

## SHIRE OF EAST PILBARA

These minutes were confirmed by the council  
as a true and accurate record at the ordinary  
council meeting held on 27/05/2022



Unconfirmed copy of Ordinary  
Minutes of Meeting held on 29  
April 2022 subject to  
confirmation at meeting to be  
held on 27 May 2022



# EAST PILBARA SHIRE COUNCIL

# MINUTES

# ORDINARY COUNCIL MEETING

**NOTICE IS HEREBY GIVEN** that an  
ORDINARY Meeting of the Council will be held,  
in Council Chambers, Newman,  
10:30AM, FRIDAY, 29 APRIL 2022.

Steven Harding  
CHIEF EXECUTIVE OFFICER



# DISCLAIMER

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

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

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

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

## WRITTEN CONFIRMATION

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

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

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

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# TABLE OF CONTENTS

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ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING .....	1
2	ATTENDANCE BY INSTANTANEOUS COMMUNICATIONS.....	1
3	RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE .....	2
3.1	ATTENDANCES .....	2
3.2	APOLOGIES .....	2
3.3	LEAVE OF ABSENCE .....	2
4	DISCLOSURES OF INTEREST .....	3
5	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....	3
6	PUBLIC QUESTION TIME .....	6
7	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	6
8	APPLICATIONS FOR LEAVE OF ABSENCE .....	6
9	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING.....	7
9.1	CONFIRMATION OF MINUTES.....	7
10	MEMBERS REPORTS .....	7
10.1	ITEMS FOR RECOMMENDATION .....	7
10.2	ITEMS FOR INFORMATION .....	7
11	OFFICER'S REPORTS .....	8
11.1	CHIEF EXECUTIVE OFFICER.....	8
11.1.1	STATUS OF COUNCIL DECISIONS.....	8
11.2	DIRECTOR CORPORATE SERVICES .....	10
11.2.1	MONTHLY FINANCIAL STATEMENTS, INVESTMENT REPORT, INSURANCE REPORT AND WRITE OFF FOR PERIOD ENDING FEBRUARY 2022 .....	10
11.2.2	CREDITORS FOR PAYMENT.....	14

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11.2.3	POLICY REVIEW - PROCUREMENT AND TENDER PROCEDURES POLICY AND JUNIOR COMMUNITY AND SPORTING ORGANISATIONS ASSISTANCE .....	17
11.2.4	<b>ADOPTION OF PROPOSED FEES AND CHARGES 2022-2023</b> .....	20
11.2.5	CHANGE IN METHOD OF VALUATION .....	23
<b>11.3</b>	<b>DIRECTOR COMMUNITY SERVICES</b> .....	<b>26</b>
11.3.1	NEWMAN AQUATIC CENTRE - ENCLOSED AREA FOR CHILDREN .....	26
11.3.2	DEPARTMENT OF TRANSPORT ACCESS AND EQUITY FUNDING APPLICATION.....	30
<b>11.4</b>	<b>DIRECTOR COMMERCIAL SERVICES</b> .....	<b>34</b>
11.4.1	DEVELOPMENT APPLICATION - PROPOSED SHADE STRUCTURE, GOODABINYA COMMUNITY, MARBLE BAR ...	34
<b>12</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b> .....	<b>41</b>
<b>13</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b> .....	<b>41</b>
<b>14</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL</b> .....	<b>41</b>
<b>15</b>	<b>CONFIDENTIAL MATTERS BEHIND CLOSED DOORS</b> .....	<b>42</b>
15.1	CHIEF EXECUTIVE OFFICER.....	42
15.1.1	FUNDING AGREEMENT.....	42
15.2	DIRECTOR COMMUNITY SERVICES.....	44
15.2.1	APPOINTMENT OF BUSH FIRE CONTROL OFFICER.....	44
<b>16</b>	<b>DATE OF NEXT MEETING</b> .....	<b>45</b>
<b>17</b>	<b>CLOSURE</b> .....	<b>45</b>

## 1 DECLARATION OF OPENING

The Acting Shire President (Presiding Member) declared the meeting open at 10.32 am and welcomed Councillors and Officers and Visitor/s to the Council Chambers, Newman.

There was acknowledgement of the Nyiyaparli and Martu peoples as the traditional owners of the land and respects paid to Elders, both past, present and emerging.

Cr McWhirter-Brooks acknowledged the untimely death of Mr Bill Burke, the Shire's Director of Commercial Services who passed away earlier this month.

On behalf of the Council of the Shire of East Pilbara, I extend the deepest condolences of all Councillors, Shire Staff and members of the community to Bill's family and friends at this very difficult time. He was an enthusiastic and energetic member of our executive team and his passion and drive will be greatly missed. The Shire has planted a tree at the front of the Newman Administration Centre Building in his honour.

The following motion was proposed and passed:

### **COUNCIL RESOLUTION**

(Resolution No: 2022/39)

**Moved:** Councillor McWhirter-Brooks

**Seconded:** Cr Lou Lockyer

**That Council expresses its deep sadness at the passing of Bill Burke, Director Commercial Services and its appreciation of his commitment and service to the Shire. Council extends its deepest sympathy to Bill's family and friends in their bereavement. Councillors indicated their support for the motion by rising in their places and observing one minute's silence in Mr Bill Burke's memory.**

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

## 2 ATTENDANCE BY INSTANTANEOUS COMMUNICATIONS

Nil

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

#### 3.1 ATTENDANCES

##### Councillors

Cr Wendy McWhirter-Brooks	Deputy Shire President <i>(Acting Presiding Member for this meeting)</i>
Cr Matthew Anick	Councillor
Cr Peta Baer	Councillor
Cr Langtree Coppin OAM	Councillor
Cr Anita Grace	Councillor
Cr Annabell Landy	Councillor
Cr Karen Lockyer	Councillor
Cr Stacey Smith	Councillor

##### Officers

Steven Harding	Chief Executive Officer
Emma Landers	Director Organisation Development
Steve Leeson	Director Corporate Services
Eric Plet	Director Community Services
Joshua Brown	Manager Governance and Risk
Sally Fry	Governance / Compilation of Minutes

##### Public Gallery

Ms Lee Hutchinson	Visitor – Resident in Newman
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#### 3.2 APOLOGIES

##### Councillor Apologies

Cr Anthony Middleton  
Cr Adrienne Mortimer

##### Officer Apologies

Tehsin Ali	Governance Administration Officer
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#### 3.3 LEAVE OF ABSENCE

An application for a Leave of Absence was received and granted at the Council Meeting of 25 February 2022 for **Cr Adrienne Mortimer** for the Council Meetings of 25 March 2022 and 29 April 2022.

An application for a Leave of Absence was received and granted at the Council Meeting of 25 March 2022 for **Cr Anthony Middleton** for the Council Meeting of 29 April 2022.

#### 4 DISCLOSURES OF INTEREST

Nil

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

The following questions were taken on notice at the Ordinary Council Meeting held on Friday, 25 March 2022:

##### Public Question Time

Phillip Nowland, Marble Bar

1. *Can a reduction in land rates for small scale mining and prospecting be considered?*
2. *Would Council consider increasing the current threshold for small tenements eligible for a rating concession from 10 Ha to 50 Ha?*

*Mr Nowland agreed to provide further information in writing for consideration as part of the Council's preparations for the 2022/23 annual budget.*

**The Director of Corporate Services provided the following responses, a copy of which was emailed to Mr Nowland on 4 April 2022:**

1. *Can a reduction in land rates for small scale mining and prospecting be considered?*

Potentially. As part of modelling the Shire's 2022-2023 differential rating, a **lower rates burden apportionment** may be possible for small scale mining and prospecting, being so far that it is consistent with the Shire's [rating strategy](#) and is adopted by Council.

There are characteristics prescribed for differential general rates (Act s. 6.33) which require compliance, as further explained within the Department's guidelines. This includes:

- Objectivity – Being land use type
- Consistency – Rating similar properties that are used for the same purpose in the same way.

2. *Would Council consider increasing the current threshold for small tenements eligible for a rating concession from 10 Ha to 50 Ha?*

Concessions are currently only applied against the industrial / mixed business / pastoral categories as a legacy of the Shire's previous rating approach.

Distinguishing large versus small operators would come across as targeting the owner of the land as opposed to how it is used.

**Item 11.1.2**

**Councillor Lou Lockyer**

*Can concerns relating to delivery by Australia Post of ballot papers for the extraordinary election can be raised with the WA Electoral Commission?*

**The Chief Executive Officer responded:**

The WA Electoral Commission will arrange for the installation of a secure ballot box at the Australia Post Shop Newman in the final stages of the election period. The Shire will promote the availability of replacement election packages through social and traditional media.

**Item 11.1.3**

**Councillor Wendy McWhirter-Brooks**

*Can Councillors be provided with remittance advice to accompany payments into accounts?*

**The Director Corporate Services responded:**

The Shire's finance system issues remittance advice with payments, to a Councillor's nominated email address (or their Shire address by default). The most recent remittance advice however was not issued owing to an administrative error and will be restored for future payments.

**Item 11.2.3**

**Councillor Lang Coppin**

*Who provides valuations for Martumili artworks?*

**The Director Organisational Development responded with the following advice:**

Martumili price artworks based on a sales factor system. Artists are graded based on career level, and a formula based on artwork size determines Recommended Retail Price. Formula being: Width (artwork) x Length (artwork) x Sales Factor (artist grade level) = RRP. There are currently 15 grade levels available to Martumili artists. Price calculation happens at the point of cataloguing (automatically- our cataloguing system is programmed with all the formulaic information), and artist grades are reviewed annually (during stocktake).

Artworks offered on the public market (ie- online or through commercial gallery partners) are sold at RRP (100%). Artworks sold directly through the Newman Martumili Gallery are sold at Direct Price (80%). Artworks sold wholesale to commercial gallery partners are sold at Wholesale (60%). This model is consistent with international industry standard.



**Councillor Anthony Middleton**

*Can advise be provided relating to the extent of staff electricity subsidies?*

**The Director Corporate Services provided the following response:**

Employees who occupy Council owned or managed residences with air-conditioning and domestic power operating on a single meter, will be subsidised as follows:

**Newman – 1<sup>st</sup> September to 30<sup>th</sup> April**

<b>Split System</b>	<b>Solar</b>	12,000 units per year – (3kw or greater)
		49.49 units per day for billing cycle
	<b>No Solar</b>	15,000 units per year
		62.24 units per day
<b>Packaged Units</b>	<b>Solar</b>	15,000 units per year – (3kw or greater)
		62.24 units per day for billing cycle
	<b>No Solar</b>	18,000 units per year
		75 units per day

- Subsidy period is from 1 September – 30 April.
- Unused subsidies will be credited to the next account provided it is within the subsidy period.
- Usage above the 'units per day' allowance is to be paid for by the tenant.
- Subsidies will not be carried forward to the following year.

**Marble Bar and Nullagine – Annual**

<b>Split System</b>	<b>Solar</b>	12,000 units per year – (3kw or greater)
		32.88 units per day for billing cycle
	<b>No Solar</b>	15,000 units per year
		41.10 units per day

- Subsidy period is from 1 July – 30 June annually.
- Unused subsidies will be credited to the next account provided it is within the subsidy period.
- Usage above the 'units per day' allowance is to be paid for by the tenant.
- Subsidies will not be carried forward to the following year.

**Councillor Annabell Landy**

*Can the name of deceased artists listed in the transaction details be redacted?*

**The Director Corporate Services responded:**

That current protocol at Martumili restricts the verbal iterations of an artist's name. It is understood that for administration and acknowledgement purposes, written names of the deceased are required, and acceptable. Going forward, to be respectful of cultural protocols, the Shire will include a warning that the names of deceased Aboriginal people may appear in the business papers.

**Item 11.3.2**

**Councillor Wendy McWhirter-Brooks**

*Can details of community awards events in Newman be provided to Councillors?*

**The Director Community Services provided the following list of events in response:**

- Australia Day Awards
- Newman Chamber of Commerce and Industry
- Pilbara for Purpose
- International Women's Day (Newman Neighbourhood Centre lead agency)
- Reconciliation Awards
- Community and Sports Awards

**6 PUBLIC QUESTION TIME**

No questions presented by public gallery for this meeting.

**7 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil received for this meeting.

**8 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil received for this meeting.

## 9 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

### 9.1 CONFIRMATION OF MINUTES

[Unconfirmed Minutes – Ordinary Council Meeting – 25 March 2022](#)

#### **COUNCIL RESOLUTION**

(Resolution No: 2022/40)

**Moved:** Cr Baer

**Seconded:** Cr Smith

**That the Minutes of the Ordinary Council Meeting held on 25 March 2022 as published on the Shire's website be confirmed as a true and accurate record of proceedings.**

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

## 10 MEMBERS REPORTS

- Cr Stacy Smith attended Nullagine CRC Meeting
- Cr Annabell Landy attended Dialysis Clinic Opening
- Cr Lang Coppin attended Marble Bar Tourism and CRC Meetings

### 10.1 ITEMS FOR RECOMMENDATION

Nil

### 10.2 ITEMS FOR INFORMATION

#### **Cr McWhirter-Brooks**

Cr Baer is expecting to be announced as the new Manager of the Neighbour Centre in Newman. Congratulations to Cr Baer on this pending appointment.

#### **Cr Lockyer**

Attended in early March 2022 the Australian Institute of Company Directors Foundations of Governance Training and highly recommends this training for all Councillors, particularly relating to understanding financial statements and rates information.

## 11 OFFICER'S REPORTS

### 11.1 CHIEF EXECUTIVE OFFICER

#### 11.1.1 STATUS OF COUNCIL DECISIONS

**Attachments:** [Appendix 1 Register of Status of Council Decisions April 2022](#)

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

**Author:** Tehsin Ali  
Governance Administration Officer

**Proposed Meeting Date:** 29 April 2022

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

#### COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION

(Resolution No: 2022/41)

**Moved:** Cr Lockyer

**Seconded:** Cr Landy

**That Council notes the report.**

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

#### REPORT PURPOSE

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

#### BACKGROUND

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

## COMMENTS/OPTIONS/DISCUSSIONS

A list of the status of Council's decisions from the previous meeting and those outstanding decisions since January 2019 is attached as **Appendix 1** to this report.

## STATUTORY IMPLICATIONS/REQUIREMENTS

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

## POLICY IMPLICATIONS

Consistent with past policy and practices of the Council.

## STRATEGIC COMMUNITY PLAN

### 5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

## RISK MANAGEMENT CONSIDERATIONS

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

## FINANCIAL IMPLICATIONS

No financial resource impact.

## VOTING REQUIREMENTS

Simple Majority.

Item No	Date of Meeting	Report Title	Accepted Recommendation	Council Resolution No.	Comments / Action Taken	Completion Date
<b>Council Decisions 2021</b>						
10.2	26/03/2021	Policy position on local businesses giving back to community groups	For the Administration to research, and provide feedback to Council on an appropriate policy that determines when local businesses are engaged by the Shire for ad-hoc event opportunities (such as holding a stall or running a bar service) and that preference is to be given to community groups or local providers that can return a benefit to the community.	202021/169	In progress.	
11.4.2	25/02/2022	Pardoo Road Closures - Old Broome Road Portions	That Council, in accordance with section 58 of the Land Administration Act 1995, progress the road closure on portion Road 222 (Old Broome Road) being identified as Proposal A and includes the portion of both PIN 11732768 and PIN 11732776, and Proposal B Portion of PIN 12006660 and PIN 12352795 as identified by Department Planning Lands and Heritage by:  1. Giving Public Notice of the proposal for a period of 35 days; 2. If submissions are received, refer those submission to Council for consideration. 3. Should no submissions be received, authorise the Chief Executive Officer to forward the matter to the Department Planning Lands and Heritage for its consideration; and 4. Advising the Department Planning Lands and Heritage if requested, that the Shire will not provide any form of identification in relation to this road closure, given that the Shire has not initiated it directly.	2022/13	Public Notice published in West Auatralia on 2 March 2022. Public notice period for 35 days	Progressing
15.1.4	25/02/2022	AWARD OF TENDER RFT 06-21/22 SUPPLY AND INSTALL NEW BAGGAGE MAKEUP CAROUSEL AT THE NEWMAN AIRPORT	That Council: 1. Awards Tender RFT 06-2021/22 – Supply and Install New Baggage Makeup Carousel – Newman Airport to Glidepath Australia Pty Ltd for the tendered price of \$550,000.00 gst ex; and 2. Authorises the Chief Executive Officer to execute the Contract between Glidepath Australia Pty Ltd and the Shire of East Pilbara.	2022/22	Purchase order issued - contract negotiations nearing completion	Progressing
<b>Council Decisions 25 March 2022</b>						
9.1	25/03/2022	CONFIRMATION OF MINUTES	That the Minutes of the Ordinary Meeting of Council held on 25 February 2022 as published on the Shire's website, be confirmed as a true and correct record of proceedings.	2022/25	Confirmed	25/03/2022
11.1.1	25/03/2022	BUDGET REVIEW AS AT 31 DECEMBER 2021	That Council: 1. Accepts the Budget Review report as at 28 February 2022; 2. Adopts the Shire of East Pilbara revised Annual Budget 2021-2022 financial activity statements included as Appendix 1. 3. Authorises the Chief Executive Officer to submit the Budget Review to the Department of Local Government, Sport and Cultural Industries.	2022 /26	Adjustments made to budget	28/03/2022
11.1.2	25/03/2022	EXTRAORDINARY ELECTION - FIXING THE DATE	That Council: 1. Fixes Saturday, 18 June 2022 as the date for the conduct of an extraordinary election to fill the vacancy in South Ward, following the resignation of former Councillor Holly Fleming. 2. Declares, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election on Saturday, 18 June 2022. 3. Determines, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election. 4. Notes the expenditure of \$14,500 (incl GST) for the conduct of the election, as detailed in the December 2021 Budget Review.	2022 /27	WA Electoral Commissioner advised and election process has commenced	28/03/2022
11.1.3	25/03/2022	POLICY REVIEW - MODEL CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES AND ATTENDANCE AT EVENTS POLICY	That Council accepts the review of and adopts: 1. The Shire of East Pilbara Code of Conduct for Council Members, Committee Members and Candidates attached as Appendix 1; and 2. The Attendance at Events Policy attached as Appendix 3. ABSOLUTE MAJORITY REQUIRED	2022 /28	Website updated	28/03/2022
11.1.4	25/03/2022	STATUS OF COUNCIL DECISIONS	That Council notes the report.	2022 /29	Noted	28/03/2022
11.2.1	25/03/2022	MONTHLY FINANCIAL STATEMENTS AND INVESTMENT REPORT FOR PERIOD ENDING JANUARY 2022	That Council adopts the monthly financial statements for the period 1 July 2021 to 31 January 2022 of the 2021/2022 financial year included as Appendix 1 to the report.	2022 /30	Noted	28/03/2022

11.2.2	25/03/2022	MINUTES OF THE AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING – 24 MARCH 2022	<p>That Council:</p> <ol style="list-style-type: none"> <li>Notes the unconfirmed minutes of the Special Meeting of the Audit, Risk and Governance Committee held on 24 March 2022</li> <li>Pursuant to Regulation 14(3)(b) of the Local Government (Audit) Regulations 1996, adopts the Compliance Audit Return for the period 1 January to 31 December 2021 and authorises the Chief Executive Officer to submit the completed Return to the Department of Local Government, Sports and Cultural Industries.</li> <li>Approves the three-year Internal Audit Program 2021/22-2023/24 Plan update as endorsed by the Audit, Risk and Governance Committee.</li> <li>Authorises the Chief Executive Officer to enter into all necessary agreements with the subject landowners of the property in Armstrong Way Newman identified in the confidential report to the Audit, Risk and Governance Committee Special Meeting held on 24 March 2022, to proceed with entering into a deed of agreement to surrender the property, pursuant to section 6.49 of the Local Government Act 1995.</li> </ol> <p>ABSOLUTE MAJORITY REQUIRED</p>	2022 /31	Minutes noted	25/03/2022
11.2.3.	25/03/2022	CREDITORS FOR PAYMENT	<p>That Council endorses the below payments for the period 8 February 2022 to 28 February 2022:</p> <p>EFT \$1,608,526.07 Credit Card \$16,464.30 Cheque \$270.75 Direct Debit \$116,993.84</p>	2022 /32	Payments endorsed	25/03/2022
11.3.1	25/03/2022	STRATEGIC RECREATION MASTER PLAN - IMPLEMENTATION PLAN	<p>That Council:</p> <ol style="list-style-type: none"> <li>Endorses the "Implementation Plan" for the Shire of East Pilbara Strategic Recreation Master Plan attached as Appendix 1.</li> <li>Considers funding as part of the drafting of the Long Term Financial Plan and notes that all projects outlined within the Implementation Plan are subject to Council's annual budget deliberation process and successful attraction of grant funding where required.</li> <li>Pursuant to s6.8 of the Local Government Act 1995, amends the 2021/22 annual budget as follows: Account / Current Budget / Amendment / Revised Budget TBA – Revenue / \$0 / \$1,200,000 / \$1,200,000 TBA – Expenses / \$0 / (\$1,200,000) / (\$1,200,000)</li> <li>Considers continued funding for the project when drafting the revised Long Term Financial Plan.</li> </ol>	2022 /33	Plan being considered in budget preparation	13/04/2022
11.3.2	25/03/2022	REQUEST FOR SPONSORSHIP – PILBARA COMMUNITY SERVICE EXCELLENCE AWARDS	<p>That Council supports the request for sponsorship from Pilbara for Purpose for the Pilbara Community Services Excellence Awards 2022 to be held in Newman for the amount of \$15,000, and that an allocation be considered as part of the 2022/23 budget.</p>	2022 /34	Plan being considered in budget preparation	13/04/2022
11.4.1	25/03/2022	DEVELOPMENT APPLICATION – PROPOSED NITROGEN STORAGE	<p>That Council approves application P047/21 from Modus Design Pty Ltd for the installation of a new storage vessel for liquid nitrogen, fencing with a low roof to enclose pipework and hose racks, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>Development shall be in accordance with the approved plan(s) and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the Shire of East Pilbara.</li> <li>This approval to remain valid for a period of 24 months if development is commenced within 12 months.</li> <li>The sale of Liquid Nitrogen is not to be made available to the general public and must be restricted to mining industry clients only.</li> <li>Approval from the Department of Mines, Industry Regulation and Safety must be obtained and a copy of that approval provided to the Shire before commencement of development.</li> <li>The applicant to provide the Shire with a management plan detailing the safe entry and exit of vehicles accessing the liquid nitrogen storage vessel prior to commencement of development.</li> </ol>	2022 /35	Completed	28/03/2022

11.4.2	25/03/2022	PROPOSED FUTURE LAND USE ON LOT 600 LES TUTT DRIVE, NEWMAN	<p>A. That Council authorises the Chief Executive Officer to advise East Pilbara Independence Service and Puntukurnu Aboriginal Medical Service that:</p> <ol style="list-style-type: none"> <li>1. It provides in-principle support for them to make application via a Crown Land Enquiry to Department Planning Lands and Heritage for the development of a residential aged care facility with dialysis service.</li> <li>2. In the event State Government permission is obtained, the Proponent is required to further comply with all other statutory requirements including lodging a development application and a building licence. It would be a further requirement of any approval that the development be connected to the reticulated sewer network.</li> <li>3. Council's support is in-principle only and the Proponent is advised that such in-principle support does not circumvent the required development approvals process/s.</li> <li>4. The in-principle support is provided for a period of five years by which time Council support will need to be reconsidered.</li> </ol> <p>B. That Council authorises the Chief Executive Officer to advise the Department Planning Lands and Heritage that:</p> <ol style="list-style-type: none"> <li>1. It provides in-principle support for the placement of the Christian Bible Baptist Church on Lot 600, Les Tutt Drive, Newman (case 2102498) subject, but not limited to, Shire approvals process including a development application and building licence being approved. It would be a further requirement of any approval that the development be connected to the reticulated sewer network.</li> <li>2. It supports the placement of the East Pilbara Independence Service Residential Facility on Lot 600, Les Tutt Drive, Newman subject, but not limited to, Shire approvals process including a development application and building licence being approved. It is further assumed the development would be connected to the reticulated sewer network.</li> <li>3. The support period is limited to a 5 year timeframe whereby the Proponent should renew its interest in the event that development has not commenced.</li> <li>4. The land is situated in a proposed townsite transitional area in the Shire's Local Planning Strategy and in this regard, consultation with BHP should occur.</li> <li>5. The subject land is located in a Bushfire Prone area and development would need to comply with a BAL</li> </ol>	2022 /36	Completed	4/04/2022
11.5.1	25/03/2022	PROCLAMATION OF SECTIONS OF MARBLE BAR ROAD (H030)	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Pursuant to section 13 of the Main Roads Act 1930, endorses the proposed proclamation as Main Road of those sections of Marble Bar Road identified in Appendix 1 to the report.</li> <li>2. Authorises the Chief Executive Officer to sign the Proclamation Plan and any other necessary documentation in support of the proclamation.</li> </ol>	2022 /37	CEO Signed proclamation documentation	7/04/2022
15.1.1	25/03/2022	CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS AMENDMENT	<p>That Council amends the Chief Executive Officer's Key Focus Area 6 agreed to at its Special Meeting held 28 September 2021 to:</p> <p>Key Focus Area</p> <p>KFA 6 Undertake an independent organisation-wide gap analysis of the Shire's fraud prevention measures and controls to identify any vulnerabilities to fraud and corruption, and to recommend any such measures required to improve fraud resistance and to strengthen the Shire's internal controls, with a report to be made to the Council's Audit, Risk and Governance Committee by August 2022. In addition, provide a statement of fraud prevention principles governing contract management and stock control to Council's Audit, Risk and Governance Committee by June 2022. Completion and delivery of gap analysis report and recommendations to the Audit, Governance and Risk Committee by August 2022.</p> <p>Measure</p> <p>Provision of statement of principles governing contract management to Audit, Governance and Risk Committee by June 2022.</p> <p>REASONS FOR CONFIDENTIALITY</p> <p>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:</p> <p>(a) a matter affecting an employee or employees.</p>	2022 /38	RFQ Scope of works finalised and issued to prospective suppliers	12/04/2022



11.2 DIRECTOR CORPORATE SERVICES

11.2.1 MONTHLY FINANCIAL STATEMENTS, INVESTMENT REPORT, INSURANCE REPORT AND WRITE OFF FOR PERIOD ENDING FEBRUARY 2022

Attachments: [Appendix 1 Monthly Financial Statements February 2022](#)  
[Appendix 2 Investment Summary Report March 2022](#)  
[Appendix 3 Insurance Report](#)

Responsible Officer: Steve Leeson  
Director Corporate Services

Author: Lisa Davis  
Manager Corporate Services

Proposed Meeting Date: 25 March 2022

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2022/42)

Moved: Cr Lockyer

Seconded: Cr Baer

**That Council:**

1. Adopts the monthly financial statements for the period 1 July 2021 to 28 February 2022 of the 2021/2022 financial year included as Appendix 1 to the report.
2. Pursuant to section 6.12(1)(c) of the *Local Government Act 1995* writes off the amount of \$6,936.66 on Assessment # A423320.
3. Pursuant to Section 6.8 of the *Local Government Act 1995* approves an amendment to the Shire's 2021-2022 Annual Budget as per the following table:

Account	Job	Description	Current Budget	Amendment	Revised Budget
41147	OG0053	Youth Hub Concept	\$200,000	\$38,858	\$238,858
81041	WN6000	Planning & Strategy – PB Newman	\$100,000	-\$38,858	\$61,142

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

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## REPORT PURPOSE

The Monthly Financial Statements provide details of the Shire of East Pilbara's (the Shire's) current year to date financial position in relation to the 2021-2022 Annual Budget, as amended from time to time, including the reporting of material variances.

## BACKGROUND

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

**Appendix 1** details the financial activities of the Shire for the period 1 July 2021 to 28 February 2022 of the current financial year.

There are 4 sections of the monthly report:

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

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

**Appendix 3** is the Monthly Insurance Report.

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

## COMMENTS/OPTIONS/DISCUSSIONS

### Variances

Material variances in the Shire 2021-2022 annual budget are disclosed within **Appendix 1**.

Investments

The portfolio accrued \$33,582 in interest and returned 0.52% pa versus the bank bill benchmark of 0.04% pa for the month. For the past 12 months, the portfolio returned 0.36% pa, exceeding the bank bill index benchmark's 0.04% pa by 0.32% pa.

Council's investment portfolio is within policy limits across total credit exposures, individual institutional exposures and term to maturity limits.

Insurance Report

In March 2022, four claims were closed / settled to the value of \$21,473.55. There are thirty five claims still open in various stages of completion, with twenty two claims being acknowledged or accepted.

Fifty percent of closed claims for this financial year to date are due to the deliberate destruction of Shire property or the act of entering a Shire property without permission with the intention of committing a criminal offence.

Write Off

Write off of Assessment A423320 – Direct Engineering Services Pty Ltd in the amount of \$6,936.66 as a result of this land now been considered non-rateable. The land was handed back to the Crown once the lease ended on 31 December 2017. The business also went into liquidation in 2013 so no rates have been paid since the 2012 billing.

This land is now unallocated crown land and is no longer charged rates.

Budget Amendment

The Shire of East Pilbara has received submissions for architectural and specialist consultancy services to develop concept designs and schematics drawings for a youth and community hub as a result of a Request for Quotation (RFQ). All submissions received exceeded the current budget of \$200,000. In order for the CEO to award the RFQ, an amendment to the budget is required.

Shire Officers are seeking to reallocate budgetary funds as per table below:

<b>Account</b>	<b>Job</b>	<b>Description</b>	<b>Current Budget</b>	<b>Amendment</b>	<b>Revised Budget</b>
41147	OG0053	Youth Hub Concept	\$200,000	\$38,858	\$238,858
81041	WN6000	Planning & Strategy – PB Newman	\$100,000	-\$38,858	\$61,142

**STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995*

Part 6 Financial Management

Division 4 General financial provisions

Section 6.4(2)

*“The financial report is to:*

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

Section 6.8 (1) (b)

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

## **POLICY IMPLICATIONS**

3.1 Accounting Policies

3.5 Budget Management – Capital Acquisitions

3.9 Investments Policy

## **STRATEGIC COMMUNITY PLAN**

### **5: Governance**

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

## **RISK MANAGEMENT CONSIDERATIONS**

Legislative - Medium

## **FINANCIAL IMPLICATIONS**

Legislative – Medium

If Council approve the officer’s recommendation, the Shire meets compliance with the Financial Management Regulations.

If Council decline or defer the officer’s recommendation, the Shire may be considered non-compliant in the preparation of required financial activity statements.

## **VOTING REQUIREMENTS**

Absolute Majority.

# Shire Of East Pilbara

## Monthly Financial Statements

(Containing the Statement of Financial Activity)

### For The Period Ending 28th February 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

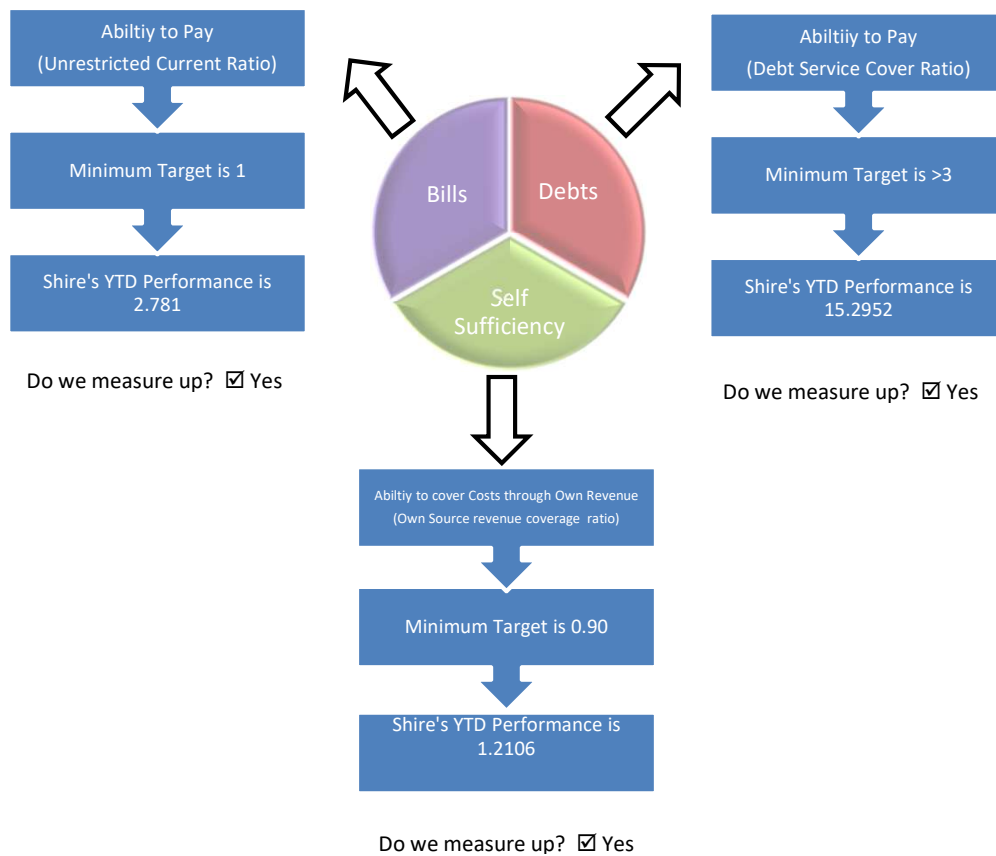
#### TABLE OF CONTENTS

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

# MONTHLY FINANCIAL HEALTH CHECKS

For The Period Ending 28th February 2022

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



## How are we tracking against our budget targets?

### Adjusted Operating Surplus

- A measure of the Shire's ability to cover its operational costs including depreciation and have funds left over to cover capital expenditure (including principal loan repayments) without relying on debt or reserves

Minimum Target is 1%

Shire's YTD Performance is  
0.3378

Do we meet the target?  No

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

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

### Asset Sustainability Ratio

- Measures if the Shire is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out

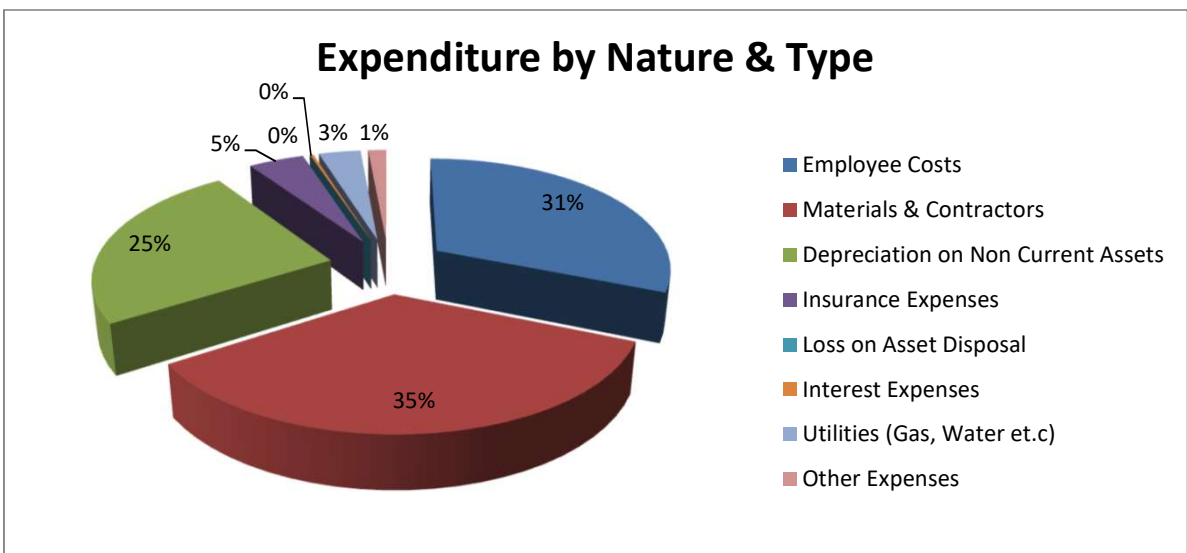
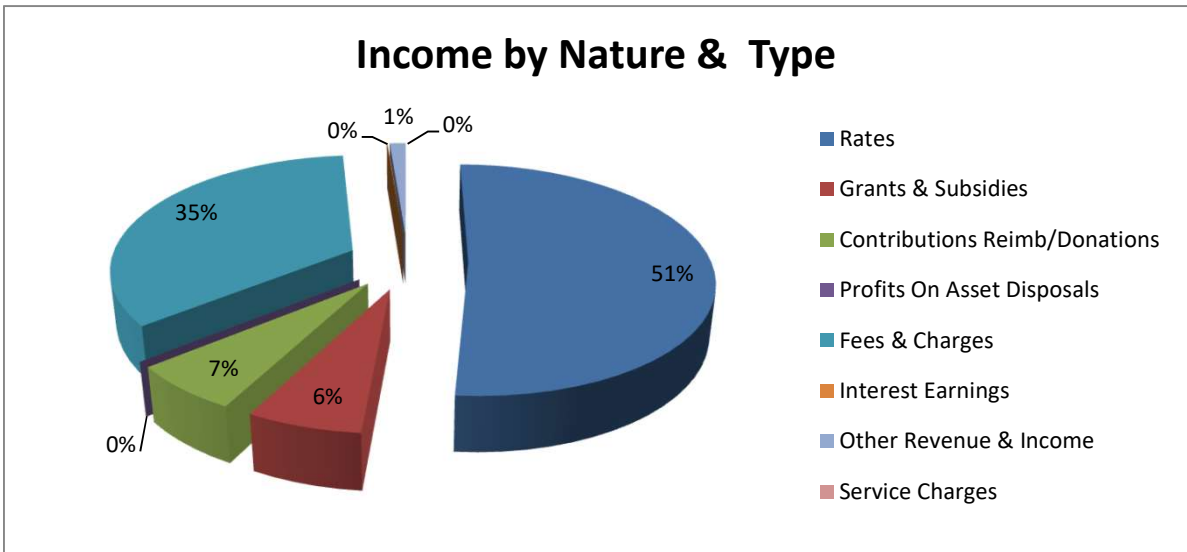
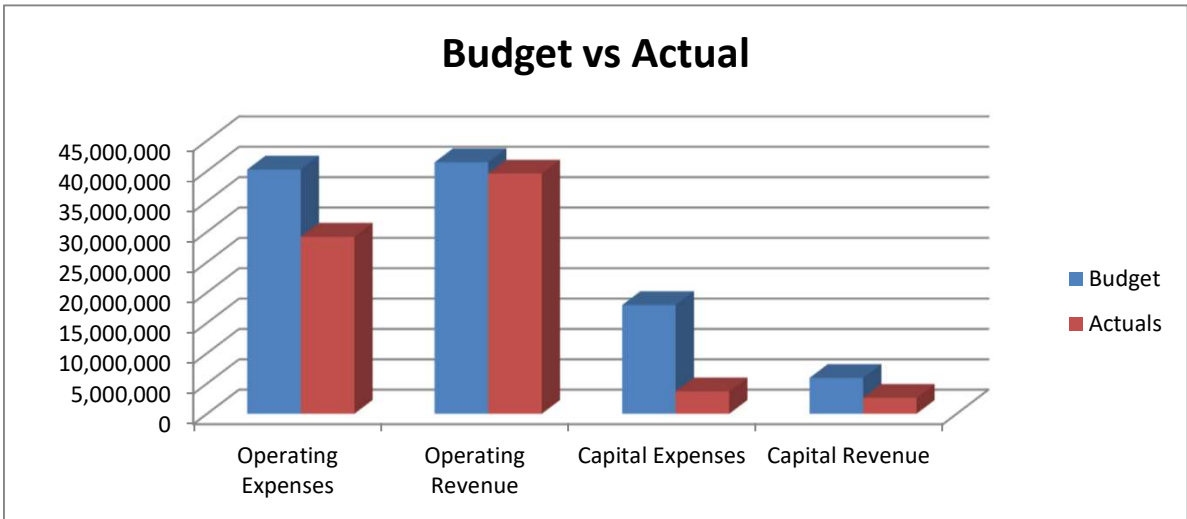
Minimum Target is 90%

Shire's YTD Performance is

Do we meet the target? Unable to  
calculate without Asset  
Management Plans

# Shire Of East Pilbara Financial Graphs

For The Period Ending 28th February 2022





**Shire Of East Pilbara**  
**Operating Revenue and Expenses**

For The Period Ending 28th February 2022

Function, Sub-Function and Department Name	Budget Annual Revenue	Amended Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	Amended Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
<b>General Purpose Funding</b>										
Rates	21,114,600	21,057,763	21,281,491	(223,728)	(1)	459,100	417,130	99,928		
Other General Purpose Funding	2,335,000	293,336	812,865	(519,529)	(177)	-	-	-		
<b>Total General Purpose Funding</b>	<b>23,449,600</b>	<b>21,351,099</b>	<b>22,094,356</b>			<b>459,100</b>	<b>417,130</b>	<b>99,928</b>	<b>317,202</b>	<b>76</b>
<b>Governance</b>										
Members of Council	100	100	-			928,500	571,372	531,041		
Other Governance	66,300	179,448	91,929			1,083,600	936,881	812,047		
Corporate Governance	-	-	-			352,900	210,863	205,137		
Customer Service	-	-	-			442,500	276,076	209,760		
Marketing, Media and Publication	-	-	-			178,500	117,682	109,892		
Stakeholder Management	-	-	-			159,800	105,226	85,989		
Financial Services	-	-	-			989,900	649,110	557,254		
Records Management	-	-	-			170,500	111,746	89,400		
Human Resources	-	-	-			887,900	668,600	731,997		
Occupational Health and Safety	-	-	-			314,500	228,284	183,230		
Information and Technology	-	-	-			1,001,000	752,712	830,838		
IPR, Strategic and Business Planning	-	-	-			781,500	624,132	487,613		
Procurement and Contract Management	-	-	-			314,600	207,024	149,595		
Asset Management	-	-	-			366,800	285,020	185,160		
Fixed Assets	-	-	-			559,500	373,000	239,484		
Allocations To Other Functions	-	-	-			(8,098,900)	(5,512,280)	(5,960,911)		
<b>Total Governance</b>	<b>66,400</b>	<b>179,548</b>	<b>91,929</b>	<b>87,619</b>	<b>49</b>	<b>433,100</b>	<b>605,448</b>	<b>(552,472)</b>	<b>1,157,920</b>	<b>191</b>
<b>Law, Order &amp; Public Safety</b>										
Fixed Assets	-	-	-			197,700	131,808	83,460		
Ranger Services	27,800	16,287	24,922			581,100	392,192	258,320		
Emergency Management	24,000	15,800	8,966			249,000	179,213	361,431		
Security and Surveillance	444,500	-	444,446			216,600	146,000	129,205		
<b>Total Law, Order &amp; Public Safety</b>	<b>496,300</b>	<b>32,087</b>	<b>478,334</b>	<b>(446,247)</b>	<b>(1391)</b>	<b>1,244,400</b>	<b>849,213</b>	<b>832,416</b>	<b>16,797</b>	<b>2</b>
<b>Health</b>										
Fixed Assets	-	-	-			54,200	49,036	6,490		
Health Inspection and Administration	68,800	59,806	23,601			446,500	301,536	336,042		
Preventative Services	18,000	(18,000)	27,862			93,000	68,775	28,925		
<b>Total Health</b>	<b>86,800</b>	<b>41,806</b>	<b>51,463</b>	<b>(9,657)</b>	<b>(23)</b>	<b>593,700</b>	<b>419,347</b>	<b>371,456</b>	<b>47,891</b>	<b>11</b>

