circulation of the Agenda for this meeting, officers received the final valuation report from Garmony Property Consultants. The final report is attached for Council consideration. (**Appendix 1 refers**).

Some of the valuations contained in the draft report changed in the final report. The changes can be seen as follows in Table 1:

Table 1

| Area # | Size                | Use                      | m <sup>2</sup> Rate | Total p.a.            | Rent proposed |
|--------|---------------------|--------------------------|---------------------|-----------------------|---------------|
| #13    | 117m <sup>2</sup>   | Equipment storage        | \$45 to \$50        | \$5,265 to \$5,850    | \$5,265       |
| #14    | 198m <sup>2</sup>   | Equipment storage        | \$45 to \$50        | \$8,910 to \$9,900    | \$8,910       |
| #15    | 1,404m <sup>2</sup> | Forward positioning area | \$45 to \$50        | \$63,180 to \$70,200* | Nil           |
| #16    | 891m <sup>2</sup>   | Baggage Handling Canopy  | \$70 to \$75        | \$62,370 to \$66,825  | \$62,370      |
| #17    | 41m <sup>2</sup>    | Office                   | \$450 to            | \$16,400 to           | \$16,400      |

|     |                   |                        |                |                        |           |
|-----|-------------------|------------------------|----------------|------------------------|-----------|
|     |                   |                        | \$500          | \$20,500               |           |
| #18 | 22m <sup>2</sup>  | Office                 | \$450 to \$500 | \$9,900 to \$11,000    | \$9,900   |
| #19 | 84m <sup>2</sup>  | Airline check-in desks | \$600 to \$650 | \$50,400 to \$54,600   | \$50,400  |
| #20 | 92m <sup>2</sup>  | Baggage Handling       | \$200 to \$300 | \$18,400 to \$27,600   | \$18,400  |
| #21 | 14m <sup>2</sup>  | Boarding gates         | \$300 to \$325 | \$4,200 to \$4,550     | \$4,200   |
| #23 | 409m <sup>2</sup> | Equipment storage      | \$45 to \$50   | \$18,405 to \$20,450   | \$18,405  |
|     |                   |                        |                | \$257,430 to \$291,475 | \$194,250 |

\* As this area is only used to forward stage ground service equipment, not permanently store, it is recommended that the Licensee do not pay for the space. However, by including this into the License, the Shire transfers operating risk to the Licensee for incidents in this area.

This has subsequently had an effect on the fee quantum calculation as follows:

#### Fee quantum

Using the Independent Valuer Report dated September 2018 the fee would currently be calculated as:

$$\frac{\text{Independent Valuer \$}}{\text{FYE 2018 Total Passenger Numbers}} = \text{Per Passenger Airline Common User Charge}$$

It then follows that:

$$\frac{\$194,250}{311,000} = \$0.62 \text{ per passenger excluding GST}$$

Although the charge above is a new charge, it should be remembered that it is in the place of a current “hidden” charge. Currently NWA is paying a Lease rental which will no longer be payable. The current Lease rental amount is on-charged to the airlines that refund this charge as part of the NWA ground handling service fee to NWA. In short, the current fee is included in airline tickets.

Spread across all the passengers (arriving and departing), it is unlikely that a noticeable change in airfares will be visible as the resultant per passenger charge is very small. It will also be the net of removing the current unknown fee and replacing

with the new \$0.62 per passenger.

As an approximate comparison, the above charge will have the following benchmarking result:

Table 2:

| Fee/ Charge                                          | Newman Airport                           | Port Hedland Airport             | Karratha Airport                 |
|------------------------------------------------------|------------------------------------------|----------------------------------|----------------------------------|
| Common user fee excluding GST <sup>1</sup>           | \$0.62 arriving and departing passengers | \$1.58 departing passengers only | \$5.50 departing passengers only |
| Passenger numbers FYE 2018 as per BITRE <sup>2</sup> | 311,000                                  | 439,000                          | 570,000 <sup>3</sup>             |
| <b>Total income<sup>4</sup></b>                      | <b>\$192,820<sup>5</sup></b>             | <b>\$346,810 (estimated)</b>     | <b>\$1,567,500 (estimated)</b>   |

1. Airports name these fees differently, Hedland (Common User Check-in Charge), Perth Airport (Common User Terminal Expense), Newman (Airline Common User Charge).

2. The Bureau of Infrastructure, Transport and Regional Economics (BITRE). BITRE tracks and reports on Regular Passenger Transport (RPT), (airline) activity per airport.

3. Airline passenger numbers (439,000 YE 2017), plus an approximate 130,000 charter annual passengers not reported as RPT through BITRE.

4. Airports with fewer passengers will have a higher per passenger charge. By calculating the total charge the absolute quantum of fees becomes visible. Some fees are only applicable on departing passengers, in which case only half the total passenger number have been used.

5. Rounding on each cent cause this number to be different from the total in Table 1. Over and under recouping will be equalized in following years.

Although accurate numbers are not publicly available, from Table 2 in 8(d) above it can be seen that the cost of providing the check-in, boarding, baggage handling and other infrastructure and systems at Newman Airport is materially cheaper than at our comparable ports. The above amount for Newman Airport also does not deduct the current rental which will stop being charged, accounting for this will further reduce the net increase amount for Newman.

### Conclusion

Considering the above, Council's approval is sought for the CEO to advertise the proposed disposition of land, being Reserve 44775, Lot 571, Areas #13 to 21, and Area #23 in accordance with Section 3.58 (Disposing Property) of the Local Government Act 1995.

Council is requested to approve that the proposed license to be sent to the Minister of Lands for approval, and for authorisation for the Chief Executive Officer to affix the Common Seal to a License Agreement between the Shire of East Pilbara and North

West Aviation Services Pty Ltd ACN 073 203 157 regarding the License for use of the above Areas at Newman Airport subject to no submissions prior to the closing date.

Council is furthermore requested to consider establishing an Airline Common User Charge, to be levied on all passengers using Airline Common User Services at Newman Airport of \$0.62 per arriving and departing passenger and include such as sum in the FYE 2019 annual budget.

NOTE: The Officer's recommendation will also change as a result of the fee quantum calculation.

#### **OFFICER'S RECOMMENDATION**

##### **THAT Council:**

- 1. Authorise the Chief Executive Officer to advertise the proposed disposition of land, being Reserve 44775, Lot 571 Areas 13 to 21, and Area 23 in accordance with Section 3.58 (Disposing Property) of the Local Government Act 1995, and subject to no adverse submissions being received prior to the closing date;**
- 2. Approve the proposed license to be sent to the Minister of Lands for approval; and**
- 3. Authorise the Chief Executive Officer to affix the Common Seal to a License Agreement between the Shire of East Pilbara and North West Aviation Services Pty Ltd ACN 073 203 157 regarding the License for use of Areas 13 to 21, and Area 23 (for providing Airline Common User Services) at Newman Airport subject to no submissions prior to the closing date; and**
- 4. Establish an Airline Common User Charge, to be levied on all passengers using Airline Common User Services at Newman Airport of \$0.62 excluding GST per arriving and departing passenger.**
- 5. Provide notice of the adopted Fees, effective 1 February 2019, as advertised, pursuant to section 6.19 of the *Local Government Act 1995*.**

#### **REPORT PURPOSE**

To seek Council approval to authorise the Chief Executive Officer to advertise the proposed disposition of land, being Reserve 44775, Lot 571 Areas 13 to 21, and Area 23 in accordance with Section 3.58 (Disposing Property) of the *Local Government Act 1995*.

Council is also requested to consider approving the proposed license to be sent to the Minister of Lands for approval; and for the Chief Executive Officer to affix the Common Seal to a License Agreement between the Shire of East Pilbara and North West Aviation Services regarding a License for use of Areas 13 to 21, and Area 23 (for providing Airline Common User Services) at Newman Airport subject to no submissions prior to the closing date being received.



This report also requests Council consideration of an Airline Common User Charge, to be levied on all passengers using Airline Common User Services at Newman Airport of \$0,58 excluding GST per arriving and departing passenger.

## **BACKGROUND**

North West Aviation Services (NWAS) is currently a tenant of Newman Airport, providing check-in, boarding, baggage handling and related services.

NWAS is the sole supplier of these services at Newman Airport. NWAS is a contracted service provider to the Qantas Group, Virgin Australia Airlines (hereinafter called Qantas and Virgin), and Alliance Airlines amongst others;

In office rental (lease renewal) discussions NWAS requested that the airport investigate recovering rental income from the airlines, and to incorporate the Lease Rental amount into the passenger fees for common user areas such as:

- a. The baggage belt areas, arrivals belts, carousels and surrounding areas;
- b. The undercover area behind the terminal (where tugs are currently stored out of the weather);
- c. The GSE and aircraft handling areas behind the terminal;
- d. All the check-in desks and departure gates;
- e. The store room next to the current check in desks
- f. Various systems necessary such as the use of the PA, FIDS etc.