Function, Sub-Function Department Name	and	Budget Annual Revenue	Budget YTD Revenue	Actual YTD Revenue	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
<b>Education &amp; Welfare</b>											
Fixed Assets		35,000	35,000	-			421,100	280,736	162,314.70		
Place Based Services (Newman)		5,000	3,336	90.90			702,400	437,814	395,041.93		
Youth & Family Services		4,000	22,574	955			894,600	624,092	498,284.16		
Place Based Services (Rural)		-	-	-			619,600	425,906	463,221.18		
<b>Total Education &amp; Welfare</b>		<b>44,000</b>	<b>60,910</b>	<b>1,045</b>	<b>59,865</b>	<b>98</b>	<b>2,637,700</b>	<b>1,768,548</b>	<b>1,518,862</b>	<b>249,686</b>	<b>14</b>
<b>Housing</b>											
Fixed Assets		-	-	-			582,900	388,600	253,191		
Staff Housing - Newman		212,100	141,400	155,302			201,100	(3,520)	192,759		
Staff Housing - Marble Bar		31,000	20,664	57,185			31,000	20,672	43,520		
Martumili Housing		14,500	9,672	6,445			14,500	9,656	6,445		
Built Infrastructure		87,000	58,000	86,832			76,000	50,680	34,645		
<b>Total Housing</b>		<b>344,600</b>	<b>229,736</b>	<b>305,764</b>	<b>(76,028)</b>	<b>(33)</b>	<b>905,500</b>	<b>466,088</b>	<b>530,561</b>	<b>(64,473)</b>	<b>(14)</b>
<b>Community Amenities</b>											
Fixed Assets		-	-	-			697,300	465,864	260,384		
Waste Collection & Recycling		798,500	750,336	748,056			1,054,500	730,264	625,932		
Landfill Management		4,447,000	2,291,328	2,019,113			2,713,100	1,837,416	1,451,972		
Waste Water Management		883,500	2,017,200	915,191			1,232,200	835,406	697,552		
Energy & Biodiversity		-	-	-			-	(136)	2,025		
Town Planning & Regional Develop't		31,000	20,664	63,680			209,800	145,020	176,420		
Land Strategy		-	-	-			185,000	123,328	117,909		
Built Infrastructure - Newman		-	-	-			99,600	67,436	41,804		
Built Infrastructure (other communities)		6,500	4,336	1,159			112,100	77,468	40,237		
<b>Total Community Amenities</b>		<b>6,166,500</b>	<b>5,083,864</b>	<b>3,747,199</b>	<b>1,336,665</b>	<b>26</b>	<b>6,303,600</b>	<b>4,282,066</b>	<b>3,414,235</b>	<b>867,831</b>	<b>20</b>
<b>Recreation &amp; Culture</b>											
Fixed Assets		-	-	-			2,301,000	1,534,000	1,004,077		
Built Infrastructure - Newman		-	-	-			570,600	420,636	418,397		
Built Infrastructure - Rural		81,400	59,264	57,293			240,500	167,600	190,741		
Aquatic Centres		192,500	153,968	201,544			1,826,000	1,340,932	1,202,798		
TV & Radio Re Broadcasting		-	-	-			31,900	22,408	9,305		
Recreation Centre - Newman		417,200	278,112	258,886			1,652,400	1,132,696	957,764		
Libraries		8,000	5,336	2,660			548,600	360,192	340,330		
Club Development		40,000	26,664	-			179,700	121,600	72,880		
Open Space Assets - Newman		858,000	842,040	180,929			3,375,800	2,290,024	1,720,519		
Other Culture		300	200	-			300	200	-		
Martumili		1,229,700	1,272,136	1,320,216			1,548,300	1,139,756	1,001,329		
Culture & the Arts		-	-	-			129,400	86,264	41,350		
Events		226,500	141,290	6,964			734,600	429,236	317,137		
Other Operating expenses for R&E Reallocatio		-	-	-			-	1,110	6,555		
<b>Total Recreation &amp; Culture</b>		<b>3,053,600</b>	<b>2,779,010</b>	<b>2,028,492</b>	<b>750,518</b>	<b>27</b>	<b>13,139,100</b>	<b>9,046,654</b>	<b>7,283,182</b>	<b>1,763,472</b>	<b>19</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	Budget Annual Expenditure	Budget YTD Expenditure	Actual YTD Expenditure	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
<b>Transport</b>										
Fixed Assets	66,000	17,710	-			9,114,700	6,122,636	3,836,354.49		
Sts/Rds/Bridges/Depots - Construction	5,371,500	4,022,200	1,043,670.89			-	-	-		
Sts/Rds/Bridges/Depots - Maintenance	960,000	480,000	401,333.50			3,693,500	2,504,092	2,847,597.22		
Road Plant Purchases	19,300	12,864	581.05			-	-	-		
Aerodromes	14,455,700	9,637,136	9,128,196			12,213,000	8,185,272	5,760,756.01		
<b>Total Transport</b>	<b>20,872,500</b>	<b>14,169,910</b>	<b>10,573,781</b>	<b>3,596,129</b>	<b>25</b>	<b>25,021,200</b>	<b>16,812,000</b>	<b>12,444,708</b>	<b>4,367,292</b>	<b>26</b>
<b>Economic Services</b>										
Fixed Assets	35,000	35,000	-			692,100	463,264	285,519		
Tourism and Area Promotion	169,700	239,328	322,158			519,700	420,600	337,100		
Building Control	261,700	189,472	87,173			240,400	181,296	139,238		
Rural Services	134,900	89,936	128,018			181,500	121,000	91,767		
Economic Development	32,000	370,336	134,365			304,300	830,808	353,979		
Newman House	164,200	109,472	120,970			146,700	97,808	72,696		
<b>Total Economic Services</b>	<b>797,500</b>	<b>1,033,544</b>	<b>792,683</b>	<b>240,861</b>	<b>23</b>	<b>2,084,700</b>	<b>2,114,776</b>	<b>1,280,300</b>	<b>834,476</b>	<b>39</b>
<b>Other Property &amp; Services</b>										
Fixed Assets	16,800	16,800	-			28,500	19,000	11,254		
Private Works	5,000	3,336	1,268			5,000	4,999	1,388		
Public Works Overheads	5,200	3,464	1,600			59,800	17,534	421,145		
Plant Operation Costs	-	-	-			-	11,722	54,333		
Salaries and Wages	10,000	6,664	-			10,000	6,664	(495)		
Project Management	-	-	-			2,123,300	2,969,685	680,383		
Unclassified	790,000	698,400	939,092			790,000	701,728	784,291		
<b>Total Other Property &amp; Services</b>	<b>827,000</b>	<b>728,664</b>	<b>941,959</b>	<b>(213,295)</b>	<b>(29)</b>	<b>3,016,600</b>	<b>3,731,332</b>	<b>1,952,298</b>	<b>1,779,034</b>	<b>48</b>
<b>Total Revenue &amp; Expenditure As Per Operating Statement</b>	<b>56,204,800</b>	<b>45,690,178</b>	<b>41,107,006</b>			<b>55,838,700</b>	<b>40,512,602</b>	<b>29,175,474</b>		

**SHIRE OF EAST PILBARA**  
**Statement of Financial Activity By Nature and Type**  
**For The Period Ending 28th February 2022**

Description	2021/2022 Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Monthly Budget vs Actual \$ Variance	Monthly Bud vs Actual % Variance
<b>OPERATING REVENUE</b>					
Rates	21,015,600	21,015,600	21,110,771	95,171	(0)
Grants And Subsidies	8,662,000	5,774,667	2,630,839	-3,143,828	54
Contributions, Reimbursements and Donations	2,500,000	1,666,667	2,642,108	975,441	(59)
Gain On Asset Disposals	152,800	101,867	0	-101,867	na
Fees and Charges	21,840,000	14,560,000	14,185,132	-374,868	3
Interest	406,800	271,200	25,073	-246,127	91
Other Revenue/Income	1,183,100	788,733	513,083	-275,651	35
Service Charges	0	0	0	0	na
<i>Total Operating Revenue</i>	<b>\$55,760,300</b>	<b>\$44,178,733</b>	<b>41,107,006</b>	-3,071,727	7
<b>Less: OPERATING EXPENDITURE</b>					
Employee Costs	14,067,500	9,378,333	9,076,222	-302,111	(0)
Materials And Contracts	20,502,700	13,668,467	10,165,153	-3,503,314	18
Depreciation On Non Current Assets	16,900,100	11,266,733	7,150,641	-4,116,092	33
Insurance Expenses	1,174,600	1,174,600	1,301,387	126,787	(48)
Loss On Asset Disposal	185,800	123,867	0	-123,867	100
Interest Expenses	248,600	165,733	78,106	-87,627	55
Utilities (Gas, Electricity, Water Etc)	2,036,200	1,357,467	980,509	-376,957	6
Other Expenditure	734,200	489,467	423,454	-66,013	9
<i>Sub Total</i>	<b>\$55,849,700</b>	<b>\$37,624,667</b>	<b>29,175,474</b>	-8,449,193	22
<b>Less: Applicable To Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	na
<i>Total Operating Expenditure</i>	<b>\$55,849,700</b>	<b>\$37,624,667</b>	<b>29,175,474</b>	-8,449,193	22
<b>NET PROFIT/(LOSS) RESULT</b>	<b>(\$89,400)</b>	<b>\$6,554,067</b>	<b>11,931,532</b>	5,377,466	na
<b>Other Comprehensive Income</b>	<b>\$0</b>		<b>0</b>		
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(\$89,400)</b>	<b>\$6,554,067</b>	<b>11,931,532</b>	5,377,466	na

Rate Setting Statement  
Operating Revenue and Expenses  
For The Period Ending 28th February 2022

<b>OPERATING REVENUE</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>
General Purpose Funding	23,449,600	21,351,099	22,094,356
Governance	66,400	179,548	91,929
Law, Order & Public Safety	51,800	32,087	33,888
Health	86,800	41,806	51,463
Education & Welfare	9,000	25,910	1,045
Housing	344,600	229,736	305,764
Community Amenities	6,166,500	5,780,000	3,747,199
Recreation and Culture	2,253,600	1,979,010	1,979,821
Transport	15,437,700	10,083,510	9,530,194
Economic Services	762,500	1,033,544	792,683
Other Property & Services	810,200	711,864	941,959
<b>Total Operating Revenue</b>	<b>49,438,700</b>	<b>41,448,114</b>	<b>39,570,302</b>
<b>Less: OPERATING EXPENSES</b>			
General Purpose Funding	459,100	417,130	99,928
Governance	433,100	605,448	(552,472)
Law, Order & Public Safety	1,244,500	849,213	832,416
Health	555,000	380,647	371,456
Education & Welfare	2,642,100	1,768,548	1,518,862
Housing	905,500	466,088	530,561
Community Amenities	6,300,600	4,279,066	3,414,235
Recreation and Culture	13,139,900	9,035,654	7,283,182
Transport	24,882,700	16,609,600	12,444,708
Economic Services	2,079,100	2,109,176	1,280,300
Other Property & Services	3,016,600	3,731,332	1,952,298
<b>Total Operating Expenditure</b>	<b>55,658,200</b>	<b>40,251,902</b>	<b>29,175,474</b>
<b>Add:</b>			
Capital Grants and Contributions	6,168,800	10,189,400	1,536,705
Sale of Assets	383,000	233,000	-
<i>Non - cash amounts excluded from operating activities</i>	16,900,100	11,266,733	7,150,641
	<b>23,451,900</b>	<b>21,689,133</b>	<b>8,687,346</b>
<b>Less: CAPITAL WORKS PROGRAMME</b>			
Governance	218,000	425,600	44,359
Law, Order & Public Safety	454,000	898,500	682,676
Health	-	-	-
Education & Welfare	92,000	49,000	2,283
Housing	1,630,000	1,225,258	1,442,347
Community Amenities	7,278,000	1,348,000	325,711
Recreation and Culture	2,110,700	1,985,500	175,745
Transport	26,413,500	11,369,200	952,476
Economic Services	75,000	485,000	81,678
Private Works Overhead	150,000	150,000	-
	<b>38,421,200</b>	<b>17,936,058</b>	<b>3,707,275</b>
<b>Less: OTHER</b>			
Repayments of Debentures	1,004,100	1,209,500	230,066
<i>Less Contributions to Loan Principal</i>	-	-	-
Transfers to Reserves	1,706,800	3,639,500	3,463,630
	<b>2,710,900</b>	<b>4,849,000</b>	<b>3,693,696</b>
<b>Add: FUNDING SOURCES</b>			
Reserves Utilised	11,999,700	2,999,800	45,858
Proceeds from New Debentures	11,500,000	4,700,000	-
Estimated Surplus/(Deficit) July 1 b/fwd	400,000	3,100,000	3,445,673
	<b>23,899,700</b>	<b>10,799,800</b>	<b>3,491,531</b>
Estimated Surplus/(Deficit) June 30 c/fwd	-	<b>10,900,087</b>	<b>15,172,734</b>

## CASHFLOW

### For The Period Ending 28th February 2022

#### Municipal Fund

##### Cashflows From Operating Activities

Receipts from Operations		41,470,097
Less: Payments for Operations		-23,163,652
Net Cash Provided by Operating Activities		18,306,445

##### Cashflow from Investing Activities

Interest received		25,073
Proceeds - Sale of Assets		-2,176,837
Payment for Property, Plant & Equipment		-1,530,438
Net Cash Used by Investing Activities		-3,682,202

##### Cashflows from Financing Activities

Interest Paid		-78,106
Repayment of Borrowings		-230,066
Proceeds from Borrowings		0
Net Cash Used by Financing Activities		-308,172

**Net Increase in Cash Held** **14,316,071**

Municipal Fund Cash at Beginning of Year - 01/07/21 66,538,937

Municipal Fund Cash at End of Period - 28/02/2022 80,855,008

**Net Increase in Cash Held** **14,316,071**

#### Total Cash Balances

Municipal Fund		
- Cash At Bank	6,448,991	
- Cash Floats	12,950	
- Cash Invested	12,923,546	19,385,487
Reserve Fund - Cash Invested		61,469,521
<b>Total Cash Held</b>		<b>80,855,008</b>

**Shire Of East Pilbara**  
**Acquisition & Construction of Assets**  
**For The Period Ending 28th February 2022**

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
<b><u>Governance</u></b>								
<b>Other Governance</b>								
49001	Computer Equipment	80,000	123,600	123,600	-		100,140	100,140
49003	Furniture and Equipment - Newman	0	15,000	15,000	-		-	-
49005	EMCE Vehicle	0	94,000	94,000	-		87,960	87,960
49016	Nwm Admin Building (L&B)	80,000	135,000	135,000	44,359		-	44,359
49019	Newman Admin Building (Infa)	0	0	0	-		-	-
49026	M/Bar Admin Building	0	0	0	-		-	-
49030	CBS Vehicle - 4WD (41229)	58,000	58,000	58,000	-		56,472	56,472
49033	Marble Bar Public Art	0	0	0	-		-	-
49039	Nmw Admin Bldg Security Upgrade	0	0	0	-		-	-
<b>Total Governance</b>		<b>\$218,000</b>	<b>\$425,600</b>	<b>\$425,600</b>	<b>44,359</b>	<b>90</b>	<b>244,572</b>	<b>288,931</b>
<b><u>Law, Order &amp; Public Safety</u></b>								
<b>Fire Prevention/Emergency Services</b>								
59010	Ranger Vehicle - 4WD (51112)	0	0	0	-		-	-
59012	Nullagine BFB - Ablution Block	0	0	0	-		-	-
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>Other Law, Order and Public Safety</b>								
59022	** BHP - CCTV	454,000	898,500	898,500	682,676		86,354	769,030
		<b>\$454,000</b>	<b>\$898,500</b>	<b>\$898,500</b>	<b>682,676</b>		<b>86,354</b>	<b>769,030</b>
<b>Total Law, Order, P/Safety</b>		<b>\$454,000</b>	<b>\$898,500</b>	<b>\$898,500</b>	<b>682,676</b>	<b>24</b>	<b>86,354</b>	<b>769,030</b>

**Shire Of East Pilbara**  
**Acquisition & Construction of Assets**  
**For The Period Ending 28th February 2022**

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
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**Health**

79001	MHRS Vehicle - 4WD (71090)	0	0	0	-		-	-
<b>Total Health</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>	na	<b>-</b>	<b>-</b>

**Education and Welfare**

**Community Services**

89003	Toyota Prado GC (81119)	65,000	16,000	65,000	-		65,403	65,403
89018	Newman House	10,000	16,000	10,000	-		-	-
89026	Newman Youth Centre	17,000	17,000	17,000	2,283		-	-
<b>Total Education and Welfare</b>		<b>\$92,000</b>	<b>\$49,000</b>	<b>\$92,000</b>	<b>2,283</b>	95.34	<b>65,403</b>	<b>65,403</b>

**Housing**

**Staff Housing**

99001	Purchase of New Housing	800,000	633,336	950,000	1,049,868		-	1,049,868
99020	Staff Housing Capital - ALL	750,000	547,336	821,000	368,947		493,560	862,507
99019	Staff Housing Capital - M/Bar and Null	0	0	0	23,533		-	23,533
99025	Staff Housing Contingency	50,000	33,336	50,000	-		-	-
99028	Staff Housing Capital - Airport	30,000	11,250	30,000	-		-	-
99029	Staff Housing Capital - Martumili	0	0	0	-		-	-
<b>Total Housing</b>		<b>\$1,630,000</b>	<b>\$1,225,258</b>	<b>\$1,851,000</b>	<b>1,442,347</b>	-18	<b>493,560</b>	<b>1,935,907</b>

**Community Amenities**

**Sewerage**

109002	**WTP Upgrade	6,500,000	1,133,336	1,700,000	202,385		22,380	224,764
109019	Liquid Waste Facility - Septage Ponds	0	0	6,500,000	-		8,037,601	8,037,601
109051	Header Tank Roof	0	0	0	-		-	-



**Shire Of East Pilbara**  
**Acquisition & Construction of Assets**  
**For The Period Ending 28th February 2022**

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
		<b>\$6,500,000</b>	<b>\$1,133,336</b>	<b>\$8,200,000</b>	<b>202,385</b>		<b>8,059,980</b>	<b>8,262,365</b>
<b>Sanitation Other</b>								
109006	Nullagine & Marble Bar PRZ's	10,000	0	10,000	-		-	-
109013	Plant Components	100,000	0	100,000	68,207		-	68,207
109034	Newman Landfill Improvements	300,000	0	300,000	-		-	-
109036	Container Deposit Scheme	20,000	0	20,000	17,482		-	17,482
109038	Newman Landfill Signage	0	10,000	16,000	-		-	-
109039	Newman Landfill Bore	180,000	0	184,000	37,636		148,108	185,745
109040	GEWS Vehicle - 2WD (101401)	58,000	58,000	58,000	-		30,878	30,878
109042	CDS Admin Office & Toilets	0	0	0	-		-	-
109044	Newman Tip Buildings	100,000	140,000	140,000	-		-	-
		<b>\$768,000</b>	<b>\$208,000</b>	<b>\$828,000</b>	<b>123,326</b>		<b>178,986</b>	<b>302,312</b>
<b>Other Community Amenities</b>								
109022	Public Toilets	10,000	6,664	10,000	-		-	-
109033	Nullagine Public Toilets	0	0	0	-		-	-
		<b>10,000</b>	<b>6,664</b>	<b>\$10,000</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>Total Community Amenities</b>		<b>\$7,278,000</b>	<b>\$1,348,000</b>	<b>\$9,038,000</b>	<b>325,711</b>	76	<b>8,238,966</b>	<b>8,564,677</b>
<b>Recreation And Culture</b>								
119012	Marble Bar Civic Centre	50,000	33,336	50,000	-		-	-
119017	M/Bar CRC Building Works	10,000	10,000	10,000	-		-	-
119021	EPAC Genertator	0	0	0	10,317		-	10,317
119052	The Square/ The Edge	100,000	100,000	100,000	-		-	-
	<b>Public Halls &amp; Civic Centre</b>	<b>\$160,000</b>	<b>\$143,336</b>	<b>\$160,000</b>	<b>10,317</b>		<b>-</b>	<b>10,317</b>

**Shire Of East Pilbara**  
**Acquisition & Construction of Assets**  
**For The Period Ending 28th February 2022**

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
119067	Newman Aquatic Centre - P&E	0	27,900	27,900	27,900		16,475	44,375
119082	Newman Aquatic Centre - INF	155,000	155,000	155,000	1,477		-	1,477
119083	Newman Aquatic Centre - L&B	95,000	95,000	95,000	-		-	-
<b>Swimming Areas / Beaches</b>		<b>\$250,000</b>	<b>\$555,800</b>	<b>\$277,900</b>	<b>29,377</b>		<b>16,475</b>	<b>45,852</b>
119310	Newman Community Library - L&B	17,000	32,000	32,000	-		-	-
119311	Nullagine Community Library - L&B	10,000	0	10,000	-		-	-
<b>Libraries</b>		<b>\$27,000</b>	<b>\$32,000</b>	<b>\$42,000</b>	<b>-</b>		<b>-</b>	<b>-</b>
119028	Newman Rec Centre (L&B)	125,000	125,000	125,000	37,974		7,481	45,455
119033	Newman Rec Centre - Equipment	0	0	0	-		-	-
119604	Nullagine Community Gym Equipment	5,700	5,700	5,700	-		-	-
119611	Rec Centre Bin Compound	0	5,664	8,500	8,317		-	8,317
<b>Recreation Centre</b>		<b>\$130,700</b>	<b>\$136,364</b>	<b>\$139,200</b>	<b>46,291</b>		<b>7,481</b>	<b>53,771</b>
119060	M/Bar Sports Complex Upgrade	5,000	0	5,000	-		-	-
119071	Hard Court	800,000	450,000	1,200,000	44,271		543,424	587,695
119709	Playground Equipment	100,000	100,000	100,000	-		99,527	99,527
119711	Holden Colorado LS C/C T/D A/T (2806)	38,000	38,000	38,000	-		30,878	30,878
119718	Wilara Park Fencing	40,000	0	40,000	15,000		21,200	36,200
119730	Capricorn Oval Capital - Grandstand Roof	10,000	10,000	10,000	-		-	-
119739	Cricket Pitch and Nets	30,000	0	30,000	30,490		-	30,490
119741	Purchase of Lanf - Rec Master Plan	400,000	400,000	400,000	-		-	-
119742	North Newman Reserve - Water Supply Conn	120,000	120,000	120,000	-		-	-

**Shire Of East Pilbara**  
**Acquisition & Construction of Assets**  
**For The Period Ending 28th February 2022**

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
	Ovals, Parks and Other Reserves	\$1,543,000	\$1,118,000	\$1,943,000	89,761		695,029	784,790
	<b>Total Recreation And Culture</b>	<b>\$2,110,700</b>	<b>\$1,985,500</b>	<b>\$2,562,100</b>	<b>175,745</b>	<b>91</b>	<b>718,984</b>	<b>894,729</b>

**Transport**

129545	Marble Bar / Woodie Woodie Road	437,500	218,750	437,500	5,803.05		100,772	106,575
129546	Jigalong Road	390,000	195,000	390,000	-		-	-
129548	Muccan Shay Gap Road	450,000	225,000	450,000	4,996.18		63,409	68,405
129549	Goldworthy Road	0	0	0	24,507.18		41,695	66,202
129551	Woodie Woodie Road	300,000	150,000	300,000	1,856.65		8,687	10,543
129555	Hillside Marbe Bar Road	0	0	0	-		-	-
129557	Skull Springs Road	760,000	380,000	760,000	230,926.50		168,636	399,563
129558	Goldworthy Shay Gap Road	400,000	200,000	400,000	454,849.02		3,182	458,031
129588	Boreline Roads	675,000	337,500	675,000	1,991		88,091	90,082
	<b>Road Construction</b>	<b>\$3,412,500</b>	<b>\$1,706,250</b>	<b>\$3,412,500</b>	<b>724,929</b>		<b>474,472</b>	<b>1,199,401</b>

129537	Kiwirrkurra Access Road	165,000	82,500	165,000	400.00		-	400
129538	Punmu Access Road	165,000	82,500	165,000	-		-	-
129539	Talawana Track	550,000	275,000	550,000	-		220,000	220,000
129540	Jupiter Well Access Road	75,000	37,500	75,000	-		-	-
129542	Kunnawarritji Access	0	0	0	-		-	-
129543	Desert Road	280,000	140,000	280,000	-		-	-
	<b>Aboriginal Access Roads</b>	<b>\$1,235,000</b>	<b>\$617,500</b>	<b>\$1,235,000</b>	<b>400.00</b>		<b>220,000</b>	<b>220,400</b>

**Shire Of East Pilbara**  
**Acquisition & Construction of Assets**  
**For The Period Ending 28th February 2022**

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
129305	Marble Bar Depot Building	70,000	70,000	70,000	-		-	-
129530	Newman Town Streets - Reseals	500,000	250,000	500,000	84,500.00		62,713	147,213
129533	The Lane Way	400,000	0	0	-		-	-
129534	Wombat Crossing - Newman	100,000	0	100,000	-		1,436	1,436
129535	Irringadji Bridge Repairs	50,000	0	50,000	-		-	-
129562	Local Road & Infrastructure Project	0	1,196,000	1,196,000	-		-	-
129573	Concrete Works - Newman	300,000	150,000	300,000	30,556.00		118,940	149,496
129577	Pavement Works - Newman	50,000	50,000	50,000	10,793.39		10,000	20,793
129595	Newman Depot - Land & Building	20,000	20,000	20,000	-		-	-
129619	Streetscape Projects/ Landscaping	0	0	0	-		-	-
NEW	Fuel Bowser and Upgrades - M/Bar and Null.	0	0	30,000	-		-	-
129628	Traffic Management/ Signs	50,000	50,000	50,000	24,202.76		-	24,203
<b>Other Construction</b>		<b>\$1,540,000</b>	<b>\$1,786,000</b>	<b>\$2,366,000</b>	<b>150,052</b>		<b>193,089</b>	<b>343,141</b>

129051	Toyota Hikux 4WD SR S/C/C A/T	65,000	65,000	65,000	-		56,472	56,472
129062	Komatsu GD 655-5 Motor Grader (2828)	450,000	450,000	450,000	-		375,909	375,909
129084	Minor Equipment - Rural	73,000	27,375	73,000	-		-	-
129091	Holden Colorado LS C/C T/D A/T	38,000	38,000	38,000	-		30,878	30,878
129107	Caterpillar 249D Track Skid Steer (NEW)	120,000	120,000	120,000	-		99,091	99,091
129108	Caterpillar 301.8 Mini Excavator (NEW)	60,000	60,000	60,000	-		55,890	55,890
129109	Plant Trailer for new Mini Excavator & Skid St	25,000	25,000	25,000	-		12,591	12,591
129718	Fuso Canter 815 Tray Top (2824)	65,000	65,000	65,000	-		55,290	55,290
129722	Minor Equipment - Newman	30,000	11,250	30,000	-		-	-

**Shire Of East Pilbara**  
**Acquisition & Construction of Assets**  
**For The Period Ending 28th February 2022**

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
<b>Road Plant Purchases</b>		<b>\$926,000</b>	<b>\$861,625</b>	<b>\$926,000</b>	<b>-</b>		<b>686,121</b>	<b>686,121</b>
129401	Services - Access Roads, Car Parks	4,600,000	500,000	500,000	-		11,269	11,269
129402	Services - Water Inc Ro	1,305,000	0	500,000	-		6,459	6,459
129403	Services - Power	2,400,000	0	200,000	-		19,338	19,338
129404	Services - Waste	500,000	187,500	500,000	-		-	-
129415	Safety & Security - Fences & Gates	1,300,000	0	500,000	-		-	-
129418	Airside - Manoeuvring Areas	3,000,000	0	1,000,000	-		123,061	123,061
129419	Safety & Security - Lighting	0	0	0	-		-	-
129423	Airport Operation Expansion	1,000,000	0	0	-		605,000	605,000
129034	Toyota Hilux SR E/C C/C 4 WD	65,000	0	65,000	-		56,472	56,472
129036	Toyota Prado GX	65,000	65,000	65,000	-		65,403	65,403
129427	Plant & Equipment - Machinery	65,000	24,375	65,000	-		-	-
129431	Public Structures	0	0	0	-		-	-
129432	Marble Bar Airstrip	5,000,000	0	5,000,000	77,094		2,312,584	2,389,678
<b>Landside Expenses</b>		<b>\$19,300,000</b>	<b>\$776,875</b>	<b>\$8,395,000</b>	<b>77,094</b>		<b>3,199,586</b>	<b>3,276,680</b>
<b>Total Airport</b>		<b>\$19,300,000</b>	<b>\$776,875</b>	<b>\$8,395,000</b>	<b>77,094</b>		<b>3,199,586</b>	<b>3,276,680</b>
<b>Total Transport</b>		<b>\$26,413,500</b>	<b>\$5,748,250</b>	<b>\$16,334,500</b>	<b>952,476</b>	<b>83</b>	<b>4,773,268</b>	<b>5,725,743</b>
<b>Economic Services</b>								
139818	RPT Troop Carrier (131166)	0	0	0	-		-	-
<b>Rural Services</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>		<b>-</b>	<b>-</b>

**Shire Of East Pilbara**

**Acquisition & Construction of Assets**

**For The Period Ending 28th February 2022**

A/c No	Function/Sub Function	Budget	Monthly Budget	Amended Budget	Actuals to Date	Monthly Bud vs Actual % Variance	2020/2021 Funds Committed	2020/2021 Total Funds Spent YTD
139105	Toyota Hilux SR Xtra Cab 4 WD	75,000	75,000	75,000	-		79,875	79,875
139203	Cape K - Caretakers Residence Potable Water	0	300,000	300,000	-		272,386	272,386
139220	Newman Caravan Park	0	110,000	165,000	81,678		82,132	163,810
<b>Tourism &amp; Area Promotion</b>		<b>\$75,000</b>	<b>\$485,000</b>	<b>\$540,000</b>	<b>81,678</b>		<b>434,393</b>	<b>516,071</b>
<b>Total Economic Services</b>		<b>\$75,000</b>	<b>\$485,000</b>	<b>\$540,000</b>	<b>81,678</b>	83	<b>434,393</b>	<b>516,071</b>
<b><u>Other Works &amp; Services</u></b>								
149010	Toyota Hilux 79 Series GXL C/C	85,000	85,000	85,000	-		104,039	104,039
149018	Toyota Prado GX T/A A/T	65,000	65,000	65,000	-		65,403	65,403
<b>Total Other Works &amp; Services</b>		<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>-</b>	na	<b>169,442</b>	<b>169,442</b>
<b>Totals of All Assets</b>		<b>\$38,421,200</b>	<b>\$12,315,108</b>	<b>\$31,891,700</b>	<b>3,707,275</b>	70	<b>15,224,941</b>	<b>18,929,933</b>

## ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Budget 2021/2022	YTD Actuals 2021/2022
	\$	\$
<b>Current Assets</b>		
<b>Cash</b>		
Municipal Fund Cash At Bank	153,600	6,448,991
Municipal Fund Cash On Hand	18,000	12,950
Municipal Fund Cash Invested	969,600	12,923,546
Reserve Funds	37,482,900	61,469,521
<b>Total Cash</b>	<b>\$38,624,100</b>	<b>80,855,008</b>
<b>Stock on Hand</b>		
Fuels	96,891	111,668
History Books	12,479	11,432
Martumili Baskets	15,229	16,169
<b>Total Stock</b>	<b>\$124,599</b>	<b>139,268</b>
<b>Debtors</b>		
Rates	210,000	3,081,291
Sundry Debtors	40,000	2,472,110
ATO	0	133,523
Aust Securities Commission	200	0
<b>Total Debtors</b>	<b>\$250,200</b>	<b>5,686,924</b>
<b>Total Current Assets</b>	<b>\$38,998,899</b>	<b>86,681,200</b>
<b>Current Liabilities</b>		
<b>Creditors &amp; Provisions</b>		
Sundry Creditors	(\$550,000)	(\$1,868,424)
Accruals - Employee Entitlements	(\$773,100)	(\$1,172,391)
Accruals - Other	(\$130,599)	(\$5,532,370)
Trust Accounts	\$0	(\$1,402,096)
Tax Liability	\$0	(\$89,156)
ESL Levy	\$15,000	\$25,491
Other Liabilities	\$0	\$0
<b>Total Current Liabilities</b>	<b>(\$1,438,699)</b>	<b>(\$10,038,945)</b>
<b>Total Net Current Assets</b>	<b>\$37,560,200</b>	<b>\$76,642,255</b>
<b>Less Restricted Cash - Reserves</b>	<b>\$37,482,900</b>	<b>\$61,469,521</b>
<b>Net Current Assets less Restricted Cash</b>	<b>\$77,300</b>	<b>\$15,172,734</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

**For The Period Ending 28th February 2022**

**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 2021/22 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>VARIANCE BY FUNCTION &amp; ACTIVITY</b>	\$	%			
<b><u>Revenue from operating activities</u></b>					
Governance	87,619	49	▼	Timing	Collective Impact Grant Income, not exp.
General Purpose Funding - Rates	NA	NA			
General Purpose Funding - Other	(519,529)	(177)	▲	Timing	Grant Funding Timing.
Law, Order & Public Safety	NA	NA			
Health	(9,657)	(23)	▼	Timing	Health Fees to be rased
Education and Welfare	59,865	98	▼	Timing	Youth Grant Income, not exp.
Housing	(76,028)	(33)	▲	Permanent	Rental Income up due to additional houses.
Community Amenities	1,336,665	26	▼	Timing	Liquid Waste Down on Budget - in BR
Recreation and Culture	750,518	27	▼	Timing	Income down over function
Transport	3,596,129	25	▼	Timing	Income down over function
Economic Services	240,861	23	▼	Timing	Income down over function
Other Property and Services	(213,295)	(29)	▲	Permanent	Storm Damage Income Received
<b><u>Expenditure from operating activities</u></b>					
Governance	1,157,920	191	▼	Timing	Expenditure down over Function
General Purpose Funding	317,202	76	▼	Timing	Expenditure down over Function
Law, Order and Public Safety	NA	NA			
Health	47,891	11	▼	Timing	Expenditure down over Function
Education and Welfare	249,686	14	▼	Timing	Expenditure down over Function
Housing	(64,473)	(14)	▲	Timing	Housing Expenditure up due to additional houses - in BR
Community Amenities	867,831	20	▼	Timing	Expenditure down over Function
Recreation and Culture	1,763,472	19	▼	Timing	Expenditure down over Function
Transport	4,367,292	26	▼	Timing	Expenditure down over Function
Economic Services	834,476	39	▼	Timing	Expenditure down over Function
Other Property and Services	1,779,034	48	▼	Timing	Expenditure down over Function



## VARIANCE BY NATURE & TYPE

### Operating Revenue

Rates	NA	NA			
Grants And Subsidies	(3,143,828)	54	▼	Timing	Grants not yet received/ Journalled
Contributions, Reimb. & Donations	975,441	(59)	▲	Timing	Martumili Grant received in Full
Gain On Asset Disposals	NA	NA			
Fees and Charges	NA	NA			
Interest	(246,127)	91	▼	Permanent	Reserve Interest Down
Other Revenue/Income	(275,651)	35	▼	Timing	Other Revenue Down
Service Charges					

### Operating Expenditure

Employee Costs	NA	NA			
Materials And Contracts	(3,503,314)	18	▼	Timing	Committed works not yet invoices
Depreciation On Non Current Assets	(4,116,092)	33	▼	Timing	Depreciation still to be calculated
Insurance Expenses	126,787	(48)	▲	Permanent	Insurance Exp Higher then Budgeted
Loss On Asset Disposal	(123,867)	100	▼	Timing	No Disposals processed yet
Interest Expenses	(87,627)	55	▼	Timing	Timing of Loan Payment
Utilities (Gas, Electricity, Water Etc)	NA	NA			
Other Expenditure	NA	NA			

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 28th February 2022

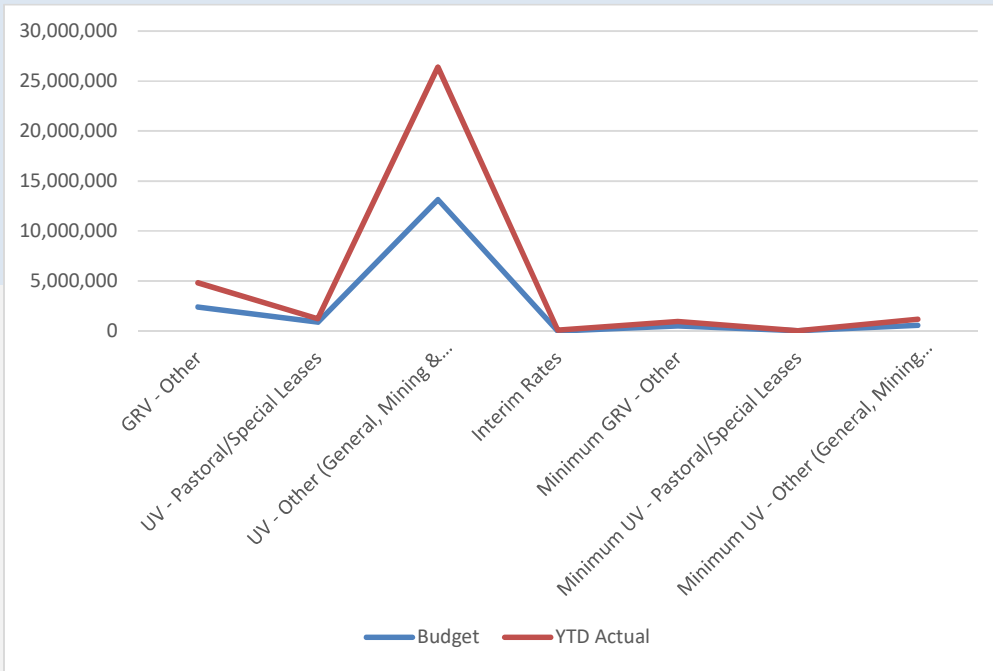
**OPERATING ACTIVITIES**  
**NOTE 3**  
**RATE REVENUE**

## General Rate Revenue

RATE TYPE	Rate in	Number of Properties	Rateable Value	Rate Revenue	Budget			YTD Actual			Total Revenue
					Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Other	0.07679	2522	31,393,062	2,410,516		2,410,516	2,404,189	0			2,404,189
GRV - Transient	0.10514	20	31,074,500	3,267,173		3,267,173	3,254,030				3,254,030
GRV Non Residential - Town Centre	0.05257	42	4,595,402	241,580		241,580	241,580				241,580
GRV Non Residential - Industrial	0.05257	121	12,893,796	677,827		677,827	476,039				476,039
GRV Non Residential - Mixed Business	0.05257	14	1,575,950	82,848		82,848	50,239				50,239
UV - Pastoral/Special Leases	0.14145	46	6,221,180	879,986		879,986	330,436				330,436
UV - Other (General, Mining & Petroleum)	0.28290	1162	45,786,321	12,952,950	190,000	13,142,950	13,162,631	183,948	-91,601		13,254,978
											0
<b>Minimums</b>	Minimum \$										0
GRV - Other	\$ 650	694	2,215,384	496,210		496,210	466,895				466,895
GRV - Transient	\$ 715	0	-	0		0	0				0
GRV Non Residential - Town Centre	\$ 813	16	152,774	13,008		13,008	40,893				40,893
GRV Non Residential - Industrial	\$ 813	5	23,432	4,065		4,065	4,065				4,065
GRV Non Residential - Mixed Business	\$ 813	0	-	0		0	0				0
UV - Pastoral/ Special Leases	\$ 358	21	8,107	7,508		7,508	7,508				7,508
UV - Other	\$ 715	794	863,828	567,710	0	567,710	584,870				584,870
											0
<b>Sub-Totals</b>		<b>5,457</b>	<b>136,803,736</b>	<b>21,601,381</b>	<b>190,000</b>	<b>0</b>	<b>21,791,381</b>	<b>21,023,376</b>	<b>183,948</b>	<b>-91,601</b>	<b>21,115,722</b>
Discount							0				0
Concession							(775,781)				(775,781)
<b>Amount from General Rates</b>							<b>21,015,600</b>				<b>21,115,722</b>
Ex-Gratia Rates							0				-
<b>Total General Rates</b>							<b>21,015,600</b>				<b>21,115,722</b>

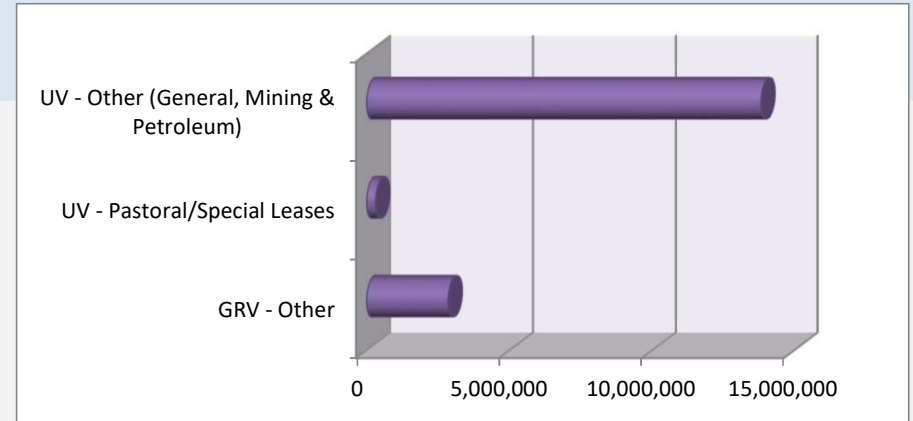
### SIGNIFICANT ACCOUNTING POLICIES

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



### KEY INFORMATION

General Rates		
Budget	YTD Actual	%
<b>\$21.02 M</b>	<b>\$21.12 M</b>	<b>100%</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

For The Period Ending 28th February 2022

**OPERATING ACTIVITIES**

**NOTE 4**

**RECEIVABLES**

Rates Receivable	1 July 2020	28 Feb 22
	\$	\$
Opening Arrears Previous Years	1,893,659	1,931,179
Levied this year	17,554,747	22,868,184
Less Collections to date	(17,517,227)	(20,596,385)
Equals Current Outstanding	<b>1,931,179</b>	<b>4,202,979</b>
<b>Net Rates Collectable</b>	<b>1,931,179</b>	<b>4,202,979</b>
% Collected		90.07%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,315,369	199,067	449,774	720,111	2,684,321
Percentage	49%	7%	17%	27%	
<b>Balance per Trial Balance</b>					
Sundry debtors					2,684,321
<b>Total Receivables General Outstanding</b>					<b>2,684,321</b>

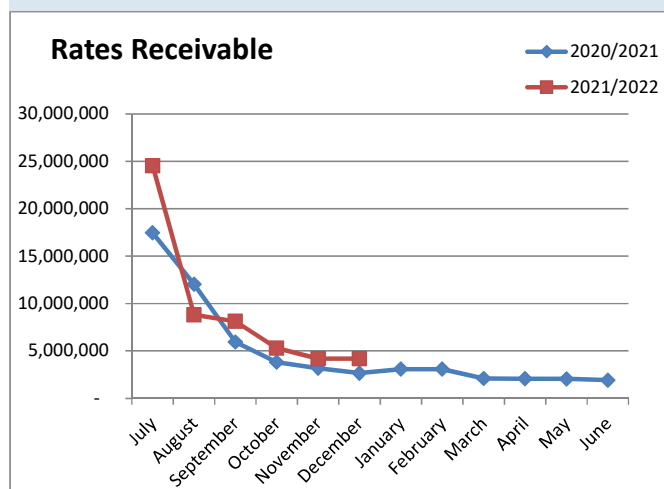
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

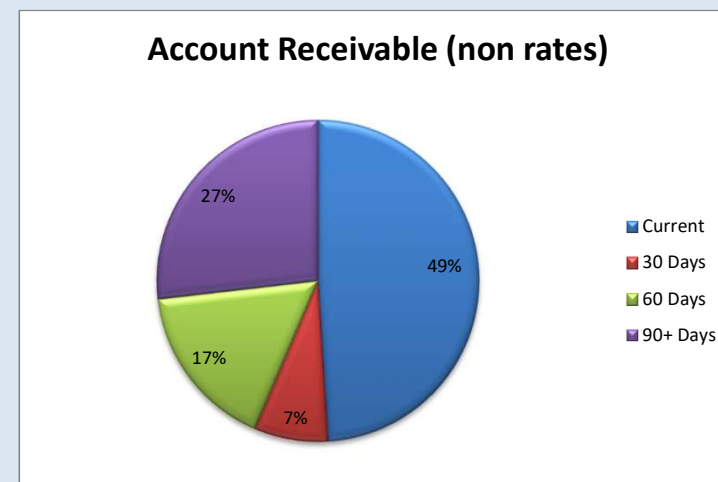
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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



Collected	Rates Due
<b>90.07%</b>	<b>\$4,202,979</b>



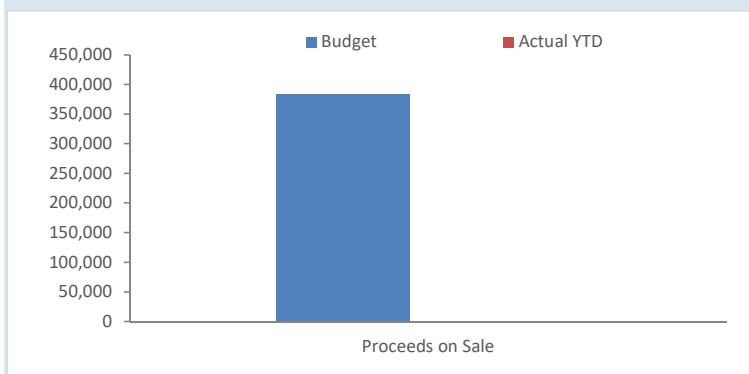
<b>Debtors Due</b>
<b>\$2,684,321</b>
<b>Over 30 Days</b>
<b>51%</b>
<b>Over 90 Days</b>
<b>27%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For The Period Ending 28th February 2022

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>									
<b>Program 5 Law, Order &amp; Public Safety</b>									
<b>Program 7 Health</b>									
71090I	Toyota Prado GX T/D A/T	38,684	0		(38,684)				
<b>Program 8 Education and Welfare</b>									
81119C	Toyota Prado GX	0	35,000		35,000				
<b>Program 10 Community Amenities</b>									
101040A	Toyota Hilux SR Dual Cab	28,001	25,000		(3,001)				
<b>Program 11 Culture and Recreation</b>									
<b>Program 12 Transport</b>									
2703E	Holden Colorado C/C T/D A/T	12,497	9,000		(3,497)				
2706H	Toyota Hilux 4WD SR S/C/C A/T	0	25,000		25,000				
2806C	Holden Colorado C/C T/D A/T	12,753	9,000		(3,753)				
2801E	Holden Colorado Space Cab TD AT Ex	24,463	17,000		(7,463)				
121207B	Toyota Prado GX	0	35,000		35,000				
121211C	Toyota Hilux SR E/C C/C M/T 4WD	19,451	18,000		(1,451)				
2824C	Fuso Canter 815 Tray Top	19,042	25,000		5,958				
2828D	Lomatsu GD 655-5 Motor Grader	222,157	100,000		(122,157)				
<b>Program 13 Economic Services</b>									
131003B	Toyota Hilux SR Xtra Cab 4WD C/C	15,552	10,000		(5,552)				
131114F	Toyota Prado GX T/D A/T	0	35,000		35,000				
<b>Program 14 Other Works and Services</b>									
121118I	Toyota 79 Series GXL C/C	23,175	40,000		16,825				
		<b>415,775</b>	<b>383,000</b>		<b>(146,874)</b>	<b>114,099</b>	<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$383,000</b>	<b>\$0</b>	<b>0%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For The Period Ending 28th February 2022

FINANCING ACTIVITIES

NOTE 6

BORROWINGS

Information on Borrowings Particulars	Opening Bal 2021/2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>									
Staff Housing	100,066			49,237	100,100	50,829	(34)	3,237	4,900
								527	1,100
Staff Housing	798,365			68,860	140,000	729,505	658,365	25,907	49,600
								2,816	7,000
<b>Community Amenities</b>									
Sewerage Plant	1,229,720			64,729	130,900	1,164,991	1,098,820	27,607	53,800
								4,286	9,200
Sewerage Plant	731,093			47,240	95,200	683,853	635,893	11,149	21,600
								2,577	5,400
Sewerage Plant	0	0	6,500,000	0	304,000	0	6,196,000	-	46,600
								-	7,500
<b>Transport</b>									
Newman Airport Precinct	0	0	5,000,000	0	233,900	0	4,766,100	-	35,900
							0	-	6,000
	2,859,244	0	11,500,000	230,066	1,004,100	2,629,178	13,355,144	78,106	248,600
<b>Self supporting loans</b>									
	0	0	0	0	0	0	0	0	0
<b>Total</b>	2,859,244	0	11,500,000	230,066	1,004,100	2,629,178	13,355,144	78,106	248,600

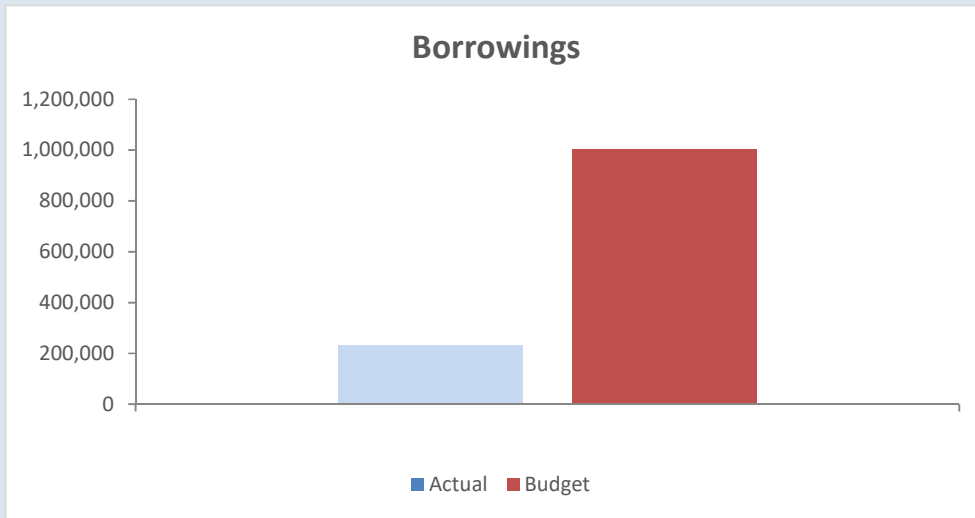
All debenture repayments were financed by general purpose revenue.

### SIGNIFICANT ACCOUNTING POLICIES

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

### KEY INFORMATION

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



<b>Principal Repayments</b>	<b>\$230,066</b>
<b>Interest Earned</b>	<b>\$25,073</b>
<b>Interest Expense</b>	<b>\$78,106</b>
<b>Reserves Bal</b>	<b>\$61.47 M</b>
<b>Loans Due</b>	<b>\$2.63 M</b>

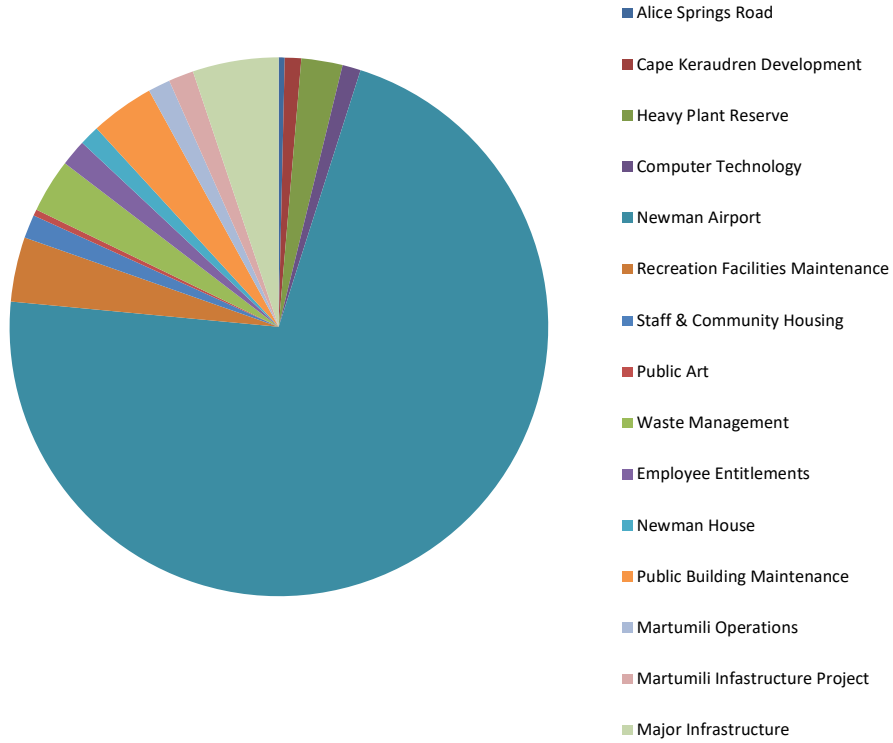
Cash Backed Reserve

Reserve Name	Opening Balance - 01.07.2021	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	216,722	2,700	83		0	0	0	219,422	216,930
Cape Keraudren Development	293,180	4,600	142		300,000	0	0	297,780	593,532
Heavy Plant Reserve	1,509,664	19,300	581		0	0	0	1,528,964	1,511,678
Computer Technology	670,614	6,400	258		0	0	0	677,014	671,188
Newman Airport	42,857,467	230,700	16,304		1,247,958	(11,005,500)	0	32,082,667	43,657,111
Recreation Facilities Maintenance	2,061,244	16,000	822		300,000	(100,000)	0	1,977,244	2,363,323
Staff & Community Housing	562,368	7,100	245		300,000	0	0	569,468	863,303
Public Art	125,293	1,000	58		100,000	0	0	126,293	225,423
Waste Management	1,962,508	24,500	755	600,000	0	(700,000)	0	1,887,008	1,963,718
Employee Entitlements	972,324	9,800	374		0	0	0	982,124	973,258
Newman House	733,588	9,200	282		0	(10,000)	0	732,788	734,293
Public Building Maintenance	2,027,136	16,400	809		300,000	(100,000)	0	1,943,536	2,329,328
Martumili Operations	829,165	7,100	375	19,800	0	(84,200)	0	771,865	814,988
Martumili Infrastructure Project	310,955	5,000	120	50,000	643,136	0	(45,858)	365,955	908,502
Major Infrastructure	2,349,967	12,000	1,213	395,400	0	0	0	2,757,367	3,155,712
Insurance	250,000	0	0	250,000	0	0	0	500,000	487,234
	<b>57,732,195</b>	<b>371,800</b>	<b>22,421</b>	<b>1,315,200</b>	<b>3,191,094</b>	<b>(11,999,700)</b>	<b>(45,858)</b>	<b>47,419,495</b>	<b>61,469,521</b>

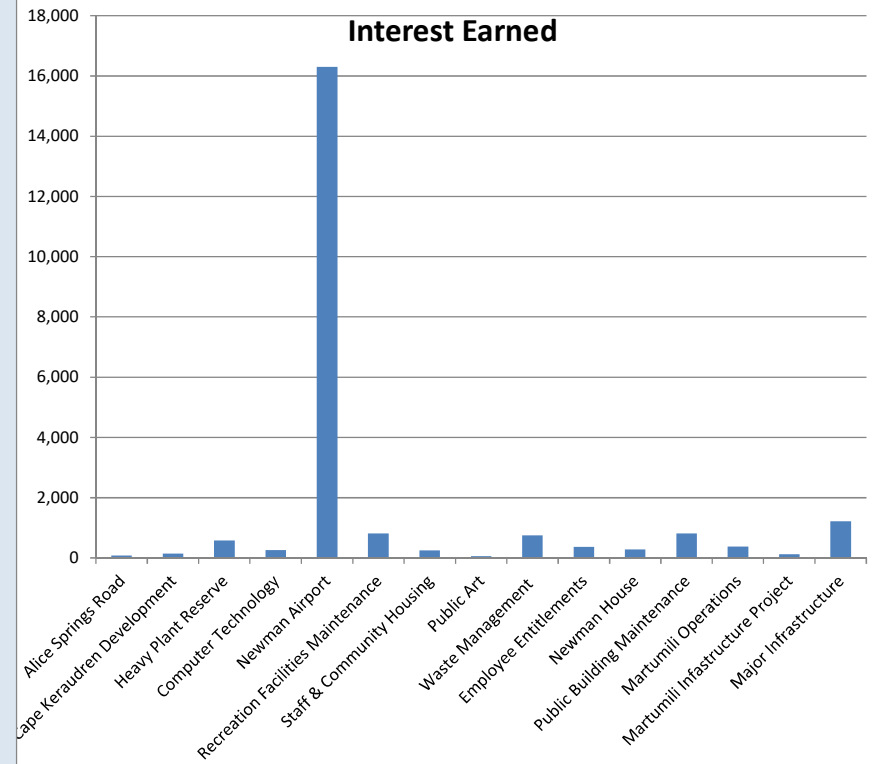


KEY INFORMATION

Reserve Balances



Interest Earned



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

GRANTS & CONTRIBUTIONS

For The Period Ending 28th February 2022

NOTE 8

Non Operating Grants & Contributions For The Development Of Assets

Grant Source	Purpose	2021/2022	2021/2022	2021/2022	Variance (Under)/Over
		Estimated	Budget	Actual	
		\$	\$	\$	
<b>State Grants</b>					
FESA	NFBF Shed Grant	0	0	0	na
WA Grants Commission	Aboriginal Access Roads	338,350	676,700	200,667	41
Main Roads WA	Aboriginal Access Roads	169,150	338,300	0	100
Main Roads WA	Regional Road Group	520,750	1,041,500	0	100
WA Grants Commission	Untied Road Grants	310,500	621,000	742,921	-139
Main Roads WA	Direct Grants	220,650	441,300	0	100
State Government	Discovery Drive Sign Project	0	0	0	na
		<b>1,559,400</b>	<b>3,118,800</b>	<b>943,588</b>	<b>39</b>
<b>Federal Grants</b>					
Federal Dep't Of Transport	Roads To Recovery	580,000	1,160,000	0	100
Federal Dep't Of Transport	Roads to Recovery - Additional	305,000	610,000	0	100
Federal Dep't Of Transport	Local Roads & Community Infrast.	280,000	280,000	0	100
Federal Dep't Of Transport	Local Roads & Community Infrast.	800,000	800,000	48,671	94
		<b>1,165,000 0</b>	<b>2,850,000</b>	<b>0</b>	<b>100</b>
<b>Contributions</b>					
BHP	Collective Impact - Community Safety	133,350	444,500	444,446	-233
BHP	Sewerage Pant Upgrade Funding	0	0	0	na
Private Mine Contributions	Woodie Woodie Road	100,000	200,000	100,000	0
BHP	Landscaping Project	0	0	0	na
		<b>233,350</b>	<b>644,500</b>	<b>544,446</b>	<b>-133</b>
<b>Non-Operating grants, subsidies and contributions Total</b>		<b>2,957,750 0</b>	<b>6,613,300</b>	<b>1,488,034</b>	<b>50</b>

**Grants & Contributions Toward Operating Expenditure**

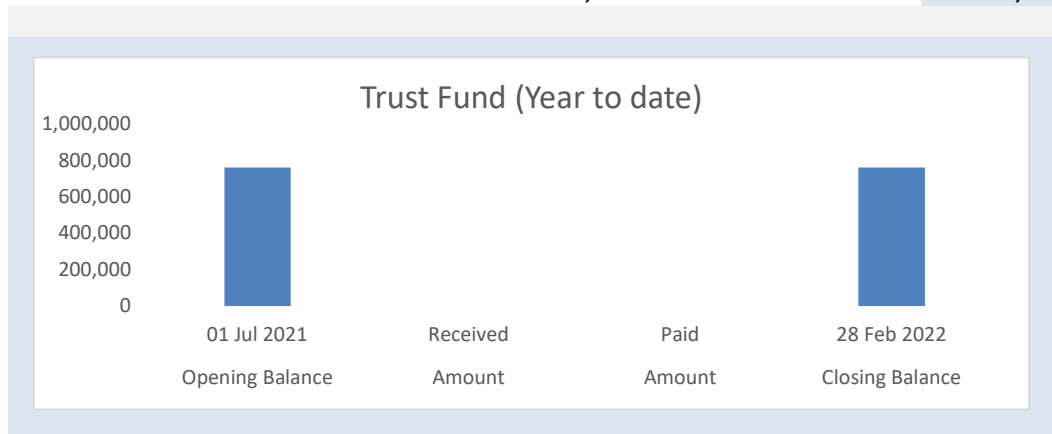
Grant Source	Purpose	2021/2022	2021/2022	2021/2022	Variance
		Estimated	Actual	Budget	Actual
		\$	\$	\$	
<b>State Grants</b>					
WA Grants Commission	General Purpose Grants	1,150,000	2,300,000	810,329	30
CRSFF	Recreation Plan	0	0	0	na
FESA	FESA Grant - SES	4,000	4,000	4,000	0
FESA	FESA Grant - Nullagine VBFB	10,000	20,000	1,966	80
Dept of Health	Mosquito Control	18,000	18,000	27,862	-55
State Grants	Youth	1,500	1,500	0	100
DSR	Club Development	26,664	40,000	0	100
Art Enterprise Activities (NACIS)	Martumilli Arts Project	205,000	205,000	102,500	50
Dept Environmen. & Heritage	Martumilli Arts Project	70,000	70,000	35,000	50
Tourism WA	Fusion Festival	4,500	15,000	4,500	na
State Grants	Events	11,790	34,000	0	na
Lotterywest	Fusion Festival	20,000	20,000	0	100
WA Grants Commission	Untied Road Grants	450,000	900,000	401,334	11
PDC	Regional Economic Dev (RED) Grant	32,000	32,000	0	100
State Dep't of Transport	RPT Bus Service Subsidy	80,600	120,900	120,005	-49
		<b>2,084,054</b>	<b>3,780,400</b>	<b>1,507,495</b>	<b>-49</b>
<b>Contributions</b>					
Water Corporation	Newman Sewerage Farm	143,500	143,500	148,775	-4
BHP	Newman Retreated Water Plan	0	0	0	na
BHP	Events Partnership - Newman	100,000	150,000	0	100
BHP	Martumili - Community Support	530,000	530,000	700,000	-32
BHP	Regional Service Hub Planning	0	0	14,130	na
BHP	Newman Caravan Park Planning	0	0	0	na
		<b>773,500</b>	<b>823,500</b>	<b>862,905</b>	<b>-12</b>
<b>Operating grants, subsidies and contributions Total</b>		<b>2,857,554</b>	<b>4,603,900</b>	<b>2,370,400</b>	<b>-49</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For The Period Ending 28th February 2022**

**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 2021	Amount Received	Amount Paid	Closing Balance 28 Feb 2022
	\$	\$	\$	\$
Public Open Space	231,500	0	0	231,500
Cash in Lieu of Parking	526,724	0	0	526,724
Abandoned Vehicles Trust	4,545	0	0	4,545
	<b>762,769</b>	<b>0</b>	<b>0</b>	<b>762,769</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

**For The Period Ending 28th February 2022**

**NOTE 10  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				0
	<b>Permanent Changes</b>						
	Budget Review Changes as per October 2021 BR						
				0	0	0	

**KEY INFORMATION**



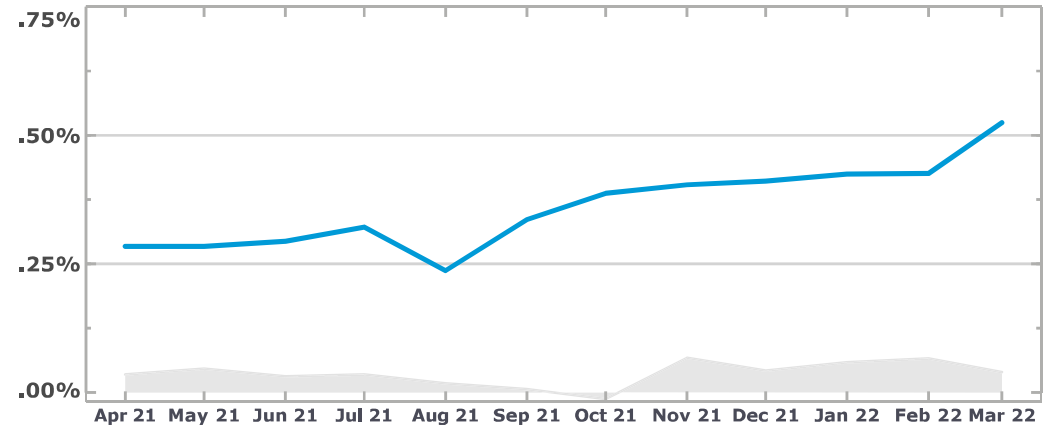
Shire of EAST  
**Pilbara**  
AUSTRALIA'S LARGEST SHIRE

## **Investment Summary Report March 2022**

**Investment Holdings**

By Product	Face Value (\$)	Current Value (\$)	Current Yield (%)
Cash	18,082,764.38	18,082,764.38	0.3372
Term Deposit	58,357,688.11	58,442,090.92	0.6291
	<b>76,440,452.49</b>	<b>76,524,855.30</b>	<b>0.5601</b>

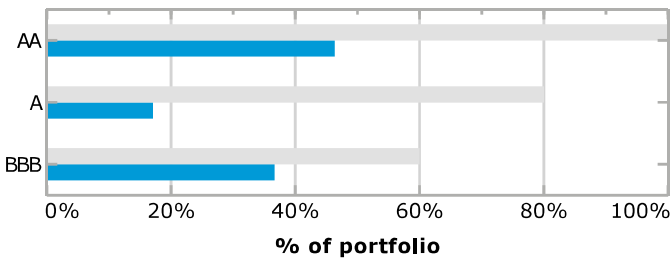
**Investment Performance**



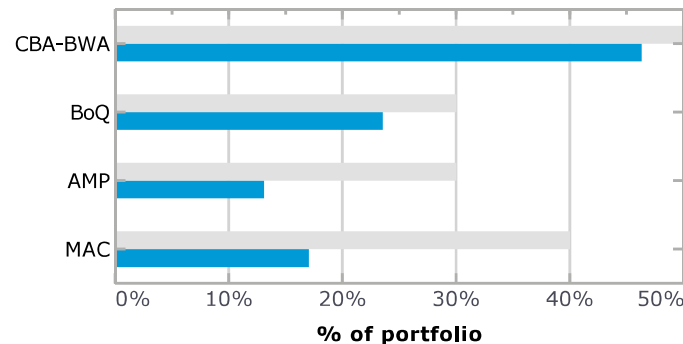
■ Portfolio Annualised Return      ■ Bloomberg BB Index Annualised Return

**Investment Policy Compliance**

**Total Credit Exposure**



**Highest Individual Exposures vs Policy Limit**



**Term to Maturities**

Maturity Profile	Face Value (\$)	Policy Max
Between 0 and 1 Year	76,440,452.49	100%
	<b>76,440,452.49</b>	

# Shire of East Pilbara

## Investment Holdings Report - March 2022



Cash Accounts										
	Face Value (\$)	Current Yield	Institution	Credit Rating			Current Value (\$)	Deal No.		Reference
	10,027,798.91	0.6000%	Macquarie Bank	A+			10,027,798.91	541691		
	8,054,965.47	0.0100%	Bankwest	AA-			8,054,965.47	541653		
	<b>18,082,764.38</b>	<b>0.3372%</b>					<b>18,082,764.38</b>			

Term Deposits											
Maturity Date	Face Value (\$)	Rate	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Coupon Frequency	Reference
9-May-22	1,000,000.00	0.4500%	Macquarie Bank	A+	1,000,000.00	8-Sep-21	1,002,527.40	541868	2,527.40	At Maturity	
16-May-22	5,191,846.52	0.4000%	Bankwest	AA-	5,191,846.52	14-Dec-21	5,197,991.39	542202	6,144.87	At Maturity	
30-May-22	5,000,000.00	0.7500%	AMP Bank	BBB	5,000,000.00	1-Oct-21	5,018,698.63	541945	18,698.63	At Maturity	
15-Jun-22	8,000,000.00	0.4000%	Bank of Queensland	BBB+	8,000,000.00	15-Sep-21	8,017,358.90	541900	17,358.90	At Maturity	
29-Jun-22	11,528,420.24	0.4500%	Bankwest	AA-	11,528,420.24	29-Dec-21	11,541,638.44	542219	13,218.20	At Maturity	
15-Aug-22	2,000,000.00	0.4500%	AMP Bank	BBB	2,000,000.00	15-Sep-21	2,004,882.19	541901	4,882.19	At Maturity	
26-Aug-22	3,000,000.00	0.8000%	AMP Bank	BBB	3,000,000.00	29-Mar-22	3,000,197.26	542479	197.26	At Maturity	
20-Sep-22	1,000,000.00	0.9000%	Macquarie Bank	A+	1,000,000.00	24-Mar-22	1,000,197.26	542472	197.26	At Maturity	
4-Jan-23	10,637,421.35	0.5500%	Bankwest	AA-	10,637,421.35	4-Jan-22	10,651,366.57	542221	13,945.22	At Maturity	
9-Mar-23	10,000,000.00	1.1000%	Bank of Queensland	BBB+	10,000,000.00	10-Mar-22	10,006,630.14	542428	6,630.14	At Maturity	
10-Mar-23	1,000,000.00	1.0000%	Macquarie Bank	A+	1,000,000.00	10-Mar-22	1,000,602.74	542429	602.74	At Maturity	
	<b>58,357,688.11</b>	<b>0.6291%</b>			<b>58,357,688.11</b>		<b>58,442,090.92</b>		<b>84,402.81</b>		



Accrued Interest Report										
Investment	Deal No.	Ref	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Percentage Return	
<b>Cash</b>										
Bankwest	541653					0.00	31	0.00	.00%	
Macquarie Bank	541691					4,334.96	31	4,334.96	.60%	
<b>Cash Total</b>						<b>4,334.96</b>		<b>4,334.96</b>	<b>.31%</b>	
<b>Term Deposit</b>										
Macquarie Bank	541867			08-Sep-21	08-Mar-22	2,231.51	7	86.30	.45%	
Macquarie Bank	542183			08-Dec-21	08-Mar-22	739.73	7	57.54	.30%	
Macquarie Bank	541874			09-Sep-21	10-Mar-22	2,243.84	9	110.96	.45%	
Bank of Queensland	541889			13-Sep-21	10-Mar-22	18,531.51	9	936.99	.38%	
Macquarie Bank	541875			09-Sep-21	24-Mar-22	2,416.44	23	283.56	.45%	
AMP Bank	542018			29-Oct-21	29-Mar-22	10,549.32	28	1,956.17	.85%	
Macquarie Bank	541868			08-Sep-21	09-May-22	0.00	31	382.19	.45%	
Bankwest	542202			14-Dec-21	16-May-22	0.00	31	1,763.80	.40%	
AMP Bank	541945			01-Oct-21	30-May-22	0.00	31	3,184.93	.75%	
Bank of Queensland	541900			15-Sep-21	15-Jun-22	0.00	31	2,717.80	.40%	
Bankwest	542219			29-Dec-21	29-Jun-22	0.00	31	4,406.07	.45%	
AMP Bank	541901			15-Sep-21	15-Aug-22	0.00	31	764.38	.45%	
AMP Bank	542479			29-Mar-22	26-Aug-22	0.00	3	197.26	.80%	
Macquarie Bank	542472			24-Mar-22	20-Sep-22	0.00	8	197.26	.90%	
Bankwest	542221			04-Jan-22	04-Jan-23	0.00	31	4,968.98	.55%	
Bank of Queensland	542428			10-Mar-22	09-Mar-23	0.00	22	6,630.14	1.10%	
Macquarie Bank	542429			10-Mar-22	10-Mar-23	0.00	22	602.74	1.00%	
<b>Term Deposit Total</b>						<b>36,712.35</b>		<b>29,247.07</b>	<b>.59%</b>	
						<b>41,047.31</b>		<b>33,582.03</b>	<b>.52%</b>	

**Shire of East Pilbara**

Accrued Interest Report - March 2022

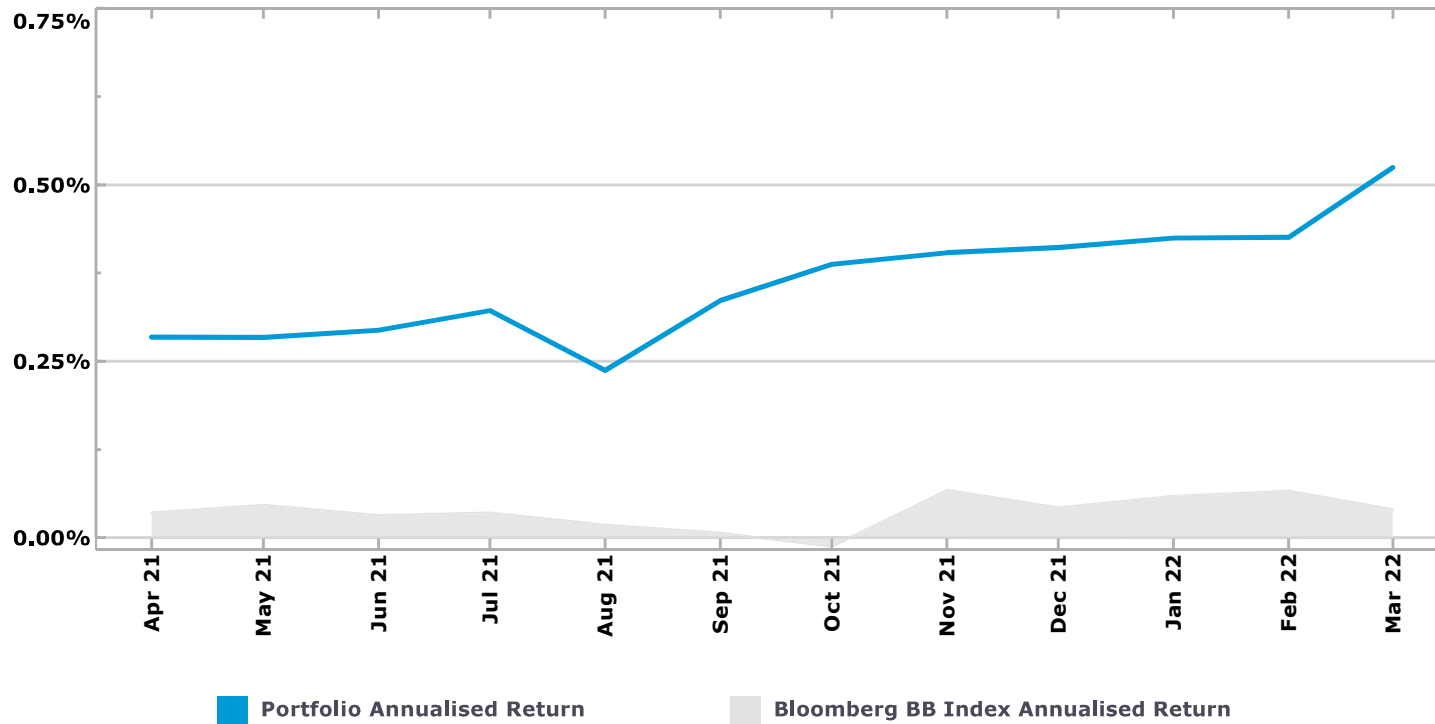


Shire of EAST  
**Pilbara**  
AUSTRALIA'S LARGEST SHIRE

**Accrued Interest Report**

<b>Investment</b>	<b>Deal No.</b>	<b>Ref</b>	<b>Face Value (\$)</b>	<b>Settlement Date</b>	<b>Maturity Date</b>	<b>Interest Received (\$)</b>	<b>Days</b>	<b>Interest Accrued (\$)</b>	<b>Percentage Return</b>
						<b>41,047.31</b>		<b>33,582.03</b>	<b>.52%</b>

**Annualised Monthly Return (Marked to Market %pa)**



**Historical Performance Summary**

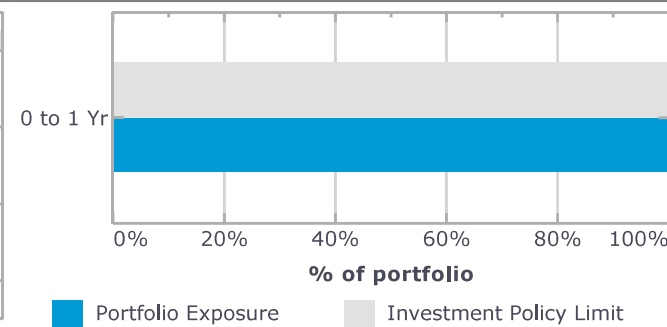
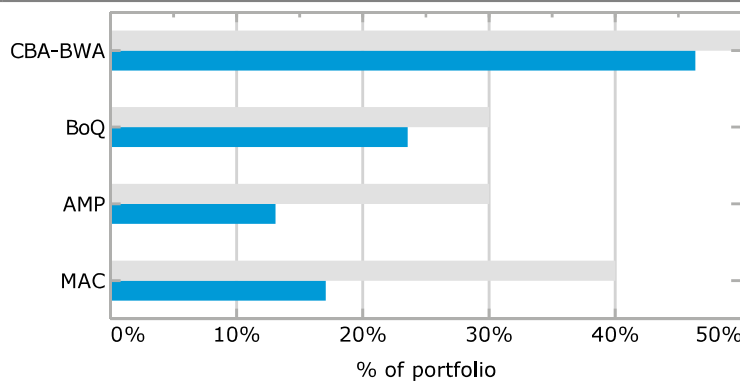
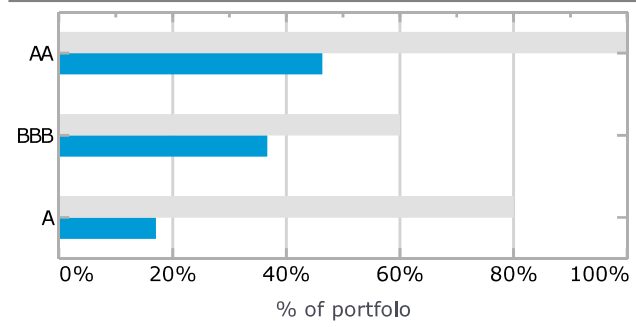
	Portfolio	AusBond BB Index	Outperformance
Mar 2022	0.52%	0.04%	0.48%
Last 3 Months	0.46%	0.05%	0.41%
Last 6 Months	0.43%	0.04%	0.39%
Financial Year to Date	0.39%	0.04%	0.35%
Last 12 months	0.36%	0.04%	0.32%

# Shire of East Pilbara

## Investment Policy Compliance Report - March 2022



### Total Credit Exposure      Individual Institutional Exposures      Term to Maturities



Credit Rating Group	Face Value (\$)	Portfolio Exposure (%)	Policy Max (%)	Compliance
AA	35,412,654	46%	100%	✓
A	13,027,799	17%	80%	✓
BBB	28,000,000	37%	60%	✓
<b>Total</b>	<b>76,440,452</b>			

Institution	Portfolio Exposure (%)	Investment Policy Limit (%)	Compliance
Commonwealth Bank of Australia (AA-)	46%	50%	✓
Bank of Queensland (BBB+)	24%	30%	✓
AMP Bank (BBB)	13%	30%	✓
Macquarie Bank (A+)	17%	40%	✓

Maturity Range	Face Value (\$)	Portfolio Exposure (%)	Policy Max (%)	Compliance
Between 0 and 1 Year	76,440,452	100%	100%	✓
<b>Total</b>	<b>76,440,452</b>			

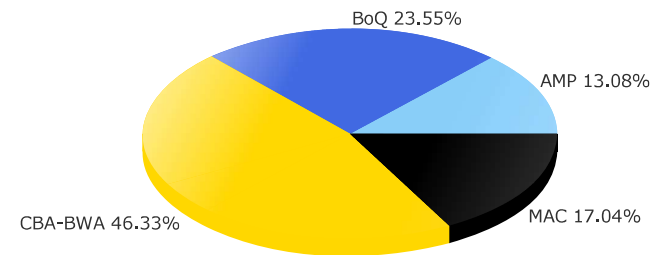
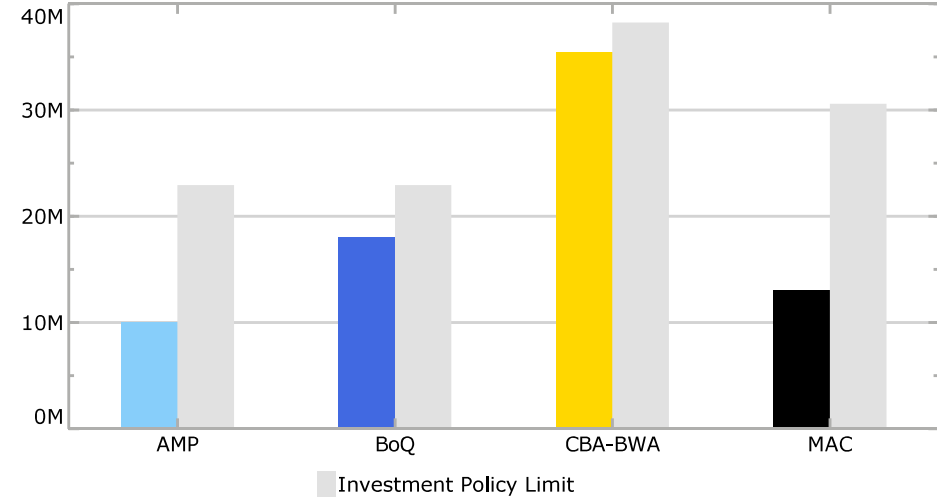
✓ = compliant  
 ✗ = non-compliant

Maturity Range	Face Value (\$)	Policy Max (%)
00. Cash + Managed Funds	18,082,764	24%
02. Between 30 Days and 60 Days	6,191,847	8%
03. Between 60 Days and 90 Days	13,000,000	17%
04. Between 90 Days and 180 Days	17,528,420	23%
05. Between 180 Days and 365 Days	21,637,421	28%
<b>Total</b>	<b>76,440,452</b>	

**Individual Institutional Exposures**

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB)	10,000,000	13%	22,932,136	30%	12,932,136
Bank of Queensland (BBB+)	18,000,000	24%	22,932,136	30%	4,932,136
Commonwealth Bank of Australia (AA-)	35,412,654	46%	38,220,226	50%	2,807,572
Macquarie Bank (A+)	13,027,799	17%	30,576,181	40%	17,548,382
	<b>76,440,452</b>				

**Individual Institutional Exposure Charts**



Shire of East Pilbara  
Cash Flows Report



**Current Month Cashflows**

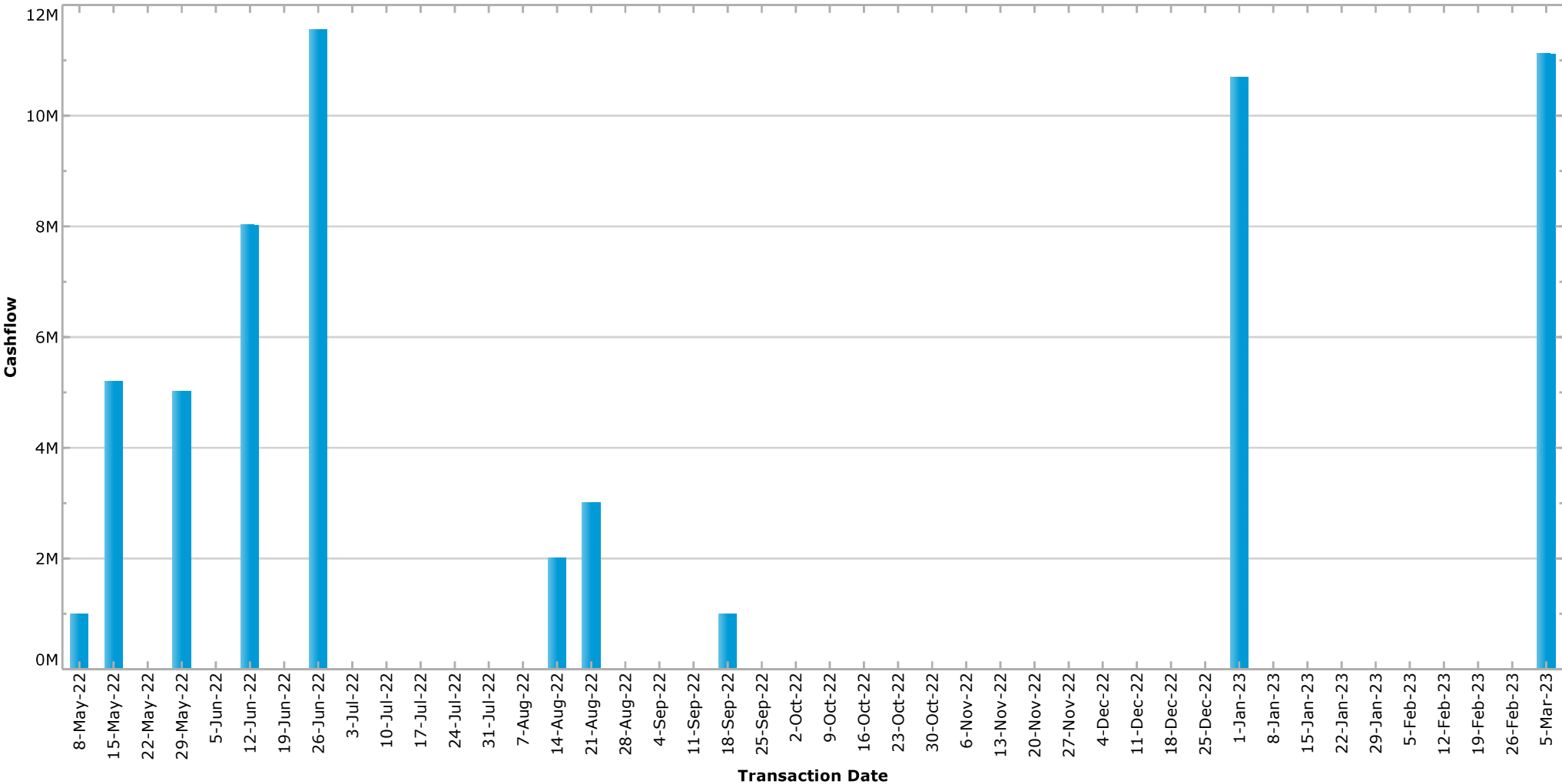
<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Received</u>
<b>8-Mar-22</b>	541867	Macquarie Bank	Term Deposits	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposits	Interest - Received	2,231.51
<u>Deal Total</u>					<b>1,002,231.51</b>
	542183	Macquarie Bank	Term Deposits	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposits	Interest - Received	739.73
<u>Deal Total</u>					<b>1,000,739.73</b>
<b>Day Total</b>					<b>2,002,971.23</b>
<b>10-Mar-22</b>	541874	Macquarie Bank	Term Deposits	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposits	Interest - Received	2,243.84
<u>Deal Total</u>					<b>1,002,243.84</b>
	541889	Bank of Queensland	Term Deposits	Maturity Face Value - Received	10,000,000.00
		Bank of Queensland	Term Deposits	Interest - Received	18,531.51
<u>Deal Total</u>					<b>10,018,531.51</b>
	542428	Bank of Queensland	Term Deposits	Settlement Face Value - Paid	-10,000,000.00
<u>Deal Total</u>					<b>-10,000,000.00</b>
	542429	Macquarie Bank	Term Deposits	Settlement Face Value - Paid	-1,000,000.00
<u>Deal Total</u>					<b>-1,000,000.00</b>
<b>Day Total</b>					<b>20,775.34</b>
<b>24-Mar-22</b>	541875	Macquarie Bank	Term Deposits	Maturity Face Value - Received	1,000,000.00
		Macquarie Bank	Term Deposits	Interest - Received	2,416.44
<u>Deal Total</u>					<b>1,002,416.44</b>
	542472	Macquarie Bank	Term Deposits	Settlement Face Value - Paid	-1,000,000.00
<u>Deal Total</u>					<b>-1,000,000.00</b>
<b>Day Total</b>					<b>2,416.44</b>
<b>29-Mar-22</b>	542018	AMP Bank	Term Deposits	Maturity Face Value - Received	3,000,000.00
		AMP Bank	Term Deposits	Interest - Received	10,549.32
<u>Deal Total</u>					<b>3,010,549.32</b>
	542479	AMP Bank	Term Deposits	Settlement Face Value - Paid	-3,000,000.00
<u>Deal Total</u>					<b>-3,000,000.00</b>
<b>Day Total</b>					<b>10,549.32</b>
<b>Net Cash Movement for Period</b>					<b>2,036,712.33</b>

**Shire of East Pilbara**  
Cash Flows Report



**Next Month Cashflows**

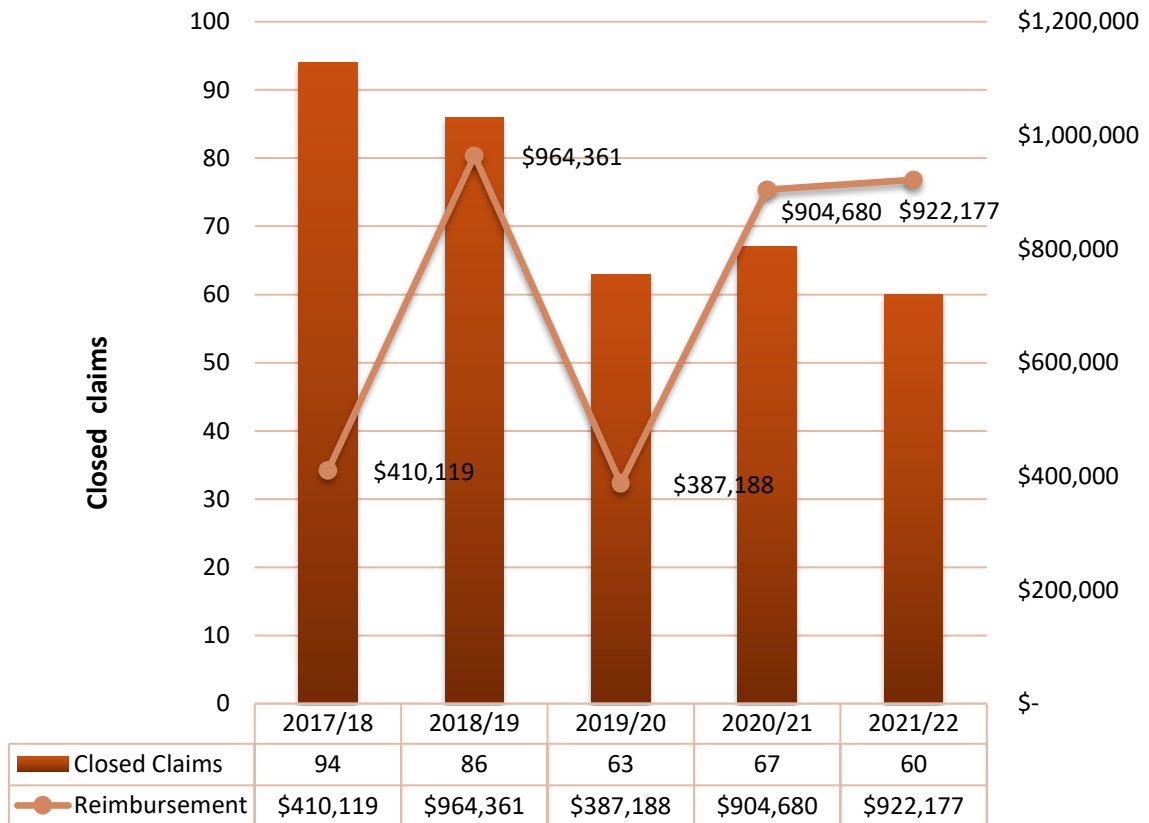
<u>Transaction Date</u>	<u>Deal No.</u>	<u>Cashflow Counterparty</u>	<u>Asset Type</u>	<u>Cashflow Description</u>	<u>Cashflow Due</u>
-------------------------	-----------------	------------------------------	-------------------	-----------------------------	---------------------



## SETTLED / CLOSED CLAIMS

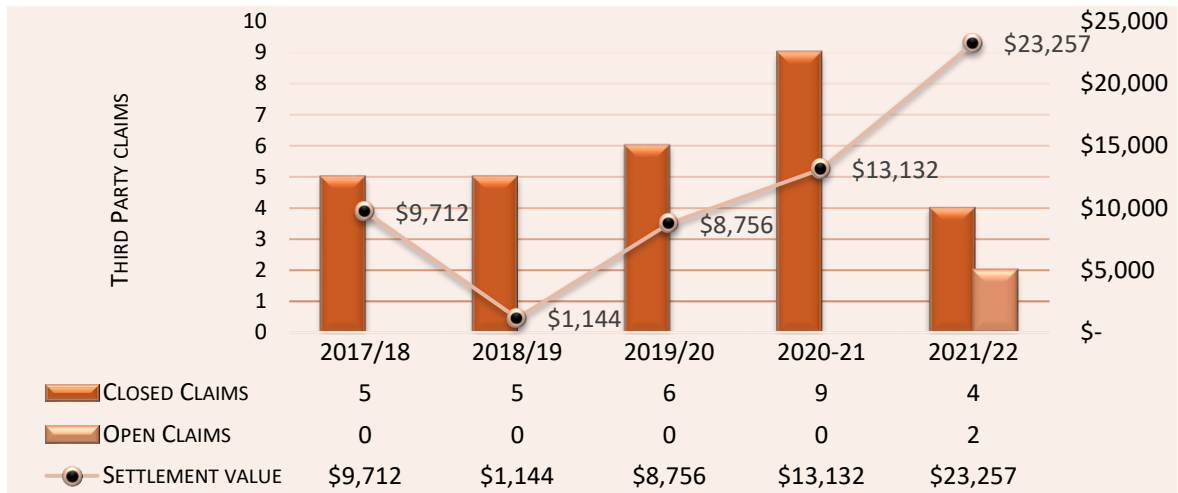
The number of claims responded and settled by the Insurance companies for the preceding 5 years to date and the total reimbursed value of these claims ex GST and excess.