The Airport has considered this, and has had discussions with the two main airlines serving Newman Airport (Qantas and Virgin). As the current lease approach at Newman Airport is not the standard industry approach, the airlines welcomed the change.

It was decided however to not add the fee into the current Passenger Service Charge but to make it separately “visible” by way of an Airline Common User Charge.

## **COMMENTS/OPTIONS/DISCUSSIONS**

The proposal

### **The License Agreement**

A Lease is a way to give a tenant the sole right to an area, and a license is a way to provide a tenant legal access to an area but in a way where they cannot claim sole use/ occupancy.

It is proposed to convert NWAS from a Lease to a License:

- i. This acknowledges that it is not the Shire that contract NWAS, but the airlines.
- ii. Currently, even if an airline would appoint a different provider, that

provider will have no access to important parts of the terminal and infrastructure as NWS holds the exclusive right (lease) to certain areas as part of a State Lands Lease. It could be argued that in some ways the current NWS Lease provide NWS with a monopoly to provide services at Newman Airport.

- iii. Under a License, should NWS no longer be the designated airline service provider at Newman Airport its right of access to the back of the terminal, operational equipment and airside areas would no longer be needed.

The service provider (such as NWS) will be required to sign this Standard Newman Airport Common Terminal User License.

The License will be valid for a period of three years. This means that the Shire can amend the License over time so as to ensure it remains current in an ever changing environment.

A requirement of the License will be that the Licensee continuously hold a Standard Ground Handling Agreement (SGHA) from an airline, and complies with the various laws, rules and regulations.

The License will be registered at State Lands. The agreement will cover the general tenancy issues in the areas they occupy.

Should one airline appoint another provider, the providers will have to share equipment, check-in desks, terminal space etc. There is unfortunately no “double infrastructure” available. The airlines will have to consider this when appointing their baggage handler(s). This situation would however be preferable to the current situation where a second or replacement provider will not have access to certain terminal areas and systems.

A sample License Agreement is attached. (**Appendix 1 refers**). Although crafted for a different type of user, this agreement contains the general and basic clauses of all Licenses at Newman Airport.

### Calculating the Fee

The baggage handler currently pays a space based rent. As in reality airlines appoint the baggage handler, the airlines are actually renting the space, directing their contractor (currently NWS) to perform the various functions within that space.

Part of the conversion will be to bill airlines directly for the space used. The accepted model (and consultation with airlines led to their acceptance of this) uses the passenger number split between airlines to apportion the billing. In short, the amount will be calculated per passenger but billed to the carriers.

The new income (the Airline Common User Charge) to replace the current space lease payment will be calculated by:

$$\text{i. } \frac{\text{Independent Valuer Amount}}{\text{Previous Year Total Passenger Numbers}} = \text{Per Passenger Airline Common User Charge}$$

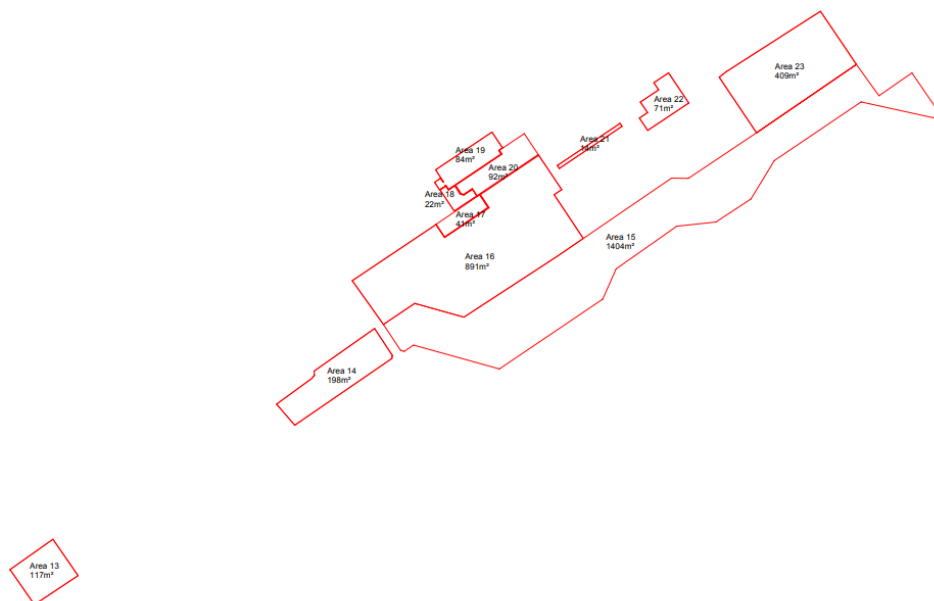
- ii. The resultant amount above will be set for the next financial year and communicated with the current Passenger Service Charge to all users with a 90 day notice period.
- iii. This fee will be levied per passenger, communicated to airlines and billed monthly in arrears to airlines for their use of the above areas;

As passenger numbers may fall or increase over time, the Shire will recalculate the per person fee based on the actual passenger numbers of the previous year. This will spread the benefit of increasing projected passenger numbers to all users.

Market revaluations will occur as per the general airport Lease Agreement procedures, which states that an Independent Valuer Report is sourced and rentals adjusted every three years accordingly. For years between Independent Valuer Reports the Perth CPI will be applied to the Independent Valuer Amount.

### **Area**

The areas proposed are:



The above areas have been identified by surveying and valued by an independent valuer (Garmony Property Consultants) during September 2018. Although the final report must still be received, the draft report note the following rentals as fair:

**Table 1**

| <b>Area #</b> | <b>Size</b>       | <b>Use</b>        | <b>m<sup>2</sup> Rate</b> | <b>Total p.a.</b>  | <b>Rent proposed</b> |
|---------------|-------------------|-------------------|---------------------------|--------------------|----------------------|
| #13           | 117m <sup>2</sup> | Equipment storage | \$45 to \$50              | \$5,265 to \$5,850 | \$5,265              |

|     |                     |                          |                |                        |                  |
|-----|---------------------|--------------------------|----------------|------------------------|------------------|
| #14 | 198m <sup>2</sup>   | Equipment storage        | \$45 to \$50   | \$8,910 to \$9,900     | \$8,910          |
| #15 | 1,404m <sup>2</sup> | Forward positioning area | \$45 to \$50   | \$63,180 to \$70,200*  | Nil              |
| #16 | 891m <sup>2</sup>   | Baggage Handling Canopy  | \$70 to \$75   | \$62,370 to \$66,825   | \$62,370         |
| #17 | 41m <sup>2</sup>    | Office                   | \$400 to \$450 | \$16,400 to \$18,450   | \$16,400         |
| #18 | 22m <sup>2</sup>    | Office                   | \$400 to \$450 | \$8,800 to \$9,900     | \$8,800          |
| #19 | 84m <sup>2</sup>    | Airline check-in desks   | \$600 to \$650 | \$50,400 to \$54,600   | \$50,400         |
| #20 | 92m <sup>2</sup>    | Baggage Handling         | \$70 to \$75   | \$6,440 to \$6,900     | \$6,440          |
| #21 | 14m <sup>2</sup>    | Boarding gates           | \$300 to \$325 | \$4,200 to \$4,550     | \$4,200          |
| #23 | 409m <sup>2</sup>   | Equipment storage        | \$45 to \$50   | \$18,405 to \$20,450   | \$18,405         |
|     |                     |                          |                | \$244,370 to \$267,625 | <b>\$181,190</b> |

\* As this area is only used to forward stage ground service equipment, not permanently store, it is recommended that the Licensee do not pay for the space. However, by including this into the License, the Shire transfers operating risk to the Licensee for incidents in this area.

As the Shire is cognisant not to introduce undue pricing pressure in the Newman air travel market, it is recommended that in each instance the lowest amount recommended by the independent valuer be adopted for inclusion into the rate. It is also recommended that the Shire forego the potential income of \$63,180 for area #15 as per the note above.

It is therefore recommended that Council adopt an introductory annual Airline Common User Charge of \$181,190 per financial year.

Timing:

An indicative timeline for the process is:

- a. Current Independent Valuer Report: Dated September 2018

- b. Proposal for approval in principal to Council: 28 September 2018. Should Council agree, then:
- i. Legal and agreement works will be concluded during October 2018
  - ii. The Section 3.58 (Local Government Act 1995) notices must be given. This part of the process will be concluded by November 2018.
  - iii. Should no submissions be received, the authorization from the Minister of Lands must be sourced, expected to be finalized during November 2018.
  - iv. Official notice to airlines for fee conversion: November 2018
  - v. Implementation date: 1 February 2019

#### Fee quantum

Using the Independent Valuer Report dated September 2018 the fee would currently be calculated as:

$$\frac{\text{Independent Valuer \$}}{\text{FYE 2018 Total Passenger Numbers}} = \text{Per Passenger Airline Common User Charge}$$

It then follows that:

$$\frac{\$181,190}{311,000} = \$0.58 \text{ per passenger excluding GST}$$

Although the charge above is a new charge, it should be remembered that it is in the place of a current “hidden” charge. Currently NWA is paying a Lease rental which will no longer be payable. The current Lease rental amount is on-charged to the airlines that refund this charge as part of the NWA ground handling service fee to NWA. In short, the current fee is included in airline tickets.