### Settled /Closed Claims 2016/17 – 2021/22 to date





## Public Liability 2017/18 -2021/22 to date



2021/22 Open Public Liability Claims		Occurrence Date	Proposed Closing date
PC0437	Shire Vehicle reversed into TP vehicle	1/03/2022	
PC0304	Reopened (2020-21) - Mr Gray tripped on tarmac	10/06/2020	ongoing

2021/22 Closed Public Liability Claims			Occurrence Date	Outcome	Third Party Settlement	Excess Cost to SoEP
MO0052491	PC0412	PL - 1CIU373 Vehicle Damage - Third Party V damage	18/11/2021	L	\$ 22,157.00	\$ 500.00
Report only	PC0410	PL-Newman Drive - Tyre rim damage - Notification only (no demand letter)	5/11/2021	NL	\$ -	\$ -
LI0076426	PC0366	PL   Person injured herself and Mphone when she fell into a hole in the paving	13/05/2021	L	\$ 600.00	\$ -
LI0079573	PC0402	PL   Welsh drive CH damaged vehicle	13/04/2021	NL	\$ -	\$ -
<b>TOTAL</b>					<b>\$ 22,757.00</b>	<b>\$ 500.00</b>

Closed Public Liability Claims					
	2017/18	2018/19	2019/20	2020/21	2021/22
<b>Report Only</b>				5	1
<b>Found Liable</b>	2	3	3	3	2
<b>Not Liable</b>	3	2	4	1	1

**11.2.2 CREDITORS FOR PAYMENT**

**File No:** FIN10-2  
**Attachments:** [Appendix 1 Cheque Payments April 2022](#)  
[Appendix 2 Direct Payments April 2022](#)  
[Appendix 3 EFT Payments April 2022](#)  
[Appendix 4 Mastercard April 2022](#)  
**Responsible Officer:** Steve Leeson  
Director Corporate Services  
**Author:** Courtney Blockey  
Senior Finance Officer  
**Proposed Meeting Date:** 29 April 2022  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2022/43)

**Moved:** Cr Smith  
**Seconded:** Cr Baer

**That Council endorses the below payments for the period of 1 March 2022 to 31 March 2022:**

<b>EFT Payments</b>	<b>\$339,165.30</b>
<b>MasterCard</b>	<b>\$9,877.53</b>
<b>Cheque Payments</b>	<b>\$1,075.84</b>
<b>Direct Payments</b>	<b>\$113,631.44</b>

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

**REPORT PURPOSE**

To seek Council endorsement of payment to creditors.

**BACKGROUND**

The report provides details of payments made in the last monthly period as per the attached lists.

**COMMENTS/OPTIONS/DISCUSSIONS**

<b>FUND</b>	<b>VOUCHER</b>	<b>AMOUNT</b>
EFT Payments	EFT62633 – EFT63064	\$339,165.30
MasterCard		\$9,877.53
	<b>Total</b>	<b>\$349,043.00</b>
Cheque Payments	25196 - 25200	\$1,075.84
Direct Payments	DD16299.1 – DD16378.26	\$113,631.44
	<b>Total</b>	<b>\$114,708.00</b>
	<b>GRAND TOTAL</b>	<b><u>\$463,751.00</u></b>

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

**CANCELLED AND UNUSED CHEQUES:**

Unused Cheques

Nil

Cancelled Cheques & Electronic Funds Transfers

EFT62921-EFT62933, 25197-25198

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg 11

(1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of:*

(a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*

(b) *petty cash systems.*

Local Government (Financial Management) Regulations 1996

Part 2 – General financial management

Reg. 12

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

### **POLICY IMPLICATIONS**

3.12 Corporate Credit Card

3.14 Procurement and Tender Procedures Policy

### **STRATEGIC COMMUNITY PLAN**

Nil

#### **5: Governance**

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

### **RISK MANAGEMENT CONSIDERATIONS**

Legislative – Medium – Breach of *Local Government Act 1995*

### **FINANCIAL IMPLICATIONS**

Total expenses of \$463,751.00

### **VOTING REQUIREMENTS**

Simple Majority.

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**SHIRE OF EAST PILBARA****Cheque Payments**

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
25196	10/03/2022	BOFFINS BOOKSHOP PTY LTD	Nullagine Gold (9780987061539)	-185.80
25199	18/03/2022	GMJ Merks	Rates refund for assessment A703753	-579.09
25200	24/03/2022	Vasilios Chatzimichail	Rates refund for assessment A401207	-310.95
<hr/> <b>Total</b>				<b>-1075.84</b>

## SHIRE OF EAST PILBARA

## Direct Payments

Chq/EFT	Date	Name	Description	Amount
DD16299.1	06/03/2022	Aware Super	Payroll deductions	-31467.48
DD16299.2	06/03/2022	REST SUPERANNUATION	Payroll deductions	-1131.79
DD16299.3	06/03/2022	ING DIRECT	Payroll deductions	-451.96
DD16299.4	06/03/2022	HESTA SUPER FUND	Superannuation contributions	-71.75
DD16299.5	06/03/2022	Shane Donation Super Fund	Superannuation contributions	-237.26
DD16299.6	06/03/2022	Statewide Superannuation Trust	Payroll deductions	-1821.60
DD16299.7	06/03/2022	PLUM SUPERANNUATION	Superannuation contributions	-392.17
DD16299.8	06/03/2022	QSuper	Payroll deductions	-1986.87
DD16299.9	06/03/2022	Wereta Family Superannuation	Superannuation contributions	-76.34
DD16350.1	06/03/2022	Aware Super	Superannuation contributions	-82.37
DD16351.1	06/03/2022	AUSTRALIAN SUPER	Superannuation contributions	-504.50
DD16352.1	06/03/2022	AUSTRALIAN SUPER	Superannuation contributions	-94.51
DD16353.1	06/03/2022	REST SUPERANNUATION	Superannuation contributions	-137.71
DD16377.1	20/03/2022	ANZ SMART CHOICE SUPER	Superannuation contributions	-367.02
DD16378.1	20/03/2022	Aware Super	Payroll deductions	-30043.72
DD16378.2	20/03/2022	REST SUPERANNUATION	Payroll deductions	-1543.74
DD16378.3	20/03/2022	ING DIRECT	Payroll deductions	-451.96
DD16378.4	20/03/2022	ANZ SMART CHOICE SUPER	Payroll deductions	-617.47
DD16378.5	20/03/2022	HESTA SUPER FUND	Superannuation contributions	-74.38
DD16378.6	20/03/2022	Shane Donation Super Fund	Superannuation contributions	-237.26
DD16378.7	20/03/2022	Statewide Superannuation Trust	Payroll deductions	-1799.79
DD16378.8	20/03/2022	PLUM SUPERANNUATION	Superannuation contributions	-365.73
DD16378.9	20/03/2022	QSuper	Payroll deductions	-1593.46
DD16379.1	20/03/2022	Hostplus	Superannuation contributions	-687.91
DD16379.2	24/03/2022	Hostplus	Payroll deductions	-248.24
DD16299.10	06/03/2022	Spaceship Super	Superannuation contributions	-282.52
DD16299.11	06/03/2022	ANZ SMART CHOICE SUPER	Payroll deductions	-825.48
DD16299.12	06/03/2022	COLONIAL FIRST STATE	Superannuation contributions	-384.48
DD16299.13	06/03/2022	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-288.23
DD16299.14	06/03/2022	EQUIPSUPER	Superannuation contributions	-769.23
DD16299.15	06/03/2022	ESSENTIAL SUPER	Superannuation contributions	-257.34
DD16299.16	06/03/2022	VISION SUPER	Superannuation contributions	-750.00
DD16299.17	06/03/2022	Voyage Superannuation	Superannuation contributions	-538.46
DD16299.18	06/03/2022	The Trustee for Eugene Hepi and Kahu Raharuhi	Payroll deductions	-594.95
DD16299.19	06/03/2022	UNISUPER	Payroll deductions	-1208.12
DD16299.20	06/03/2022	AUSTRALIAN SUPER	Payroll deductions	-4236.71
DD16299.21	06/03/2022	Hostplus	Superannuation contributions	-5967.56
DD16299.22	06/03/2022	AMP	Superannuation contributions	-438.08

DD16299.23	06/03/2022	BT SUPER FOR LIFE	Superannuation contributions	-1196.36
DD16299.24	06/03/2022	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-304.60
DD16299.25	06/03/2022	IOOF Investments Services Ltd	Superannuation contributions	-263.88
DD16299.26	06/03/2022	ING Superannuation Fund	Superannuation contributions	-489.47
DD16378.10	20/03/2022	Wereta Family Superannuation	Superannuation contributions	-69.07
DD16378.11	20/03/2022	Spaceship Super	Superannuation contributions	-282.52
DD16378.12	20/03/2022	Hostplus	Payroll deductions	-6088.33
DD16378.13	20/03/2022	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-290.74
DD16378.14	20/03/2022	EQUIPSUPER	Superannuation contributions	-769.23
DD16378.15	20/03/2022	ESSENTIAL SUPER	Superannuation contributions	-229.57
DD16378.16	20/03/2022	VISION SUPER	Superannuation contributions	-750.00
DD16378.17	20/03/2022	Voyage Superannuation	Superannuation contributions	-538.46
DD16378.18	20/03/2022	The Trustee for Eugene Hepi and Kahu Raharuhi	Payroll deductions	-594.95
DD16378.19	20/03/2022	UNISUPER	Payroll deductions	-1208.12
DD16378.20	20/03/2022	COLONIAL FIRST STATE	Superannuation contributions	-466.27
DD16378.21	20/03/2022	AUSTRALIAN SUPER	Superannuation contributions	-4325.41
DD16378.22	20/03/2022	AMP	Superannuation contributions	-438.08
DD16378.23	20/03/2022	BT SUPER FOR LIFE	Superannuation contributions	-1150.89
DD16378.24	20/03/2022	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-392.60
DD16378.25	20/03/2022	IOOF Investments Services Ltd	Superannuation contributions	-265.27
DD16378.26	20/03/2022	ING Superannuation Fund	Superannuation contributions	-489.47
			<hr/>	
Total				<hr/> -113631.44 <hr/>

## SHIRE OF EAST PILBARA

## EFT Payments

Chq/EFT	Date	Name	Description	Amount
EFT62633	02/03/2022	BUGAI WHYOULTER	Artist Payment Ref #19139	-1600.00
EFT62634	02/03/2022	GLADYS BIDU	Artist Payment Ref #19135	-200.00
EFT62635	02/03/2022	IGNATIUS PAUL TAYLOR	Artist Payment Ref #19138	-714.20
EFT62636	02/03/2022	JAKAYU BILJABU	Artist Payment Ref #19140	-300.00
EFT62637	02/03/2022	JASON TINKER	Artist Payment Ref #19130	-610.00
EFT62638	02/03/2022	JUDITH ANYA SAMSON	Artist Payment Ref #19134	-160.00
EFT62639	02/03/2022	KUMPAYA GIRGIRBA	Artist Payment Ref #19141	-300.00
EFT62640	02/03/2022	MARIANNE BURTON	Artist Payment Ref #19131	-500.00
EFT62641	02/03/2022	MARY ROWLANDS	Artist Payment Ref #19143	-440.00
EFT62642	02/03/2022	MULYATINGKI MARNEY	Artist Payment Ref #19142	-300.00
EFT62643	02/03/2022	NOLA TAYLOR	Artist Payment Ref #19137	-200.00
EFT62644	02/03/2022	ROMA GIBSON	Artist Payment Ref #19132	-941.60
EFT62645	02/03/2022	THELMA JUDSON	Artist Payment Ref #19133	-300.00
EFT62646	02/03/2022	Timille Whitby	Artist Payment Ref #19136	-103.80
EFT62647	02/03/2022	ALL FLAGS	Design and Printing of Vario Gate Arch & Sock for events	-3961.10
EFT62648	02/03/2022	AMY MUKHERJEE	Staff Electricity Reimbursement - 051221 - 050222	-389.27
EFT62649	02/03/2022	AUSTRALIAN INSTITUTE OF MANAGEMENT	Foundations of HR 23/06/22 - 24/06/2022 - Training	-1316.00
EFT62650	02/03/2022	Austindo Engineering Pty Ltd	Vacant Maintenance as reported on site and keys locks changed	-2101.00
EFT62651	02/03/2022	Australia Post - Credit Management	Monthly Freight/Postage PO - January 2022	-686.13
EFT62652	02/03/2022	Avanti Auto Glass	Replace cracked windscreen and recalibrate camera (approx. 2 hours) Toyota Hilux (118EPS) will be dropped off at Port Hedland yard	-995.00
EFT62653	02/03/2022	BATTERY SALES AND SERVICE	Supply Batteries as per quote 2925	-1580.20
EFT62654	02/03/2022	BEACON EQUIPMENT	Purchase of 1x Blower Deck	-1257.00
EFT62655	02/03/2022	BHP BILLITON IRON ORE PTY LTD	Electricity Charges 10/12/21 - 13/02/22	-5319.22
EFT62656	02/03/2022	BOC GASES	R052G Air Indust G Size	-547.72
EFT62657	02/03/2022	Blackwoods	Monthly PO for February 2022 for Depot Main Account	-1388.11
EFT62658	02/03/2022	CADD Building Construction and Maintenance Pty Ltd	INSTALL DOUBLE GATES AND 8MTRS MESH FENCING AT THE NEWMAN DEPOT AS PER QUOTE NUMBER 2283.	-5549.50
EFT62659	02/03/2022	CLEANAWAY PTY LTD (acct 53651265)	Newman Kerbside Refuse & Recycling Collection	-69811.77
EFT62660	02/03/2022	CUSTOMER FIRST CONTRACTING PTY LTD	New Carport as per Scope of Works This Property is tenanted and notification will be required	-61886.65
EFT62661	02/03/2022	Centurion Transport Co Pty Ltd	Perth - Sigma Chemicals - Newman Aquatic Centre - Con Note Number OLS2749399	-378.81
EFT62662	02/03/2022	Crawford Realty Newman	Staff External Rental Payment - January - June 2022	-630.00
EFT62663	02/03/2022	DEANS AUTOGLASS	Supply and fit Windscreen to 125EPS Toyota Hilux	-484.00
EFT62664	02/03/2022	Desmond Taylor	Martu Wangka translations for Waste Services	-150.00



EFT62665	02/03/2022	Dunnings	Deliver 5000 liters of diesel on the Auski-Royhill Road	-10478.49	
EFT62666	02/03/2022	EAST PILBARA EARTHMOVING PTY LTD	Hire of specialist plant and operators to under the Skull Springs Road Drainage Project Including Sidetrack Construction"		as below Machine and OperatorRate Per HourHours Required D7 Dozer\$272.0077 D5 Dozer with Pat Blade\$175.00220 30 Ton Excavator\$225.00220 Drum Roller\$143.0080 8 Wheeler Water Cart\$160.00220 Semi Tipper\$180.00110 2 x Light Vehicle\$90.00 per day each20 days "
EFT62667	02/03/2022	ENVIRONMENTAL INDUSTRIES	Gardening services Commencing 1st July 2021	-1675.66	CSH
EFT62668	02/03/2022	East Pilbara Excavations Pty Ltd	5T & 1.8T excavator hire as per quote QU-0038	-7018.00	
EFT62669	02/03/2022	Emma Van Der Wiele	Staff Electricity Reimbursement - 041221 - 040222	-437.27	
EFT62670	02/03/2022	FINE LINE PAINTING & DECORATING	Currently vacant Internal painting as per quote	-10158.50	
EFT62671	02/03/2022	FOXTEL CABLE TELEVISION	Monthly foxtel subscription FEB	-265.00	
EFT62672	02/03/2022	Farmarama Pty Ltd	Fertilizer as per quote	-5115.00	
EFT62673	02/03/2022	Fulton Hogan Industries Pty Ltd	Second Friction Test and Reporting as per MOS 139	-10399.40	
EFT62674	02/03/2022	GOESCAPE Pty Ltd	Cape Keraudren - David Onley - 0419968123 Emergency works - the generator is not working plesae attend and reprot	-1550.60	
EFT62675	02/03/2022	HOSPITALITY INN PORT HEDLAND	Accommodation (\$159.00) & Meals (\$60.00) for RPT Bus DriverCheck in - Mon, 14/02/22 Check out - Wed, 16/02/22	-1615.50	
EFT62676	02/03/2022	Heatley Sales Pty Ltd ta Skipper Transport	Parts supplied as per quotation QO2902	-57.68	
EFT62677	02/03/2022	Hersey's Safety	Replacement stock at the Nullagine Depot	-1447.82	
EFT62678	02/03/2022	IPEC PTY LTD (NG5040)	Disputed Connote 8398149912 - Credit Note issued	-323.98	
EFT62679	02/03/2022	IT VISION	Rates User Report producing a comprehensive Outstanding Rates Debtors Report - Reporting on current plus all additional years of Oustanding Rates in editable excel format.	-2695.00	
EFT62680	02/03/2022	IT Vision User Group Inc	User Group Subscription 21/22	-748.00	
EFT62681	02/03/2022	Ipec Pty Ltd (501544)	Freight Charges - Connote 8980040481	-517.48	
EFT62682	02/03/2022	JH Computer Services	J5Create USB-C Docking Stations	-3622.58	
EFT62683	02/03/2022	JUPPS FLOORCOVERINGS	Replacement of Artificial Turf on Goanna Oval Cricket Pitch	-19294.00	
EFT62684	02/03/2022	KOMATSU AUSTRALIA PTY LTD	Supply of Komatsu Keys	-215.56	
EFT62685	02/03/2022	Karen Lesley Hunter	Assisting with necessary projects in Rates - 12 hours per week at \$50.00 per hour for 12 weeks	-700.00	
EFT62686	02/03/2022	Kookaburra Gold Pty Ltd	Rates refund for assessment A704484	-432.04	
EFT62687	02/03/2022	LANDGATE (DOLA)	PO to cover expenses for the month of October	-212.49	
EFT62688	02/03/2022	LILS RETRAVISION PORT HEDLAND	Supply of single Mattress as per quote 00012225	-967.00	
EFT62689	02/03/2022	LO-GO APPOINTMENTS	Labour Hire - Governace extension to end of February 2022 Week ending 19th February 2022	-4714.43	
EFT62690	02/03/2022	LUCELLE FRANCIS	Winner of Best Residential Christmas Lights - Newman	-500.00	

EFT62691	02/03/2022	Marble Bar Roadhouse and Travellers Rest	Accommodation x 4 units, plus meals, Wednesday 10 November 2021.	-823.60
EFT62692	02/03/2022	Mark Keogh (4x4 Training)	Staff - 4WD Training - 22 February 2022	-495.00
EFT62693	02/03/2022	Mohamad Hosein Fadaei	Staff Electricity Reimbursements - 071221 - 130222	-110.32
EFT62694	02/03/2022	Moore Australia (WA)	FBT Workshop	-880.00
EFT62695	02/03/2022	NEWMAN CLEANING RESOURCES P/L	Group 4 - Airport Facilities - Airport Terminal Area - 12 Months - FY2021/22	-29184.10
EFT62696	02/03/2022	NEWMAN HOME HARDWARE & ICE PLUS	PURCHASE OF 1 NEW PRESURE CLEANER FOR THE WASTE WATER TREATMENT PLANT AS PER QUOTE	-1225.09
EFT62697	02/03/2022	Newman Hotel Motel	Welcome to Newman - 19.02.22 Post event linen cleaning of 23x table clothes	-195.50
EFT62698	02/03/2022	Nor-West Freight Services Pty Ltd	Monthly Freight PO - February 2022	-411.40
EFT62699	02/03/2022	Oasis Newman Operations Pty Ltd	Ranger Oasis@Newman	-180.00
EFT62700	02/03/2022	PARDOO ROADHOUSE & TAVERN	Diesel fuel for generators and 114 EPS	-961.31
EFT62701	02/03/2022	PILBARA ELECTRICAL	Minor equipment for 4 x Field cars	-281.80
EFT62702	02/03/2022	PILBARA MOTOR GROUP	Carry Out 20,000km Service And Replace x2 Tyres	-6354.25
EFT62703	02/03/2022	PIRTEK PORT HEDLAND	Supply hoses as per quote 70873	-445.79
EFT62704	02/03/2022	Polar Aviation Pty Ltd	Polar Air Charter Flight	-7689.00
EFT62705	02/03/2022	Prudential Investment Services Corp Pty Ltd	Investment Advisory Service - 2021/2022	-3740.00
EFT62706	02/03/2022	RGR ROAD HAULAGE (NEWMAN)	Freight delivery	-166.68
EFT62707	02/03/2022	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical - Lifeguard (Casual) MA1, AUD, Instant Client ID: 16898	-759.00
EFT62708	02/03/2022	STEPHEN AGETT	Staff Electricity Reimbursemen 101221 - 130222	-1442.02
EFT62709	02/03/2022	STOCKMAN ENGINEERING	RAPAIR AIR RATOR X1 AT THE SEWAGE PONDS NEWMAN TIP.	-4955.50
EFT62710	02/03/2022	Sarik Salim	Staff Electricity Reimbursement - 101221 - 070222	-693.12
EFT62711	02/03/2022	Seasons Hotel - Jerry (Business) CT Pty Ltd aft Newman Hotel (Business) Trust	Accommodation Council meeting	-1012.00
EFT62712	02/03/2022	Shevaun Cottrell	Winner of Best Residential House Display - Christmas Lights Competition 2022	-500.00
EFT62713	02/03/2022	TYREPOWER NEWMAN	Vehicle repairs as per quote 137222	-5500.40
EFT62714	02/03/2022	Tari Jeffers	Staff Electricity Reimbursement - 041221 - 050222	-385.40
EFT62715	02/03/2022	The Good Grocer Newman IGA	Morning tea and lunch IGA 24 Feb 2022	-425.00
EFT62716	02/03/2022	The Trustee for the HP Trust t/as Hedland Plumbing	Removal and replacement of existing valve, valve box & pipework at the Marble Bar Public Toilets as per quote #10638 for October 2021.	-968.69
EFT62717	02/03/2022	The Workwear Group Pty Ltd	Councillor Uniforms	-544.00
EFT62718	02/03/2022	Theresa Foster ta Newman Graffiti Removal	graffiti removal work as per quote	-4959.35

EFT62719	02/03/2022	Tim Pearn	Martumili Well-being and Empowerment project Mapping consult and recommendations Report Travel Albany Perth Newman Newman stakeholders Travel Albany Perth Newman Desktop follow up draft recommendations Finalise report/Corrections Report Delivery	-965.25
EFT62720	02/03/2022	Trustee for Foster Family Trust T/A Heart & Home - WA	PO - Gift to the value of \$100 to purchase a gift card	-100.00
EFT62721	02/03/2022	WA TREASURY CORPORATION	Loan Repayment - Principal	-147240.52
EFT62722	02/03/2022	WT & GP Tawha	Nullagine winner of People's Choice - Christmas Light Competition	-500.00
EFT62723	02/03/2022	Woolworths (WA) Ltd	Weekly food shopping for after school drop-in at the Youth Centre	-645.13
EFT62724	02/03/2022	Yee Ping Lee ta Prairie's Kitchen	Vanilla cupcakes with edible print topper for Rec Centre Open Day on Saturday 19 Feb	-300.00
EFT62725	02/03/2022	ZIPFORM STATIONERY	Rates Notices x 3.5k, Final Notices x 1k and Instalments Notices x2.5k	-2471.34
EFT62726	08/03/2022	BANKWEST CARD SERVICES	Apple Inc - Councillors I pads	-12753.74
EFT62727	08/03/2022	BANKWEST CARD SERVICES	Corporate Card expenditure for the period 21 September to 20 October 2021	-13746.78
EFT62728	10/03/2022	Attaya Angie	Artist Payment Ref #19161	-110.00
EFT62729	10/03/2022	BUGAI WHYOULTER	Artist Payment Ref #19166	-1600.00
EFT62730	10/03/2022	CYRIL WHYOULTER	Artist Payment Ref #19153	-700.00
EFT62731	10/03/2022	DENISE ATKINS	Artist Payment Ref #19151	-267.75
EFT62732	10/03/2022	DOREEN CHAPMAN	Artist Payment Ref #19155	-1000.00
EFT62733	10/03/2022	Damien Kelly	Artist Payment Ref #19157	-56.25
EFT62734	10/03/2022	Desmond Taylor	Artist Payment Ref #19152	-300.00
EFT62735	10/03/2022	GLADYS BIDU	Artist Payment Ref #19162	-366.00
EFT62736	10/03/2022	KUMPAYA GIRGIRBA	Artist Payment Ref #19167	-300.00
EFT62737	10/03/2022	LORNA LINMURRA	Artist Payment Ref #19156	-153.00
EFT62738	10/03/2022	LUCELLE FRANCIS	Artist Payment Ref #19145	-800.80
EFT62739	10/03/2022	MARIANNE BURTON	Artist Payment Ref #19163	-180.00
EFT62740	10/03/2022	MULYATINGKI MARNEY	Artist Payment Ref #19168	-300.00
EFT62741	10/03/2022	Marlene Anderson	Artist Payment Ref #19154	-211.75
EFT62742	10/03/2022	Melissa Larry	Artist Payment Ref #19159	-67.10
EFT62743	10/03/2022	Nedwinna Girgirba Oates	Artist Payment Ref #19169	-141.45
EFT62744	10/03/2022	ROXANNE NEWBERRY	Artist Payment Ref #19160	-297.00
EFT62745	10/03/2022	Sarah Jones	Artist Payment Ref #19150	-101.20
EFT62746	10/03/2022	Victor Burton	Artist Payment Ref #19147	-186.75
EFT62747	10/03/2022	HORIZON POWER	Electricity Charges 15/09/21 - 12/11/21	-2846.56
EFT62748	10/03/2022	ADVAM PTY LTD	Provide credit card payment processing services for car park stations at Newman Airport for FY 21/22	-928.62

EFT62749	10/03/2022	Austindo Engineering Pty Ltd	Currenty vacant new locks for 2 glass sliding doors Sliding door not locking towel rails loose Carpet trims for all bedrooms New vinyl planks to be installed in cupboards, floors	-3186.70
EFT62750	10/03/2022	Australian Taxation Office (PAYG)	Tax - PPE 200222	-110246.46
EFT62751	10/03/2022	Autopro Newman	UH850S-2TP UH850S 2PK W/ TRADIES ACC PACK	-1098.00
EFT62752	10/03/2022	BOC GASES	Boc Account - June 2021	-277.74
EFT62753	10/03/2022	Blackwoods	Various supplies as per Quote 202176492800	-5078.95
EFT62754	10/03/2022	Blue Diamond Machinery Pty Ltd	Includes supply and transport of one (1) diesel generator (GEN10LS) with isolator and e-stop Lead Time: (2 Weeks from the date of Purchase Order)	-9735.00
EFT62755	10/03/2022	Bo Wong Photography	Deliver staff professional development session/s for photographing artwork.	-1100.00
EFT62756	10/03/2022	CLEANAWAY PTY LTD (acct 53651165)	November 2021 bin collection at various locations	-5585.85
EFT62757	10/03/2022	CLEANAWAY PTY LTD (acct 53651265)	Newman kerbside refuse, recycling, litter collection and sweeping	-69811.77
EFT62758	10/03/2022	CM Technology Group t/a Trading as CMTG Hosting	Veeam Offsite backup	-1232.20
EFT62759	10/03/2022	CUSTOMER FIRST CONTRACTING PTY LTD	Replace 6 x Lights Between Woolworths & YMCA Carpark	-76306.62
EFT62760	10/03/2022	Corporate Travel Management Group Pty Ltd	Monthly PO ctm 14/02/22 - 19/02/22	-1564.60
EFT62761	10/03/2022	Dick Tracey Contracting	Pressure clean and 2 coats of clear sealer to Town Square as per scope of works	-16500.00
EFT62762	10/03/2022	EAST PILBARA CLEANING SERVICES	Full Clean of kitchen (invcluding cupboards, oven and dishwasher ) and meeting room - East Pilbara Arts Centre	-577.50
EFT62763	10/03/2022	EAST PILBARA SMASH REPAIRS	Tow vehicle from Marble to Newman Smash Repairs and have a quote undertaken to progress insurance frm when this vehicle was stolen as a part of the Marble Bar Depot Break in	-1597.37
EFT62764	10/03/2022	EMILIA GALATIS	Facilitation of 4 workshops to Martumili staff and artists: - Art Market engagement and customer srevice - Exhibitions and gallery partners (martumili specific) - Studio facilitation and artist devlopement - One on one artist development	-3520.00
EFT62765	10/03/2022	ENVIRONMENTAL INDUSTRIES	Irragation parts used for december 2021.	-194.19
EFT62766	10/03/2022	EUROFINS ARL PTY LTD	February monthly PO for water sampling at Newman Waste Treatment Plan (WWTP)	-1716.55
EFT62767	10/03/2022	Easifleet Group	PPE 200222 contract #105888	-674.23
EFT62768	10/03/2022	East Pilbara Excavations Pty Ltd	Dry beds cleaning and waste removal as per quote	-6165.50
EFT62769	10/03/2022	Envirolab Services Wa Pty Ltd	Analysis of water sample taken from the WWTP for illicit drug suite	-687.50

EFT62770	10/03/2022	Finmec Pty Ltd	Cape Kreaudren - Tenant has reported issue with the generator to the house. Please provide service and repairs	-1572.98
EFT62771	10/03/2022	FleetNetwork	PPE 200222	-340.59
EFT62772	10/03/2022	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Trailer tyre fitting as per order	-892.01
EFT62773	10/03/2022	GALVINS PLUMBING SUPPLIES	Purchase of Caroma Toilet Seat for Men's Restroom in Departures Lounge	-143.22
EFT62774	10/03/2022	GOESCAPE Pty Ltd	SAI new AC unit to Bedroom	-4918.10
EFT62775	10/03/2022	HOLCIM (AUSTRALIA) PTY LTD	Supply & Deliver 50 Tonne Screened River Sand To The Sewerage Farm	-2938.76
EFT62776	10/03/2022	HOSPITALITY INN PORT HEDLAND	Accommodation (\$159.00) & Meals (\$60.00) for RPT Bus Drive Check in - Mon 28/02/22 Check out - Tues 29/02/22	-189.00
EFT62777	10/03/2022	IPEC PTY LTD (NG5040)	Laptop Returned - Connote 8110515275	-25.67
EFT62778	10/03/2022	Jarod Mellor	Staff Electricity Reimbursement 071221 - 040222	-1495.52
EFT62779	10/03/2022	La Plancha	\$100 voucher for winning the Intranet Naming Competition	-100.00
EFT62780	10/03/2022	MARKETFORCE	RFQ 05-2021/22 - West Australian W. 26/1/22 advert	-1020.47
EFT62781	10/03/2022	Mohamad Hosein Fadaei	Staff Electricity Reimbursement - 070821 - 051021	-126.88
EFT62782	10/03/2022	NEWMAN CLEANING RESOURCES P/L	Vacating Tenant Stewart Montoya Cleaning services required, as per quote 24/2/22	-3184.50
EFT62783	10/03/2022	NEWMAN HOME HARDWARE & ICE PLUS	Supply 5x Liquid Chlorine	-827.12
EFT62784	10/03/2022	Newman Visitors Centre	Prize for the winner of the International Women's Day Youth award	-45.00
EFT62785	10/03/2022	Nor-West Freight Services Pty Ltd	GymCare Delivery from Maddington Depot to Nullagine Gym	-552.50
EFT62786	10/03/2022	Nully Pty Ltd T/A Nullagine Hotel	RPT Bus Driver 01/02/22 - Meal only, no alcohol \$60.00 03/02/22 - Meal only, no alcohol \$60.00	-251.50
EFT62787	10/03/2022	OFFICEWORKS BUSINESS DIRECT	Stationery Order March 2022 - Corporate Services	-1112.33
EFT62788	10/03/2022	ONSITE RENTAL GROUP	Supply temporary fence panels as per quote	-661.24
EFT62789	10/03/2022	PARDOO ROADHOUSE & TAVERN	200 litres of diesel for generator.	-400.00
EFT62790	10/03/2022	PAYWISE PTY LTD	PPE 200222	-1193.06
EFT62791	10/03/2022	PILBARA ELECTRICAL	40 LED TV - CCTV Viewing PC at Police station. Existing screens inoperable."	-890.00
EFT62792	10/03/2022	PILBARA MOTOR GROUP	Fix issues with Aircon and replacement of unit - REGO 121EPS - Safety 2	-5185.87
EFT62793	10/03/2022	Petro Industrial	Supply and Install Fuel System at Marble Bar as per Quote PIE72099-1 Supply and Install Fuel System at Nullagine as per Quote PIE72099	-81359.30
EFT62794	10/03/2022	Questamon Training Services	Understanding Buildin Construction Tenders & Contracts Part TWO Oct 5th and 6th 2021	-1495.00

EFT62795	10/03/2022	REECE AUSTRALIA LTD	*As per quote No. 227111293: 84m PVC pipe 150mm sn8 Type 1 concrete manhole complete 1.82m & 2.16m depth	-721.72
EFT62796	10/03/2022	RGR ROAD HAULAGE (NEWMAN)	PICK UP AND DELIVERY OF 180 TREES FROM BENARA NURSERIES TO NEWMAN DEPOT	-3607.09
EFT62797	10/03/2022	ROSHER E & M J PTY LTD	Supply and Deliver Pump Engine as per Quote	-7834.45
EFT62798	10/03/2022	Renier De Beers	Staff Electricity Reimbursement - 041221 - 050222	-530.35
EFT62799	10/03/2022	SEEK LIMITED	Seek Advertisement - Events Officer (Part Time)	-940.50
EFT62800	10/03/2022	SIGMA CHEMICALS	PHOT 9 TUBE 75MM WHT LID PT595/5 EACH	-27.50
EFT62801	10/03/2022	SONIC HEALTHPLUS PTY LTD	Pre-employment Medical Events Officer (Casual) MA1, AUD, Instant *Please advise in advance should GCMS be required* Client ID: 16898	-759.00
EFT62802	10/03/2022	STOCKMAN ENGINEERING	Repair of 2nd orbal rag basket as per quote.	-5297.60
EFT62803	10/03/2022	Simon Gilby	Design Proposal for Newman Hospital	-2200.00
EFT62804	10/03/2022	T-QUIP	Supply Parts As Per Quote No 16493 # 5	-323.65
EFT62805	10/03/2022	TALIS CONSULTANTS	Consultant to provide detailed design to replace existing VC pipe with PVC pipe including liaise with Water Corporation for design approval	-3850.00
EFT62806	10/03/2022	THE ORS GROUP	EAP ORS Group Standing Order 05/08/21 - 30/06/2022	-192.50
EFT62807	10/03/2022	TNT Australia Pty Limited	Con # 980260374936 Newman/ARL (WA)	-1093.11
EFT62808	10/03/2022	TYREPOWER NEWMAN	PROVIDE SERVICE FOR 106 EPS RANGER VEHICLE	-987.11
EFT62809	10/03/2022	Tecon Australia	PREPARATION OF PLANNING REPORT FOR DEVELOPMENT APPROVAL	-1650.00
EFT62810	10/03/2022	The Jaffa Room/Artistralia	Paddington 2 - copyrights for screening Twilight Movie Series - 23rd April 2022 The Square, Lee Lane, Newman	-2750.00
EFT62811	10/03/2022	ULTI MECH	Inspection and minor service for holden colorado 1gtf692	-707.73
EFT62812	10/03/2022	UNIFORMS AT WORK PTY LTD	Staff Uniforms at Work Order	-860.20
EFT62813	10/03/2022	WEST AUSTRALIAN NEWSPAPERS LIMITED	North West Telegraph, Shire Update half page ad for the 2021/22 financial year (\$518.70 x 12 months)	-518.71
EFT62814	10/03/2022	Wendy McWhirter-Brooks	Councillor Reimbursement for WALGA Country Zone meeting expenses 170222	-771.29
EFT62815	10/03/2022	White Knight Industries	18 x spare keys cut - GreenHouse - 3 x Front Screen Door, 2 x Rear Main Door, 1 x Room C, 1 x Room B - Civic Centre - 1 x Rear Glass Door - Rec Shed - 2 x Internal/Toilet Door, 3 x Front Door, 2 x Padlock (front door) - Piri Smith Units - 1 x PSRU3, 1 x PSRU4, 1 x PSRU6	-162.00
EFT62816	10/03/2022	Woolworths (WA) Ltd	Farewell Gift	-591.45
EFT62817	11/03/2022	Adrienne Mortimer	Councillor Sitting Fees March 22	-1701.33
EFT62818	11/03/2022	Anita Marlene Grace	Councillor Sitting Fees March 22	-1701.33
EFT62819	11/03/2022	Annabell Landy	Councillor Sitting Fees March 22	-1701.33

EFT62820	11/03/2022	Anthony Middleton	Presidential Allowance March 22	-6490.08
EFT62821	11/03/2022	Bevan Klein	Data Reimbursement 05/03/22 - 04/04/22	-100.00
EFT62822	11/03/2022	Christopher John McNamara	Data Reimbursement 01/03/22 - 31/03/22	-100.00
EFT62823	11/03/2022	Crawford Realty Newman	Rental Payment for January - June 2022	-630.00
EFT62824	11/03/2022	Denise Hallett	Electricity Charges 08/12/21 - 07/02/22	-2495.74
EFT62825	11/03/2022	Holly Fleming	Councillor Sitting Fees March 22	-1701.33
EFT62826	11/03/2022	KAREN LOCKYER	Councillor Sitting Fees March 22	-1701.33
EFT62827	11/03/2022	Lang Tree Eric Coppin	Councillor Sitting Fees March 22	-2572.61
EFT62828	11/03/2022	Matthew Anick	Councillor Sitting Fees March 22	-1701.33
EFT62829	11/03/2022	Peta Baer	Councillor Sitting Fees March 22	-1701.33
EFT62830	11/03/2022	Stacey Smith	Councillor Sitting Fees March 22	-2115.41
EFT62831	11/03/2022	Stephen Leeson	Data Reimbursement 29/11/21 - 28/12/21 29/12/21 - 28/01/22	-236.10
EFT62832	11/03/2022	Wendy McWhirter-Brooks	Councillor Sitting Fees March 22	-2752.33
EFT62833	11/03/2022	William Burke	Salary Sacrifice reimbursement - returned Superannuation	-2250.00
EFT62834	17/03/2022	BUGAI WHYOULTER	Artist Payment Ref #19174	-1600.00
EFT62835	17/03/2022	CYRIL WHYOULTER	Artist Payment Ref #19171	-826.25
EFT62836	17/03/2022	JAKAYU BILJABU	Artist Payment Ref #19175	-300.00
EFT62837	17/03/2022	KUMPAYA GIRGIRBA	Artist Payment Ref #19176	-300.00
EFT62838	17/03/2022	MARIANNE BURTON	Artist Payment Ref #19172	-740.00
EFT62839	17/03/2022	MULYATINGKI MARNEY	Artist Payment Ref #19177	-300.00
EFT62840	17/03/2022	NGAMARU BIDU	Artist Payment Ref #19170	-236.25
EFT62841	17/03/2022	NOELENE GIRGIBA	Artist Payment Ref #19173	-923.32
EFT62842	17/03/2022	HORIZON POWER	Electricity Charges 10/12/21 - 09/02/22	-18382.31
EFT62843	17/03/2022	TELSTRA	Telephone Charges 110222 - 100322	-16009.50
EFT62844	17/03/2022	AHRENS GROUP PTY LTD	Currently vacant Reticulation and seeding Please contact Marisa prior to commencement date to check if any guest are staying at the property	-15685.69
EFT62845	17/03/2022	Atlas Iron Pty Ltd	Rates refund for assessment A704190	-10117.33
EFT62846	17/03/2022	Austindo Engineering Pty Ltd	Repairs to fencing - 50% Shire = Total \$577.50	-962.50
EFT62847	17/03/2022	BATTERY SALES AND SERVICE	Supply of x2 batteries for vehicle 2716 as per quote 2959.	-453.90
EFT62848	17/03/2022	BHP BILLITON IRON ORE PTY LTD	Electricity Charges 10/12/21 - 13/02/22	-34117.65
EFT62849	17/03/2022	BOC GASES	R052G Air Indust G Size	-838.64
EFT62850	17/03/2022	Blackwoods	Purchase of cleaning materials and consumables for Marble Bar	-1061.86
EFT62851	17/03/2022	CADD Building Construction and Maintenance Pty Ltd	Capital Housing upgrade as per RFT04-2021/22	-115352.13
EFT62852	17/03/2022	CAM MANAGEMENT SOLUTIONS (CAMMS)	CAMMS. Project	-10472.00
EFT62853	17/03/2022	CHAPMAN & BAILEY	Contract - Supply of High quality Art Materials Martumili - RFT 03-2017/18 Chapman and Bailey	-31535.28
EFT62854	17/03/2022	CHILD SUPPORT AGENCY	Payroll deductions	-2252.93

EFT62855	17/03/2022	CLEANAWAY PTY LTD (acct 53963365)	Street sweeping of broken glass from Central Football Clubroom carpark to Saints and along western/northern roadway of the Capricorn Oval Complex.	-3014.81
EFT62856	17/03/2022	CM Technology Group t/a Trading as CMTG Hosting	Veeam Offsite backup - CMTG. - 7mths to 30/6/22 As per Quote #001b	-1232.20
EFT62857	17/03/2022	COATES HIRE	Hire 20 kVA Diesel Generator for Newman Waste Management Facility for Period of two (2) weeks and additional days if required	-849.92
EFT62858	17/03/2022	CUSTOMER FIRST CONTRACTING PTY LTD	Emergency Works for replacement of APAC air conditioning unit at the Newman Rec Centre which services the reception, offices, fitness room hallway, foyer and spin room for September 2021.	-47246.71
EFT62859	17/03/2022	Cleanaway (Acct 53652829)	Provision of Liquid Waste Collection & Disposal Services for November 2021	-28063.29
EFT62860	17/03/2022	Quality Press	2 x artwork fabric prints fro Taylor / Robinson funerals	-594.00
EFT62861	17/03/2022	Corporate Travel Management Group Pty Ltd	Monthly PO ctm 15/02/22 - 21/02/22 Airfare	-6888.41
EFT62862	17/03/2022	Crawford Realty Newman	Rental Payment for - January - June 2022	-630.00
EFT62863	17/03/2022	Dunnings	Supply and Deliver diesel to Newman Council Depot	-15271.45
EFT62864	17/03/2022	ELGAS	Service Charge 45.0 KG LPG Cylinder	-245.96
EFT62865	17/03/2022	EMPLOYMENT TRAINING SOLUTIONS	Forklift Training and Assessment for various staff members	-4800.00
EFT62866	17/03/2022	ENVIRONMENTAL INDUSTRIES	Garden and Reticulation Maintenance - Annual Purchase Order - 1st July to 30th June 2022, unless otherwise advised to cancel	-1934.97
EFT62867	17/03/2022	East Pilbara Excavations Pty Ltd	Monthly Hire for February 2022 - Sewerage Farm Maintenances (inclusive of dry hire - skid steer)	-1188.00
EFT62868	17/03/2022	FROGGY SERVICES	Clean of volunteer unit including yards	-1567.50
EFT62869	17/03/2022	Factory Direct Print	Business Cards - Recreation and Events	-246.40
EFT62870	17/03/2022	Finmec Pty Ltd	Repairs on Kubota tractor as per quoted 8031.	-5799.99
EFT62871	17/03/2022	Flametree Creative	Waste and Recycling Guide Print, 16-page booklet, quantity: 2500, full colour x 2 sides, Saddlestitched binding, magnet attached black.	-10527.00
EFT62872	17/03/2022	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Supply and fit x4 tyres to 128 EPS as per quote 38443.	-1049.99
EFT62873	17/03/2022	Gold Touch Detailing	Supply oasis detaling package to vehicle 101 EPS as per Quote.	-504.01
EFT62874	17/03/2022	KEYS The Moving Solution	Invoice 747136 Relocation to Newman	-2961.66
EFT62875	17/03/2022	KOMATSU AUSTRALIA PTY LTD	Supply parts and labour for 2000hr service as per quotation.	-9302.95
EFT62876	17/03/2022	LO-GO APPOINTMENTS	Contracting services week ending 30 October 2021	-15331.47
EFT62877	17/03/2022	LOCALISE	IPR Renewal Project / RFP September 2021 / Option 2	-14630.00
EFT62878	17/03/2022	La Plancha	Council meeting Lunch	-280.50



EFT62879	17/03/2022	MCLEODS BARRISTERS & SOLICITORS	Purchase Order for Mcleods to effect the transfer of 8 Nicholls into the Shires name	-1156.93
EFT62880	17/03/2022	MN Energy Ltd	Rates refund for assessment A704231	-466.29
EFT62881	17/03/2022	MOMAR AUSTRALIA PTY LTD	Momar order as per quote 346 Grass care plus Mark off and Moflo.	-5179.90
EFT62882	17/03/2022	Marble Bar Roadhouse and Travellers Rest	No fuel at Marble bar Depot. Fuel for 114EPS and Cape Keraudren Power generation.	-993.08
EFT62883	17/03/2022	NEWMAN CLEANING RESOURCES P/L	Group 2 - Community Facilities - Newman Caravan Park - 12 Months - FY2021/22	-203098.28
EFT62884	17/03/2022	NEWMAN HOME HARDWARE & ICE PLUS	Cool room trailer hire for Martumili Christmas sale 26/11. To be returned 29/11.	-511.75
EFT62885	17/03/2022	NEWMAN SCOUT GROUP	Annual Grant Program	-5500.00
EFT62886	17/03/2022	NEWMAN WOMENS SHELTER	Casual Free Dress Day donation from the Shire of East Pilbara Employees	-60.00
EFT62887	17/03/2022	Newman Hotel Motel	Social Club Event - 22nd February 2022 Newman Hotel	-229.00
EFT62888	17/03/2022	OFFICE LINE	Furniture replacement from storm damage	-2301.20
EFT62889	17/03/2022	OFFICEWORKS BUSINESS DIRECT	Interim Stationery Order February 2022 - Martumili	-249.95
EFT62890	17/03/2022	Oasis Newman Operations Pty Ltd	Contractors accommodation for the Netball Courts Project	-7170.00
EFT62891	17/03/2022	PILBARA ELECTRICAL	Two vacuum cleaners for accomodation	-338.00
EFT62892	17/03/2022	PILBARA GLAZING SERVICES	Reglazing of playgroup window and replacement of eave sheeting and internal ceiling panels of the art room at the Newman Youth Centre for February 2022.	-4162.24
EFT62893	17/03/2022	PILBARA MOTOR GROUP	Beginning of year service for vehicle EP6029	-1530.53
EFT62894	17/03/2022	Paul Miller	Fuel - No BP Service Stations on travel route	-452.63
EFT62895	17/03/2022	Renier De Beers	picked up from Perth a diaphram for the CEO pool cleaner	-37.45
EFT62896	17/03/2022	Rio Tinto Exploration Pty Limited	Rates refund for assessment A704180	-12660.42
EFT62897	17/03/2022	SARAH STAMPFLI/SERENE BEDLAM	Photobooth hire for International Women's Day Youth Celebration event	-600.00
EFT62898	17/03/2022	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medical - Library Officer (Casual) MA1, AUD, Instant *Please advise in advance should GCMS be required* Client ID: 16898	-379.50
EFT62899	17/03/2022	STATE LIBRARY OF WESTERN AUSTRALIA	Inter-library loan frieght	-791.89
EFT62900	17/03/2022	Sportspower Newman	Stopwatches for holiday program	-24.00
EFT62901	17/03/2022	TNT Australia Pty Limited	Con # 310596020 Newman/Kanyirninpa Juk	-3105.28
EFT62902	17/03/2022	TYREPOWER NEWMAN	Inspect Aircon and Advise for 141 EPS.	-861.75
EFT62903	17/03/2022	Tenement Administration Services	Rating Reconciliation Project - Phase 1 and 2	-3354.12
EFT62904	17/03/2022	The Good Grocer Newman IGA	Catering for the International Women's Day Youth event on the 8th March	-1325.00
EFT62905	17/03/2022	UNIFORMS AT WORK PTY LTD	Freight Cost Uniform Orders - March 2022 - September 2022 (estimates based on previous invoice)	-48.90

EFT62906	17/03/2022	WATER CORPORATION	Water charges adjusted for 150721-160921	-2950.48
EFT62907	17/03/2022	Woolworths (WA) Ltd	Household items for kitchen, bathroom and laundry	-2368.50
EFT62908	17/03/2022	Wormald Australia Pty Ltd	Annual service (usually bi-annual) inclusive of travel and accommodation of Fire Extinguisher & Fire Blanket at the Marble Bar Depot for the period of the 01/07/2021 to 31/03/2021.	-4141.58
EFT62909	24/03/2022	BUGAI WHYOULTER	Artist Payment Ref #19189	-1600.00
EFT62910	24/03/2022	CYRIL WHYOULTER	Artist Payment Ref #19179	-2480.00
EFT62911	24/03/2022	GLADYS BIDU	Artist Payment Ref #19185	-140.00
EFT62912	24/03/2022	JAKAYU BILJABU	Artist Payment Ref #19190	-300.00
EFT62913	24/03/2022	KUMPAYA GIRGIRBA	Artist Payment Ref #19191	-300.00
EFT62914	24/03/2022	LORNA LINMURRA	Artist Payment Ref #19188	-600.00
EFT62915	24/03/2022	MARIANNE BURTON	Artist Payment Ref #19172	-100.00
EFT62916	24/03/2022	MULYATINGKI MARNEY	Artist Payment Ref #19192	-300.00
EFT62917	24/03/2022	Nedwinna Girgirba Oates	Artist Payment Ref #19184	-123.00
EFT62918	24/03/2022	ROXANNE NEWBERRY	Artist Payment Ref #19187	-1376.10
EFT62919	24/03/2022	Simone Watson	Artist Payment Ref #19182	-138.38
EFT62920	24/03/2022	Tanya Charles	Artist Payment Ref #19180	-146.30
EFT62934	24/03/2022	HORIZON POWER	Electricity Charges 121021 - 091221	-9042.93
EFT62935	24/03/2022	TELSTRA	Mobile Charges 11/02/22 - 10/03/22	-5568.20
EFT62936	25/03/2022	APEX CRISIS MANAGEMENT	Provision of Compliance Services - AvSec Audit including Report and Travel Fee to Newman Airport as per Quote Q-SEP014	-7580.00
EFT62937	25/03/2022	Anna Louise Saboisky t/a One Of Twelve	Wokka Taylor ties for use at family funeral	-1284.00
EFT62938	25/03/2022	Austindo Engineering Pty Ltd	Replacement of storage room lock in town square for March 2022.	-391.27
EFT62939	25/03/2022	Australia Post - Credit Management	Monthly Freight/Postage PO - February 2022	-884.13
EFT62940	25/03/2022	BHP BILLITON IRON ORE PTY LTD	Electricity Charges 10/12/21 - 13/02/22	-180177.84
EFT62941	25/03/2022	BOC GASES	R052G Air Indust G Size	-245.41
EFT62942	25/03/2022	BRIDGETOWN DESIGN AND PRINT	Printing of various posters and card artwork for Recreation Centre	-7735.75
EFT62943	25/03/2022	BROOKS HIRE SERVICES PTY LTD	Hire and Delivery of a Pad Foot Roller for the Newmwn net ball Court Project	-1822.61
EFT62944	25/03/2022	BUCHER MUNICIPAL PTY LTD	Service for Nullagine Rubbish Truck (1EZS786).	-5681.31
EFT62945	25/03/2022	Blackwoods	Two (2) Sets of RADIO 5W 2-WAY UHF UNIDEN TRADIES PACK ( 04159092) As per Quote 203142997900 Pick up from Newman Store	-2917.61

EFT62946	25/03/2022	CADD Building Construction and Maintenance Pty Ltd	Tenant moving in this weekend - Additional works - Doors, doorframes and kitchen window - some paint chips please touch Passage wall - entrance left hand side - just wondering if you can paint the full wall as there are several patch marks, If this could be done on Monday would be great, have discussed with tenant	-2283.68
EFT62947	25/03/2022	CHILD SUPPORT AGENCY	Payroll deductions	-922.95
EFT62948	25/03/2022	CLEANAWAY PTY LTD (acct 53963365)	Removal of oil from waste oil storage tank and bund - Newman Waste Management Facility	-1446.50
EFT62949	25/03/2022	CLEANAWAY WASTE MANAGEMENT LTD (Acc 170:73037222)	Waste Removal (Skip Bins) - Cape Keraudren - 15 July 2021	-5684.70
EFT62950	25/03/2022	COATES HIRE OPERATIONS PTY LTD	Hire of SCISSOR LIFT AS PER QUOTE	-1137.13
EFT62951	25/03/2022	CUSTOMER FIRST CONTRACTING PTY LTD	Urgent replacement of non-functioning 6.5kW air conditioning unit at the Budget car rental building for January 2022.	-17482.98
EFT62952	25/03/2022	Christina Wren	Client had requested for membership to be cancelled back in June 2021, it was not actioned at the time, client has only just notified us that the DD is still coming out	-525.00
EFT62953	25/03/2022	Cleanaway (Acct 53652829)	Provision of Liquid Waste Collection & Disposal Services for January 2022	-10966.57
EFT62954	25/03/2022	Corporate Travel Management Group Pty Ltd	CTM Monthly PO , Hotel 15/02/22 - 18/02/22	-513.08
EFT62955	25/03/2022	Crawford Realty Newman	Rental Payment - January - June 2022	-667.18
EFT62956	25/03/2022	DEANS AUTOGLASS	Windscreen Repair and Calibration - Toyota Hilux REGO 1HDH959	-1853.50
EFT62957	25/03/2022	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2021/22 ESL Quarter 3 in accordance with the Department of Fire & Emergency Services of WA Act 1998 Part 6a - Emergency Services Levy - Section 36ZJ and Option B Agreement arrangements	-122308.24
EFT62958	25/03/2022	DESIGNA AUSTRALIA PTY LTD	Provision of comprehensive car park maintenance services at Newman Airport for FY 21/22	-12914.20
EFT62959	25/03/2022	DIRTY DEEDS PROPERTY SERVICES	Vacant Swimming pool maintenance whilst vacant until further notice	-305.00
EFT62960	25/03/2022	Double G (WA) Pty Ltd ta Think Water Perth	irrigation parts as order	-8836.58
EFT62961	25/03/2022	EAST PILBARA EARTHMOVING PTY LTD	Hire of the following Machines and Operators, as per attached scope D7 Dozer 30 Ton Excavator Drum Roller 8 Wheeler Water Cart Semi Tipper x 2 2 x Light Vehicle	-201442.90

EFT62962	25/03/2022 ENVIRONMENTAL INDUSTRIES	Maintanences of additional grassed & shrubbed areas at General Aviation Dongas and Short Term carpark this includes service, mowing, and heding as per required on a monthly basis. Hourly rate of \$83.35 per hour x up to 7.5 hours per month.	-2461.17
EFT62963	25/03/2022 East Pilbara Excavations Pty Ltd	Repair Sinkhole in Road at Vistor Centre As Per Quote No QU0044	-5871.80
EFT62964	25/03/2022 FINE LINE PAINTING & DECORATING	Full internal painting as per quote	-14091.00
EFT62965	25/03/2022 Farmarama Pty Ltd	20x 20lt Glyphosate 540 as per order	-9762.50
EFT62966	25/03/2022 Finmec Pty Ltd	Repairs of Skid steer (PP2753), Kubota Tractor (P2840) and Isuzu 1CGS2-998 (P2724) as per quoted.	-5965.47
EFT62967	25/03/2022 Fuji Xerox Australia Pty Ltd	Fuji Xerox Monthly Services - February 2022 at various locations	-4387.51
EFT62968	25/03/2022 GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Supply and fit x2 BFG Tyres, and Fit new battery to 102 EPS as per Quote.	-2447.50
EFT62969	25/03/2022 GALVINS PLUMBING SUPPLIES	Monthly PO for Parks and Garden - March 2022	-311.58
EFT62970	25/03/2022 GARRARDS PTY LTD	Vectobac G 180kg + Vectobac WG 25kg	-2772.00
EFT62971	25/03/2022 GOESCAPE Pty Ltd	Install Christmas Tree Nullagine	-7572.44
EFT62972	25/03/2022 GYMCARE	Life Fitness Cross Trainer - Activate Series - Life Fitness (OSX)	
EFT62973	25/03/2022 Grace Removals Group	Relocation of belongings From South Hedland WA to Marble Bar WA INSURANCE NOT REQUIRED	-8951.65
EFT62974	25/03/2022 HOLCIM (AUSTRALIA) PTY LTD	As per email 20/02/2022 supply: 7 x 375 Rubber Ring Joint Class 4 x 2.440 1 x 375 headwall \$460.00	-1953.60
EFT62975	25/03/2022 HOSPITALITY INN PORT HEDLAND	Accommodation (\$159.00) & Meals (\$60.00) RPT Bus Check in Wed 9/03/22 Check out Thur 10/03/22	-634.50
EFT62976	25/03/2022 Heatley Sales Pty Ltd ta Skipper Transport	Parts supplied as per quotation QO2902	-1614.58
EFT62977	25/03/2022 Hedland Auto Electrics Pty Ltd	Repairs as required	-2179.01
EFT62978	25/03/2022 Herron Todd White	Property Valuation - Newman Airport	-1148.92
EFT62979	25/03/2022 Hopgood Ganim Lawyers	Drafting MOU for Joint Venture between SoEP and Calidus for upgrade of Marble Bar Airport	-2756.60
EFT62980	25/03/2022 Jade Muli	Successful Application for an Excellence Grant	-500.00
EFT62981	25/03/2022 John Leitch Keating	Rates refund for assessment A401080	-90.00
EFT62982	25/03/2022 KMART AUSTRALIA LTD	Items for Rec Shed Xmas Party	-237.50
EFT62983	25/03/2022 LISA DAVIS	Data Reimbursement 13/02/22 - 12/03/22	-100.00
EFT62984	25/03/2022 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2022 Finance Professionals Conference	-990.00
EFT62985	25/03/2022 Lynn Sumners	paid for some training herself which the Shire has agreed to pay for as part of the training process, this is for reimbursement of these costs	-97.60
EFT62986	25/03/2022 MARBLE BAR HOLIDAY PARK	Supply and delivery of gas bottles	-402.00
EFT62987	25/03/2022 MCLEODS BARRISTERS & SOLICITORS	Legal Advice - Area 9 Lease	-1559.65

EFT62988	25/03/2022	Marble Bar General Store	Consumables	-119.49
EFT62989	25/03/2022	Market Creations Agency Pty Ltd	CouncilConnect Councillor Portal Design and Development CouncilConnect Website Design and Development CouncilConnect Intranet Design and Development	-18174.99
EFT62990	25/03/2022	Minuteman Press Perth	Martumili Wellbeing and Empowerment report- a4 32p book printing	-805.20
EFT62991	25/03/2022	Moore Australia (WA)	Moore Australia - Budget Workshop - March 2022	-1045.00
EFT62992	25/03/2022	NEWMAN CLEANING RESOURCES P/L	Reactive cleaning of carpets due to flooding - water removal at Newman Rec Centre	-654.50
EFT62993	25/03/2022	NEWMAN HOME HARDWARE & ICE PLUS	High pressure unit and small tools as per order	-1833.57
EFT62994	25/03/2022	NULLAGINE HOTEL GENERAL STORE (no longer in use)	Supply of minor shop items with individual items under the value of \$100. Purchases for technical services department only.	-157.77
EFT62995	25/03/2022	Newman MM Pty Ltd - Mia Mia Newman	Womens day Accommodation	-260.00
EFT62996	25/03/2022	Newman Visitors Centre	accomodation 2 Nov- Friday 5th Nov 2021	-555.00
EFT62997	25/03/2022	Newmont Exploration Pty Ltd	Rates refund for assessment A704104	-914.27
EFT62998	25/03/2022	Nully Pty Ltd T/A Nullagine Hotel	Wednesday 23 February OUT - Thursday 24 February Meals included	-360.00
EFT62999	25/03/2022	OFFICEWORKS BUSINESS DIRECT	Stationery Order March 2022 - Commercial Services	-76.84
EFT63000	25/03/2022	Oasis Newman Operations Pty Ltd	Contractors accommodation for the Netball Courts Project	-13140.00
EFT63001	25/03/2022	PARDOO ROADHOUSE & TAVERN	FUEL FOR 114 EPS AND CAPE KERAUDREN GENERATORS	-1199.56
EFT63002	25/03/2022	PERMEATE PARTNERS PTY LTD	Newman Airport WTP - Undertake operational and defect support for the next 12 month as per the original 24 month proposal	-9831.80
EFT63003	25/03/2022	PGS Security Pty Ltd	Recently purchased - Tenans vacating 5/3/2022 works as per quote 2406	-8300.38
EFT63004	25/03/2022	PILBARA ELECTRICAL	Purchase of 40L Engel with canvas bag for Health & Building Services for March 2022.	-1684.00
EFT63005	25/03/2022	PILBARA MOTOR GROUP	Service asper quote J133028154	-1721.39
EFT63006	25/03/2022	Paul Howrie	Refund for Membership cancellation as they are leaving town.	-271.21
EFT63007	25/03/2022	Professional Arts Management - (Jack C Pam)	Artwork compactus 3m x 3m 3m (7 double sided walls)	-4800.40
EFT63008	25/03/2022	Punmu Aboriginal Corporation	Fuel up after drive from Newman to Punmu	-514.00
EFT63009	25/03/2022	RAPID ACTION FIREWORKS	Welcome to Newman 19th Feb 2022 Firework Show - Capicorn Oval	-16500.00
EFT63010	25/03/2022	REDHOT DESIGN	Merchandise for resale	-12125.10
EFT63011	25/03/2022	REECE AUSTRALIA LTD	*As per quote No. 227111293: 84m PVC pipe 150mm sn8 Type 1 concrete manhole complete 1.82m & 2.16m depth	-1604.79

EFT63012	25/03/2022	SAFEGATE AUSTRALIA PTY LTD	Annual Aerodrome Technical Inspection (ATI) Electrical at Newman Airport as per Quote HS2020-5789	-5408.70
EFT63013	25/03/2022	SCOPE BUSINESS IMAGING	Marble Bar Scope Printing Costs July 2021 to December 2021	-451.00
EFT63014	25/03/2022	SEEK LIMITED	SEEK advertisement - Project Engineer	-660.00
EFT63015	25/03/2022	SHOP FOR SHOPS	Merchandise pricing equipment	-55.95
EFT63016	25/03/2022	SIGMA CHEMICALS	Supply 4x40Kg Grannular Chlorine & 4x25Kg Trichlor Tablets	-1573.00
EFT63017	25/03/2022	SUNNY SIGN COMPANY PTY LTD	New signage - Cape Keraudren x 3 (including frieght to Pardoo Roadhouse) - As per quote	-2503.82
EFT63018	25/03/2022	SURVEY GROUP	As per the schedule of rates (Quote refrence: SGEPS22001-FP01)	-2200.55
EFT63019	25/03/2022	Silkway Holdings t/a Novatron Australia	Supply and Deliver Chemicals for RO Plant as per Quote #00020408	-2083.35
EFT63020	25/03/2022	Slater-Gartrell Sports	Supply of heavy duty basketball post with sleeve and included with heavy duty ring for the Newman Aquatic Centre for December 2021.	-5416.40
EFT63021	25/03/2022	TNT Australia Pty Limited	Con # ZQX001249811 - Chapman Bailey/Newman	-3355.70
EFT63022	25/03/2022	TYREPOWER NEWMAN	Replacement and New Tyre Fittings as per Quote #Q105721	-1897.25
EFT63023	25/03/2022	The Good Grocer Newman IGA	Australia Day Breakfast Supplies - Newman	-187.63
EFT63024	25/03/2022	Theresa Foster ta Newman Graffiti Removal	Graffiti cleaning as per quote QU-0006	-7620.00
EFT63025	25/03/2022	ULTI MECH	Supply major service and extra work recomended as per quote for 177 EPS.	-1296.13
EFT63026	25/03/2022	UNIFORMS AT WORK PTY LTD	Uniforms and PPE Order	-1593.68
EFT63027	25/03/2022	WATER CORPORATION	Utilities for Newman Drive WA - 11th January 2022 to 7th March 2022	-39283.52
EFT63028	25/03/2022	WATERCHOICE (AUST) PTY LTD	Lease 2x water filtration systems - Newman Youth Centre	-650.00
EFT63029	25/03/2022	WATERLOGIC AUSTRALIA PTY LTD	Rental and Service of the Cool and Cold Countertop - October 2021	-250.71
EFT63030	25/03/2022	Wilson Parking Australia 1992 Pty Ltd	Provide car park monitoring services at Newman Airport for FY 21/22	-3300.00
EFT63031	25/03/2022	Woolworths (WA) Ltd	Food allowance for Amy Mukherjee Parnngurr 15/03/22 - 8/4/2022	-1481.85
EFT63032	25/03/2022	Wormald Australia Pty Ltd	Installation of PRV and Hydrant testing at Newman Airport to make the Fire Water Pumps Compliant	-17490.55
EFT63033	25/03/2022	BUGAI WHYOULTER	Artist Payment Ref #19197	-1600.00
EFT63034	25/03/2022	JAKAYU BILJABU	Artist Payment Ref #19201	-300.00
EFT63035	25/03/2022	JUDITH ANYA SAMSON	Artist Payment Ref #19194	-100.00
EFT63036	25/03/2022	KUMPAYA GIRGIRBA	Artist Payment Ref #19202	-300.00

EFT63037	25/03/2022	MULYATINGKI MARNEY	Artist Payment Ref #19204	-300.00
EFT63038	25/03/2022	Marlene Anderson	Artist Payment Ref #19195	-644.60
EFT63039	25/03/2022	NANCY CHAPMAN	Artist Payment Ref #19206	-400.00
EFT63040	25/03/2022	NOLA TAYLOR	Artist Payment Ref #19205	-217.41
EFT63041	25/03/2022	TAMISHA WILLIAMS	Artist Payment Ref #19196	-500.00
EFT63042	25/03/2022	Easifleet Group	Novated Lease Payment Contract # 105888 - PPE: 06/03/22	-674.23
EFT63043	25/03/2022	FleetNetwork	Novated Lease Payment PPE: 20/02/2022	-340.59
EFT63044	25/03/2022	PAYWISE PTY LTD	Novated Lease Payment PPE: 20/02/2022	-1033.94
EFT63045	31/03/2022	Annabell Landy	Travel Allowance Form - 23/03/22 Newman - Marble Bar March 2022 OCM	-466.37
EFT63046	31/03/2022	Australian Taxation Office (PAYG)	PPE: 20/03/2022	-104660.50
EFT63047	31/03/2022	Crawford Realty Newman	Rental Payment - January - June 2022	-630.00
EFT63048	31/03/2022	Easifleet Group	PPE: 20/03/22 Contract # 105888 Steven Harding - Novated Lease payment	-674.23
EFT63049	31/03/2022	FleetNetwork	PPE: 20/03/2022 - Novated Lease Payment	-340.59
EFT63050	31/03/2022	Holly Pleming	Babysitting Fees to attend Council Meeting on 25/02/2022 (6 hours)	-180.00
EFT63051	31/03/2022	KAREN LOCKYER	Travel Allowance Form 24/03/2022 Newman/Marble Bar Audit & OCM	-605.13
EFT63052	31/03/2022	Orica Mining Services Pilbara	Payment was made for a Waste Water Approval which is no longer required	-346.00
EFT63053	31/03/2022	PAYWISE PTY LTD	PPE: 20/03/2022 - Novated Lease Payment	-1033.94
EFT63054	31/03/2022	TNT Australia Pty Limited	Monthly Freight PO - March 2022 Con # 289684445 Fremantle Art Centre	-59.71
EFT63055	31/03/2022	BIANCA SIMPSON	Artist Payment Ref #19207	-200.00
EFT63056	31/03/2022	Bethany Wumi	Artist Payment Ref #19214	-54.00
EFT63057	31/03/2022	CORBAN CLAUSE WILLIAMS	Artist Payment Ref #19195	-800.00
EFT63058	31/03/2022	GLADYS BIDU	Artist Payment Ref #19208	-400.00
EFT63059	31/03/2022	JUDITH ANYA SAMSON	Artist Payment Ref #19200	-800.00
EFT63060	31/03/2022	LORNA LINMURRA	Artist Payment Ref #19211	-500.00
EFT63061	31/03/2022	LYNELLE GIBBS	Artist Payment Ref #19213	-570.50
EFT63062	31/03/2022	MARIANNE BURTON	Artist Payment Ref #19212	-500.00
EFT63063	31/03/2022	Marita Lubin	Artist Payment Ref #19210	-1091.65
EFT63064	31/03/2022	Marlene Anderson	Artist Payment Ref #19198	-217.25
			<hr/>	
			Total	-339165.30

Card Holder	Account Number	Transaction Date	Narration	Debit	
Amy Mukherjee	5586 **** * 3119	30/03/2022	SPOT 8666517768 LA55500362088083458517293	3 -40.96	
	5587 **** * 3119	28/03/2022	HADLEYS ART PRIZE HOBART TA	-40	
	5588 **** * 3119	28/03/2022	HADLEYS ART PRIZE HOBART TA	-40	
	5589 **** * 3119	21/03/2022	Boulevard Pharmacy Newman WA	-64.75	
	5590 **** * 3119	16/03/2022	Optus PrePaid MELBOURNE AU	-30	
	5591 **** * 3119	15/03/2022	Art Gallery of New Sou 0292251718 NS	-50	
	5592 **** * 3119	14/03/2022	AVIAIR PTY LTD KUNUNURRA	-270	
	5593 **** * 3119	10/03/2022	MAILCHIMP *MISC MAILCHIMP.COMGA	-96.47	
	5594 **** * 3119	10/03/2022	Boulevard Pharmacy Newman WA	-64.75	
	5595 **** * 3119	10/03/2022	Boulevard Pharmacy Newman WA	-64.75	
	5596 **** * 3119	2/03/2022	SPOT 8666517768 LA30.69 USD	-43.26	
	5597 **** * 3119	2/03/2022	MYOB AUSTRALIA BURWOOD EAST	-150	
	Steven Harding	5586 **** * 3217	31/03/2022	DEP PARL SERVICES CANBERRA AC	-15.3
		5587 **** * 3217	31/03/2022	DEP PARL SERVICES CANBERRA AC	-13
5588 **** * 3217		31/03/2022	DEPT OF PARLIAMENTARY CANBERRA AC	-20	
5589 **** * 3217		30/03/2022	Magoo's Cafe & Bar Kingston AC	-23	
5590 **** * 3217		30/03/2022	DEPT OF PARLIAMENTARY CANBERRA AC	-20	
5591 **** * 3217		30/03/2022	DEP PARL SERVICES CANBERRA AC	-51	
5592 **** * 3217		28/03/2022	THE MARBLE BAR IRONC MARBLE BAR	-53	
5593 **** * 3217		28/03/2022	EVENT AND CONFERENCE C NORTHBRIDGE WA	-121.8	
5594 **** * 3217		25/03/2022	EVENT AND CONFERENCE C NORTHBRIDGE WA	-365.4	
5595 **** * 3217		24/03/2022	Marble Bar Travellers Marble Bar WA	-152	
5596 **** * 3217		21/03/2022	The Newman Hotel Newman WA	-48	
5597 **** * 3217		21/03/2022	FACEBK *YZESRD7GR2 fb.me/ads IR	-40	
5598 **** * 3217		16/03/2022	MEISTERLABS VATERSTETTEN DE	-501.34	
5599 **** * 3217		14/03/2022	Mega Office Supplies 0755243888 NS	-149.6	
5600 **** * 3217		14/03/2022	FACEBK *LJWYADTGR2 fb.me/ads IR	-40	
5601 **** * 3217		9/03/2022	EB *International Wome 801-413-7200 VI		
5602 **** * 3217		8/03/2022	FACEBK *QFG2QCBGR2 fb.me/ads IR	-15.5	
5603 **** * 3217	3/03/2022	WOOLWORTHS 4381 NEWMAN WA	-47.15		
5604 **** * 3217	2/03/2022	EB *International Wome 801-413-7200 VI	-1161.59		
5605 **** * 3217	1/03/2022	Informa PLC SYDNEY NS	-2420		
Steve Leeson	5586 **** * 3627	28/03/2022	WANEWSDTI Osborne Park WA	-28	
	5587 **** * 3627	22/03/2022	ACRIFAB MANUFACTURIN JANDAKOT WA	-745.8	
	5588 **** * 3627	21/03/2022	LANDGATE MIDLAND	-54.4	
	5589 **** * 3627	16/03/2022	RESONLINE SOUTHPORT QL	-220	
	5590 **** * 3627	14/03/2022	RAC AUTO SERVICES EMBLETON WA	-1911.68	
	5591 **** * 3627	10/03/2022	SP * HEMA MAPS EIGHT MILE PLQL	-139.95	
	5592 **** * 3627	9/03/2022	PETALS NETWORK ARMIDALE NS	-119.95	
	5593 **** * 3627	7/03/2022	XERO AU INV-20755549 HAWTHORN VI	-80	
	5594 **** * 3627	3/03/2022	LinkedIn 6690975526 lnkd.in/bill AU	-171.9	
	5595 **** * 3627	2/03/2022	TELSTRA BSINSS APPS ADELAIDE SA	-170.28	
Billing Account	5586 **** * 8665	30/03/2022	FOREIGN TRANSACTION FEE	-1.21	
	5587 **** * 8665	21/03/2022	FOREIGN TRANSACTION FEE	-1.18	
	5588 **** * 8665	16/03/2022	FOREIGN TRANSACTION FEE	-14.79	
	5589 **** * 8665	14/03/2022	FOREIGN TRANSACTION FEE	-1.18	
	5590 **** * 8665	10/03/2022	FOREIGN TRANSACTION FEE	-2.85	
	5591 **** * 8665	9/03/2022	PERIODICAL PAYMENTS 06		
	5592 **** * 8665	8/03/2022	FOREIGN TRANSACTION FEE	-0.46	
5593 **** * 8665	2/03/2022	FOREIGN TRANSACTION FEE	-1.28		
<b>Total</b>				<b>-9877.53</b>	



**11.2.3 POLICY REVIEW - PROCUREMENT AND TENDER PROCEDURES  
POLICY AND JUNIOR COMMUNITY AND SPORTING ORGANISATIONS  
ASSISTANCE**

**Attachments:** [Appendix 1 Policy Review Procurement and Tender Procedure Policy](#)  
[Appendix 2 Policy Review Junior Community and Sporting Organisations Assistance Policy](#)

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

**Author:** Joshua Brown  
Manager Governance

**Proposed Meeting Date:** 29 April 2022

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2022/44)

**Moved:** Cr Anick

**Seconded:** Cr Lockyer

**That Council accepts the review of and adopts the revised Procurement and Tender Procedures Policy (attached as Appendix 1) and Junior Community and Sporting Organisations Assistance Policy (attached as Appendix 2).**

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

**REPORT PURPOSE**

The purpose of this report is for Council to consider reviews of the Shire's Appointment of Acting Chief Executive Officer Policy, Procurement and Tender Procedures Policy and Related Party Disclosures Policy.

**BACKGROUND**

Council may from time to time adopt policies to establish agreed positions and to provide a framework for consistent decision making.

Section 2.7(2)(b) of the *Local Government Act 1995* (“the Act”) provides that a key role for a Council is to determine the local government’s policies.

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

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

A review has been undertaken of the following three policies:

- Procurement and Tender Procedures Policy; and
- Junior Community and Sporting Organisations Assistance

Details of the review of each document follows below.

#### Procurement and Tender Procedures Policy

The review recommends changes to improve the efficiency of purchasing by permitting capital purchases up to a value of \$30,000 may be approved in line with existing procurement thresholds, consistent with operational expenditure. Reporting and other controls embedded in the Procurement and Tender Procedures Policy remain in place.

#### Junior Community and Sporting Organisations Assistance

The review recommends changes that correct a procedural oversight intended in the policy that would otherwise properly require all applications for user fee waivers to be considered by the full Council. A copy of the reviewed policy is attached to the report as **Appendix 2**.

It is also proposed to impose a cap on the annual fee waiver of \$8,000 per year per organisation. This is calculated on the basis that the typical value of the fee waiver for Junior Sporting Organisations is \$5,070 per year. The extra amount is based on ad hoc hiring of facilities. A cap is recommended to ensure that there is no abuse of the fee waiver for use of community facilities by organisations.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Consistent with Part 2 of the *Local Government Act 1995*

### **POLICY IMPLICATIONS**

Recommended action will modify current policy position of Council.

### **STRATEGIC COMMUNITY PLAN**

#### **5: Governance**

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

**RISK MANAGEMENT CONSIDERATIONS**

Low – Reputational and Financial

**FINANCIAL IMPLICATIONS**

Resource requirements are in accordance with existing budgetary allocation.

**VOTING REQUIREMENTS**

Simple Majority.

### 3.14 Procurement and Tender Procedures Policy

<b>Responsible Directorate</b>	Commercial Services
<b>Responsible Officer</b>	Director Commercial Services
<b>File Number</b>	FIN-25-2

#### 1. PURPOSE:

To ensure a best practice approach to procurement which promotes transparent, equitable and competitive purchasing practices for the Shire of East Pilbara (Shire) and is compliant with the *Local Government Act 1995 (Act)* and the *Local Government (Functions and General) Regulations 1996 (Regulations)*.

#### 2. OBJECTIVES:

The objectives of this Policy are to ensure that all purchasing activities:

- Demonstrate that best value for money and outcomes are attained or the Shire;
- Are compliant with relevant legislations, including the Act and Regulations;
- Are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- Mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- Ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- Are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

#### 3. ETHICS AND INTEGRITY:

The highest standards of ethics and integrity are to be observed in undertaking all purchasing activities. Employees will act in an honest and professional manner that supports the standing of the Shire and promotes a proud and collaborative community.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties.

1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with Council policies, values and Code of Conduct.
3. Purchasing is to be undertaken in a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.

4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, record keeping practices and audit requirements.
5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
6. Any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorized by the supplier or under relevant legislation.

#### **4. VALUE FOR MONEY:**

Value for money is an overarching principle governing purchasing, that allows the best possible outcome to be achieved for the Shire.

Value for money is determined when the consideration of price, risk and quality factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate quality and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- a) All relevant whole-of-life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal;
- b) the technical merits of the goods or services being offered in terms of compliance with specifications, user requirements, quality standards, sustainability, service benchmarks, contractual terms and conditions, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, and any relevant methods of assuring quality;
- c) financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- d) a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable; and
- e) supplier's capability, capacity, reliability, reputation and previous experience.

#### **5. BUY LOCAL/REGIONAL PRICE PREFERENCE POLICY:**

(Refer to Policy Manual Item 3.13):-

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

## **6. PURCHASING REQUIREMENTS:**

### **6.1 Legislative /Regulatory Requirements**

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Policy.

### **6.2 Policy**

Purchasing that is \$250,000 or below in total value [excluding GST] must be in accordance with the purchasing requirements under the relevant threshold as defined under Section 6.4 of this Procurement Policy.

Purchasing that exceeds \$250,000 in total value [excluding GST] must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under Section 6.5 of this Procurement Policy is not deemed to be suitable.

The cumulative purchasing threshold for purchasing activity or category of supply is considered over a three year period.

### **6.3 Purchasing Value Definition**

Determining purchasing value is to be based on the following considerations:

#### **Exclusive of GST**

The actual or expected value of a contract over the full contract period, including all options to extend; or to the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is, or could be, reasonably expected to be purchased.

Must incorporate any variation to the Scope of purchase and be limited to a 10% tolerance of the original purchasing value.

#### 6.4 Procurement Thresholds and Requirements

The following procedures will be adhered to when purchasing items and other services and goods as per the adopted budget.

Note that purchase orders are not required to be raised for the following items:

- Fuels (BP Fuel Card) – bulk fuel purchases require a Purchase Order
- Credit Card Purchases
- Utilities
- Manual Cheque requests for reimbursements

Note that the following will not be subject to sourcing three quotes or undertaking a Formal RFx process.

- Pre employment medicals and medical treatment.
- Legal advice (*if using a WALGA Preferred Supplier Agreement Arrangement*)
- Training (*if using a WALGA Preferred Supplier Agreement Arrangement*)
- Travel and Accommodation (*only when utilising the Corporate Travel Management System*).
- Insurance premiums purchased through LGIS.  
The suite of LGIS insurances are established in accordance with S.958(6)(b) of the *Local Government Act 1995* and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required (i.e a Tender process to be undertaken)
- Servicing and/or mechanical repairs to plant and/or machinery located remotely, where significant additional costs will be charged by Suppliers who need to travel to the remote area to view the plant and or machinery to be able to submit a quote, as this is not considered best value for the Shire.

All purchase orders are to be completed as set out below:

Range (excluding GST)	Requirements
\$0 - \$9,999	Under direction from the authorised Supervisor, a purchase order will be raised without verbal or written quotes necessarily being obtained.
\$10,000 - \$99,999	<p>A purchase order will be raised following three written quotes being obtained.</p> <p>Staff must retain electronic evidence of the suppliers invited to supply a written quote. Each supplier must receive the same detailed description (<i>Specification</i>) of what goods/services are being requested.</p> <p>A completed SoEP Declaration of Quotes form must be completed and attached to the Requisition/Purchase Order in Synergy.</p>

	<p><i>[Three quotes must be sourced, including if using WALGA Preferred Supplier Panel, State Government CUA, or a SoEP Local Panel]</i></p>
\$100,000 - \$249,999	<p>Obtain at least three written quotes from suppliers by formal invitation, by way of a <b>Formal Request for Quotation Process</b> which includes a detailed Scope of Works/Specification of Goods and Services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from the Shire's Local Preferred Supplier Panels; the WALGA Preferred Supplier Programme or from the open market.</p> <p>A copy of the last page of the Recommendation Report – Endorsement by CEO to Award the RFQ to the recommended respondent must be attached to the Requisition/Purchase Order by the officer raising the Requisition.</p> <p>Under direction from the authorised Supervisor, and in consultation with the Chief Executive Officer, or a Director, a purchase order will be created following the RFQ process.</p> <p><i>[Three quotes must be sourced, including if using WALGA Preferred Supplier Panel, State Government CUA, or a SoEP Local Panel].</i></p>
\$250,000 & Greater	<p>Tenders will be invited as follows.</p> <p>If work is allowed for in the budget, a Request to Invite Tenders form is to be submitted to the Chief Executive Officer for approval.</p> <p>If the work is not allowed for in the budget, permission to go to Tender must be obtained from Council.</p> <p>A copy of the Council Resolution to award the Tender to the successful Tenderer must be attached to the Requisition/Purchase Order by the officer raising the Requisition.</p> <p><i>In lieu of a Tender, a formal Request for Quotation process, sourcing a minimum of three quotes may be undertaken by utilising the WALGA Panel, State Government CUA or a SoEP Local Panel. The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations in accordance with the definition stated within this Policy. Shire's compliance requirements will need to be addressed by the Supplier, except for compliance requirements that relate to insurance, financial risk, corporate information that have been addressed during the tender process undertaken by WALGA, State Government or SoEP Local Panel to be awarded Preferred Supplier status by the respective agency.</i></p>

## **6.5 Unique/Sole Supply**

Where an arrangement with a supplier is based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may be approved where the:

- (a) purchasing value is estimated to be under \$250,000;
- (b) purchasing requirement has been documented in an appropriate specification;
- (c) specification has been market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and



- (d) rationale for why the supply is determined as unique and why quotations or tenders cannot be sourced through more than one potential supplier is documented and approved by the CEO and Director

## **6.6 Tender Exemptions**

An exemption to publicly invite tenders may apply in the following instances:

- An emergency situation as defined by the Act;
- To source essential goods and services to respond to a State of Emergency as per Regulations 11(2)(aa) and 11(3);
- The purchase is under a Contract of WALGA (Preferred Supplier Arrangements\*), Department of Treasury and Finance (permitted Common Use Arrangements); Regional Council; or another Local Government;
- The purchase is under auction which has been authorized by Council;
- The Contract is for petrol, oil or other liquid or gas used for internal combustion engines;
- The purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money\*;
- The purchase is acquired from an Australian Disability Enterprise and represents value for money\*.
- The purchase is from a pre-qualified supplier under a Panel established by the Shire\*
- Any other exclusion under Regulation 11 of the Local Government (Functions and General) Regulations 1996.