Spread across all the passengers (arriving and departing), it is unlikely that a noticeable change in airfares will be visible as the resultant per passenger charge is very small. It will also be the net of removing the current unknown fee and replacing with the new \$0.58 per passenger.

As an approximate comparison, the above charge will have the following benchmarking result:

Table 2:

| Fee/ Charge                                | Newman Airport                           | Port Hedland Airport             | Karratha Airport                 |
|--------------------------------------------|------------------------------------------|----------------------------------|----------------------------------|
| Common user fee excluding GST <sup>1</sup> | \$0.58 arriving and departing passengers | \$1.58 departing passengers only | \$5.50 departing passengers only |
| Passenger numbers FYE                      | 311,000                                  | 439,000                          | 570,000 <sup>3</sup>             |

|                                 |                  |                                  |                                    |
|---------------------------------|------------------|----------------------------------|------------------------------------|
| 2018 as per BITRE <sup>2</sup>  |                  |                                  |                                    |
| <b>Total income<sup>4</sup></b> | <b>\$181,190</b> | <b>\$346,810<br/>(estimated)</b> | <b>\$1,567,500<br/>(estimated)</b> |

1. Airports name these fees differently, Hedland (Common User Check-in Charge), Perth Airport (Common User Terminal Expense), Newman (Airline Common User Charge).

2. The Bureau of Infrastructure, Transport and Regional Economics (BITRE). BITRE tracks and reports on Regular Passenger Transport (RPT), (airline) activity per airport.

3. Airline passenger numbers (439,000 YE 2017), plus an approximate 130,000 charter annual passengers not reported as RPT through BITRE.

4. Airports with fewer passengers will have a higher per passenger charge. By calculating the total charge the absolute quantum of fees becomes visible. Some fees are only applicable on departing passengers, in which case only half the total passenger number have been used.

Although accurate numbers are not publicly available, from Table 2 in 8(d) above it can be seen that the cost of providing the check-in, boarding, baggage handling and other infrastructure and systems at Newman Airport is materially cheaper than at our comparable ports. The above amount for Newman Airport also does not deduct the current rental which will stop being charged, accounting for this will further reduce the net increase amount for Newman.

## **Conclusion**

Considering the above, Council's approval is sought for the CEO to advertise the proposed disposition of land, being Reserve 44775, Lot 571, Areas #13 to 21, and Area #23 in accordance with Section 3.58 (Disposing Property) of the *Local Government Act 1995*.

Council is requested to approve that the proposed license to be sent to the Minister of Lands for approval, and for authorisation for the Chief Executive Officer to affix the Common Seal to a License Agreement between the Shire of East Pilbara and North West Aviation Services Pty Ltd ACN 073 203 157 regarding the License for use of the above Areas at Newman Airport subject to no submissions prior to the closing date.

Council is furthermore requested to consider establishing an Airline Common User Charge, to be levied on all passengers using Airline Common User Services at Newman Airport of \$0,58 per arriving and departing passenger and include such as sum in the FYE 2019 annual budget.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

## **POLICY IMPLICATIONS**

**Delegation From:** Council

**Delegation To:** Chief Executive Officer

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

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

**Power/Duty/Authorisation Delegated:**

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

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

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

**Conditions attached to Delegation**

Also refer to Council's Standing Orders Local Law.

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

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

## **EXECUTION OF DOCUMENTS**

### **4.5 Execution of Documents**

Minute No: Item 9.1.3

Date: 27th June 2003

Objective:

To allow for the proper execution of documents.

Policy:

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

## **STRATEGIC COMMUNITY PLAN**

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

3.2.1 Promote a variety of choice in local employment

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

3.1.2 Build a thriving and diverse economy

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

3.3.3 Provide infrastructure to support economic development

## **FINANCIAL IMPLICATIONS**

A fee of \$0,58 excluding GST will be levied on all passengers using airline common user areas. The Shire will gain an income of (depending on forward passenger fluctuations) of \$181,190 per annum.

**VOTING REQUIREMENTS**

Simple.

**OFFICER'S RECOMMENDATION**

THAT Council:

1. Authorise the Chief Executive Officer to advertise the proposed disposition of land, being Reserve 44775, Lot 571 Areas 13 to 21, and Area 23 in accordance with Section 3.58 (Disposing Property) of the *Local Government Act 1995*, and subject to no adverse submissions being received prior to the closing date;
2. Approve the Chief Executive Officer to develop an appropriate license to be sent to the Minister of Lands for approval; and
3. Authorise the Chief Executive Officer to affix the Common Seal to an appropriate License Agreement between the Shire of East Pilbara and North West Aviation Services Pty Ltd ACN 073 203 157 regarding the License for use of Areas 13 to 21, and Area 23 (for providing Airline Common User Services) at Newman Airport; and
4. Establish an Airline Common User Charge, to be levied on all passengers using Airline Common User Services at Newman Airport of \$0.58 excluding GST per arriving and departing passenger.



**COUNCIL RESOLUTION: 201819/45**

**MOVED: Cr Anthony Middleton**

**SECONDED: Cr Carol Williams**

**THAT Council:**

- 1. Authorise the Chief Executive Officer to advertise the proposed disposition of land, being Reserve 44775, Lot 571 Areas 13 to 21, and Area 23 in accordance with Section 3.58 (Disposing Property) of the *Local Government Act 1995*, and subject to no adverse submissions being received prior to the closing date;**
- 2. Approve the proposed license to be sent to the Minister of Lands for approval; and**
- 3. Authorise the Chief Executive Officer to affix the Common Seal to a License Agreement between the Shire of East Pilbara and North West Aviation Services Pty Ltd ACN 073 203 157 regarding the License for use of Areas 13 to 21, and Area 23 (for providing Airline Common User Services) at Newman Airport; and**
- 4. Establish an Airline Common User Charge, to be levied on all passengers using Airline Common User Services at Newman Airport of \$0.62 excluding GST per arriving and departing passenger.**
- 5. Provide notice of the adopted Fees, effective 1 February 2019, as advertised, pursuant to section 6.19 of the *Local Government Act 1995*.**

**CARRIED UNANIMOUSLY**

***To be actioned by Mr Salomon Kloppers, Manager Development Airports***

## **Appendix 1**

### **Sample License Agreement**

Shire of East Pilbara

*[Insert Licensee name]*



**McLEODS**

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: [mcleods@mcleods.com.au](mailto:mcleods@mcleods.com.au)

Ref: DFN:EAST-42226

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## Table of Contents

|                                                         |          |
|---------------------------------------------------------|----------|
| <b>Copyright notice</b>                                 | <b>i</b> |
| <b>Details</b>                                          | <b>5</b> |
| <b>Agreed terms</b>                                     | <b>6</b> |
| 1. Condition precedent                                  | 6        |
| 2. Grant of Licence                                     | 6        |
| 3. Term                                                 | 6        |
| 4. Permitted Hours of Use                               | 6        |
| 5. Payment of Licence Fee                               | 6        |
| 6. Licence Fee Review                                   | 6        |
| 6.1 Licence Fee to be Reviewed                          | 6        |
| 6.2 Methods of Review                                   | 6        |
| 6.3 CPI Review                                          | 7        |
| 6.4 Market Licence Fee Review                           | 7        |
| 6.5 Licence Fee will not decrease                       | 7        |
| 6.6 Licensor's right to review                          | 7        |
| 7. Use of Licensed Area                                 | 8        |
| 7.1 Permitted Use                                       | 8        |
| 7.2 No harm or stress                                   | 8        |
| 7.3 No smoking                                          | 8        |
| 7.4 Sale of Alcohol                                     | 8        |
| 7.5 No pollution                                        | 8        |
| 7.6 No breach of copyright                              | 8        |
| 7.7 Permitted Structures and Equipment                  | 8        |
| 8. Outgoings                                            | 8        |
| 9. Alterations                                          | 9        |
| 10. Entry and inspection of Licensed Area               | 9        |
| 11. Signs                                               | 9        |
| 12. Compliance with statutes                            | 9        |
| 13. Compliance with Rules and Regulations               | 10       |
| 14. Maintenance and cleaning of Licensed Area           | 10       |
| 14.1 General maintenance of Licensed Area               | 10       |
| 14.2 Cleaning of Licensed Area                          | 10       |
| 14.3 Pest control                                       | 10       |
| 15. Damage to Licensed Area or Common Areas by Licensee | 10       |
| 16. No nuisance                                         | 11       |
| 17. Indemnity                                           | 11       |
| 17.1 Licensor indemnified                               | 11       |
| 17.2 Release                                            | 11       |
| 17.3 Licensor not liable                                | 12       |
| 17.4 Part 1F of the Civil Liability Act excluded        | 12       |
| 17.5 Indemnity Unaffected by Insurance                  | 12       |