\*Whilst exempt from the Tender process – three quotes are still required if purchase is to be made under this instance.

## **6.7 Purchase Order Authorisation**

All staff that have purchase order authorisation must successfully complete the WALGA E-Learning Procurement Package or alternative procurement package as stipulated by the Procurement Section. Until such time as this has been completed successfully staff will not have access to authorize purchase orders.

Staff that are in positions that have authority to raise Purchase Orders of \$10,000 or over will be required to complete the six modules, the Foundation Knowledge and Practical Knowledge Quiz.

Staff that are in positions to raise Purchase Orders of less than \$10,000 are required to undertake the first three modules and Foundation Quiz only.

Purchase orders must be generated and signed by authorized persons for all goods and services ordered for the Shire at the time that the order is placed.

Amounts shown in this Procurement Policy are GST exclusive.

**Purchase Orders must not be raised retrospectively.**

Authorising Officer	Requirements
<ul style="list-style-type: none"> <li>Chief Executive Officer*</li> </ul>	<p>May authorise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Policy, to the maximum value of \$249,999</p>
<ul style="list-style-type: none"> <li>Directors</li> </ul>	<p>May authorise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$150,000. If the purchase is in excess of \$150,000 a Requisition is to be created and then authorised to a Purchase Order by the Chief Executive Officer.</p> <p><del><i>*Only the Chief Executive Officer and Directors are authorised to sign Capital Expenditure Purchase Orders.</i></del></p>
<ul style="list-style-type: none"> <li>Managers</li> </ul>	<p>May authorise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$30,000. If the purchase is in excess of \$30,000 a Requisition is to be created and then authorised to a Purchase Order by their Supervisor.</p>
<ul style="list-style-type: none"> <li>Coordinators</li> <li>Works Supervisor (Newman &amp; Marble Bar)</li> <li>Senior Environmental Health Officer</li> </ul>	<p>May authorise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$10,000. If the purchase is in excess of \$10,000 a Requisition is to be created and then authorised to a Purchase Order by their Supervisor</p>
<p>Other Authorised Officers</p>	<p>May raise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$5,000. If the purchase is in excess of \$5,000 a Requisition is to be created and then authorised to a Purchase Order by their Supervisor.</p>

Splitting of purchases to keep below threshold levels is a breach of the Regulations and Shire's Code of Conduct and will be treated as such. Refer to Item 7 for further details.

## 6.8 Capital Expenditure

~~All capital purchase orders will be signed by the Chief Executive Officer or a Director.~~

Definition of a Capital Item for the purpose of the Shire of East Pilbara:

- Any item budgeted as a capital item in the adopted budget;
- Any item to be purchased, which involves the replacement of an existing asset through the sale, trade-in, write-off or disposal of an item on the fixed asset register.

Refer to the Accounting Policy in the Council's Policy Manual for the further treatment of non-current assets.

No item of a capital nature may be purchased unless included in the adopted budget, or if unbudgeted, has been approved by "absolute majority" of Council prior to the purchase of the item. (Council has no retrospective right of approval of purchase of non-budgeted items of capital).

## 7. ANTI-AVOIDANCE:

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of 'splitting' the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a Public Tender.

Splitting of purchases to keep below any of the thresholds is a breach of the Regulations and the Shire's Code of Conduct and will be recorded in the Shire's Procurement Breach Register. Any such instances of this occurring will be subject to internal investigation and where substantiated will be subject to internal disciplinary action and referred to the Public Sector Commission.

## 8. EMERGENCY PURCHASES:

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995.

### *Local Government Act 1995, Part 6, Division 4, s.6.8 (1)(c)*

- 6.8. Expenditure from municipal fund not included in annual budget
- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken, but has to be in accordance with 6.8(1)(c) of the Local Government Act 1995.

An emergency purchase does not relate to purchases not planned for due to time constraints.

Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

## **9. STATE OF EMERGENCY - PURCHASES:**

As per Regulation 11(2)(aa), the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency. As outlined in Regulation 11(3), there must be a state of emergency declaration in force for the local government district or part of the district and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates.

## **10. STATE OF EMERGENCY - CONTRACT RENEWALS:**

As per Regulation 11(2)(ja), gives a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This will overcome the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

## **11. RECORDS MANAGEMENT:**

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators notes and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;

- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

## **12. PURCHASING FROM DISABILITY ENTERPRISES:**

Pursuant to Regulation 11(2)(i) of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on [www.ade.org.au](http://www.ade.org.au).

This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

## **13. PURCHASING FROM ABORIGINAL BUSINESSES:**

Pursuant to Regulation 11(2)(h) of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australian Limited, ABN 96 929 977 985; or a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), ABN 50 134 720 362, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.

## **14. PAYMENT FOR GOODS AND SERVICES:**

To process efficiently and effect timely payments for goods and services purchased, purchase orders and invoices will be returned to staff and suppliers until satisfying policy and ATO requirements. This includes clearly stating the correct Shire purchase order number on an invoice submitted for payment.

References	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• <i>Local Government (Functions and General) Regulations 1996 (as amended)</i></li> </ul>		
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date	5 May 2006	Item No	
Review/Amendment Date	27 April 2007	Item No	9.3.5
Review/Amendment Date	24 July 2009	Item No	9.4.1
Review/Amendment Date	29 January 2010	Item No	9.1.6
Review/Amendment Date	11 March 2011	Item No	9.2.5
Review/Amendment Date	3 February 2012	Item No	9.1.8
Review/Amendment Date	25 May 2012	Item No	9.2.4
Review/Amendment Date	28 July 2012	Item No	9.2.7
Review/Amendment Date	28 June 2013	Item No	9.2.6
Review/Amendment Date	27 September 2013	Item No	9.2.7
Review/Amendment Date	6 December 2013	Item No	9.2.9
Review/Amendment Date	24 April 2014	Item No	9.2.17
Review/Amendment Date	12 December 2014		9.2.2
Review/Amendment Date	30 January 2015	Item No	9.2.6
Review/Amendment Date	6 March 2015	Item No	9.2.11
Review/Amendment Date	26 June 2015	Item No	9.2.7
Review/Amendment Date	25 September 2015	Item No	9.2.4
Review/Amendment Date	23 October 2015	Item No	10.2.6
Review/Amendment Date	21 April 2017	Item No	9.2.5
Review/Amendment Date	26 May 2017	Item No	9.2.5
Review/Amendment Date	26 October 2018	Item No.	9.3.1
Review/Amendment Date	26 April 2019	Item No.	10.3.2
Review/Amendment Date	24 April 2020	Item No.	10.1.2
Review/Amendment Date	23 October 2020	Item No.	12.1.1
Review/Amendment Date	27 August 2021	Item No.	9.3.2
<u>Review/Amendment Date</u>	<u>29 April 2022</u>	<u>Item No.</u>	
Next Review	<u>Annually</u>		

## 6.1 Junior Community and Sporting Organisations Assistance

Responsible Directorate	<del>Customer &amp; Community</del> <u>Corporate</u> Services
Responsible Officer	Manager <del>Recreation and Events</del> <u>Corporate Services</u>
File Number	LEG-2-1

### Objective

To ~~authorise the waiver of facility user fees for Shire of East Pilbara ("Shire") based establish the process in which junior community and sporting organisations receive in-kind contributions made by Council.~~

### Policy

- ~~1. Applications from not-for-profit will be received by non-profit junior community and sporting organisations (excluding Government departments or Agencies), based in the Shire of East Pilbara, who which seek short term free use of Council owned and managed facilities, including sporting ovals; green spaces; playing courts; Council facilities and associated equipment for non-commercial purposes, will be approved where the following~~
  - ~~2.~~
  - ~~3.1. Junior community and sporting organisation must meet the following eligibility criteria are met:~~
    - a) Organisations are to be based within the Shire of East Pilbara
    - b) Organisations must be an organisation that is not-for-profit ~~that is meaning~~ any monies generated are used to carry out the purposes of the organisation and are not distributed to any of its members
    - c) Offers programmes, activities and events for junior members of the community whom are aged between 4 -16 years.
    - e)d) Organisations must not have any outstanding debts to the Shire
  - ~~4.2. Organisations must make application for this support at least 7 days, prior to an event or activity occurring, using the appropriate application form for in-kind usage.~~
  - ~~5.3. Organisations must complete the Hire Application Form and sign and agree to the Conditions of Hire together with supplying the appropriate supporting documentation, including e. details of g. fixtures and, Public Liability insurance with the booking application.~~
  - ~~6. The associated costs with any free use shall be documented and costed according to the relevant charges cited in the current Fees and Charges document.~~
  - ~~7.4. The cCosts associated with lighting and electricity usage, and security on ovals, courts and inside Council facilities and bonds are to be met by the applicant and are excluded from subsidy under not included with this policy.~~
  - ~~8. Costs associated with electricity charges of a Council facility are not included within this policy.~~

~~5. This policy does not apply will only apply to any otherwise qualifying these organisation with an s that do not have existing debt to s with the Shire of East Pilbara.~~

~~96. The value of the fee waiver cannot exceed \$8,000 per organisation per financial year.~~

~~10. Throughout the term of hire all monies for lights and electricity accrued shall be up to date and not in arrears. [JB2][SL3]~~

~~11. The Shire of East Pilbara will maintain records of all user fees waived under this policy.~~

~~128. The Chief Executive Officer is authorised to approve applications pursuant to this policy document all in-kind contributions as per the established internal processes.~~

~~13. The Shire of East Pilbara will document all in-kind contributions as per the established internal processes.~~

~~149. The Shire of East Pilbara will consider its level of financial contribution to this policy at the annual budget meeting.~~

References			
Related Procedures	Nil		
Date Adopted by Council	6 March 2015	Item No	11.3.1
Review/Amendment Date	<u>29 April 2022</u>	Item No	
Next Review	To be reviewed <del>annually</del> <u>3 yearly</u>		



**11.2.4 ADOPTION OF PROPOSED FEES AND CHARGES 2022-2023**

**Attachments:** [Appendix 1 Draft Fees and Charges 2022 23](#)  
**Responsible Officer:** Steve Leeson  
Director Corporate Services  
**Author:** Lisa Davis  
Manager Corporate Services  
**Proposed Meeting Date:** 29 April 2022  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Author Disclosure of Interest:** Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2022/45)

**Moved:** Cr Anick

**Seconded:** Cr Lockyer

**That Council:**

1. Provides its in-principle endorsement of the Schedule of 2022/2023 Fees and Charges, included as Appendix 1 to the report; and
2. Includes the proposed schedule within the drafting of the Shire's 2022/2023 annual budget for further consideration.

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

**REPORT PURPOSE**

To seek Council endorsement of the proposed fees and charges to apply for the drafting of the Shire's 2022/2023 Annual Budget, included as Attachment 1.

**BACKGROUND**

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

The schedule included as Attachment 1, proposes fees and charges for in-principal adoption only at this stage and will assist towards the preparation of the 2022/2023 budget. Formal adoption of the fees and charges occurs as part of the budget adoption process.

**COMMENTS/OPTIONS/DISCUSSIONS**

The proposed schedule of fees and charges for 2022/23 is included as **Appendix 1**. Comments are included against any requested increase / decrease, new fees, or those to be removed.

Notable changes are itemised below:

Domestic Waste & Recycling	From \$280.00 to \$330.00
Additional Waste Bin	From \$240.00 to \$265.00
Additional Recycling Bin	From \$200.00 to \$225.00
Shire Rent (Staff Housing and Piri Smith Marble Bar)	Removed, private contractual agreements under the Residential Tenancies Act.
Waste Disposal Fees & Charges	Fees to increase to cover CPI/ Fuel Index
Recreation Centre: Equipment Hire	Increases due to CPI
Recreation Centre: Memberships	Increases due to CPI
Recreation Centre: Crèche	Aligning with Industry pricing and simplification.
Aquatic Centre	Increases due to CPI and simplification
Oval Lighting/ Court Bookings	Increase due to electricity price increase and CPI
Martumili Art Centre	Added to cover Martumili Artwork and discounts.
Airport Landing Fees	3.5% increase
Airport Apron Parking Fees	3.5% increase
Airport Service charge & screening	3.5% increase
Swimming Pool Inspections	From \$35.00 to \$65.00
Inspections at request	From \$50.00 to \$150.00
Building Inspections	Increase to Cost Recovery
Private Works – Plant Hire	Increase due to Fuel Increase

Minor incidental charges are recommended to be removed to support the preference for cashless payments and administrative efficiencies.

**STATUTORY IMPLICATIONS/REQUIREMENTS**

Part 6 - Financial management (Division 5 - Financing local government activities) (Subdivision 2 - Fees and charges) 6.16. Imposition of fees and charges

**POLICY IMPLICATIONS**

3.3 Budget Preparations

**STRATEGIC COMMUNITY PLAN**

Nil

**RISK MANAGEMENT CONSIDERATIONS**

Financial – Low. Should Council decide not to adopt the proposed fees and charges in principle, Officers will be unable to determine accurate income figures when preparing the draft budget.

**FINANCIAL IMPLICATIONS**

To be advised in the 2022/2023 Annual Budget.

**VOTING REQUIREMENTS**

Simple Majority.

Shire Of East Pilbara Proposed Fees & Charges 2022/2023	GST Applic	21/22 Fee Incl GST	22/23 Proposed Fee Incl GST	Description
<b>RATES &amp; LEVIES</b>				
<b>Function 3 - General Purpose Funding</b>				
<b>Penalties</b>				
Penalty interest rate on Rates unpaid 35 days from service date ( <i>non instalment option</i> )	No	7.00%	7.00%	
Minimum penalty ( <i>non instalment option</i> )	No	5.00	5.00	
Debt Collection Recovery Charge on Outstanding Rates	Yes	99.00	99.00	
<i>Credit on Debt Collection Recovery Charge when full payment received within 14 days</i>	Yes	-66.00	-66.00	
Mining Tenement Debt Collection Recovery Charge on Outstanding Rates	Yes	275.00	275.00	
General Procedure Claim cost recovery	No	At court costs	At court costs	
Caveat lodgement on rate debtor property title	Yes	191.40 + Landgate charges	191.40 + Landgate charges	
Caveat removal from rate debtor property title	Yes	27.50 + Landgate charges	27.50 + Landgate charges	
<b>Instalment Option</b>				
Administration Fee Per Instalment	No	6.00	6.00	
Interest on Instalment	No	4.00%	4.00%	
Dishonoured payment \$15				
<b>Property Enquiries</b>				
Reprint of Rate Notice or Statement of Rates (current financial year)	Yes	0.00	0.00	
Reprint of Rate Notice or Statement of Rates (prior financial year)	Yes	15.00	15.00	
<b>Function 10 - Community Amenities</b>				
<b>Rates</b>				
Special Rate GRV - Sewage (Newman)	No	1.6789	TBC	Cents In The Dollar
<b>Rubbish</b>				
Domestic Bins (Waste and Recycling)	No	280.00	330.00	Two Collections Per Week (One In Winter) and recycling collection fortnightly
Additional Waste Bin	Yes	240.00	265.00	Per Annum (2 x collection per week in summer, 1 x collection per week in winter)
Additional Recycle Bin	Yes	200.00	225.00	Per Annum (1 x collection per fortnight)
<b>OTHER FEES &amp; CHARGES</b>				
<b>Function 4 - Governance</b>				
<b>Photocopying and Scanning - Newman &amp; Marble Bar Admin Offices, Recreation Centre, Aquatic Centre and Newman Library</b>				
<b>Photocopying</b>				
A4 ( 1 - 9 copies)	Yes	0.10	0.10	Per Copy
A4 ( 10+ copies)	Yes	0.05	0.05	Per Copy
A4 ( 1 - 9 copies) Colour	Yes	0.20	0.20	Per Copy
A4 ( 10 + copies) Colour	Yes	0.10	0.10	Per Copy
A3 ( 1 - 9 copies)	Yes	0.10	0.10	Per Copy
A3 ( 10+ copies)	Yes	0.05	0.05	Per Copy
A3 (1 - 9 copies) Colour	Yes	0.40	0.40	Per Copy
A3 ( 10+ copies) Colour	Yes	0.30	0.30	Per Copy
A5 (1 - 9 copies)	Yes	0.10	0.10	Per Copy
A5 ( 10+ copies)	Yes	0.05	0.05	Per Copy
A5 (1 - 9 copies) Colour	Yes	0.20	0.20	Flat Rate
A5 ( 10+ copies) Colour	Yes	0.10	0.10	Per Copy
<b>Scan and Email</b>				
Scan and Email - A3 and A4 size	Yes	FREE	FREE	

Shire Of East Pilbara Proposed Fees & Charges 2022/2023	GST Applic	21/22 Fee Incl GST	22/23 Proposed Fee Incl GST	Description
<b>Photocopying &amp; Scanning (Large Sizes) - Newman Admin Office Only</b>				
Photocopying of A2 size - Black & White	Yes	22.50	22.50	First copy
	Yes	17.50	17.50	Per copy thereafter
Photocopying of A2 size - Colour	Yes	45.00	45.00	First copy
	Yes	35.00	35.00	Per copy thereafter
Photocopying of A1 Size - Black & White	Yes	20.00	20.00	First copy
	Yes	15.00	15.00	Per copy thereafter
Photocopying of A1 size - Colour	Yes	40.00	40.00	First copy
	Yes	30.00	30.00	Per copy thereafter
Photocopying of A0 size - Black & White	Yes	25.00	25.00	First copy
	Yes	20.00	20.00	Per copy thereafter
Photocopying of A0 size - Colour	Yes	50.00	50.00	First copy
	Yes	40.00	40.00	Per copy thereafter
Scan and Email - AO size	Yes	10.00	10.00	Per copy
Scan and Email - A1 and A2 size	Yes	5.00	5.00	Per copy
<b>Laminating - Newman, Marble Bar Admin Office &amp; Newman Library</b>				
A5	Yes	3.40	3.40	Per Sheet
A4	Yes	3.40	3.40	Per Sheet
A3	Yes	4.50	4.50	Per Sheet
<b>Laminating - Newman Library Only</b>				
A1	Yes	10.00	10.00	Per Sheet
A2	Yes	5.00	5.00	Per Sheet
<b>Binding</b>				
Binding including covers and coil up to 100 pages	Yes	7.50		Up To 100 Pages Per Booklet
Binding including covers and coil up to 200 pages	Yes	10.00		Cost Per Booklet
<b>Reports on Sale</b>				
Electoral Roll	Yes	FREE	FREE	Per Copy
Rate Book	Yes	FREE	FREE	Per Copy
<b>Other Documents</b>				
Council Agenda - Single Meeting	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Council Minutes - Single Meeting	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Council Agenda or Minutes - Single Meeting	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Council Agenda - Full Year July to June	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Council Minutes - Full Year July to June	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Council Agenda or Minutes - Full Year July to June	Yes	FREE		On USB
Policy Manual	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Policy Manual	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Council Annual Budget	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Council Annual Financial Statements	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Council Local Laws	Yes	FREE	FREE	Per Meeting Available to download on Shire website
Planning / Building Application Register	Yes	FREE	FREE	Per A4 Or \$0.70 Per A3 Single Sheet (Min \$1)
Consolidated Roll	Yes	FREE	FREE	Complete Roll
<b>Video Conferencing</b>				
<b>Outgoing</b>				
Outgoing Rates for first hour	Yes	124.90		
Per Additional half hour or part thereof	Yes	56.80		
<b>Incoming</b>				
Incoming rate for first hour	Yes	56.80		
Per Additional half hour or part thereof	Yes	25.80		
<b>Number Plates</b>				
Plate Administration Fee	Yes	50.00	50.00	Fee Does Not Include fee set by Dept. Transport
<b>Other</b>				
Seed Collection Permit	No	50.00	50.00	Per application, Per year
Administration Fee on Cancellation	Yes			20% of total fee

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
<b>Marble Bar Office Rental</b>				
Hire of Single back office room with access to meeting room	Yes	230.00	250.00	Per Week Inc Electricity And Water
Hire of two back office rooms with access to meeting room	Yes	290.00	350.00	Per Week Inc Electricity And Water
Bond for rental of Office	Yes	1160.00	1160.00	Refundable At The End Of The Tenancy
Cleaning	Yes			Tenants Cost
Installation of Telephone	Yes			Tenants Cost
Newman Library Meeting Rooms	Yes	20.00	25.00	Per hour - commercial rate
Newman Library Meeting Rooms (not for profits/ hobbyist/ community/ schools)	Yes	12.00	15.00	40% discount off commerical rate per hour
<b>Function 5 - Law, Order, Public Safety</b>				
<b>Animal Control</b>				
Impound Fees - Registered Dogs and Cats	No	85.00	85.00	Charged once per animal on impound
Impound Fees - Other Animals Unspecified Other	No	85.00	85.00	Charged once per animal on impound
Kennelling Fees - Sustenance Fees Dog and Cats	No	20.00	20.00	Per Animal, Per Day
Seizure & return of dog/cat without impounding	No	N/A	N/A	Per Animal
Impound Fee for Other	No	125.00	125.00	Per Item
Charges for Ranger/ESO Services	No	100.00	100.00	Per Hour
Travel	Yes	1.85	1.85	Per Kilometre
Dog/Cat registration tag replacement	No	N/A	N/A	Per Item
Application to keep more than two dogs/cats	No	110.00	110.00	Per Application
Surrender of Dog	No	85.00	85.00	Per Animal, inclusive of Rangers time & travel costs to euthanise
Surrender of Cat	No	85.00	85.00	Per Animal, inclusive of Rangers time & travel costs to euthanise
Surrender of Other Animal	No	242.00	242.00	Recoverable Cost ( <i>Minimum charge \$60.00 plus travel costs</i> ) - inclusive of Rangers time & travel costs to euthanise
Small animal trap hire - deposit (outside of Newman/Marble Bar Townsites only)	No	120.00	120.00	GST Exempt unless forfeited
Small animal trap hire - weekly (outside of Newman/Marble Bar Townsites only)	Yes	30.00	30.00	7 days concluding (8.30am) of the following day
Late return	Yes	16.50	16.50	Per day
Kennel Licence Application Fee	Yes	374.00	374.00	
Dangerous Dog Collar - Medium	Yes	38.50	38.50	For declared dangerous dogs
Dangerous Dog Collar - Large	Yes	52.80	52.80	For declared dangerous dogs
Dangerous Dog Sign	Yes	38.50	38.50	Per set of two
Dangerous Dog Inspections	No	120.00	120.00	
Dog Muzzle - XS to L	Yes	30.00	30.00	For declared dangerous dogs
Dog Muzzle - XL to XXXL	Yes	50.00	50.00	For declared dangerous dogs
<b>Stock - Fifteenth Schedule of Local Government (Misc. Provisions) Act 1960</b>				
Impound Fee for all stock ( <i>any type or species per head</i> ) - First 24hrs or part thereof	No	85.00	85.00	6am - 6pm
Impound Fee for all stock ( <i>any type or species per head</i> )	No	120.00	120.00	6pm - 6am
Daily Fee ( <i>any type or species per head</i> ) Subsequent 24hrs or part thereof	No	12.00	12.00	
Sustenance Fee per head per day	No	20.00	20.00	
Ranger Fee for impounding of stock	No	70.00	70.00	Per Hour
Fees for moving impounded animal more than 3km	Yes	27.50	27.50	Per kilometre
Rate for damage by Trespass by stock	No	60.00	60.00	Head per day

Shire Of East Pilbara Proposed Fees & Charges 2022/2023	GST Applic	21/22 Fee Incl GST	22/23 Proposed Fee Incl GST	Description
<b>Miscellaneous</b>				
Impound Fee for Shopping Trolleys	No	30.00	30.00	Per Trolley
Impound Fee for Vehicle	No	275.00	275.00	Per Vehicle - includes admin fee
Daily Impound Fee for Vehicle	No	6.00	6.00	Per Vehicle per day
Admin Fee - Sale of Impounded vehicles & goods	Yes	66.00	66.00	Per offer to purchase plus admin fee
Storage fees for impounded items up to 100kg (e.g.: trolleys)	No	2.00	2.00	Per day
General storage for impounded goods > 100kg	No	2.00	2.00	Per day
Storage Fee for stored goods or items plus cost of collection, transport etc.	No	2.00	2.00	Per Item per day (excluding trolleys and cars)
Recoverable Inspection Costs (normal office hours)	Yes	145.20	145.20	Per Hour
Recoverable Inspection Costs (other than normal office hours)	Yes	215.60	215.60	Per Hour
Admin Fee - Block Slashing	Yes	50.00	50.00	Per Property
<b>Function 7 - Health</b>				
<b>Inspections (General)</b>				
Recoverable Inspection Costs (normal office hours)	Yes	120.00	120.00	Per Hour
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per Hour
Travel Costs	Yes	2.50	2.50	Per Kilometre other than first 20km
<b>Inspections (Plumbing)</b>				
Local Government Reporting Fee	Yes	100.00	100.00	Per Hour
<b>Liquor Permits, Certificates and Gaming Certificates</b>				
Liquor Act Section 39 Certificate (Health)	Yes	100.00	100.00	Liquor Control Act 1988
Liquor Act Section 40 Certificate (Planning)	Yes	100.00	100.00	Liquor Control Act 1988
Liquor Act Section 50 Certificate (Gaming) Charities & Community Grp	Yes	FREE	Free	Liquor Control Act 1988
Liquor Act Section 55 Certificate (Gaming) Business or Commercial	Yes	150.00	150.00	Liquor Control Act 1988 - Planning Approval may also be required
Liquor Permit Approval Application For Consumption of Alcohol	No	20.00	20.00	For all applications for <u>Consumption</u> Only of Alcohol on Shire Property/Reserves. <b>NO TRADING IN ALCOHOL PERMITTED UNDER THIS APPLICATION</b>
Annual Liquor Permit Approval Application For Consumption of Alcohol	No	150.00	150.00	For the annual (within a calendar year) applications for <u>Consumption</u> Only of Alcohol on Shire Property/Reserves. <b>NO TRADING IN ALCOHOL PERMITTED UNDER THIS APPLICATION</b>
Liquor Permit - Individual Application For the Trade and Consumption of Alcohol - Not For Profit Community Organisation	No	50.00	50.00	SoEP Local Law 2011 - Per Application Approval to Consume and to Sell Alcohol on Shire Property/Reserve - One Application - <b>Note: Liquor Permit is required from Dept. Racing, Gaming &amp; Liquor</b>
Liquor Permit - For the Trade and Consumption of Alcohol - Multiple Dates - Not for Profit Community Organisation	No	150.00	150.00	SoEP Local Law 2011 - Annual charge (within a calendar year) for Approval to Consume and to Sell Alcohol on Shire Property/Reserve - <b>Note: Liquor Permit is required from Dept. Racing, Gaming &amp; Liquor</b>
Liquor Permit - Commercial - Per Application (If this charge is selected, do not charge the \$20 Liquor Permit Application)	No	150.00	150.00	SoEP Local Law 2011 - Commercial Organisations - One Application for Approval to Consume and to Sell Alcohol on Shire Property/Reserve - <b>Note: Liquor Permit is required from Dept. Racing, Gaming &amp; Liquor</b>
Liquor Permit - Late Application Fee (NFP & Community)	No	20.00	20.00	Less than 7 days before event
Liquor Permit - Late Application Fee (Commercial)	No	20.00	20.00	Less than 7 days before event

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Property Enquiries - work notices	Yes	60.00	60.00	
Food Condemnation Certificates	Yes	50.00	50.00	
Food Safe Audits ( <i>Community Projects</i> )	Yes	FREE	FREE	
Food Safe Audits ( <i>Commercial</i> )	Yes	200.00	200.00	Minimum fee ( <i>otherwise time required plus travel</i> )
Public Building Certificates	Yes	200.00	200.00	Minimum fee ( <i>otherwise time required plus travel</i> )
<b>Health (Miscellaneous Provisions) Act 1911</b>				
Lodging House Registration Fee	Yes	200.00	200.00	Local Law
Laundries / Dry Cleaners Licence	Yes	150.00	150.00	Public Health Act 2016
Local Government Septic Application Fee	Yes	118.00	118.00	Public Health Act 2016
Local Government Report for a Septic Tank Application	Yes	110.00	110.00	Public Health Act 2016
Local Government Permit to Use a Septic Apparatus	Yes	118.00	118.00	Public Health Act 2016
Copies of Septic Tank Plans or Disposal Systems Plans	Yes	25.00	25.00	Per Copy Per Set
<b>Caravan Parks and Camping Grounds</b>				
Caravan Parks and Camping Grounds Annual Licence Fee	No	200.00	200.00	Caravan Parks & Camping Grounds Act 1995. Minimum charge & additional charge for number of caravans
<b>Swimming Pool Inspection and Sampling Fees</b>				
Sampling for Compliance Fee ( <i>if operator does not do monthly sampling themselves</i> )	Yes	200.00	200.00	Public Health Act 2016. Minimum per inspection ( <i>otherwise time required plus Travel</i> ).
<b>Food Premises Registration/Notification Assessment Fees</b>				
Notification of Food Premise Fee ( <i>Non Profit/Community Groups Exempt</i> )	No	50.00	50.00	Food Act 2008
High Risk Food Premises	No	450.00	450.00	Food Act 2008 - Invoiced July each year
Medium Risk Food Premises	No	350.00	350.00	Food Act 2008 - Invoiced July each year
Low Risk Food Premises	No	200.00	200.00	Food Act 2008 - Invoiced July each year
Very Low Risk Food Premises	No	FREE	FREE	Food Act 2008
Food Condemnation Certificates	Yes	51.00	51.00	
Food Safe Audits (Community Projects)	Yes	FREE	FREE	
Food Safe Audits (Commercial)	Yes	201.00	201.00	Minimum fee ( <i>otherwise time required plus travel</i> )
<b>Food Premises Annual Surveillance Fees</b>				
High Risk Food Premises	No	500.00	500.00	Food Act 2008 - Invoiced July each year
Medium Risk Food Premises	No	400.00	400.00	Food Act 2008 - Invoiced July each year
Low Risk Food Premises	No	250.00	250.00	Food Act 2008 - Invoiced July each year
Registration of Home Food Preparation Business	Yes	100.00	100.00	Food Act 2008 - Invoiced July each year
Annual Surveillance Fee for Home Food Business	No	50.00	50.00	
Registration of Non Profit Community Organisations and School Canteens	No	FREE	FREE	
1 day Permit-Conducting an activity on Local Government Property (Not for Profit/Community Groups)	Yes	20.00	20.00	Local Gov Act 1995
1 day Permit-Conducting an activity on Local Government Property (For Profit/Community Groups)	Yes	45.00	45.00	Local Gov Act 1995
Late Application fee-1 day Permit-Conducting an activity on Local Government Property (Not for Profit/Community Groups)	Yes	20.00	20.00	Local Gov Act 1995
Late Application fee-1 day Permit-Conducting an activity on Local Government Property (For Profit/Community Groups)	Yes	45.00	20.00	Local Gov Act 1995
Conducting an activity on Local Government Property				Local Gov Act 1995



Shire Of East Pilbara Proposed Fees & Charges 2022/2023	GST Applic	21/22 Fee Incl GST	22/23 Proposed Fee Incl GST	Description
<b>Temporary Food Permit For Not For Profit Community Groups &amp; Trading in Public Places</b>				
Daily Fee for Junior Sporting or Community Organisations	No	20.00	20.00	SOeP Local Law 2011
Seasonal Fee for Junior Sporting or Community Organisations	No	100.00	100.00	SOeP Local Law 2011 - Within any calendar year
Seasonal Fee for Senior Sporting or Community Organisations	No	200.00	200.00	SOeP Local Law 2011 - Within any calendar year
<b>Temporary Food Permit and Trading in Public Places</b>				
Daily Fee	No	45.00	45.00	SOeP Local Law 2011
1 week or part of	No	100.00	100.00	SOeP Local Law 2011
1 month or part of	No	200.00	200.00	SOeP Local Law 2011
Seasonal Fee (up to 6 months)	No	300.00	300.00	SOeP Local Law 2011 - Seasonal fee for organisations other than community groups
1 year or part of	No	500.00	500.00	SOeP Local Law 2011
Late Application Fee	No	50.00	20.00	SOeP Local Law 2011 - Less than 7 days before event
<b>Alfresco - Public Land</b>				
Application Fee	Yes	100.00	100.00	SOeP Local Law 2011
Renewal Fee - per square metre outdoor area	Yes	35.00	35.00	SOeP Local Law 2011
<b>Public Events - Application</b>				
Application Fee (exclusive use)	No	50.00	50.00	} Local Government Act 1995, s 6.16(2)(a)
Late Application Fee	No	100.00	50.00	
Fireworks Application Fee	No	50.00	50.00	
<b>Private function</b>				
Category 1 (<100 people)	No	FREE	FREE	SOeP Local Law 2011
Category 2 (100 - 500 people)	No	50.00	50.00	SOeP Local Law 2011
Category 3 (>500 people)	No	100.00	100.00	SOeP Local Law 2011
<b>Fundraising Raffles and related activities</b>				
One Day Permit - not for profit & community organisations	No	FREE	FREE	
One Day Permit - other	No	20.00	20.00	SOeP Local Law 2011
Late Application Fee (Less than 2 days before the event)	No	10.00	10.00	SOeP Local Law 2011
<b>Gambling &amp; Wadgering</b>				
Permit application	No	45.00	45.00	SOeP Local Law 2011
<b>Public Events - Permit Fee</b>				
Category 1 (.500 patrons)	No	FREE	FREE	} Local Government Act 1995, s 6.16(2)(a)
Category 2 (500-2500 patrons)	No	150.00	150.00	
Category 3 (2500-5000 patrons)	No	300.00	300.00	
Category 4 (5000-8000 patrons)	No	500.00	500.00	
Category 5 (8000-12000 patrons)	No	700.00	700.00	
Late Application Fee	No	100.00	50.00	Less than stipulated time frame for event
<b>Public Buildings</b>				
Application to Construct, Extend and Alter a Public Building	No	100.00	100.00	Health (Public Building) Regulations 1992 (Schedule 1)
Application for a Public Building Certificate	No	100.00	100.00	Health (Public Building) Regulations 1992 (Schedule 1)
Reissue of a Certificate of Approval	No	50.00	50.00	Local Government Act 1995
Late Application Fee	No	50.00	50.00	Less than 7 days before event
<b>Environmental Protection</b>				
Application Fee for Approval Under Regulation 18(6)(b)	No	100.00	100.00	Environmental Protection (Noise) regulations 1997
Late Application Fee for Approval Under Regulation 18(6)(b)	No	100.00	100.00	Local Government Act 1995
Out of hours work permit fee (weekly)	No	150.00	150.00	Environmental Protection (Noise) regulations 1998
Out of hours work permit fee (monthly)	No	500.00	500.00	Environmental Protection (Noise) regulations 1999
Out of hours permit fee (seasonal)	No	800.00	800.00	Environmental Protection (Noise) regulations 2000
<b>Public Places &amp; Local Government Property Local Law 2011 - Trading in Public Places</b>				
One Day Permit - not for profit & community organisations	No	20.00	20.00	Local Government Act 1995, s 6.16(2)(a)
One Day Permit - other	No	45.00	45.00	Local Government Act 1995, s 6.16(2)(a)
Late Application Fee - not for profit groups	No	20.00	20.00	Less than 7 days
Late Application Fee - other	No	45.00	20.00	Less than 7 days
Mould sampling	Yes	At cost (Mould sampling consumables +sample freighting +analysis) + admin costs	At cost (Mould sampling consumables +sample freighting +analysis) + admin costs	Health (Miscellaneous Provisions) Act 1911
<b>Function 8 - Education and Welfare</b>				
<b>Out of School Hours Care</b>				

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>		<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Sports Holiday Camp		No	N/A	N/A	Per Day (Hours 9am - 3pm)
<b>Newman Youth Centre</b>					
Long Term Hire for <b>not for profit</b> organisations: Category 1		Yes	300.00	300.00	Up to 120 hours (to be pre booked) through out the year
Long Term Hire for <b>not for profit</b> organisations: Category 2		Yes	600.00	600.00	Up to 248 hours (to be pre booked) through out the year
Long Term Hire for <b>not for profit</b> organisations: Category 3		Yes	900.00	900.00	Up to 372 hours (to be pre booked) through out the year
Long Term Hire for <b>not for profit</b> organisations: Category 4		Yes	1,200.00	1,200.00	Up to 496 hours (to be pre booked) through out the year
Exclusive use of a designated storage room/space		Yes	150.00	150.00	For long-term tenants with User Agreements in place
Periodic Hire for <b>not for profit</b> organisations:		Yes	40.00	40.00	Per occasion: 2 - 7 occasions (up to four hours per occasion) throughout the year
Casual Hire for <b>not for profit</b> organisations:		Yes	20.00	20.00	Single hourly rate throughout the year
Casual Hire for <b>commercial</b> users:		Yes			Same charge as Newman House
Periodic and casual hire for <b>not for profit</b> organisations and individuals - Hilditch Fenced Grass Area		Yes	10.00	10.00	Per occasion - Up to two hours per occasion.
Funky Bus Hire (all year)		Yes	500.00	500.00	Per Week - OSHC by negotiation
Funky Bus Hire		Yes	60.00	60.00	Per Day
<b>Group Accommodation</b>					
Minimum 1 night stay. Minimum 10 people.		Yes	24.00	24.00	Per Person/Per Night. For users who are not regular hirers.
Utilities charges		Yes	55.00	55.00	Per Night. For users who have a Conditions of Usage for Regular Hire Agreement. (users must do their own cleaning - no cleaning fee will be charged).
Accommodation Bond (sleep over) up to 40 people		No	250.00	250.00	Fee waived for users who have a Conditions of usage for regular Hire Agreement
Accommodation Bond (sleep over) 50 or more people		No			Fee waived for users who have a Conditions of usage for regular Hire Agreement
<b>Marble Bar Youth Shed Hire (also known as Rec Shed)</b>					
<b>Lessee/Licence/Regular Hirers</b>					
<b>Building Service Fee (Junior sporting/community)</b>					
Annual - 52 weeks		Yes	1150.00	1150.00	
Commercial/Private Functions		Yes	120.00	120.00	1/2 Day (up to 4 hrs.)
		Yes	240.00	240.00	Full Day (up to 8 hrs.)
Non Profit/Community Organisations		Yes	66.00	66.00	40% discount from commercial rates
		Yes	132.00	132.00	Full Day (up to 8 hrs.)
Seasonal / Term bookings		Yes	30.00	30.00	Weekly Hire

Shire Of East Pilbara Proposed Fees & Charges 2022/2023	GST Applic	21/22 Fee Incl GST	22/23 Proposed Fee Incl GST	Description
<b>Newman House</b>				
Tenancies and Leases	Yes			As per independent valuation for market rates as agreed by Council
<b>Short Term Office Hire</b>				
Casual Weekly	Yes	250.00	250.00	Weekly - business hours only. Does not include data or phone service
Casual Daily	Yes	75.00	75.00	Daily - business hours only. Does not include data or phone service
<b>Conference Room Hire Commercial/Private</b>				
Small Room	Yes	40.00	40.00	Per Hour
	Yes	144.00	144.00	1/2 day venue hire (of up to 4 hours)
	Yes	288.00	288.00	Full day venue hire (of up to 8 hours)
Large Room	Yes	55.00	55.00	Per Hour
	Yes	198.00	198.00	1/2 day venue hire (of up to 4 hours)
	Yes	396.00	396.00	Full day venue hire (of up to 8 hours)
Both Rooms	Yes	75.00	75.00	Per Hour
	Yes	270.00	270.00	1/2 day venue hire (of up to 4 hours)
	Yes	540.00	540.00	Full day venue hire (of up to 8 hours)
<b>Non Profit/Community Organisations</b>				
Meeting Room (s)				40% discount from commercial rates
<b>Equipment Hire</b>				
Conference Phone	Yes	50.00	50.00	Daily
Video Conference	Yes			Refer to function 4 for fees and charges
Smart board	Yes	50.00	50.00	Daily
Tea/Coffee/Water	Yes	5.00	5.00	per person/per day
Four Screen Electronic White board with printer	Yes	50.00	50.00	Daily
PA System with wireless microphone	Yes	50.00	50.00	Daily
Projector and Screen	Yes	40.00	40.00	Daily
<b>Function 9 - Housing</b>				
<b>Lease &amp; Rentals</b>				
<b>Other Housing</b>				
<b>Piri Smith Retirement Units - Marble Bar-</b>				
Long Term Per Week - single	No	75.00	TBC	Plus water & power charges
Long term Per Week - couple	No	100.00	TBC	Plus water & power charges
<b>Water Consumption for Piri Smith Retirement Units (APH)-</b>				
Single Occupant-	No			5% of Water Authority Invoice / quarter
Dual Occupant-	No			7.5% Water Authority Invoice / quarter
<b>Other Housing - Other than Council employees-</b>				
Accommodation - Non staff	No			Per week, as per fixed item tenancy agreements, plus bonds and utilities
<b>Shire Staff -</b>				
Rent - Newman Housing - Unfurnished	No	100.00		Per Week (equates to \$200 per fortnight)
Rent - Newman Units - (1/2 bedroom - 1 bath)	No	50.00		Per Week (equates to \$100 per fortnight)
Rent - Nullagine Housing - Unfurnished	No	80.00		Per Week (equates to \$160 per fortnight)
Rent - Marble Bar Housing - Unfurnished	No	80.00		Per Week (equates to \$160 per fortnight)
Rent - Marble Bar - SPQ - (1/2 bedroom - 1 bath)	No	70.00		Per Week (equates to \$140 per fortnight)
Rent - Furnished SPQ Unit - (1/2 bedroom - 1 bath)	No	140.00		Per Week (equates to \$280 per fortnight)
Rent - Newman Furnished dwelling	No	150.00		Per Week (equates to \$300 per fortnight)
Rent - Newman Airport - Housing - Unfurnished	No	115.00		Per Week (equates to \$230 per fortnight) including Data
Rent - Newman Airport - Furnished units	No	160.00		Per Week (equates to \$320 per fortnight) + data and fu
Rent - Newman Airport - Furnished units	No	210.00		Per Week, Per Person (equated to \$420 per fortnight)
<b>Shire - Contactor/ Service Provider Accommodation</b>				
At cost recovery for cleaning, supplies and equipment				
Marble Bar - Short Term Accommodation - SPQ	No	100.00		First Night \$100, thereafter \$50.00 p/n per person
Marble Bar - Weekly Short Term Accommodation - SPQ/Greenhouse	No	350.00		Weekly, \$350 per person per week
Private Booking - Subject to approval - SPQ/Greenhouse	No	100.00		First Night \$100, thereafter \$50.00 p/n per person
Newman - Short Term Accommodation	No	150.00		First Night \$150, thereafter \$50.00 p/n per person
Newman- Weekly Short Term Accommodation	No	400.00		Weekly, \$400 per person per week
Additional Cleaning	No	100.00		At cost recovery per booking
Employee - Partner accompanying employee, subject to approval	No	30.00		Per person per night - Adult
<b>Function 10 - Community Amenities</b>				
<b>WASTE DISPOSAL FEES &amp; CHARGES</b>				
*NOTE: Per tonne price applies for all items when weighbridge is in operation				
Weight reverts to cubic metres or itemised items when weighbridge not in operation unless otherwise noted				
<b>Domestic Kerbside Collections</b>				

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>		<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Kerbside service - Weekly 240 litre waste bin & fortnightly 240 litre recycle bin	No	280.00	330.00	Per Annum	
Additional Waste Bin - 1 waste service per week	Yes	240.00	265.00	Per Annum	
Additional Recycle Bin	Yes	200.00	225.00	Per Annum	
Replacement Bin (lost/stolen/damaged)	Yes	80.00	85.00	Per Bin	
Missed Bin return service	Yes	15.00	20.00	Per Service	
<b>Event &amp; Short Term Hire 120 or 240 litre Wheelie Bins</b>					
Event & Short Term Hire 120 or 240 litre waste and/or recycle bins - includes delivery, 1 x empty and collection of bins - minimum charge of 2 bins. Maximum 2 days	Yes	60.00	65.00	Charge is Per 2 Bins / Day	
<b>Weighbridge Only</b>					
Weighbridge - Reprint Dockets (per docket)	Yes	20.00	20.00	Each	
Weighbridge - Use for weight only (no disposal) Non Certification Weight Only - Visual Only - No Certificate	Yes	25.00	25.00	Each	
Weighbridge - Use for weight only (no disposal) Certified Weight	Yes	75.00	75.00	Each	
General Minimum	Yes	15.00	15.00	Where otherwise not specified	
<b>C &amp; D - Construction &amp; Demolition</b>					
C & D Waste - includes bricks and building rubble (minus concrete)	Yes	62.00	67.00	Per Cubic Metre*	
C & D Waste - includes bricks and building rubble (minus concrete)	Yes	155.00	160.00	Per Tonne	
C & D Unspecified (assess & approval required)	Yes	POA		Per Item	
C & D Waste - Concrete	Yes	125.00	130.00	Per Tonne	
<b>C &amp; I - Commercial &amp; Industrial</b>					
C & I Commercial Contractor - Putrescible Waste	Yes	56.00	61.00	Per Cubic Metre*	
C & I Commercial Contractor - Putrescible Waste	Yes	140.00	145.00	Per Tonne	
C & I Green Waste, co-mingled intended for landfill	Yes	41.00	46.00	Per Cubic Metre*	
C & I Green Waste, co-mingled intended for landfill	Yes	103.00	108.00	Per Tonne	
C & I Bulk or Large Waste	Yes	62.00	67.00	Per Cubic Metre*	
C & I Bulk or Large Waste	Yes	155.00	160.00	Per Tonne	
Mattresses	Yes	35.50	40.50	Per Mattress minimum charge one mattress	
C & I Co-mingled dry recyclables excluding organics for separation (MRF)	Yes	50.00	55.00	Per Cubic Metre*	
C & I Co-mingled dry recyclables excluding organics for separation (MRF)	Yes	125.00	130.00	Per Tonne	
C & I Other rubber or unspecified (assess & approval required)	Yes	POA	POA	Per Item minimum charge \$340	
<b>Wood</b>					
Wood - clean pallets, wire wheels, structural timber and other wood	Yes	54.00	65.00	Per Cubic Metre*	
Wood - clean pallets, wire wheels, structural timber and other wood	Yes	256.00	270.00	Per Tonne	
<b>Commercial E Waste</b>					
Commercial E Waste	Yes	31.00	36.00	Per Cubic Metre*	
Commercial E Waste	Yes	80.00	85.00	Per Tonne	
Animal carcasses	Yes	16.00	21.00	Per Cubic Metre*	
Animal carcasses - Minimum charge \$16.00	Yes	40.00	45.00	Per Tonne	

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Medical - Minimum charge \$20.00	Yes	57.00	62.00	Per Cubic Metre*
Medical - Minimum charge \$20.00	Yes	150.00	155.00	Per Tonne
<b>Clean Fill</b>				
Clean bricks and clean soil suitable for re-use. Minimum charge \$16.00	Yes	16.00	21.00	Per Cubic Metre*
Clean bricks and clean soil suitable for re-use	Yes	40.00	45.00	Per Tonne \$ 20 Min charge
<b>Green Waste</b>				
Green waste (separated) - Clean green waste arising from commercial activities (including servicing domestic and residential premises)	Yes	16.00	21.00	Per Cubic Metre*
Green waste (separated) - minimum charge 1 tonne	Yes	40.00	45.00	Per Tonne Min Charge
Green waste Domestic - (Townsite Only)	Yes	FREE		No Charge
<b>Vehicle Batteries</b>				
Vehicle Batteries - including car, truck, motorcycle and boat - Lead Acid batteries only up to 10 batteries	Yes	15.00	20.00	Each
Vehicle Batteries in bulk numbers of 10+	Yes	375.00	380.00	Per Tonne
<b>Vehicle Bodies</b>				
Car	Yes	150.00	170.00	Per Car
Cars Per Tonne	Yes	150.00	170.00	Per Tonne
Light Truck	Yes	300.00	320.00	Per Truck
Light Trucks Per Tonne	Yes	150.00	170.00	Per Tonne
Large Truck	Yes	400.00	420.00	Per Truck
Large Truck Per Tonne	Yes	150.00	170.00	Per Tonne
Trailers (Each when weighbridge not operational)	Yes	125.00	145.00	Each
Trailers Per Tonne	Yes	150.00	170.00	Per Tonne
Boats (Each when weighbridge not operational)	Yes	125.00	145.00	Each
Boats Per Tonne	Yes	150.00	170.00	Per Tonne
<b>Tyres</b>				
Car or 4WD - Domestic Customers maximum 5 tyres only	Yes	FREE		Max 5 Tyres
Car - Commercial	Yes	12.00	15.00	Each
Car - Commercial minimum charge 1 tonne	Yes	500.00	525.00	Per Tonne
Light Truck	Yes	22.00	27.00	Each
Light Truck - Commercial minimum charge 1 tonne	Yes	500.00	525.00	Per Tonne
Large Truck	Yes	33.00	38.00	Each
Large Truck - Commercial minimum charge 1 tonne	Yes	500.00	525.00	Per Tonne
Haulpak or similar	Yes	420.00	445.00	Each
Haulpak or similar - Commercial minimum charge 1 tonne	Yes	500.00	525.00	Per Tonne
Tyres assorted and mixed - minimum charge 1 tonne	Yes	500.00	525.00	Per Tonne
<b>Steel products (recyclable)</b>				
Steel products (recyclable)	Yes	20.00	25.00	Per Cubic Metre*
Steel products (recyclable)	Yes	50.00	55.00	Per Tonne

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
White Goods (Air conditioners, fridges etc must be degassed)	Yes	20.00	25.00	Per Item
White Goods (Air conditioners, fridges etc must be degassed)	Yes	50.00	55.00	Per Tonne

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
<b>Hazardous and Other Waste</b>				
Asbestos (Building Products)	Yes	100.00	105.00	Per Cubic Metre*
Asbestos (Building Products) - minimum charge 1 tonne	Yes	250.00	255.00	Per Tonne
Asbestos (Contaminated Soils)	Yes	125.00	130.00	Per Cubic Metre*
Asbestos (Contaminated Soils) - minimum charge 1 tonne	Yes	300.00	305.00	Per Tonne
Liquid waste (Charged in 1000L increments)	No	175.00	175.00	Per 1000 Litre (May to September)
Liquid waste (Charged in 1000L increments)	No	158.00	163.00	Per 1000 Litre (October to April)
Liquid waste (Charged in tonne increments)	No	183.75	188.00	Per Tonne (May to September)
Liquid waste (Charged in tonne increments)	No	165.90	170.00	Per Tonne (October to April)
Oil Contaminated Soils (Drilling Mud requires MSDS)	Yes	77.00	82.00	Per Cubic Metre*
Oil Contaminated Soils (Drilling Mud requires MSDS) - minimum charge 1 tonne	Yes	195.00	200.00	Per Tonne
<b>Note:</b> Oils not accepted; toxic liquids only accepted upon approval of Manager Health Services or Director Technical & Development Services				
<b>WASTE DISPOSAL FEES &amp; CHARGES DOMESTIC - Items that fit in a car, utility and/or household trailer only (7'x 5'trailer size maximum)</b>				
General Waste, putrescibles, foodstuffs, cans, paper, cardboard - car, utility and/or household trailer only (7'x 5'trailer size maximum)	Yes	FREE	FREE	No Charge
Green Waste - Personal domestic green waste only - Not green waste collected by a commercial operator - car, utility and/or household trailer only (7'x 5'trailer size maximum)	Yes	FREE	FREE	No Charge
Vehicle bodies - Car/4WD - single car body only towed in on domestic car trailer behind private vehicle. Any other variations, refer to commercial vehicle charges above	Yes	FREE	FREE	No Charge
Vehicle Bodies - Larger than a car - refer to commercial	Yes			Each
White Goods (Air conditioners & Fridges must be degassed)	Yes	FREE	FREE	No Charge
Tyres - Car	Yes	FREE	FREE	No Charge
Tyres - Light Truck or larger - refer to commercial tyre charges above	Yes			Each
<b>Waste Disposal Fees - Marble Bar and Nullagine (Domestic Putrescible &amp; Green Waste Only)</b>				
Domestic General Waste, putrescibles, foodstuffs, cans, paper, cardboard, rubble (Townsite Only)	Yes	FREE	FREE	No Charge
Domestic Green Waste (Townsite Only)	Yes	FREE	FREE	No Charge
C & I and Putrescible Waste from Commercial Operations incl Minesite Vehciles or Commercial Contractors excl town based operations by prior arrangement only (Tel: 9175 8000)	Yes	100.00	105.00	Per Cubic Metre*
C & I Other (assess & approval required)	Yes	POA	POA	
C & D (Construction & Demolition) Waste - includes bricks, concrete & building rubble (assess & approval required)	Yes	POA	POA	
<b>Note:</b> Excludes asbestos and liquid waste - refer to gate signage for further details of wastes accepted				
<b>Other</b>				
Sale of Mulch	Yes	POA	POA	
Commerical Refuse Collection (240 Litre Wheelie Bin) - Nullagine and Marble Bar	Yes	3.00	5.00	Per Bin

Shire Of East Pilbara Proposed Fees & Charges 2022/2023	GST Applic	21/22 Fee Incl GST	22/23 Proposed Fee Incl GST	Description
<b>Town Planning Fees</b>				
<b>Development Applications</b>				
(a) Development Cost < \$50,000	No	148.00	148.00	
(b) Development Cost \$50,000 - \$500,000	No	@	@	.32% of the estimate cost of development
(c) Development Cost \$500,000 - \$2.5 million	No	@	@	\$1700 + 0.257% per \$ over \$500,000
(d) Development Cost \$2.5 million - \$5 million	No	@	@	\$7161 + 0.206% per \$ over \$2.5m
(e) Development Cost \$5 million - \$21.5 million	No	@	@	\$12633 + 0.123% per \$ over \$5m
(f) Development Cost > \$21.5 million	No	34,196.00	34,196.00	
(g) Extractive Industry	No	739.00	739.00	
(h) Development Application ( <i>other than Extractive Industry</i> ) where the development has commenced or been carried out	No	@	@	The application fee as required by a,b,c,d,e or f above plus, by way of penalty, twice that fee
(i) Development Application - Extractive Industry - where the development has commenced or been carried out	No	@	@	fee in (g) above plus by way of penalty, twice that fee
(j) Amended plans and extensions of time where Development cost is below \$500,000	No	147.00	147.00	Fee in (a) above
(k) Amended plans and extensions of time where Development cost is \$500,000 above	No	294.00	294.00	Twice the fee in (a) above
(l) Application for Change of Use or for alteration or change of a non conforming use to which Development Application(s) items (a) to (g) do not apply	No	295.00	295.00	
(m) Unauthorised Change of use. If the change of use has commenced or been carried out	No	@	@	The application fee as above plus, by way of penalty, plus twice that fee
<b>Home Business/Occupation Applications</b>				
(a) Initial application where the home business/occupation has not commenced	No	222.00	222.00	
(b) Initial application where the home business/occupation has already commenced	No	666.00	666.00	
(c) Renewal fee - where the application is made before the approval expires	No	73.00	73.00	
(d) Renewal Fee - where the application is made after the approval expires	No	@	@	The application fee as above plus, by way of penalty, plus twice that fee
<b>Provision of Subdivision Clearance -</b>				
(a) not more than 5 lots - fee per lot	No	74.00	74.00	
(b) 6-195 lots - fee per lot	No	@	@	\$73 per lot for the first 5 lots, and then \$35 per lot
(c) more than 195 lots	No	7,394.00	7,394.00	
<b>Miscellaneous</b>				
Issue of Zoning Certificate	No	73.00	73.00	
Replying to a property settlement questionnaire	No	73.00	73.00	
Issue of written planning advice	No	73.00	73.00	
<b>Scheme Amendments and Structure Plans</b>				
(a) Request for support for Scheme Amendment	Yes	500.00	500.00	
(b) Scheme Amendment Initiation Application Fee (Formal)	Yes	500.00	500.00	
(c) Basic Amendment Processing Fee (payable if initiated)	Yes	750.00	750.00	Plus advertising costs
(d) Standard Amendment Processing Fee (payable if initiated)	Yes	2,500.00	2,500.00	Plus advertising costs



<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
(e) Complete Amendment Processing Fee (payable if initiated)	Yes	@	@	Fee to be determined using P&D Regulations 2009 (as amended)
(a) Initiation of Town Planning Scheme Amendment	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
(b) Final Adoption of Town Planning Scheme Amendment	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
(c) Amended Scheme Amendment	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
<b>Structure/Activity Centre/Local Development Plans</b>				
(a) Minor (Less than 20 lots)	Yes	750.00	750.00	Plus advertising costs
(b) Major (More than 20 lots)	Yes	1,500.00	1,500.00	Plus advertising costs
(c) Amended Plan	Yes	@	@	50% of fee as required by (a) or (b)
(a) Adoption of Structure/Activity Centre/Local Development Plan	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
(b) Final Adoption of Structure/Activity Centre/Local Development Plan	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
(c) Amended Plan Structure/Activity Centre/Local Development Plan	No	@	@	Price on Application (estimate of hours spent and total fee calculated in accordance with Regulation 48 of the Planning and Development Regulations 2009)
Early Title Release Administration Fee	Yes	550.00	550.00	Per Application
<b>Camping Other than In a Caravan Park</b>				
Initial application fee	No	205.00	205.00	
If the camping has commenced without an approval, an additional amount of \$370 by way of penalty	No	615.00	615.00	The application fee as above plus, by way of penalty,
Renewal fee	No	66.00	66.00	
If the approval to be renewed has expired	No	198.00	198.00	
<b>Inspections (General)</b>				
Recoverable Inspection Costs (normal office hours)	Yes	120.00	120.00	Per Hour
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per hour
Travel Costs	Yes	2.50	2.50	Per Kilometre other than first 20kms
Early Title Release Administration Fee	Yes	550.00	550.00	Per Application
<b>Camping Other than In a Caravan Park</b>				
Initial application fee	No	205.00	205.00	
If the camping has commenced without an approval, an additional amount of \$370 by way of penalty	No	615.00	615.00	The application fee as above plus, by way of penalty,
Renewal fee	No	66.00	66.00	
If the approval to be renewed has expired	No	198.00	198.00	
<b>Inspections (General)</b>				
Recoverable Inspection Costs (normal office hours)	Yes	120.00	120.00	Per Hour
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per hour

Shire Of East Pilbara Proposed Fees & Charges 2022/2023	GST Applic	21/22 Fee Incl GST	22/23 Proposed Fee Incl GST	Description
Travel Costs	Yes	2.50	2.50	Per Kilometre other than first 20kms
<b>Cemeteries</b>				
Funeral Directors Annual Licence (per year)	No	200.00	200.00	
Single Funeral <b>Permit</b> (per funeral)	No	55.00	55.00	
Application for Burial	No	50.00	50.00	
Late application of Burial ( <i>less than 24 hours notice</i> )	No	100.00	100.00	
Grant of Right of Burial	No	50.00	50.00	
Burial without a Grant of Right	No	50.00	50.00	
Interment in Grave 1.8m Deep ( <i>Digging &amp; prep'n of grave</i> )	Yes	400.00	400.00	
If grave is required to be dug deeper than 1.8m ( <i>as for double depth grave</i> )	Yes	560.00	560.00	
Interment of Ashes ( <i>in grave site only</i> )	Yes	55.00	55.00	
Interment of Ashes - addition to existing grave	Yes	165.00	165.00	
Backfill grave after burial (no charge if Council Employees are not required to backfill)	Yes	150.00	150.00	
Re-open grave - new interment ( <i>only if grave originally was dug to double depth</i> )	Yes	275.00	275.00	
Exhumation of Body - ( <i>Reopening Grave</i> )	Yes	275.00	275.00	
<b>Miscellaneous</b>				
<b>Memorial Works - All works to be Supervised/Approved by Building Surveyor</b>				
Mason's Annual Licence (per year)	No	30.00	30.00	
Permission to erect a headstone or monument	Yes	22.00	22.00	
Permission to erect a brick grave	Yes	22.00	22.00	
Permission to enclose with a kerb	Yes	22.00	22.00	
<b>Function 11 - Recreation &amp; Culture</b>				
<b>Shire History Books</b>				
To the Bar Bonded	Yes	33.00	33.00	Per Copy
Gold Dust & Iron Mountains	Yes	38.50	38.50	Per Copy
Yiwarra Kuji - The Canning Stock Route	Yes	59.00	59.00	Per Copy
Miscellaneous Courses / Programs / Shows / Activities - Recreation Centre, Aquatic Centre, Youth Centre, Libraries, Miscellaneous Courses, Programs, Shows, Activities	Yes	\$10 - \$250	\$10 - \$250	Per program
<b>Newman Recreation Centre</b>				
<b>Commercial/Private Functions</b> <i>(Does not include equipment hire)</i>				
Gymnasium 1 or 2	Yes	130.00	130.00	Per Hour
Gymnasium 1 or 2	Yes	300.00	300.00	1/2 day venue hire ( <i>of up to 4 hours</i> )
Gymnasium 1 or 2	Yes	500.00	500.00	Full day venue hire ( <i>of up to 8 hours</i> )
Performing Arts Room	Yes	90.00	90.00	Per Hour
Performing Arts Room	Yes	230.00	230.00	1/2 day venue hire ( <i>of up to 4 hours</i> )
Performing Arts Room	Yes	460.00	460.00	Full day venue hire ( <i>of up to 8 hours</i> )
Cancellation Fee	No	100.00	100.00	Non Refundable UNLESS 2 weeks notice of cancellation is given
Kitchenette Area	Yes	60.00	60.00	Per day
Function Coffee and Tea Set Up	Yes	30.00	30.00	Caters for up to 30 people
<b>Non Profit/Community Organisations</b> <i>(Does not include equipment hire)</i>				
Gymnasium 1 or 2	Yes	50.00	50.00	Per Hour
Gymnasium 1 or 2	Yes	120.00	120.00	1/2 day venue hire ( <i>of up to 4 hours</i> )
Gymnasium 1 or 2	Yes	200.00	200.00	Full day venue hire ( <i>of up to 8 hours</i> )
Performing Arts Room	Yes	30.00	30.00	Per Hour
Performing Arts Room	Yes	100.00	100.00	1/2 day venue hire ( <i>of up to 4 hours</i> )
Performing Arts Room	Yes	160.00	160.00	Full day venue hire ( <i>of up to 8 hours</i> )
Non Profit/Community Organisations	Yes		50%	50% discount from commercial rates
<b>Functions (Does not include equipment hire)</b>				
Electricity Fee (Junior Sports who receive free indoor court hire)	Yes	35.00	35.00	Per Hour Per Court
Hot Drinks from Coffee Machine	Yes	2.00	2.00	Per Person
Hot Drinks from Coffee Machine - Staff	Yes	1.00	1.00	Per Person
<b>After hours Functions/Bookings</b>				
Commercial/Private	Yes	100.00	100.00	One off fee in edition to Facility & Equipment hire charges
Callout charge for after hours bookings (functions & fitness)	Yes	75.00	75.00	Per Hour
Newman High School Ball	Yes	FREE	FREE	No Charge for Room or Equipment hire: Gym 1 Only

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
				Does not include usage of EWP
Group Accommodation Minimum 1 nights stay. Minimum 10 people	Yes	25.00	25.00	Per Person/Per Night
Accommodation <i>Bond (Sleep overs)</i> of up to 50 people	No	250.00	250.00	Up to 50 people
Accommodation <i>Bond (Sleep overs)</i> 50 or more people	No	500.00	500.00	50 or more people
Casual Sport - Entry	Yes	5.00	5.50	Per Entry Per Person. <i>Concession rate can apply (see below) Members who hold a Rec Centre or Combined facility membership receive casual sport entry at no charge</i>
Casual Sport - Entry (CONCESSION)	NEW		4.50	Per Entry Per Person. <i>Concession rate can apply (see below) Members who hold a Rec Centre or Combined facility membership receive casual sport entry at no charge</i>
Additional Cleaning Charge	Yes			At Cost Recovery
Failure to restack tables and chairs at venue	Yes	35.00	35.00	Per Hour
Equipment Replacement	Yes	@	@	Cost Recovery
Accommodation ( <i>Sleep overs</i> ) Replacement Cost for Damage	Yes	@	@	Cost Recovery
Ticket sales for organisations.	Yes	5%	5%	Percentage of total ticket sales - to cover administration time
<b>Sport Competitions</b>				
New Sport Competition Registration Fee - Senior	Yes	60.00	60.00	Includes first game per team
Forfeit Fee - Senior	Yes	60.00	60.00	Per team/Per game: If team is a no-show on game night (minimum 3 hours notice required)
Game Fee - Senior	Yes	60.00	60.00	Per Team, Per Game
New Sport Competition Registration Fee - Junior	Yes	35.00	35.00	Includes first game per team
Forfeit Fee - Junior	Yes	35.00	35.00	Per team/Per game: If team is a no-show on game night (minimum 3 hours notice required)
Game Fee - Junior	Yes	35.00	35.00	Per Team, Per Game
<b>Equipment Hire - Per Day</b> <i>Free to Community Groups (not for profit groups) by Application. Commercial Users: 50% discount given off table &amp; chair hire for any event that attracts 100 or more paying customers.</i>				
Equipment Bond	No	200.00	250.00	Per Booking ( <i>non refundable if chairs not returned clean</i> )
Chairs	Yes	1.50	1.65	Per item
Fabric chair covers	Yes	2.00	2.20	Each / Per day. Must be returned laundered and folded, or additional charges apply.
Fabric /Blue Plastic Covered Chairs	Yes	2.00	2.20	In Centre Use Only per item
Round Tables	Yes	8.00	8.80	Per item
Rectangular Tables	Yes	8.00	8.80	Per item
Tablecloths	Yes	7.00	8.80	Each / Per day . Table cloths must be returned laundered and folded, or additional charges apply.
Staging Per Unit	Yes	10.00	10.00	Per item
Digital Projector	Yes	50.00	55.00	Per event, per day
Projector Screen	Yes	20.00	20.00	Per event, per day
Lift - Elevated work platform (internal use only)	Yes	45.00	50.00	Per Hour ( <i>EWP ticket required</i> )
Retractable Barriers	Yes	10.00	11.00	Per Day/per barrier

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Helium Gas for balloons ( <i>small</i> )	Yes	2.00	2.20	Per balloon
Helium Gas for balloons ( <i>large</i> )	Yes	4.00	4.00	Per balloon
Commercial Fridge ( <i>internal use only</i> )	Yes	100.00	110.00	Full Day Use
Commercial Fridge ( <i>internal use only</i> )	Yes	75.00	82.50	Half Day Use (max 4 hours)
Urn	Yes	20.00	20.00	Each / Per day
Large Eskies	Yes	15.00	15.00	Per Item per day
Partition hire	Yes	20.00	22.00	Each / Per day
Portable PA System	Yes	60.00	60.00	Per Day
Portable Cinema - Hire Charge	Yes	450.00	495.00	Per Screening
Cinema System & Inflatable Screen Bond	No	500.00	550.00	Per event
Cinema System & Inflatable Screen Set Up ( <i>when available</i> )	Yes	80.00	88.00	Per Hour
Inflatable Screen Only	Yes	100.00	110.00	Per event, Per Day (To approved customers only)
<b>Rec Centre Membership - Newman</b>				
Rec Centre Membership/ 1 week	Yes	60.00	66.00	Photo ID must be shown ( <i>includes induction &amp; access card</i> ). <i>Unlimited access to Fitness Centre &amp; Group Fitness Classes only</i>
Rec Centre Membership/ 1 month	Yes	150.00	157.50	Photo ID must be shown ( <i>includes 1 initial assessment &amp; individual program plus induction &amp; access card</i> ). <i>Unlimited access to Fitness Centre ,Group Fitness Classes and Casual sports</i>
Rec Centre Membership/ 3 month	Yes	320.00	352.00	Photo ID must be shown ( <i>includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card</i> ). <i>Unlimited access to Fitness Centre ,Group Fitness Classes and Casual sports</i>
Rec Centre Membership/ 6 month	Yes	460.00	506.00	Photo ID must be shown ( <i>includes 1 assessment &amp; individual program plus induction &amp; access card</i> ). <i>Unlimited access to Fitness Centre ,Aerobics Classes and Casual sports</i>
Rec Centre Membership/ 12 month	Yes	760.00	836.00	Photo ID must be shown ( <i>includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card</i> ). <i>Unlimited access to Fitness Centre ,Group Fitness Classes and Casual sports</i>
Rec Centre Membership - direct debit	Yes	35.00	36.75	Per Fortnight. Ongoing membership with minimum term of 6 months. Photo ID must be shown ( <i>includes 1 initial assessment &amp; individual program plus a six week follow up plus induction &amp; access card</i> ). <i>Unlimited access to Fitness Centre,Group Fitness Classes, and Casual sports entry</i>
Group Fitness Membership/ 1 month	Yes	100.00	105.00	Photo ID must be shown ( <i>includes access card and 1 x referral</i> ). <i>Unlimited access to Group Fitness Classes only</i>
Group Fitness Membership/ 3 month	Yes	175.00	192.50	Photo ID must be shown ( <i>includes access card and 1 x referral</i> ). <i>Unlimited access to Group Fitness Classes only</i>
Group Fitness Membership/ 6 month	Yes	255.00	280.50	Photo ID must be shown ( <i>includes access card and 1 x referral</i> ). <i>Unlimited access to Group Fitness Classes only</i>
Group Fitness Membership/ 12 month	Yes	420.00	462.00	Photo ID must be shown ( <i>includes access card and 1 x referral</i> ). <i>Unlimited access to Group Fitness Classes only</i>
Group Fitness Membership - direct debit	Yes	23.00	25.30	Per Fortnight. Ongoing membership with minimum term of 6 months. Photo ID must be shown ( <i>includes access card and 1 x referral</i> ). <i>Unlimited access to Group Fitness Classes only</i>
Fitness Centre Membership/ 1 month	Yes	125.00	137.50	Photo ID must be shown ( <i>includes 1 assessment &amp; individual program plus induction &amp; access card and 1 x referral</i> ). <i>Unlimited access to Fitness Centre only</i>

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Fitness Centre Membership/ 3 month	Yes	265.00	291.50	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral). Unlimited access to Fitness Centre only
Fitness Centre Membership/ 6 month	Yes	380.00	418.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral). Unlimited access to Fitness Centre only
Fitness Centre Membership/ 12 month	Yes	625.00	687.50	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral). Unlimited access to Fitness Centre only
Fitness Centre Membership - direct debit	Yes	29.00	30.45	Per Fortnight. Ongoing membership with minimum term of 6 months. Photo ID must be shown (includes 1 initial assessment & individual program plus induction & access card and 1 x referral). Unlimited access to Fitness Centre only
Combined Facility Membership/ 1 month	Yes	225.00	180.00	Photo ID must be shown (includes 1 assessment & individual program plus induction & access card and 1 x referral). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.
Combined Facility Membership/ 3 month	Yes	472.00	432.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral and 1 x 10 creche pass). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.
Combined Facility Membership/ 6 month	Yes	675.00	742.50	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral and 1 x 20 creche pass). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.
Combined Facility Membership/ 12 month	Yes	1080.00	1188.00	Photo ID must be shown (includes 1 initial assessment & individual program plus a six week follow up plus induction & access card and 1 x referral and 1 x 50 creche pass). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics and casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.
Combined Facility Membership - direct debit	Yes	52.00	54.60	Photo ID must be shown (includes 1 assessment & individual program plus induction & access card and 1 x referral plus 5 creche passes per month). Unlimited access to Fitness centre, Group Fitness Classes ,Aquatics, casual sport entry. Only offered and sold at the Rec Centre due to screening conditions.
Membership Cancellation Fee	Yes	50.00	50.00	applicable to Direct Debit memberships prior to the 6 month minimum term (these memberships must be paid out as per terms & conditions) unless proof of change of relocation from Newman or medical certificate is supplied
Membership Freeze	Yes	10.00	10.00	Per Term. Minimum 1 week - must apply prior to date of departure. Does not apply to 1 week/1 month memberships
Promotions/ discounts off membership fees		10% - 20%	10%-20%	
Promotional Visit Passes		Free	FREE	One free entry/ 7 day pass
Membership Renewal Discount		10%	10%	
After Hours Replacement Access Tags	Yes	15.00	15.00	Per tag
<b>Fitness Packages/ Personal Training</b>				
Personal Training Session - Single person	Yes	45.00	45.00	Per Person, Per 30 Minutes
Personal Training Session - Additional person (max 2 people per session)	Yes	30.00	30.00	Per Person, Per 30 Minutes
Personal Training - Concession Book - Single Person	Yes	700.00	700.00	20 x 30 minute session (booklet discount)
Personal Training - Concession Book - Single Person	Yes	400.00	400.00	10 x 30 minute session

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Independent PT Contractor -Clients	Yes	@		Clients of an Independent PT Contractor must hold a current membership. Independent PT Contractor can train clients inside and outside of reception hours subject to signing PT Subcontractor agreement prior. A maximum of 2 clients to be training with Independent Contractor at one time.
Independent PT Contractor -Weekly floor rental	Yes	70.00	70.00	Conditions apply
Corporate and FIFO Membership	Yes	@	25%	25% Discount for 3, 6, 12 month and direct debit memberships.(Corporate memberships must have a minimum of 10 members) Proof of continued corporate concession situation may be required at any point.
Concessions Rates ( <i>To approved customers</i> )	Yes	@	30%	30% discount on all memberships and casual entries, both at NRC and Rural Fitness facilities. Approved Customers are those under 18, full time students, healthcare concession, seniors concession or centrelink card. Proof of continued concession situation may be required at any point.
Staff Discount (as per Policy - Staff use of Recreation Facilities)	NEW		@	1. All permanent (full-time and part-time) Shire of East Pilbara staff are entitled to 50% discount on memberships and casual entries. 2. All casual Shire of East Pilbara staff are entitled to 50% discount on casual entries. 3. All casual Shire of East Pilbara staff are entitled to 25% discount on memberships (Corporate Discount). 4. Immediate family of permanent Shire of East Pilbara staff are entitled to 25% discount on memberships.
Casual Group Fitness Classes	Yes	15.00	15.00	
Casual Off Peak Gym Entry	Yes	10.00	10.00	Per Person (12 noon to 3pm entry only)
Casual Visit for Special Events	No	FREE	FREE	Special events such as (but not limited to) Senior's week; International Women's Day and Open Day
Fitness Centre & Group Fitness 10 Visit Pass	Yes	135.00	135.00	10 Visits
ADULT:				

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
10 Multi Entry Passes	Yes	45.00	49.50	Casual Court Usage
20 Multi Entry Passes	Yes	85.00	93.50	Casual Court Usage
50 Multi Entry Passes	Yes	200.00	220.00	Casual Court Usage
<b>CONCESSION / CHILD: (5-16 yrs.)</b>				
10 Multi Entry Passes	Yes	36.00	40.50	Casual Court Usage
20 Multi Entry Passes	Yes	68.00	76.50	Casual Court Usage
50 Multi Entry Passes	Yes	160.00	180.00	Casual Court Usage
<b>Loyalty Program (Newman Recreation Centre Gym) for Individual members *not valid with any other offer*</b>				
5 yrs. continuous membership	Yes		25%	An individual will receive 25% of their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.
10 yrs. continuous membership	Yes		30%	An individual will receive 30% of their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.
15 yrs. continuous membership	Yes		35%	An individual will receive 35% off their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.
20 yrs. continuous membership	Yes		50%	An individual will receive 50% off their yearly renewal membership to the Gym. Must renew either before current expiry or within two weeks after expiry.
25 yrs. continuous membership	Yes		100%	An individual will receive free life membership to the Gym.
<b>Crèche</b>				
Casual visit (per child, per session, up to 90 min)	Yes	4.00	4.50	
Casual visit (per child, per session, 90 – 180 min.)	Yes	7.5		
10 Visit Crèche Pass (per session, up to 90 min)	Yes	36.00	40.50	10% Discount
20 Visit Crèche Pass (per session, up to 90 min)	Yes	68.00	76.50	15% Discount
50 Visit Crèche Pass (per session, up to 90 min)	Yes	160.00	180.00	20% Discount
10 Visit Crèche Pass (90 – 180 min)	Yes	67.5		10% Discount
20 Visit Crèche Pass (90 – 180 min)	Yes	127.5		15% Discount
50 Visit Crèche Pass (90 – 180 min)	Yes	300		20% Discount
<b>Rural Fitness Centre - Marble Bar or Nullagine</b>				
Gym Membership / 1 Month	Yes	30.00	31.50	
Gym Membership / 3 month	Yes	65.00	68.00	
Gym Membership / 6 month	Yes	95.00	100.00	
Gym Membership / 12 month	Yes	125.00	130.00	
Key Bond for remote gym facilities	No	50.00	50.00	Key must be returned at the end of membership term
<b>Season and Other Usage Fees - Sporting Groups - (seasonal Bookings have Preference over Individuals for use of Ovals, Green Spaces and Courts) MUST be booked at the Shire Administration Office (Facilities Officer) by the Association, Team, Casual User or Club. (Seasonal Bookings have Preference over Individuals for use of Ovals, Green Spaces and Courts)</b>				
Associations / Other	Yes	105.00	105.00	Per Week (e.g. NNFL, Netball, Senior Soccer)
Teams	Yes	12.00	12.00	Per Hour, per Team

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Junior Clubs / Sports	Yes	FREE	FREE	Excludes waste removal
Schools	Yes	FREE	FREE	
Individuals	Yes	FREE	FREE	
<b>Casual Oval Hire Rates</b>				<b>(Please refer and charge applicable bonds in BONDS Section)</b>
Non Profit	Yes	65.00	65.00	Per day, per Oval, does not include Oval Lighting or Waste Removal
Commercial Organisation	Yes	130.00	130.00	Per day, per Oval, does not include Oval Lighting or Waste Removal
Lions Fortescue Festival - Capricorn Oval Only	Yes			Oval hire only - as per policy
Outdoor exercise licence	Yes	45.00	45.00	Daily per location
		100.00	100.00	Weekly per location
		200.00	200.00	Monthly per location
		300.00	300.00	Seasonal up to 6 months per location
		500.00	500.00	Annual per location
Commercial usage i.e. - travelling shows	Yes	330.00	330.00	Per Day (excludes power & waste removal)
<b>Oval Lighting</b>				
Training	Yes	30.00	35.00	Per Hour
Competition	Yes	45.00	50.00	Per Hour
				25% discount on hourly rate of training and/or competition lighting on all ovals if a team/association require the hire of a second set of lights on an adjoining oval
<b>Court Bookings</b>				
Associations - Long Term Booking (13 weeks or greater)	Yes	105.00	105.00	Per Week (e.g. Senior Netball, Tennis)
Associations - Game	Yes	25.00	27.00	Per Game (Max 2 hours) Friday night competition
Teams	Yes	7.00	8.00	Per team, per Hour, per court
Junior Clubs/Sports	Yes	FREE	FREE	Excludes waste removal
Schools	Yes	FREE	FREE	
Individuals	Yes	FREE	FREE	
<b>Court Lighting</b>				
Tennis Courts and Netball Courts	Yes	14.00	15.00	Per court, per hour
<b>East Pilbara Art Centre</b>				
<b>Commercial/Private Functions</b>				
Meeting room including kitchen & toilets	Yes	35.00	35.00	Per hour (minimum one hour)
Void area including toilets	Yes	80.00	80.00	Per hour (minimum one hour)
	Yes	210.00	210.00	1/2 Day (up to 4 hrs.)
	Yes	400.00	400.00	Full Day (up to 8 hrs.)
Non Profit/Community Organisations	Yes			40% discount from commercial rates
<b>Leases/Licences/Hire of Buildings on Council</b>				
<b>Reserves</b>				
Annual Service Fee (for leases only)	Yes	565.00	565.00	All community & sporting leases from 1/1/09
Annual - 52 weeks	Yes	1100.00	1100.00	
Annual - Sporting Storage Unit (per sqm.)	Yes	25.00	25.00	Hire of storage units annually, total sqm per year
<b>Newman Junior Sports Pavilion</b>				
Seasonal Junior Sports - Building Service Fee	Yes	25.00	25.00	Per Week
Casual Room Hire - Toilets	Yes	23.00	25.00	Per Hour
Casual Room Hire - Change Rooms	Yes	23.00	25.00	Per Hour



<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Cleaning Fee (Changerooms only) *	Yes	150.00	150.00	Minimum charge per booking per day (if requested of if required after insp) at cost recovery
Cleaning Fee (Internal building only - including kitchen and toilets) *	Yes	150.00	150.00	Minimum charge per booking per day (if requested of if required after insp) at cost recovery
Casual Room Hire - Kitchen and Function Room	Yes	23.00	25.00	Per Hour
<b>Newman Senior Sports Pavilion - Non Profit - Community Organisation (Does not include Equipment Hire)</b>				
Seasonal Senior Sports - Building Service Fee - Kitchen, Servery and Function Room (internal building)	Yes	130.00	130.00	Per Week
Casual Room Hire - Change Rooms (External building)	Yes		27.00	40% discount from commercial rates
Casual Room Hire - Kitchen, Servery and Function Room (internal building)	Yes		48.00	40% discount from commercial rates
	Yes		144.00	40% discount from commercial rates
	Yes		288.00	40% discount from commercial rates
Cleaning Fee (Changerooms only)*	Yes	150.00	150.00	Charge per booking per day (if requested of if required after insp)
Cleaning Fee (Internal building only - including kitchen and toilets)*	Yes	150.00	150.00	Charge per booking per day (if requested of if required after insp)
Booking Fee deposit	Yes	50.00	50.00	Non-refundable unless 2 weeks notice is given
<b>Newman Senior Sports Pavilion - Commercial/ Private Functions (Does not include Equipment Hire)</b>				
Casual Room Hire - Change Rooms (External building)	Yes	45.00	45.00	Per Hour
Casual Room Hire - Kitchen, Servery and Function Room (internal building)	Yes	80.00	80.00	Per Hour
	Yes	240.00	240.00	1/2 Day (up to 4 hrs.)
	Yes	480.00	480.00	Full Day (up to 8 hrs.)
Booking Cancellation Fee	Yes	100.00	100.00	Non-refundable unless 2 weeks notice is given
Cleaning Fee (Changerooms only)*	Yes	150.00	150.00	Minimum charge per booking per day (if requested of if required after insp) at cost recovery
Cleaning Fee (Internal building only - including kitchen and toilets)*	Yes	150.00	150.00	Minimum charge per booking per day (if requested of if required after insp) at cost recovery
Additional Cleaning Charges - All Organisations *	Yes		150.00	At cost recovery - In addition to regular cleaning fee * \$150.00 minimum charge per booking, any additional cleaning on inspection will be at cost recovery.
<b>Council Facility Hire - Bonds - Refundable</b>				
Individual Hire (alcohol and non-alcohol)	No			60% discount from Commercial Rates
Not for Profit Hire (alcohol and non-alcohol)	No			40% discount from Commercial Rates
Commercial Hire (non-alcohol)	No	1000.00	1000.00	
Commercial Hire (alcohol)	No	2000.00	2000.00	
Oval / Green Space - Commercial usage Bond	No	2000.00	2000.00	Travelling Shows etc
Mobile CCTV Equipment Bond	No	500.00	500.00	
Fire Extinguisher Bond (per item)	No	100.00	100.00	
Key Bond	No	100.00	100.00	All Council Facilities
Cleaning Fee	Yes	150.00	150.00	Minimum charge per booking per day (if requested of if required after insp) at cost recovery.
<b>Gallop Hall</b>				
Gallop Hall - Nullagine - Leased Out	Yes	10.00	10.00	Per Hour For Local Residents
	Yes	22.00	22.00	Per Hour For Government Agencies
	Yes	25.00	25.00	Per Hour For Commercial Groups
Key Bond	No	20.00	20.00	
<b>Newman Town Square Precinct - The Edge Kitchen (includes the Food Court and the Mezzanine)</b>				
<b>Commercial</b>				
Hourly	Yes	50.00	50.00	
Half Day (4 hours)	Yes	160.00	160.00	
Full Day (8 hours)	Yes	300.00	300.00	
Weekly	Yes	1400.00	1400.00	
Monthly	Yes	5000.00	5000.00	
<b>Food Court Only</b>				
Hourly	Yes	25.00	25.00	
Half Day (4 hours)	Yes	80.00	80.00	
Full Day (8 hours)	Yes	150.00	150.00	
Weekly	Yes	700.00	700.00	
Monthly	Yes	2500.00	2500.00	
<b>Mezzanine Only</b>				
Hourly	Yes	40.00	40.00	
Half Day (4 hours)	Yes	120.00	120.00	

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Full Day (8 hours)	Yes	220.00	220.00	
Weekly	Yes	1000.00	1000.00	
Monthly	Yes	3500.00	3500.00	
<b>Shop/Office A and B</b>				
Hourly	Yes	10.00	10.00	Per Office
Half Day (4 hours)	Yes	45.00	45.00	Per Office
Full Day (8 hours)	Yes	90.00	90.00	Per Office
Weekly	Yes	400.00	400.00	Per Office
Monthly	Yes	1400.00	1400.00	Per Office
<b>Edge Co-Working Office Space (Includes the Mezzanine But excludes the Kitchen)</b>				
Casual Co-Working For 1 Day	Yes	25.00	25.00	For 1 Day
Part Time Co-Working	Yes	40.00	40.00	Up to 2 Days Per Week
Full Time Co-Working	Yes	90.00	90.00	Up to 5 Days Per Week
<b>Grassed Area / Paved Area / Car Park</b>				
Hourly	Yes	FREE	FREE	
Not For Profit; Home Based Businesses; Individuals; Community Groups				40% discount from commercial rates Note: <i>This does not apply to users who are classified as Co-Workers</i>
Bonds Apply				Note: <i>This does not apply to users who are classified as Co-Workers</i>
<b>Civic Centre - Marble Bar Commercial/Private Functions (includes equipment)</b>				
Hourly (1 to 3 hours)	Yes	100.00	100.00	
Half Day (4 hours)	Yes	145.00	145.00	
Full Day (8 hours)	Yes	200.00	200.00	
Kitchenette Area Only	Yes	40.00	40.00	Per Hour
Not For Profit Community Groups				40% discount from commercial rates in all categories
<b>Libraries</b>				
Temporary Library Membership	Yes			
Internet Access	Yes			Per Hour
<b>Non Profit/Community Organisations Functions (includes equipment hire &amp; kitchenette use)</b>				
Hire rates	Yes			40% discount from commercial rates
<b>Furniture Hire Only (including outside hire)</b>				
Tables	Yes	7.50		Each
Chairs	Yes	1.50		Each
<b>Martumili Art Centre</b>				
Martumili Artwork	Yes			As displayed
Martumili Artwork	Yes			%s for discounts for Sale Periods
<b>Newman Aquatic Centre Gate Entry</b>				
Child 0-4 years	Yes	FREE	FREE	Per Entry (when accompanied by an adult paying fee)
Child 5-16 years	Yes	4.00	4.50	Per Entry
Concessions (HCC, Senior Card, Disability Card - <b>MUST BE SHOWN</b> )	Yes	4.00	4.50	Per Entry
School Term Programs	Yes	3.50	4.00	Per Entry