|                                                                            |           |
|----------------------------------------------------------------------------|-----------|
| <b>18. Insurance</b>                                                       | <b>12</b> |
| 18.1 Insurance required                                                    | 12        |
| 18.2 Maintain insurance                                                    | 12        |
| 18.3 Details and receipts                                                  | 12        |
| <b>19. Not to void insurance</b>                                           | <b>13</b> |
| <b>20. No assignment without consent of Licensor or Minister for Lands</b> | <b>13</b> |
| <b>21. Report to Licensor</b>                                              | <b>13</b> |
| <b>22. Further Term</b>                                                    | <b>13</b> |
| <b>23. Damage or destruction of Licensed Area</b>                          | <b>13</b> |
| 23.1 Abatement of Amounts Payable                                          | 13        |
| 23.2 Dispute as to Abatement of Amounts Payable                            | 14        |
| 23.3 Termination                                                           | 14        |
| <b>24. Default</b>                                                         | <b>14</b> |
| <b>25. Termination of management order</b>                                 | <b>14</b> |
| <b>26. Restoration of Licensed Area</b>                                    | <b>14</b> |
| <b>27. Rights rest in contract only</b>                                    | <b>15</b> |
| <b>28. Yielding up at expiration of term</b>                               | <b>15</b> |
| <b>29. Holding over</b>                                                    | <b>15</b> |
| <b>30. No warranty</b>                                                     | <b>15</b> |
| <b>31. No fetter</b>                                                       | <b>15</b> |
| <b>32. Goods and Services Tax</b>                                          | <b>16</b> |
| 32.1 Licensee must pay                                                     | 16        |
| 32.2 Increase in GST                                                       | 16        |
| 32.3 GST invoice                                                           | 16        |
| <b>33. Notice</b>                                                          | <b>16</b> |
| 33.1 Address for Delivery                                                  | 16        |
| 33.2 Form of Delivery                                                      | 17        |
| 33.3 Service of Notice                                                     | 17        |
| 33.4 Signing of Notice                                                     | 17        |
| <b>34. Severance</b>                                                       | <b>17</b> |
| <b>35. Further assurance</b>                                               | <b>17</b> |
| <b>36. Dispute resolution</b>                                              | <b>17</b> |
| 36.1 Referral of Dispute: Phase 1                                          | 17        |
| 36.2 Appointment of Arbitrator: Phase 2                                    | 18        |
| <b>37. Variation</b>                                                       | <b>18</b> |
| <b>38. Payment of interest</b>                                             | <b>18</b> |
| <b>39. Costs</b>                                                           | <b>18</b> |
| <b>40. Relationship between parties</b>                                    | <b>18</b> |
| <b>41. Governing law</b>                                                   | <b>19</b> |
| <b>42. Additional terms covenants and conditions</b>                       | <b>19</b> |
| <b>43. Interpretation</b>                                                  | <b>19</b> |
| <b>44. Definitions</b>                                                     | <b>20</b> |

|                                                    |           |
|----------------------------------------------------|-----------|
| <b>Schedule</b>                                    | <b>22</b> |
| <b>Signing page</b>                                | <b>24</b> |
| <b>Annexure A – Approval of Minister for Lands</b> | <b>25</b> |
| <b>Annexure B – Plan of Licensed Area</b>          | <b>26</b> |

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## Details

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### Parties

**Shire of East Pilbara (ABN 47 854 334 350)**  
of PMB 22, Newman, Western Australia  
(Licensor)

**[Insert Licensee name & ACN]**  
of [Insert Licensee address]  
(Licensee)

### Background

- A The Licensor is vested with care, control and management of the Land under the Management Order for the purpose of Airport.
- B Subject to the approval of the Minister for Lands, the Licensor has agreed to grant to the Licensee a licence to use that portion of the Land described in **Item 2** of the Schedule (**Licensed Area**).
- C The Licensor and the Licensee enter into this Agreement to set out the terms and conditions upon which the licence is granted.



## Agreed terms

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### 1. Condition precedent

- (1) This agreement is subject to and conditional upon the approval in writing of the Minister for Lands under section 18 of the *Land Administration Act 1997*.
- (2) The parties acknowledge that a copy of the Minister's approval is attached to this Licence at **Annexure A**.

### 2. Grant of Licence

In consideration of the covenants of the Licensee given herein the Licensor HEREBY GRANTS to the Licensee a licence (**Licence**) to:

- (a) use the Licensed Area; and
- (b) use the Common Areas in common with other users,

on the terms and conditions set out in this Deed.

### 3. Term

The Licence shall continue in force and effect for the duration of the term set out in **Item 3** of the Schedule (**Term**).

### 4. Permitted Hours of Use

For the duration of the Term of the Licence the Licensee shall be permitted to use the Licensed Area, but only during the permitted hours of use set out in **Item 4** of the Schedule (**Permitted Hours of Use**).

### 5. Payment of Licence Fee

The Licensee COVENANTS with the Licensor to pay the Licensor the Licence Fee referred to in **Item 5** of the Schedule from the commencement of the Term without any abatement or deduction whatsoever.

### 6. Licence Fee Review

#### 6.1 Licence Fee to be Reviewed

The Licence Fee will be reviewed on and from each Licence Fee Review Date to determine the Licence Fee to be paid by the Licensee until the next Licence Fee Review Date.

#### 6.2 Methods of Review

The review will be either based on CPI, a Market Review or a Fixed Percentage Increase. The basis for each licence fee review is as identified for each Licence Fee Review Date in **Item 6** of the Schedule.

### 6.3 CPI Review

A licence fee review based on CPI will increase the amount of Licence Fee payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Licence Fee Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Licence Fee Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Licence Fee payable from the relevant Licence Fee Review Date will be the same as the Licence Fee payable during the immediately preceding period. Should the CPI be discontinued or suspended at any time or its method of computation substantially altered, the parties shall endeavour to agree upon the substitution of the CPI with an equivalent index, or failing agreement by the parties, the substitution shall be made by a Valuer appointed in accordance with **clause 6.4**.

### 6.4 Market Licence Fee Review

- (1) A licence fee review based on the market will establish the current market licence fee for the Licensed Area (which will not be less than the Licence Fee payable in the period immediately preceding the Licence Fee Review Date) by agreement between the parties and failing agreement, will be determined in accordance with the following provisions.
- (2) If agreement as to the substitution of the CPI with an equivalent index for the Licensed Fee is not reached at least one (1) month prior to the relevant Licence Fee Review Date then the current market licence fee for the Licensed Area will be determined at the expense of the Licensee by a valuer (**Valuer**) licensed under the *Land Valuers Licensing Act 1978*, to be appointed, at the request of either party, by the President for the time being of the Australian Property Institute (Western Australian Division) (or if such body no longer exists, such other body which is then substantially performing the functions performed at the Commencement Date by that Institute).
- (3) The Valuer will act as an expert and not as an arbitrator and his or her decision will be final and binding on the parties. The parties will be entitled to make submissions to the Valuer.
- (4) In this **clause 6**, “current market licence fee” means the licence fee obtainable for the Licensed Area in a free and open market if the Licensed Area was unoccupied and offered for rental for the use for which the Licensed Fee is permitted pursuant to this Licence and on the same terms and conditions contained in this Licence, BUT will not include:
  - (a) any improvements made or effected to the Licensed Area by the Licensee; and
  - (b) any licence fee free periods, discounts or other concessions.

### 6.5 Fixed Percentage Increase

A licence fee review based on a Fixed Percentage Increase will increase the Licence Fee payable in the period immediately preceding the Licence Fee Review Date by the Fixed Percentage stipulated in **Item 6** of the Schedule.

### 6.6 Licence Fee will not decrease

Notwithstanding the provisions in this clause, the Licence Fee payable from any Licence Fee Review based on CPI Review will not be less than the Licence Fee payable in the period immediately preceding such Licence Fee Review Date.

### 6.7 Licensor's right to review

The Licensor may institute a licence fee review notwithstanding the Licence Fee Review Date has passed and the Licensor did not institute a licence fee review on or prior to that Licence Fee

Review Date, and in which case the Licence Fee agreed or determined shall date back to and be payable from the Licence Fee Review Date for which such review is made.

## 7. Use of Licensed Area

### 7.1 Permitted Use

The Licensee shall ensure that the Licensed Area is used only for the Permitted Use.

### 7.2 No harm or stress

The Licensee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of any building in the Licensed Area.

### 7.3 No smoking

The Licensee must not suffer or permit a person to smoke inside any enclosed portion of a building in the Licensed Area.

### 7.4 Sale of Alcohol

The Licensee shall not sell or supply liquor from the Licensed Area without first obtaining the consent of the Licensor, which may be withheld in the absolute discretion of the Licensor or granted subject to such conditions as the Licensor deems fit.

### 7.5 No pollution

The Licensee must do all things necessary to prevent pollution or contamination of the Licensed Area by garbage, refuse, waste matter, oil and other pollutants.

### 7.6 No breach of copyright

The Licensee shall not do any act, nor authorise or permit any person to do any act that constitutes a breach or infringement of copyright under the *Copyright Act 1968* (Cth).

### 7.7 Permitted Structures and Equipment

The Licensee may install and maintain the Permitted Structures and Equipment on the Licensed Area. Subject to **clause 26**, the Permitted Structures and Equipment shall at all times remain the property of the Licensee.

## 8. Outgoings

- (1) To pay to the Licensor or to such person as the Licensor may from time to time direct upon demand and punctually all the following outgoings, utilities or services (if applicable), assessed or incurred in respect of the Licensed Area:

- (a) electricity charges including any costs of connection;
- (b) gas consumption charges including any costs of connection;
- (c) water consumption charges;
- (d) telephone and internet charges; and
- (e) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Licensee's use and occupation of the Licensed Area.

- (2) If the Licensed Area is not separately charged or assessed the Licensee will pay to the Licensor a proportionate part of any charges or assessments referred to in **clause 8(1)** being the proportion that the relevant portion of the Licensed Area bears to the total area of the land included in the charge or assessment and otherwise arises from or may reasonably be attributed to the Licensee's use of the Licensed Area.

## 9. Alterations

The Licensee shall not:

- (a) make or cause, suffer or permit to be placed upon the Licensed Area any improvements, alterations, buildings, structures or other fixtures, fittings or equipment of any kind whatsoever, other than the Permitted Structures and Equipment; or
- (b) carry out any modifications or alterations whatsoever to the Licensed Area,

unless the Licensee has first obtained the prior written approval of the Licensor (which is granted at the absolute discretion of the Licensor and may be subject to such conditions as the Licensor deems fit) and all necessary approvals, licences and permits required by law have been obtained.

## 10. Entry and inspection of Licensed Area

The Licensee must permit the Licensor to enter the Licensed Area at any reasonable time during the Permitted Hours of Use to inspect and view the area, to carry out any maintenance work or to rectify any breach of the conditions of this Licence. All signage and advertising pertaining to the Licensee existing at the date of entry into this Licence is deemed to be approved by the Licensor.

## 11. Signs

- (1) The Licensee shall not affix or exhibit or permit to be affixed or exhibited in or upon any part of the Licensed Area any placard, signboard, neon sign or other advertisement unless the Licensee has first obtained the prior written approval of the Licensor, which is granted at the absolute discretion of the Licensor and may be subject to such conditions as the Licensor deems fit.
- (2) Signs displayed in the Licensed Area shall be erected at the Licensee's expense and shall conform with any applicable specifications in the Rules and Regulations.

## 12. Compliance with statutes

The Licensee shall:

- (a) comply promptly with all written laws from time to time in force relating to the Licensed Area;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any written law for the Permitted Use to be undertaken on the Licensed Area;
- (c) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Licensee's use of the Licensed Area; and
- (d) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held within the Licensed Area.

### 13. Compliance with Rules and Regulations

- (1) The Licensee must observe, comply with and cause all Authorised Persons to observe and comply with the Rules and Regulations and not to do nor permit to suffer to be done anything contrary to the Rules and Regulations.
- (2) Subject to subclause (3), the Licensor reserves the right at any time to make, amend, vary, cancel, add to or suspend the Rules and Regulations and to make such other rules and regulations either in lieu of or in addition to the Rules and Regulations as the Licensor requires for the management, safety, care or cleanliness of or for the preservation of good order on the Land or the Licensed Area.
- (3) Any amendment, addition or variation to the Rules and Regulations will not bind the Licensee until written notice of the amendment, addition or variation is given by the Licensor to the Licensee. If there is any inconsistency between the provisions of this Licence (whether express or implied) and the Rules and Regulations the provisions of this Licence will prevail in determining the rights and obligations of the Licensee.
- (4) The Licensor will not be liable for any loss or damage however caused arising out of any non-enforcement of the Rules and Regulations. When enforcing or not enforcing the Rules and Regulations or causing the same to be enforced or not enforced the Licensor shall use its best endeavours to do so fairly and equitably between those to whom the Rules and Regulations apply.

### 14. Maintenance and cleaning of Licensed Area

#### 14.1 General maintenance of Licensed Area

The Licensee AGREES during the Term and for so long as the Licensee continues to use the Licensed Area to maintain, replace, repair, clean and keep the Licensed Area (which for the avoidance of doubt includes the Licensor's fixtures and fittings) clean and in Good Repair having regard to the age of the Licensed Area at the Commencement Date PROVIDED THAT this subclause shall not impose on the Licensee any obligation:

- (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear; or
- (b) in respect of any structural maintenance, replacement or repair,

EXCEPT when such maintenance, repair or replacement is necessary because of any action or omission of or on the part of the Licensee or an Authorised Person or the Licensee's insurances are invalidated by any act, neglect or default by the Licensee or an Authorised Person.

#### 14.2 Cleaning of Licensed Area

The Licensee must at all times keep the Licensed Area clean, tidy, unobstructed and free from dirt and rubbish.

#### 14.3 Pest control

The Licensee must keep the Licensed Area free of any vermin or any other recognised pests and the cost of extermination will be borne by the Licensee.

### 15. Damage to Licensed Area or Common Areas by Licensee

The Licensor and the Licensee AGREE that:

- (a) it will be the responsibility of the Licensee to repair, rehabilitate and make good any damage to the Licensed Area or Common Areas, including but not limited to damage to any fixtures or fittings of the Licensor, caused by or arising out of or in relation to or incidental to the use of the Licensed Area by the Licensee or any Authorised Person or resulting from an act or omission of the Licensee or any Authorised Person;
- (b) the Licensee shall be responsible for the cost of any of the repairs, rehabilitation or making good of damage referred to in sub-clause (a); and
- (c) the Licensee must pay to the Licensor the costs of any repair, rehabilitation or making good of damage to the Licensed Area or Common Areas within 7 days of receipt of a written demand for such payment being made by the Licensor.

## 16. No nuisance

The Licensee must not and must not suffer or permit a person to do or carry out on the Licensed Area anything which causes a nuisance, damage or disturbance to the Licensor, other users of the Licensed Area or the Land, or to owners or occupiers of adjoining properties.

## 17. Indemnity

### 17.1 Licensor indemnified

The Licensee indemnifies and must keep indemnified the Licensor and the Minister for Lands against any Loss or other liability resulting from:

- (a) any damage to the Licensed Area or other property; or
- (b) the death of, illness of or injury to, any person,

to the extent caused or contributed to by:

- (c) any breach of the Licence by the Licensee; or
- (d) the use or occupation of the Licensed Area by the Licensee or an Authorised Person; or
- (e) the Licensee's activities, operations, business; or
- (f) any act, omission, negligence or default of the Licensee or an Authorised Person; or
- (g) any danger created by the Licensee or an Authorised Person.

### 17.2 Release

#### (1) The Licensee:

- (a) agrees to occupy and use the Licensed Area at the risk of the Licensee;
- (b) releases to the full extent permitted by law the Licensor from:
  - (i) any liability which may arise in respect of any accident or damage to property or death or injury to, or illness of, any person, of any nature:
    - (A) in or near the Licensed Area; or
    - (B) in relation to the Licensee's activities, business or operations or any act or omission of the Licensee in any public place outside of the Licensed Area,

- (ii) loss of or damage to fixtures or personal property of the Licensee;

except to the extent that such loss or damage is caused by the gross negligence of the Licensor or a breach of the provisions of this Licence by the Licensor.

- (2) The obligations of the Licensee under this **clause 17** continue after the expiration or earlier determination of the Licence in respect of any act, deed, matter or thing occurring before the expiration or earlier determination of the Licence.

#### **17.3 Licensor not liable**

The Licensor shall not be liable for any Loss or other liability resulting from any accident, loss of life, injury, damage, malfunction or other event in, or affecting, the Licensed Area unless, but only to the extent, caused by the gross negligence of the Licensor or a breach of the provisions of this Licence by the Licensor.

#### **17.4 Part 1F of the Civil Liability Act excluded**

Should the Licensee commit or be responsible for the commission of a tortious act or contractual breach, Part 1F of the *Civil Liability Act 2002* is hereby excluded.

#### **17.5 Indemnity Unaffected by Insurance**

The Licensee's obligation to indemnify the Licensor under this Licence or at law is not affected by any insurance maintained by the Licensor in respect of the Licensed Area and the indemnity under **clause 17.1** is paramount.

### **18. Insurance**

#### **18.1 Insurance required**

The Licensee must effect and maintain with insurers approved by the Licensor (noting the Licensor's and the Licensee's respective rights and interest in the Licensed Area) for the time being:

- (a) adequate public liability insurance for a sum not less than twenty million dollars (\$20,000,000) in respect of any one claim or such greater amount as the Licensor may from time to time reasonably require; and
- (b) where the Licensor so requires, insurance to cover the Licensee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Licensee can and does ordinarily insure in their full replacement value, and loss from theft or burglary.

#### **18.2 Maintain insurance**

The Licensee shall not cancel any policy of insurance referred to in sub-clause (1) and in the event of such cancellation this Licence shall terminate immediately and the Licensee shall have no claim against the Licensor for any loss suffered as a result of such termination.

#### **18.3 Details and receipts**

The Licensee shall produce copies of the certificates of currency or receipts confirming the currency of any policy or policies of insurance within seven (7) days of being provided with a written request by the Licensor to do so.

**19. Not to void insurance**

The Licensee agrees with the Licensor not to at any time during the Term, commit, or suffer to be done any act, matter or thing upon the Licensed Area whereby any insurance which may at any time have been effected in respect of the Licensed Area or any part thereof may be vitiated or rendered void or voidable.

**20. No assignment without consent of Licensor or Minister for Lands**

The Licensee agrees that it shall not encumber, assign, sub-licence or part with the possession or benefit of this Licence or the Licensed Area or any part of the Licensed Area without first obtaining the prior written consent of the Licensor and the Minister for Lands. The consent of the Licensor shall not unreasonably be withheld.

**21. Report to Licensor**

The Licensee must immediately report to the Licensor:

- (a) any act of vandalism which occurs on the Licensed Area;
- (b) any occurrence or circumstances in the Licensed Area, of which it becomes aware, which might reasonably be expected to cause, in or on the Licensed Area, pollution of or damage to the environment; and
- (c) all notices, orders and summonses received by the Licensee and which affect the Licensed Area and immediately give them to the Licensor.

**22. Further Terms**

If at the date of expiration of the Term:

- (a) there is no outstanding breach of this Licence by the Licensee; and
- (b) the Licensee's conduct of its business activities is otherwise to the satisfaction of the Chief Executive Officer of the Licensor,

the Licensor may grant to the Licensee a further licence of the Licensed Area for any Further Term specified in **Item 3** of the Schedule not previously granted (if any) upon and subject to the same terms, covenants and conditions as are contained or implied in this Licence except this **clause 22**.

**23. Damage or destruction of Licensed Area**

**23.1 Abatement of Amounts Payable**

If the Licensed Area is at any time during the Term, without neglect or default of the Licensee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Licensee, then the Amounts Payable or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Licensed Area has been rebuilt or made fit for the occupation and use of the Licensee.



### 23.2 Dispute as to Abatement of Amounts Payable

Any dispute arising in relation to the abatement of Amounts Payable pursuant to **clause 23.1** shall be referred to arbitration under the provisions of the *Commercial Arbitration Act 2012* and all Amounts Payable must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Licensor will refund to the Licensee any Amounts Payable which according to the award appears to have been overpaid.

### 23.3 Termination

In the event that the Licensed Area is damaged or destroyed by fire or any like casualty so as to render it unfit for use or occupation by the Licensee for a period in excess of six (6) months either party will have the option to be exercised by notice in writing delivered to the other party, to elect to cancel and terminate this Licence. The Term will terminate seven (7) days after such notice is given and the Licensee must then vacate the Licensed Area and surrender the same to the Licensor but such termination will be without prejudice to the Licensor's rights in respect of any antecedent breach of this Licence.

## 24. Default

The Licensor and the Licensee AGREE that:

- (a) if the Licence Fee or any part thereof shall be in arrears after the date specified for payment for a period of fourteen (14) days after notice specifying such default shall have been served on the Licensee; or
- (b) any covenant, term or condition on the part of the Licensee herein contained or implied shall not be punctually and effectually performed or observed and such default shall continue for a period of fourteen (21) days after a notice specifying such default shall have been served on the Licensee

then in any of the said cases it shall be lawful for the Licensor at any time thereafter by notice in writing to the Licensee to terminate the Licence hereby granted. Upon receipt of such notice by the Licensee the Licence hereby granted shall terminate, but without prejudice to the right of action of the Licensor for arrears of the Licence Fee or damages for breach of any other covenant. Upon such termination the parties acknowledge that the Licensee shall not be entitled to any refund of the Licence Fee, in respect of any unexpired portion of the Term.

## 25. Termination of management order

The parties ACKNOWLEDGE that:

- (a) the Licence will automatically terminate if the management order that the Licensor holds the Land under is revoked; and
- (b) if the Licence is terminated in accordance with **sub-clause (a)** of this clause the Licensee will not be entitled to any form of compensation or damages as a result of the termination.

## 26. Restoration of Licensed Area

The Licensee AGREES with the Licensor that:

- (a) at the expiration or sooner determination of this Licence, it shall at its cost remove from the Licensed Area any alterations, additions or improvements installed by the Licensee to the Licensed Area including the Permitted Structures and Equipment and any other

- property of the Licensee (**Licensee's Property**) and make good any damage caused by removal of the Licensee's Property, unless otherwise agreed with the Licensor;
- (b) in the event the Licensee does not remove the Licensee's Property upon the expiration or sooner determination of the Licence in accordance with sub-clause (a), then:
    - (i) ownership of the Licensee's Property shall vest in the Licensor absolutely; and
    - (ii) the Licensee may remove and dispose of the Licensee's Property and the costs of carrying out such removal and disposal shall be a liquidated debt recoverable from the Licensee by the Licensor in a court of competent jurisdiction.
  - (c) it shall restore the Licensed Area to the condition in which it existed at the date of possession of the Licensed Area to the satisfaction of the Licensor, fair wear and tear excepted; and
  - (d) in the event the Licensee does not restore the Licensed Area to its satisfaction in accordance with subclause (c), the Licensor may restore the Licensed Area to its satisfaction and the costs of such restoration shall be a liquidated debt recoverable from the Licensee by the Licensor in a court of competent jurisdiction.

## 27. Rights rest in contract only

The Licensee ACKNOWLEDGES that the rights hereby conferred rest in contract only and nothing herein contained or implied shall be construed as granting or shall be deemed to grant to the Licensee any estate or interest in the Licensed Area.

## 28. Yielding up at expiration of term

The Licensee AGREES with the Licensor that at the end or sooner termination of the Term of the Licence it shall leave the Licensed Area in a condition consistent with the provisions of this Licence.

## 29. Holding over

If the Licensee remains in use or occupation of the Licensed Area after the expiry of the Term with the consent of the Licensor, the Licensee will be a monthly licensee of the Licensor at a Licence Fee equivalent to one twelfth of the Licence Fee for the year immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Licence provided that all consents required under this Licence or at law have been obtained to the Licensee being in use and occupation of the Licensed Area as a monthly licensee.

## 30. No warranty

The Licensor gives no warranty:

- (a) as to the suitability or otherwise of the Licensed Area for the Permitted Use; or
- (b) that the Licensor will issue any consents, approvals, authorities, permits or licences required by the Licensee under any statute for its use of the Licensed Area.

## 31. No fetter

Notwithstanding any other provision of this Licence, the Licensee ACKNOWLEDGES that the Licensor is a local government established by the *Local Government Act 1995* (WA), and in that capacity, the Licensor may be obliged to determine applications for approvals having regard to

statutes governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Licensor shall not be taken to be in default under this Licence by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Licence fetter the Licensor in performing its statutory obligations or exercising any discretion.

## 32. Goods and Services Tax

### 32.1 Licensee must pay

If GST is payable on the Basic Consideration or any part thereof or if the Licensor is liable to pay GST in connection with the licence of the Licensed Area or any goods, services or other Taxable Supply supplied under this Licence then, unless the Licensor is liable for the payment of a given Taxable Supply, as from the date of any such introduction or application:

- (a) the Licensor may increase the Basic Consideration or the relevant part thereof by an amount which is equal to the GST Rate; and
- (b) the Licensee shall pay the increased Basic Consideration on the due date for payment by the Licensee of the Basic Consideration.

### 32.2 Increase in GST

If, at any time, the GST Rate is increased, the Licensor may, in addition to the GST Rate, increase the Basic Consideration by the GST Adjustment Rate and such amount shall be payable in accordance with **clause 32.1**.

### 32.3 GST invoice

Where the Basic Consideration is to be increased to account for GST pursuant to **clause 32.2**, the Licensor shall in the month in which the Basic Consideration is to be paid, issue a Tax Invoice which enables the Licensee to submit a claim for a credit or refund of GST.

## 33. Notice

### 33.1 Address for Delivery

Any notice given or served under this Agreement shall be in writing and addressed as follows:

- (a) if given to the Licensor, addressed and forwarded to:

**Salomon Kloppers  
Manager Development Airports  
Shire of East Pilbara  
PMB 22  
Newman WA 6753**

or otherwise as notified by the Licensor,

- (b) if given to the Licensee, addressed and forwarded to:

**[Insert Licensee contact details]**

or otherwise as notified by the Licensee.

**33.2 Form of Delivery**

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or
- (b) by prepaid post to the address of the Party specified in **clause 33.1**.

**33.3 Service of Notice**

A Notice to a Party is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 33.1**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and
- (c) if by post to an address specified in **clause 33.1**, on the fourth business day following the date of posting of the Notice.

**33.4 Signing of Notice**

A Notice to a Party may be signed:

- (a) if given by an individual, by the person giving the Notice;
- (b) if given by a corporation, by a director, secretary or manager of that corporation;
- (c) if given by a local government, by the CEO or an authorised officer;
- (d) if given by an association incorporated under the *Associations Incorporation Act 1987*, by any person authorised to do so by the board or committee of management of the association; or
- (e) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

**34. Severance**

If any part of this Licence is or becomes void or unenforceable, that part is or will be severed from this Licence to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

**35. Further assurance**

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Licence.

**36. Dispute resolution**

**36.1 Referral of Dispute: Phase 1**

Except as otherwise provided, the parties agree that any dispute between the Licensee and the Licensor in regard to anything arising from this Licence shall:

- (a) be addressed in the first instance by a meeting between representatives of the Licensee, appointed for that purpose, and the officer of the Licensor responsible for administering the Reserve or the Licensed Area; and
- (b) if the dispute cannot be resolved, in a manner that is satisfactory to both parties through such a meeting, the Licensee agrees that the CEO of the Licensor will have the power to make a determination in resolution of the dispute, but only after giving due consideration to all of the matters discussed at the meeting referred to in sub-clause (a) of this clause and setting out in writing the reasons for his or her decision.

#### 36.2 Appointment of Arbitrator: Phase 2

In the event the Licensee objects to the determination made by the CEO pursuant to **clause 36.1**, then the dispute may be referred by the Licensee to a single arbitrator under the provisions of the *Commercial Arbitration Act 2012* (as amended from time to time) and the Licensor and the Licensee may each be represented by a legal practitioner.

#### 37. Variation

This Licence may be varied only by deed executed by the Parties subject to such consents as are required by this Licence or at law.

#### 38. Payment of interest

Without affecting the rights, power and remedies of the Licensor under this Licence, the Licensee shall pay to the Licensor interest on demand on any Amounts Payable which are unpaid for 14 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

#### 39. Costs

The Licensee must pay to the Licensor:

- (a) any statutory duty or taxes payable on or in connection with this Licence;
- (b) all legal costs of and incidental to the preparation, drafting and execution of this Licence;
- (c) all costs, reasonable legal fees, disbursements and payments incurred by or for which the Licensor is liable in connection with or incidental to:
  - (i) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Licence;
  - (ii) any breach of covenant by the Licensee or an Authorised Person; and
  - (iii) any work done at the Licensee's request which the Licensor is not responsible for under the terms of this Licence.

#### 40. Relationship between parties

This Deed does not create a partnership, joint venture or relationship of principal and agent between the parties.

#### 41. Governing law

This Licence is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

#### 42. Additional terms covenants and conditions

Each of the terms, covenants and conditions (if any) specified in **Item 9** of the Schedule shall be deemed part of this Licence and shall be binding upon the Licensor and Licence as if incorporated in the body of this Licence.

#### 43. Interpretation

In this Licence, unless expressed to the contrary:

- (a) Words importing:
  - (i) the singular include the plural;
  - (ii) the plural include the singular; and
  - (iii) any gender includes each gender;
- (b) A reference to:
  - (i) a natural person includes a body corporate or local government;
  - (ii) a body corporate or local government includes a natural person;
  - (iii) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
  - (iv) a statute, includes an ordinance, code, regulation, award, local planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
  - (v) a right includes a benefit, remedy, discretion, authority or power;
  - (vi) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
  - (vii) this Licence or provisions of this Licence or any other deed, agreement, instrument or contract includes a reference to:
    - (A) both express and implied provisions; and
    - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
  - (viii) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;

- (ix) anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
- (c) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Licence;
- (d) The covenants and obligations on the part of the Licensee not to do or omit to do any act or thing include:
  - (i) covenants not to permit that act or thing to be done or omitted to be done by any officer, workmen, servants, agents, contractors, licensees, invitees, assignees or persons authorised by the Licensee; and
  - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) Except in the Schedule, headings do not affect the interpretation of this Licence;
- (f) If a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.
- (g) The Schedule and Annexures (if any) form part of the Licence.

#### 44. Definitions

In this Licence, unless otherwise required by the context or subject matter:

**Airport** means Newman Airport situated on the Land;

**Amounts Payable** means the Licence Fee and any other money payable by the Licensee under this Licence;

**Authorised Person** means an agent, employee, invitee or sub-licensee of the Licensee;

**Basic Consideration** means all consideration (whether in money or otherwise) to be paid or provided by the Licensee for any supply or use of the Licensed Area and any goods, services or other things provided by the Licensor under this Licence;

**Chief Executive Officer** means the Chief Executive Officer of the Licensor or any person authorized to act on his or her behalf;

**Common Areas** mean all those parts of the Airport not leased or licensed or intended to be leased or licensed to any tenant or licensee, but intended for use by the tenants and licensees of the Airport and their respective employees and visitors in common with each other and includes the car parking areas, driveways, walkways, corridors, passageways, stairways, lifts, escalators and shared toilets and washrooms;

**CPI** means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

**Further Term** means the further term stipulated in **Item 3** of the Schedule, if any;

**Good Repair** means good and substantial repair and in clean, good working order and condition;

**GST** has the meaning that it bears in the GST Act;

**GST Act** means *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any legislation substituted for, replacing or amending that Act;

**GST Adjustment Rate** means the amount of any increase in the rate of tax imposed by the GST Law;

**GST Law** has the meaning that it bears in section 195-1 of the GST Act;

**GST Rate** means 10%, or such other figure equal to the rate of tax imposed by the GST Law;

**Interest Rate** means the rate at the time the payment falls due being 2% greater than the Licensor's general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

**Land** means the land described at **Item 1** of the Schedule;

**Licence** means this deed as supplemented, amended or varied from time to time;

**Licence Fee** means the fee specified in **Item 5** of the Schedule;

**Licensed Area** means the Licensed Area described in **Item 2** of the Schedule;

**Management Order** means the management order pursuant to which the Licensor was vested with care, control and management of Reserve 44775 by the Minister for Lands for the purpose of Airport;

**Notice** means each notice, demand, consent or authority given or made to any person under this Licence;

**Party** means the Licensor or the Licensee according to the context;

**Permitted Structures and Equipment** means the structures and equipment described in **Item 8** of the Schedule;

**Permitted Use** means the use set out in **Item 7** of the Schedule;

**RPT Terminal** means the complete and entire structure at the Airport that is intended and used for the processing of passengers and luggage destined to depart or arrive on regular public transport flights;

**Rules and Regulations** means the rules and regulations pertaining to the Airport as may be contained within the Aerodrome Manual or as may be issued from time to time by the Licensor or its delegated agent;

**Schedule** means the Schedule to this Licence, unless otherwise stipulated;

**Supply** means a good or service or any other thing supplied by the Licensor under this Licence and includes but is not limited to a grant of a right to possession of the Licensed Area;

**Tax Invoice** has the meaning which it bears in section 195-1 of the GST Act;

**Taxable Supply** has the meaning which it bears in section 195-1 of the GST Act; and

**Term** means the term stipulated in **Item 3** of the Schedule and, where the context permits, includes any Further Term.



## Schedule

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Item 1 Land

Item 2 Licensed Area

That portion of the Land comprising:

(a) and

(b) [insert number] parking bays,

as depicted on the plan annexed hereto as **Annexure B**

Item 3 Term and Further Terms

**Term:**

Three (3) years commencing on [insert date] (**Commencement Date**) and expiring on [insert date]

**First Further Term:**

One (1) year commencing on [insert date] and expiring on [insert date]

**Second Further Term:**

One (1) year commencing on [insert date] and expiring on [insert date]

Item 4 Permitted Hours of Use

All hours during the Term.

Item 5 Licence Fee

**Licence Fee:** dollars (\$) per annum exclusive of GST

**Manner of Payment:** Payable annually in advance commencing on the Commencement Date

Item 6 Licence Fee Review

Each anniversary of the Commencement Date during the Term and any Further Term, based on CPI

Item 7 Permitted Use

Item 8 Permitted Structures and Equipment

*[Insert further detail]*

Item 9 Additional terms, covenants and conditions

*[Insert any additional terms/conditions applicable]*

## Signing page

EXECUTED by the parties as a Deed on the \_\_\_\_\_ day of \_\_\_\_\_ 2018

The **COMMON SEAL** of the **SHIRE OF EAST PILBARA**  
was hereunto affixed by authority of a resolution of the  
Council in the presence of:

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
(Print Full Name)

EXECUTED by *[insert Licensee name and  
ACN]* pursuant to Section 127(1) of the  
Corporations Act

\_\_\_\_\_  
Name of Director

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Name of Director/Secretary\*

\_\_\_\_\_  
Signature of Director/Secretary\*

(\*Delete whichever designation is incorrect)

## Annexure A – Approval of Minister for Lands

Annexure B – Plan of Licensed Area

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

Nil

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

Nil

**12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**MOVED: Cr Dean Hatwell**

**SECONDED: Cr Anita Grace**

**THAT the meeting go behind closed doors.**

**CARRIED UNANIMOUSLY**

*1:35 PM The meeting was closed to the public and all members of the public  
left the Council Chambers.*

**12.1 CHIEF EXECUTIVE OFFICER**

**12.1.1 FUTURE OF THE PILBARA REGIONAL COUNCIL**

**Responsible Officer:** Mr Jeremy Edwards  
Chief Executive Officer

**Author:** Mr Jeremy Edwards  
Chief Executive Officer

**Proposed Meeting Date:** 28 September 2018

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**PURPOSE**

For Council to consider the future direction and structure of the Pilbara Regional Council (PRC).

**REASON 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:

- (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'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/46**

**MOVED:** Cr Anita Grace

**SECONDED:** Cr Anthony Middleton

**That Council:**

1. Note the Pilbara Regional Council's 29<sup>th</sup> August decision regarding the proposed future model of operations for that organisation.
2. Advise the Shire of Ashburton, Town of Port Hedland and City of Karratha that the Shire of East Pilbara supports the PRC resolution regarding the future model and operations of the PRC in its entirety.

**CARRIED UNANIMOUSLY**

*To be actioned by Mr Jeremy Edwards, Chief Executive Officer*

**12.2 DEPUTY CHIEF EXECUTIVE OFFICER**

**12.2.1 CONSIDERATION OF REQUEST FOR RATES RELIEF**

**File Ref:** FIN-22-1  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Proposed Meeting Date:** 28 September 2018

---

**PURPOSE**

For Council to consider a request from Optimus Private Equity and Avior Consulting for rates relief on Lot 44 Great Northern Highway, Newman.

**REASON 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:

- (d) Legal advice obtained or pending relating to matters to be discussed at the meeting.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/47**

**MOVED:** Cr Craig Hoyer

**SECONDED:** Cr Anita Grace

**THAT Council:**

1. Deny the request for rates relief on Lot 44 Great Northern Highway, Newman.
2. Advise Optimus Private Equity and Avior Consulting that Council will waive any interest accruals until 1<sup>st</sup> October 2019, should they agree to enter into acceptable payment plan on the outstanding amount to the Shire of East Pilbara.

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

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



**12.2.2 REPLACEMENT OF EXISTING DUCTED AIR-CONDITIONING SYSTEM –  
NEWMAN RECREATION CENTRE (GYM 2)**

**File Ref:** LEG-13-8-04  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mr Warren Barker  
Coordinator Building Services  
**Proposed Meeting Date:** 28 September 2018

---

**PURPOSE**

For Council to consider tenders for the provision of replacement of existing ducted evaporation air-conditioning system at Newman Recreation Centre Gym 2, and to seek approval for the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract for the successful tenderer.

**REASON 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'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/48**

**MOVED:** Cr Anita Grace

**SECONDED:** Cr Anthony Middleton

**THAT Council**

- 1. Award tender 04-2018/19, Replacement of Ducted Air-conditioners to Customer First Contracting PTY LTD for the tendered price of \$116,451.45 (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 Customer First Contracting PTY LTD with respect to this tender.**

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

***To be actioned by Mr Warren Barker, Coordinator Building Services***

**12.2.3 REPLACEMENT OF SIX LIGHTING MODULES AT CAPRICORN OVAL**

**File Ref:** 03-2018/19  
**Responsible Officer:** Ms Sian Appleton  
Deputy Chief Executive Officer  
**Author:** Mr Warren Barker  
Coordinator Building Services  
**Proposed Meeting Date:** 28 September 2018

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**PURPOSE**

For Council to consider tenders for the replacement of the lighting to the top of the six major lighting towers surrounding Capricorn Oval, and to seek approval for the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the contract for the successful contractor.

**REASON 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'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/49**

**MOVED:** Cr Anita Grace

**SECONDED:** Cr Anthony Middleton

**THAT Council,**

1. Award tender 03-2018/19, Replacement of Six Lighting Modules at Capricorn Oval to Lightbase PTY LTD for the tendered price of \$295,000 (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 Lightbase PTY LTD with respect to this tender.

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

*To be actioned by Mr Warren Barker, Coordinator Building Services*

**12.3 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES**

**12.3.1 CONSTRUCT EARTH SLUDGE DRYING BED FOR SEPTAGE PONDS AT  
NEWMAN LANDFILL SITE**

**File Ref:** LEG13-8-02  
**Responsible Officer:** Mr Rick Miller  
Director Technical and Development Services  
**Author:** Mr Michael Zion  
Coordinator Asset Management  
**Proposed Meeting Date:** 28 September 2018

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**PURPOSE**

For Council to Consider Tender Submissions for RFT 02-2018/19 Construct Earth Sludge Drying Bed for Septage Ponds at Newman Landfill Site.

**REASON 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'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/50**

**MOVED:** Cr Anita Grace

**SECONDED:** Cr Carol Williams

**THAT Council**

1. Award Tender RFT 02-2018/19 – Construct Earth Sludge Drying Bed for Septage Ponds at Newman Landfill Site, to Comiskey's Contracting Pty Ltd ABN 76 119 189 678 for the total price of \$405,992.27 (ex GST). and
2. Authorises the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between Comiskey's Contracting Pty Ltd ABN 76 119 189 678 with respect to this Tender.

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

*To be actioned by Mr Michael Zion, Coordinator Asset Management*

**12.3.2 ENTERING INTO A LEASE AGREEMENT WITH AURORA PETROLEUM  
PTY LTD FOR THE USE OF AREA 22 AT NEWMAN AIRPORT FOR THE  
PURPOSES OF OPERATING A KIOSK**

**File Ref:** FAC-1-2  
**Responsible Officer:** Mr Rick Miller  
Director Technical and Development Services  
**Author:** Mr Salomon Kloppers  
Manager Development Airports  
**Proposed Meeting Date:** 28 September 2018

*An Interest was declared by Cr Anita Grace for Item No. 12.3.2*

*Nature of Interest: Financial*

*Extent of Interest: Business Owner supplier of Alcohol*

1:55 PM Cr Anita Grace left Chambers.

1:56 PM Cr Dean Hatwell left Chambers.

2:00 PM Cr Dean Hatwell returned to the Chambers.

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**ADDENDUM ORDINARY COUNCIL MEETING 28 SEPTEMBER 2018**

**ADDITIONAL INFORMATION**

Subsequent to circulation of the Agenda for this meeting, officers received the final valuation report from Garmony Property Consultants. The Confidential final report is attached for Council consideration. (**Appendix 1 refers**).

There is also a change within Table 1 on page 4 as follows:

- Under proposal 3, the additional seating area in the departures lounge measures 71m<sup>2</sup>.

NOTE: there is no change to the officer's recommendation.

**PURPOSE**

To seek Council approval to authorise the Chief Executive Officer to affix the Common Seal to a Lease Agreement between the Shire of East Pilbara and Aurora Petroleum Pty Ltd ACN 616 421 820 regarding Lease Area 51, (for providing Kiosk facilities and services) at Newman Airport.

**REASON 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:

- (e) a matter that if disclosed would reveal –
- (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person,

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

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201819/51**

**MOVED: Cr Anthony Middleton**

**SECONDED: Cr Craig Hoyer**

**THAT Council:**

1. Authorise the Chief Executive Officer to advertise the proposed disposition of land, being Reserve 44775, Lot 571 Lease Area 51, in accordance with Section 3.58 (Disposing Property) of the *Local Government Act 1995*, and subject to no adverse submissions being received prior to the closing date;
2. Approve the proposed license to be sent to the Minister of Lands for approval; and
3. Authorise the Chief Executive Officer to affix the Common Seal to a License Agreement between the Shire of East Pilbara and Aurora Petroleum Pty Ltd ACN 616 421 820 regarding the Lease for use of Lease Area 51 at Newman Airport.

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 7 - 0**

**MOVED:** Cr Craig Hoyer

**SECONDED:** Cr Lang Coppin OAM

**THAT** the meeting is open to members of the public.

**CARRIED UNANIMOUSLY  
RECORD OF VOTE: 7 - 0**

*2:01PM The meeting was re-opened to the public.*

*2:01PM Cr Anita Grace returned to the meeting.*

### **13 DATE OF NEXT MEETING**

26 October 2018

### **14 CLOSURE**

Meeting Closed 2:02PM