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Adult +16 years	Yes	5.00	5.50	Per Entry
Family entry (2 adults + 2 children or 1 adult + 3 children)	Yes	16.20	19.00	Per Entry
Carers Card Holder/Companion Card	Yes	FREE	FREE	
Hire of swimming mats/lockers	Yes	3.00	3.00	Per item (\$5.00 Deposit)
Locker Hire	Yes	1.50	1.50	Per item (\$5.00 Deposit)
Inflatable Dragon or Gecko Hire	Yes	5.00	5.00	Per item (\$5.00 Deposit)
Adult Spectator (non swimming)	Yes	2.00	2.00	Per person
Child Spectator (non swimming 5-16 years)	Yes	1.00	1.00	Per person
Public Inflatable Use	Yes	3.00	3.50	Per person in addition to entry fee
<b>MULTI PASS: Note: No pass, No entry</b>				
<b>FAMILY: (2 adults + 2 children {5-16yrs})</b>				
10 Multi Entry Passes	Yes	148.50	180.00	\$18 per visit
20 Multi Entry Passes	Yes	280.50	340.00	\$17 per visit
50 Multi Entry Passes	Yes	660.00	800.00	\$16 per visit
<b>ADULT:</b>				
10 Multi Entry Passes	Yes	45.00	49.50	\$4.95 per visit
20 Multi Entry Passes	Yes	85.00	93.50	\$4.65 per visit
50 Multi Entry Passes	Yes	200.00	220.00	\$4.40 per visit
<b>CONCESSION / CHILD: (5-16 yrs.)</b>				
10 Multi Entry Passes	Yes	36.00	40.50	\$4.05 per visit
20 Multi Entry Passes	Yes	68.00	76.50	\$3.80 per visit
50 Multi Entry Passes	Yes	160.00	180.00	\$3.60 per visit
<b>SPECTATOR (non swimmer, includes medical patients)</b>				
10 Multi Entry Passes	Yes	19.00	0.00	
20 Multi Entry Passes	Yes	35.50	0.00	
50 Multi Entry Passes	Yes	84.00	0.00	
<b>Function Bookings (Private Use)</b>				
Lane Hire	Yes	16.00	17.00	Per lane Per hour
Hourly rate outside normal pool hours (includes 2 staff)	Yes	300.00	330.00	Per Hour Plus Daily Entry For Each Person
Inflatable Goals	Yes	50.00	0.00	Per Hour Plus Daily Entry For Each Person, LIMITED LIFEGUARD SUPERVISION PROVIDED. HIRING PARTY MUST ADHERE TO SUPERVISION AND OPERATION REQUIREMENTS
Private Inflatable Hire - Crocodile Junior	Yes	125.00	140.00	Per hour plus entry fees for each person, Includes 2 x LIFEGUARDS
Private Inflatable Hire - Dual Racer or Climb & Slide	Yes	145.00	160.00	Per hour plus entry fees for each person, Includes 2 x LIFEGUARDS
Inflatable Arch	Yes	100.00	0.00	Per Day (Refundable Deposit \$100?)
<b>Newman Amateur Swimming Club:</b>				
Entry fee per Club member (On proof of membership)	Yes	FREE	FREE	Free entry for Club Members up to the age of 15 years to the maximum value of \$6,000 per year.
Lane Hire	Yes	16.00	0.00	Per lane per hour
Lane Hire during training & trial session	Yes	FREE	FREE	Up the value of \$5,000 per financial year (to 2022/2023).
<b>Activities (Centre Run)</b>				
Aqua Aerobics	Yes	15.00	15.00	Per Class
Aqua Aerobics - concession	Yes	12.00	12.00	Per Class
Aqua Aerobics - 10 Pass	Yes	135.00	135.00	Per Class
Aqua Aerobics - 10 Pass concession	Yes	108.00	108.00	Per Class
Swimming Lesson - Group	Yes	15.00	15.00	Per Child includes entry fee
Swimming Lesson - Private	Yes	60.00	60.00	for one 30 minute lesson
Aqua Play Group	Yes	15.00	15.00	Per Child includes entry fee
Extra Lifeguard (Private Function)	Yes	75.00	75.00	Per Hour per staff for private function
Local telephone Call	Yes	0.50	0.50	Landline

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Trestle Table Hire	Yes	8.00	8.00	Per table
Podium Hire	Yes	8.00	8.00	Per event per day
Esky Hire	Yes	12.00	12.00	Refer to Rec Centre for fee
<b>Equipment deposit</b>	<b>Yes</b>	<b>5.00</b>	<b>0.00</b>	
BBQ Hire	Yes	FREE	FREE	
Noodles, flotation belts and kick boards	Yes	FREE	FREE	
Australia Day Celebrations/Depending on Location	Yes	FREE	FREE	Donation requested by each patron to nominated charity
School Swimming Carnival	Yes	435.00	450.00	per 6 lanes, per carnival - entry not included
Program Cancellation Fee (Conditions apply)	Yes	@	@	20% of total fee
Special Events Days	Yes	FREE	FREE	Free
<b>Marble Bar Aquatic Centre</b>				
<b>Gate Entry</b>				
Child 0-4 years	Yes	FREE	FREE	Per Entry (when accompanied by an adult paying fee)
Child 5-16 years	Yes	0.50	0.50	Per Entry
Concessions (HCC, Senior Card, Disability Card - <b>MUST BE SHOWN</b> )	Yes	0.50	0.50	Per Entry
Aqua Aerobics	Yes	15.00	15.00	Per Class
Aqua Aerobics - concession	Yes	12.00	12.00	Per Class
Aqua Aerobics - 10 Pass	Yes	135.00	135.00	Per Class
Aqua Aerobics - 10 Pass concession	Yes	108.00	108.00	Per Class
School Term Programs	Yes	0.50	0.50	Per Entry
Adult +16 years	Yes	1.00	1.00	Per Entry
Family entry (2 adults + 2 children (5-16yrs)) Additional children (5-16 years) pay \$0.50 per entry	Yes	2.50	2.50	Per Entry
Carers Card Holder/Companion Card	Yes	FREE	FREE	
<b>Annual Pass (From 1 January to 31 December)</b>				
Family: (2 adults + 2 children (5-16yrs))	Yes	100.00	100.00	Or pro-rata
Adult	Yes	50.00	50.00	Or pro-rata
Child (5-16)	Yes	25.00	25.00	Or pro-rata
Concessions (HCC, Senior Card, Disability Card - <b>MUST BE SHOWN</b> )	Yes	25.00	25.00	Or pro-rata
<b>Function Bookings (Private Use including swimming lessons)</b>				
Hourly rate outside normal pool hours (includes 1 staff)	Yes	100.00	100.00	Per Hour includes entry for participants
<b>Activities (Centre Run)</b>				
Local telephone Call	Yes	0.50	0.50	Landline
BBQ Hire	Yes	FREE	FREE	
Noodles, flotation belts and kick boards	Yes	FREE	FREE	
Australia Day Celebrations/Depending on Location	Yes	FREE	FREE	
<b>Art Rooms (located next to Library)</b>				
<b>Private Hire for Commercial Use</b>				
Art rooms 1 & 2 (inc Ceramics workshop)	Yes	20.00	20.00	per hour (2 hour minimum)
Art rooms 1 & 2 (inc Ceramics workshop)	Yes	60.00	60.00	1/2 day hire (of up to 4 hours)
Art rooms 1 & 2 (inc Ceramics workshop)	Yes	100.00	100.00	Full day hire (of up to 8 hours)
Kiln firing fee (Whole Kiln)	Yes	100.00	100.00	
Kiln firing fee (per 100g)	Yes	1.00	1.00	
Not for profit/Community organisations/hobbyist	Yes			40% discount off commercial rates
Co-Working space				
Art rooms 1 & 2	Yes	5.00	5.00	per hour (2 hour minimum)
Art rooms 1 & 2	Yes	10.00	10.00	1/2 day hire (of up to 4 hours)
Art rooms 1 & 2	Yes	22.00	22.00	Full day hire (of up to 10 hours)
<b>Key Bond</b>				
Art rooms 1 & 2	No	100.00	100.00	
<b>Miscellaneous</b>				
Cleaning fee (conditions apply)	Yes	80.00	90.00	per hour
<b>Events Equipment Hire Fees</b>				
Equipment Bond - small equipment	Yes	100.00	100.00	Per event
Equipment Bond - large equipment	Yes	500.00	500.00	Per event
Inflatable arch/finish line	Yes	100.00	100.00	Per day per event
Retractable barriers	Yes	10.00	10.00	Per day per barrier
Bean Bags	Yes	5.00	5.00	Per day per event
Giant Games (Connect 4 or Tumbling Towers)	Yes	10.00	10.00	Per game per day
Popcorn Machine	Yes	60.00	60.00	Per day per event (includes bags)
Crowd control barriers	Yes	15.00	15.00	per panel per event
Chafing dishes	Yes	20.00	20.00	Per day per dish (includes two fuel burners)
<b>Function 12 - Transport</b>				
<b>Aerodromes</b>				
<b>Landing Fees</b>				
All landing aircraft 10,000kg MTOW and above	Yes	24.84	25.71	Per 1,000 Kg Pro-Rata
All landing aircraft 5,000 - 10,000kg MTOW	Yes	17.39	18.00	Per 1,000 Kg Pro-Rata
All landing aircraft up to 5,000kg MTOW	Yes	13.66	14.14	Per 1,000 Kg Pro-Rata

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Aircraft exempted from Landing Fees	Yes	FREE	FREE	As Approved By The CEO
Resident Operators Discount	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.
New Route Concession	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.
Minimum monthly charge per invoice	Yes	11.00	11.00	
<b>Apron Parking Fees</b>				
All aircraft up to 5,000kg MTOW	Yes	10.90	11.28	Per day or part thereof
All aircraft > 5,000kg MTOW	Yes	2.75	2.85	Per 1,000kg Pro-Rata, Per day or port thereof
Resident Operators Discount	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.
New Route Concession	Yes	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.	10% discount off the full per tonnage rate.
Airside Escort Duties	Yes	95.00	95.00	Per Hour; minimum charge for 30 minutes, with 15 minute increments. (If ARO not on duty and/or weekend, overtime rate multiplier applies).
<b>Car Parking Fees</b>				
Short term car park - 0 to 1 hour	Yes	FREE	FREE	
Short term car park - 1 to 2 hours	Yes	4.00	4.00	
Short term car park - 2 to 3 hours	Yes	5.00	5.00	
Short term car park - 3 to 4 hours	Yes	7.00	7.00	
Short term car park - 4 to 5 hours	Yes	8.00	8.00	
Short term car park - 5 to 6 hours	Yes	9.00	9.00	
Short term car park - 6 to 7 hours	Yes	14.00	14.00	
Short term car park - 7 to 8 hours	Yes	16.00	16.00	
Short term car park - 8 to 9 hours	Yes	17.00	17.00	
Short term car park - 9 to 10 hours	Yes	18.00	18.00	
Short term car park - 10 to 24 hours	Yes	24.00	24.00	
Additional days	Yes	24.00	24.00	Per day or part thereof
Long term car park - 0 to 30 minutes	Yes	FREE	FREE	
Long term car park - 1 to 7 days	Yes	12.00	12.00	Per day or part thereof
Long term car park - 8 to 14 days	Yes	10.00	10.00	Per day or part thereof
Long term car park - 15 days or more	Yes	9.00	9.00	Per day or part thereof
Staff Parking	Yes	As per Service Contract	As per Service Contract	Multiple entries per day
Lost Ticket - Short Term Car Park	Yes	250.00	250.00	
Lost Ticket - Long Term Car Park	Yes	250.00	250.00	
Annual <b>Permits</b> - 12 month period	Yes	1895.00	1895.00	Single entries per day
Stored Value Cards	Yes	@		Daily applicable rates
Resident Concessions	No	FREE	FREE	14 days per annum. Single entry per day
Hire Car Bays	Yes	0.00	0.00	As per agreement
Parking Cards	Yes	15.00	15.00	Applies to all plastic cards associated with airport parking
Resident Parking Card (Initial)	Yes	FREE	FREE	First one issued is Free
Replacement Parking Cards	Yes	16.00	16.00	Applies to all cards - Corporate & Resident)
<b>Tenancies and Leases</b>	Yes	As per Agreement	As per Agreement	As per Agreement
<b>ASIC Card</b>				
Authority to Drive Airside (ADA) <b>Permits</b>	Yes	40.00	40.00	Initial Issue
Authority to Drive Airside (ADA) <b>Permits</b>	Yes	25.00	25.00	Renewal & re-issue
<b>VIC Card (for non-Shire use per issue)</b>	Yes	22.36	0.00	<b>Renewal &amp; re-issue (for non-Shire use per issue)</b>
<b>Passenger Service Charge - seating configuration of &gt;9 seats</b>				
Departing & Arriving	Yes	25.90	26.81	Per passenger
New Route Concession	Yes	17.78	17.78	Per passenger arriving or departing
Children Under 12 years of age	Yes	FREE	FREE	
Transit Passengers	No	FREE	FREE	
<b>Screening Fees</b>				
Departing Passengers Over 2 years of age	Yes	17.82	18.44	All RPT Flights to be screened. All Non-RPT flights of MTOW>20,000 kgs to be also charged screening fee
Infants under 2 years of age	Yes	FREE	FREE	
Transit Passengers	Yes	FREE	FREE	
<b>Datalink Commercial</b>				
Connection Fees	Yes	198.00	198.00	As per user agreement
Data Package/Month	Yes	95.00	95.00	Capped at 100 GB/month. Invoiced annually in advance

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Per GB above package	Yes	0.90	0.90	No Cap
<b>Residential</b>				
Connection Fee	Yes	-	-	As per user agreement
Data Package/Month	Yes	60.00	60.00	Capped at 85 GB
Per GB above package	Yes	-	-	No Cap
<b>Patrons/Passengers</b>				
0 - 30 minutes		FREE	FREE	Restricted to 200 KBPS for basic internet usage such as social media, emails and web surfing
31 - 60 minutes	Yes	5.00	5.00	Restricted to 200 KBPS for basic internet usage such as social medial.
61 - 120 minutes	Yes	8.00	8.00	Restricted to 200 KBPS for basic internet usage such as social medial.
<b>Other</b>				
<b>Concessional Loading Bulk Products Scheme (CLBPS)</b>				
<b>Roads and Streets</b>				

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Road Train and Extra Mass Permit	No	0.00	0.00	Per Application
AMMS Road Usage Fee	Yes	0.0044	0.0044	Per tonne per kilometer (one-way) for every tonne of ore transported under AMMS/CLBPS if no other road use/upgrade/maintenance agreement in place
Marble Bar/Nullagine Street Number Plate	Yes	7.00	7.00	Actual cost with 50% discount
Marble Bar/Nullagine Street Number Plate Installation (road kerb only)	Yes	25.00	25.00	Includes Plate
<b>Road Closure Local Government Processing</b>				
(a) Initiation Fee	Yes			
(b) Processing Fee (payable if initiated)	Yes			Plus advertising costs
<b>Subdivisional Works Supervision Fee</b>				
Roads, Drainage and Bulk Earthworks not supervised by consulting engineer	Yes			3% Cost of Construction
Roads, Drainage and Bulk Earthworks supervised by consulting engineer	Yes			1.5% Cost of Construction
<b>Function 13 - Economic Services</b>				
<b>Cape Keraudren</b>				
Vehicle Entry	Yes	12.00	12.00	Per Vehicle (Maximum 7 Adults ie Prado)
	Yes	5.00	5.00	Per Additional Adult
Motorcycle Entry	Yes	10.00	10.00	Per motorcycle
Towing - boats only	Yes	10.00	10.00	Additional to entry fees
Camping Fee	Yes	10.00	10.00	Per adult per night (18 years and over)
	Yes	7.50	7.50	Per adult / night for SOEP resident
	Yes	7.50	7.50	Per adult / night for Concession Card Holders
	Yes	3.00	3.00	School children 6 to 17 years
	Yes	FREE	FREE	Under 6 years - FREE
Recovery of bogged vehicles	Yes	150.00	150.00	Per Vehicle
<b>Newman Yurlu Caravan Park</b>				
<b>POWERED SITES</b>				
Overnight - Hardstand site	Yes	35.00	35.00	For One Or Two People - Recreational Vehicle (RV) , Caravan, Camper trailers
Overnight - Grassed site	Yes	45.00	45.00	For One Or Two People - Caravan, Camper trailers, Tents only
Additional People (above allowance per site)	Yes	5.00	5.00	For An Extra Person (not including children under 2 years of age)
Weekly - Hardstand site	Yes	210.00	210.00	For One Or Two People
Weekly - Grassed site	Yes	270.00	270.00	For One Or Two People - Tent Area
Weekly - Extra Person	Yes	30.00	30.00	For An Extra Person
<b>UNPOWERED SITES</b>				
Overnight - Hardstand site	Yes	25.00	25.00	For One Or Two People - Recreational Vehicle (RV) , Caravan, Camper trailers
Overnight - Grassed site	Yes	30.00	30.00	For One Or Two People - Caravan, Camper trailers, Tents only
Additional People (above allowance per site)	Yes	5.00	5.00	For An Extra Person
Weekly - Hardstand site	Yes	150.00	150.00	For One Or Two People
Weekly - Grassed site	Yes	180.00	180.00	For One Or Two People - Tent Area
Weekly - Extra Person	Yes	30.00	30.00	For An Extra Person
<b>MISCELLANEOUS</b>				
Key Deposit	No	10.00	10.00	Per Key
<b>YURLU CARAVAN PARK PAYMENT SURCHARGES</b>				
Online Bookings	Yes	2%	2%	Yurlu caravan park internet payments
Offline & Agent Fees	Yes	1.00	1.00	Per booking
<b>Nullagine Caravan Park</b>				
<b>POWERED SITES</b>				
Overnight - Van Site	Yes	35.00	35.00	For One Or Two People (eff 1/10/09)
Overnight - Camping Site	Yes	25.00	25.00	For One Or Two People - Tent Area
Additional People (above allowance per site)	Yes	5.00	5.00	For An Extra Person (not including children under 2 years of age)
Weekly - Van Site	Yes	200.00	200.00	For One Or Two People
Weekly - Camping Site	Yes	125.00	125.00	For One Or Two People - Tent Area
Weekly - Extra Person	Yes	40.00	40.00	For An Extra Person
<b>UNPOWERED SITES</b>				
Overnight	Yes	15.00	15.00	For One Or Two People
	Yes	4.00	4.00	For An Extra Person
Weekly - Van Site	Yes	75.00	75.00	For One Or Two People
Weekly - Camping Site	Yes	50.00	50.00	For One Or Two People - Tent Area
Extra Person	Yes	20.00	20.00	For An Extra Person
<b>2 ROOM DONGA</b>				
<b>MISCELLANEOUS</b>				
Key Deposit	No	10.00	10.00	Per Key
<b>Building Fees</b>				

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
<b>Private Swimming Pools</b>				
Inspection - Yearly Charge	Yes	35.00	65.00	Inspections Required Every Four Years
Inspections at the request of others	Yes	50.00	150.00	
<b>Building Licence and Other Applications</b>				
Request for Certificate of Design compliance for Class 1 and 10 buildings (unless included in a Building Permit Application)	No	@	@	0.19% of the estimated construction value but not less than \$150.
Request for Certificate of Design compliance for Class 2 to 9 buildings within the district of the Shire of East Pilbara	Yes	@	@	0.1% of the estimated construction value but not less than \$300.
Application to Amend a Building Permit (Uncertified Application)	No	@	@	25% of the original fee charged but not less than \$90
Application to Amend a Building Permit (Certified Application)	No	@	@	With amended Certificate of Design Compliance supplied by applicant - 0.09% of estimated additional construction value but not less than \$90. For applications that require Certificate of design Compliance to be amended also - 0.19% of estimated additional construction value but not less than \$180
Reissue of Building Permit with changed details	No	75.00	75.00	Plus cost of photocopying plans
Request to provide a Certificate of Construction Compliance. Include one on-site inspection	Yes	250.00	250.00	For each building when the Certificate of Design Compliance has been issued by SOEP. Plus travel costs
	Yes	500.00	500.00	For each building when the Certificate of Design Compliance has been issued externally. Plus travel costs
Request to provide a Certificate of Building Compliance (for unauthorised building works) Includes one site inspection	Yes	@	@	0.25% of the estimated construction value but not less than \$350. Plus travel costs
Request to provide a Certificate of Building Compliance (to formalise existing building works). Includes one site inspection	Yes	250.00	250.00	For Class 1 or 10 buildings. Plus travel costs.
Request to provide a Certificate of Building Compliance (to formalise existing building works). Includes one site inspection	Yes	500.00	500.00	For Class 2 to 9 buildings. Plus travel costs.
Request to provide a Certificate of Building Compliance (for Strata purposes). Includes one site inspection	Yes	150.00	150.00	Application Fee. Additional \$75 for each strata unit covered by the application but not less than \$150
Request to provide a Bushfire Assessment Level Report	Yes	650.00	700.00	
Copies of Permits, Building Approval Certificates (s129 Building Act 2011)	Yes	88.00	88.00	
Copies of Building Records to an interested person (s131 Building Act 2011)	Yes	88.00	88.00	
Professional Advice Request from a Qualified surveyor, or request seeking confirmation for Environmental Health, Planning or Technical Services	Yes	132.00	180.00	
Copies of plans (per set of A3 drawings)	Yes	60.00	60.00	Per Set of A3 drawings



<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Approval of Park Home Installation and Annex Construction	Yes	@	@	0.19% of the estimated construction value but not less than \$200.
<b>Inspections</b>				
Recoverable Inspection Costs (normal office hours)	Yes	120.00	185.00	Per Hour plus travel costs
Recoverable Inspection Costs (other than normal office hours)	Yes	185.00	185.00	Per Hour plus travel costs
Travel cost per km	Yes	2.50	3.50	Per km other than first 20km
<b>Miscellaneous</b>				
Orders & Requisitions for Sale of Properties	No	128.00	128.00	Replying to a property settlement questionnaire and providing zoning and planning information
Road and Road Verge Bond	No	5,000.00	5,000.00	Refundable
Road and Road Verge Bond Administration Fee	Yes	150.00	150.00	
<b>Function 14 - Other Property &amp; Services</b>				
<b>Private Works - Plant Hire (All Charges Per Hour Including Operator)</b>				
Prime Mover & Float	Yes	250.00	287.50	
Prime Mover & Side Tipper	Yes	250.00	287.50	
Prime Mover & Double Side Tipper	Yes	280.00	322.00	
Prime Mover & 30,000 Litre Water Cart	Yes	250.00	287.50	
Prime Mover	Yes	200.00	230.00	
Road Graders	Yes	280.00	322.00	
Suction Road Sweeper	Yes	300.00	345.00	
Cat 950H Loader	Yes	270.00	310.50	
Roller 18 tonne Smooth Drum	Yes	220.00	253.00	
Skid Steer Loader	Yes	200.00	230.00	
Cat 329 DL Excavator	Yes	300.00	345.00	
22 Tonne Tipper	Yes	220.00	253.00	
Service Truck	Yes	200.00	230.00	
7 Tonne Tipper	Yes	190.00	218.50	
3 Tonne Water Truck	Yes	190.00	218.50	
3 Tonne Tipper	Yes	190.00	218.50	
Forklift	Yes	190.00	218.50	
Rubbish Truck	Yes	190.00	218.50	
Back Hoe	Yes	190.00	218.50	
Elevated Work Platform (EWP)	Yes	200.00	230.00	Dry Hire, Excluding Operator/day
Weed Sprayer	Yes	150.00	172.50	Per hour (Wet Hire)
4WD Tractor	Yes	190.00	218.50	
Light Vehicle 4wd	Yes	140.00	161.00	
Small Tractor	Yes	140.00	161.00	
Box Trailer	Yes	40.00	46.00	Dry Hire
Trencher	Yes	110.00	126.50	Dry Hire
Small Generator Kva	Yes	100.00	115.00	Dry Hire
Large Generator Kva	Yes	120.00	138.00	Dry Hire
Lawn Mower (Ride on)	Yes	150.00	172.50	
Lawn Mower	Yes	130.00	149.50	
Whipper / Snipper	Yes	130.00	149.50	
Water from Standpipes	Yes	170.00	195.50	Once off Admin Fee
Water from Standpipes	No	4.95	5.69	Per kilolitre
Provision of Labour Only (O/T Rates applied as needed)	Yes	90.00	103.50	
Fuel	Yes	2.00	2.30	Per Litre
Materials - will be charged at cost plus 20%				
<b>State Government Determination</b>				
<b>Cat/Dog Registrations</b>				
<b>All new dog registrations need to be microchipped</b>				
<b>All existing dogs need to be microchipped by 1 November 2015</b>				
Unsterilised Dog or Bitch - 1 Year	No	50.00	50.00	Pensioners Fee receive 50% off the type of registration they apply for
Sterilised Dog or Bitch - 1 Year	No	20.00	20.00	
Unsterilised Dog or Bitch - 3 Year	No	120.00	120.00	

<b>Shire Of East Pilbara Proposed Fees &amp; Charges 2022/2023</b>	<b>GST Applic</b>	<b>21/22 Fee Incl GST</b>	<b>22/23 Proposed Fee Incl GST</b>	<b>Description</b>
Sterilised Dog or Bitch - 3 Year	No	42.50	42.50	
Unsterilised Dog or Bitch - Lifetime	No	250.00	250.00	
Sterilised Dog or Bitch - Lifetime	No	100.00	100.00	
<b>All cat registrations must be sterilised</b>				
Cat - 1 Year	No	20.00	20.00	} Pensioners Fee receive 50% off the type of registration they apply for per breeding cat (male or female)
Cat - 3 Year	No	42.50	42.50	
Cat - Lifetime	No	100.00	100.00	
Application of approval to breed cats	No			
<b>Bus Service</b>				
<b>Passenger Fares:</b>				
Marble Bar - Port Hedland	Yes	30.00	30.00	Per Person
Nullagine - Newman	Yes	30.00	30.00	Per Person
Newman - Marble Bar	Yes	40.00	40.00	Per Person
Port Hedland - Nullagine	Yes	40.00	40.00	Per Person
Nullagine - Marble Bar	Yes	10.00	10.00	Per Person
<b>Concession - Passenger Fares:</b>				
Marble Bar - Port Hedland	Yes	25.00	25.00	Per Person
Nullagine - Newman	Yes	25.00	25.00	Per Person
Newman - Marble Bar	Yes	30.00	30.00	Per Person
Port Hedland - Nullagine	Yes	30.00	30.00	Per Person
Nullagine - Marble Bar	Yes	5.00	5.00	Per Person

**11.2.5 CHANGE IN METHOD OF VALUATION**

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

**Author:** Lisa Davis  
Manager Corporate Services

**Proposed Meeting Date:** 29 April 2022

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

(Resolution No: 2022/46)

**Moved:** Cr Grace

**Seconded:** Cr Lockyer

**That Council authorises the Chief Executive Officer to undertake the process of changing the method of valuation of A700950 Roy Hill Camp and Roy Hill Operations Village from unimproved to gross rental.**

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

**REPORT PURPOSE**

For Council to endorse an application to the Minister for Local Government to change the method of valuation from Unimproved Value (UV) to Gross Rental Value (GRV) for the portion of Mining Lease M46/518 containing the Roy Hill Camp and Roy Hill Operations Village.

**BACKGROUND**

Pursuant to Circular No. M05-2015, the Minister for Local Government approved a policy on the application of Gross Rental Valuation (GVR) for mining, petroleum and resource interests only in respect of particular improvements including accommodation, recreation and administration facilities, associated buildings and maintenance workshops. High value operational and processing plant will be excluded from the GRV calculation.

<https://www.dlgsc.wa.gov.au/department/publications/publication/rating-policy-valuation-of-land---mining>

The Shire currently has 20 Transient Workers Accommodation (TWA) assessments rated on a GRV basis. A review identified that the Roy Hill Camp and Roy Hill Operations Village were only rated on a UV basis. TWA properties share \$3.2 million of the Shire's \$21.0 million rating burden.

The Shire did commence to change the valuation basis in May 2015, seeking whether Roy Hill Iron Ore Pty Ltd had any objections. Four objections were received, namely:

- 1) Not adhering to the Ministers policy, which was in trial at the time, also making reference to State agreements
- 2) No consultation
- 3) Not reflective of the benefits principle
- 4) Previous substantial rating increases over last

It is uncertain as to why the application did not proceed further. Possibly due to the Minister's policy on the application of Gross Rental Valuation (GVR) for mining, petroleum and resource interests being in draft form at the time.

The current UV annual rates levied is \$731,922.01. The application for GRV over the camp and village would be in addition to the UV rating.

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

The policy on the application of Gross Rental Valuation (GVR) for mining, petroleum and resource interests commenced on 1 October 2015 after a three year trial from 1 July 2012 to 30 June 2015. The application of a GRV valuation basis for mining interests, ensures local governments are maximising their apportionment of the budgetary rating burden as broadly as possible. However, Council is required to consider any proposed application for change before it is presented to the Minister for a decision.

Roy Hill Camp and Roy Hill Operations Village is owned by Roy Hill Iron Ore Pty Ltd. The camp and village provides workers accommodation and was recently expanded with an additional 160 beds.

The Shire informed the Roy Hill Iron Ore Pty Ltd Tenements and Land Tenure section on the 21 February 2022 of its intention to initiate the process of changing the valuation method used to rate the land. The subsequent indicative valuation of \$5,500,000 as determined by the Valuer General, would equate to an approximate additional annual rate levy of \$578,270 using the current rate of 0.10514 cents to the dollar for the Transient Workers Accommodation category.

The Shire invited Roy Hill Iron Ore Pty Ltd to comment / consult over the proposed changes, with information supplied and requested any submissions be supplied to the Shire by 11.04.2022. To date, no response was received.

Upon Council agreeing to make application for a change in valuation method for the Roy Hill Camp and Roy Hill Operations Village, a process would then be undertaken to collate relevant information and initiate consultation with the owner, and engaging a Surveyor and Valuer to collect the relevant technical detail, for submission to the Minister, for his approval.

The Minister's determinations under section 6.28(1) will be made consistently with the key values of objectivity, fairness and equity, consistency, transparency and administrative efficiency. Council's Rating Strategy 2021 - 2026 values are consistent with the Minister's policy.

The effective date of revaluation and interim rating would be the date of Ministerial Approval.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

*Local Government Act 1995 Part 6 - Financial management*

- 6.28. Basis of rates: The Minister is to determine the method of valuation of land to be used by a local government
- 6.29. Valuation and rates on mining and petroleum interests

*Railway (Roy Hill Infrastructure Pty Ltd) Agreement Act 2010*

- Schedule 1 Railway (Roy Hill Infrastructure Pty Ltd) Agreement 2010

### **POLICY IMPLICATIONS**

Rating Strategy 2021 - 2026

### **STRATEGIC COMMUNITY PLAN**

#### **5: Governance**

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

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

### **RISK MANAGEMENT CONSIDERATIONS**

Financial – Major: The indicative additional GRV valuation of \$5,500,000 would result in an estimated additional rates charge of \$578,270

Reputational (External) – Minor: Paragraph 19. *No Discriminatory charges* of the Railway (Roy Hill Infrastructure Pty Ltd) Agreement 2010 may not permit or authorise the Shire to impose rates or charges of any nature. Legal advice is being sort by McLeods towards the application for rating.

### **FINANCIAL IMPLICATIONS**

Resource requirements to make the application are in accordance with existing budgetary allocation.

### **VOTING REQUIREMENTS**

Absolute Majority.

11.3 DIRECTOR COMMUNITY SERVICES

11.3.1 NEWMAN AQUATIC CENTRE - ENCLOSED AREA FOR CHILDREN

**Attachments:** [Appendix 1 Design Construction Operation Management and Maintenance of Aquatic Facilities Code of Practice](#)  
[Appendix 2 FAQs Watch Around Water](#)  
[Appendix 3 RLSSWA Aquatic Facilities Safe Design Principles](#)

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

**Author:** Paul Miller  
Manager Recreation & Events

**Proposed Meeting Date:** 29 April 2022

**Location/Address:** Newman Aquatic Centre

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

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

Resolution No: 2022/47)

**Moved:** Cr Baer

**Seconded:** Cr Lockyer

**That Council:**

1. Notes the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities, prescribed by the *Health (Aquatic Facilities) Regulations 2007*, which mandates the level of the supervision required for children under the ages of 5 and 10;
2. Recognises that given the current operational constraints of the Newman Aquatic Centre, the provision of a fenced area for use by children and parents/carers would be inconsistent with the *Health (Aquatic Facilities) Regulations 2007*;
3. Does not approve of the installation of a fenced area for use by children and parents/guardians within the Newman Aquatic Centre.

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

## REPORT PURPOSE

To provide Council with further information regarding the proposal to install a fenced area on pool side at Newman Aquatic Centre, as per Council Notice of Motion from 17 December 2021 Ordinary Council Meeting.

## BACKGROUND

At the 25 February 2022 Ordinary Council Meeting, officers tabled a report regarding the proposal to install a fenced area at Newman Aquatic Centre, with the recommendation not to proceed due to increased risk implications and the potential loss of accreditation. The outcome from the meeting was council deferred the consideration of the item to a future meeting.

## COMMENTS/OPTIONS/DISCUSSIONS

Councillor Peta Baer gave notice of the motion proposing to install a fenced area within the Newman Aquatic Centre. On 17 March 2022, Councillor Baer met on site at the Newman Aquatic Centre with the Director Community Services, Manager Recreation and Events, and Coordinator of Aquatic Services, to discuss how a fenced area would increase operational risk and contribute to a loss of Watch Around Water program accreditation and the endorsement from Leisure Institute of Western Australia (Aquatics) – LIWA. Further research has been conducted by officers, to provide Council with additional information as to the risk implications for the operation of the Aquatic Centre and the Shire in the event that a fenced area were to be installed.

The additional information is provided as follows:

- The Shire's aquatic operations are required by regulation to comply with the by the Code of Practice for the Design, Construction, Operation, and Management & Maintenance of Aquatic Facilities ("the Code") as published by the Chief Health Officer. A copy is attached as **Appendix 1** to this report. This mandated Code of Practice was updated in 2020 and includes the requirements that:
  - Children under the age of 5 must be within reach of their carer at all times; and
  - Children under 10 years of age must be supervised by a person 16 years of age or older at all time
- The Shire's aquatic operations adhere to the Watch Around Water Policy of Royal Life Saving Society of WA ("RLSSWA") and Leisure Institute of Western Australia (Aquatics) ("LIWA") to impose rules on the supervision of children under 5 and 10 years.

The Watch Around Water Policy, which was developed in WA in 2004 by the LIWA Aquatics and Royal Life Saving Society WA in response to a number of high profile drowning deaths involving young children at public pools, coronial recommendations and to address industry concerns regarding parental supervision. The Policy states:

- ✓ *Supervision policies have been developed based on national and international best practise standards and legislative requirements.*
- ✓ *Children under 5 years of age must be accompanied into the centre by a responsible adult and supervised within arm's reach at all times*

- ✓ *Children under 10 years of age must be accompanied into the centre by a responsible adult and supervised within the line of sight at all times.*

The previous edition of the Watch Around Water Policy within the previous Code stated supervision focused on supervision within the water. The current rule is that supervision is required within the whole facility at all times, regardless of a child or children being in or out of the water.

- As per the Code, if a fenced area was on the pool deck, it would need to be staffed at all times during facility operating hours. Unfortunately, this is not an operationally feasible option due to the challenges of recruiting and the availability of qualified staff.
- Appendix 2 of the Code (pg. 68) details that Children Under 5 “must be within reach of their carer at all times”.
- Aquatic staff are fully aware of the challenges parents face with young children when attending an aquatic facility. Aquatic staff will continue to work proactively with parents to inform and educate about the Watch Around Water Policies and the vital importance of parental supervision.

Due to the supervision requirements mandated by the Code, installation a fenced area on pool deck at the Newman Aquatic Centre would likely be a breach of the law, result in the expected loss of the Watch Around Water program accreditation and loss the endorsement from Leisure Institute of Western Australia (Aquatics).

Acceptance by Council of the officer’s recommendation will ensure that the Shire does not breach its lawful duty of care to users of the Newman Aquatic Centre.

## **STATUTORY IMPLICATIONS/REQUIREMENTS**

The recommended action is consistent with the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities, prescribed by the *Health (Aquatic Facilities) Regulations 2020*.

## **POLICY IMPLICATIONS**

- 1.20 Access to Local Government Provided Services
- 2.5 Occupational Health and Safety Policy
- 4.11 Legislative Compliance
- RLSSWA/LIWA Watch Around Water Policy

## **STRATEGIC COMMUNITY PLAN**

### **2: Social**

*Harmonious communities sharing strong community connections.*

*S1.1 Support healthy and safe lifestyle choices.*

## **RISK MANAGEMENT CONSIDERATIONS**

Installation of a fenced area would result in the following risks:

- High – Compliance Risk
- Catastrophic – Risk of near drowning or fatality



**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority.



Government of **Western Australia**  
Department of **Health**

# Code of Practice

## for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities

January 2020



## Contents

SECTION 1 – ADMINISTRATIVE PROVISIONS	5
SECTION 2 – DESIGN AND CONSTRUCTION REQUIREMENTS	9
SECTION 3 – CIRCULATION AND WATER TREATMENT SYSTEMS	21
SECTION 4 – CHEMICAL SAFETY	32
SECTION 5 – WATER QUALITY AND TESTING	33
SECTION 6 – QUALIFICATION REQUIREMENTS FOR AQUATIC FACILITY OPERATORS, SUPERVISORS AND EMERGENCY CARE PERSONNEL	41
SECTION 7 – GENERAL SANITATION AND OPERATIONAL REQUIREMENTS	47
SECTION 8 – REQUIREMENTS FOR SPECIAL FEATURES	52
SECTION 9 – PUBLIC SPA POOLS	54
SECTION 10 – SPECIAL REQUIREMENTS FOR WATERSLIDES	58
SECTION 11 – HYDROTHERAPY POOLS	62
SECTION 12 – WATER SPRAY GROUNDS AND INTERACTIVE WATER FEATURES	63
APPENDIX 1 – APPROVED COLOURS FOR AQUATIC FACILITIES	64
APPENDIX 2 - SAFETY RULES SIGNAGE	67
APPENDIX 3 – REQUIREMENTS FOR AQUATIC WATER HEATING SYSTEMS	69
APPENDIX 4 – REQUIREMENTS FOR OZONE WATER TREATMENT SYSTEMS	70
APPENDIX 5 – STAIRWAYS, LADDERS AND PLATFORMS	72
APPENDIX 6 – SLIP RESISTANCE TESTING AND PERFORMANCE	74
APPENDIX 7 – WATER BALANCING	75
APPENDIX 8 – REFERENCES	78
APPENDIX 9 – ACKNOWLEDGEMENTS	80
APPENDIX 10 SUGGESTED EXAMPLE OF AQUATIC FACILITY OPERATION MANUAL and OTHER RISK/EMERGENCY MANAGEMENT ARRANGEMENTS	81
APPENDIX 11 BASIC WATER BODY FILTRATION AND SYSTEM DESIGN PERFORMANCE TABLE	84

## FOREWORD

This Code of Practice has been prepared to ensure public aquatic facilities are operated to consistently high health and safety standards, by minimising the occurrence of disease, injury and other health-related complaints associated with the use of these facilities.

The Code is divided into 12 sections, which include administrative provisions, design and construction requirements, water treatment, chemical safety, water quality, management and supervision, operational and sanitary requirements, plus requirements for special facilities such as spas, hydrotherapy pools, waterslides and water spray grounds / interactive water features.

The Code is aimed primarily at designers, builders and operators of aquatic facilities, together with the agencies responsible for administration of the *Health (Miscellaneous Provisions) Act 1911* (WA), such as State and Local Government, Authorised Officers and associated practitioners.

The Code is published by the Chief Health Officer (CHO) under the provisions of section 344A(2) of the Health (Miscellaneous Provisions) Act, and is to be read in conjunction with the Health (Aquatic Facilities) Regulations 2007. It replaces the previous Health (Swimming Pools) Regulations 1964.

Premises classified as aquatic facilities by the Health (Aquatic Facilities) Regulations 2007 are required to comply with these provisions.

Please note that although this Code of Practice is intended to be a comprehensive document, pool applicants need to be aware that they may need approval from other regulatory mechanisms not documented herewith.

Section 344A(2) of the Health (Miscellaneous Provisions) Act, also enables the CHO to amend the Code from time to time and thus it is intended that the Code is a living document, which will maintain high industry and workplace standards, cater for emerging technologies and innovations and promote best practice within Australia and internationally.

In accordance with Section 344A (2) of the Health (Miscellaneous Provisions) Act, I endorse this Code of Practice.



Dr Andrew Robertson  
**Chief Health Officer**  
**Public and Aboriginal Health Division**

*[Foreword amended 24th January 2020]*

## INTRODUCTION

In the past, aquatic facilities consisted of relatively simple outdoor rectangular swimming pools, designed primarily for diving and swimming teaching, training or competition.

In more recent times, aquatic facilities have been established that incorporate a variety of special-use features such as spa pools, river rides, water slides, hydrotherapy pools and water spray grounds / interactive water features. These have contributed to a growth in popularity of swimming and other water activities for sport, fitness, rehabilitation and recreation.

Owners and operators of aquatic facilities need to ensure their premises are attractive, hygienic and provide a high degree of bather comfort. There is a public expectation that facilities will be designed, operated and maintained in such a manner that they will pose no risk to the safety or health of their patrons.

Improper design, maintenance or operation can result in aquatic facilities becoming a source of infection and injury. Aquatic facilities may be used by people who are of varying ages, states of health and standards of hygiene. These people introduce a range of pollutants to the water, including saliva, urine and other body secretions, skin, hair, and sunscreen lotions. Other sources of pollutants include dust, bird droppings, tree leaves, lawn clippings, make- up water, soil and untreated reticulation water.

All of these pollutants can be accompanied by a variety of micro-organisms, some of which have the ability to survive, and even multiply, in recreational water.

A number of the micro-organisms have the ability to cause infections in various parts of the body, such as the eye, ear and skin, gastrointestinal and nervous systems.

Consequently, aquatic facilities need to be equipped with water treatment processes that provide continuous disinfection that is capable of quickly and effectively killing disease-causing micro-organisms, to prevent diseases being transmitted to other patrons. Proper design and operation of facilities can enhance the action of the disinfection process.

Special care needs to be taken with spa pools, hydrotherapy pools and other facilities that operate with elevated water temperatures, as they provide environments that are even more conducive to the survival and growth of disease-causing micro-organisms.

Correct use of chemicals employed to disinfect the water is required, as inappropriate use can cause patrons to suffer irritation of the eyes, and skin conditions such as dermatitis. Approved methods of water treatment and disinfection are set out in this Code of Practice.

Appropriate design of facilities has also been found to assist in prevention of drowning and other injuries. The provisions of this Code of Practice do not remove the need to comply with other laws of the State.

## SECTION 1 – ADMINISTRATIVE PROVISIONS

### 1.1 DEFINITIONS

#### **Approved Process of Cleaning**

A process whereby bathing costumes and towels for loan or hire are thoroughly washed in water with soap or detergent, or by a process of dry cleaning.

#### **Aquatic Facility**

A man-made body of water used for sport, recreation or educational water activities, as defined in the Aquatic Facilities Regulations.

#### **Aquatic Facility Concourse**

That part of an aquatic facility that is directly adjacent to an aquatic facility water body.

#### **Aquatic Facility Water Body**

That part of an aquatic facility used for aquatic activities.

#### **Authorised Officer**

A person designated as an Authorised Officer under the *Public Health Act 2016 (WA)* section 24(1).

#### **Bed and Breakfast Establishment**

An owner-occupied dwelling providing accommodation and breakfast for transient, paying guests.

#### **Chief Health Officer**

Chief Health Officer, Department of Health, Western Australia

#### **Deep Water**

An aquatic facility water body with a water depth at any location greater than, or equal to 1.8m.

#### **Disinfection**

The destruction of all disease-causing micro-organisms.

#### **Diving Pool**

A man made body of water used for competitive or recreational diving, including springboard or platform diving.

#### **FINA**

Federation Internationale De Natation.

#### **Hydrotherapy Pool**

A pool containing heated water, designed to meet the therapeutic needs of persons of any age with impairments due to illness, injury, disease, intellectual handicap, congenital defects, or for fitness exercising, recreational and educational purposes.

## **Landing Pool**

A body of water located at the exit of a waterslide, used to break the fall of waterslide users.

## **Leisure Pool**

A swimming pool used for recreational purposes.

## **Lifeguard**

A person who is appropriately qualified and experienced, with primary responsibility for observation of water areas to anticipate problems, control behaviours and hazards, identify emergencies, carry out rescues, give immediate first aid, communicate with swimmers and recreational water users, enforce regulations where appropriate, promote awareness of specific and general hazards, and report incidents.

## **Off-Season Period**

The time of year during which an aquatic facility is not available for use.

## **Operator**

A person who is the occupier of the land or premises on or in which the aquatic facility is located and any other person concerned with the operation of the facility other than as an employee.

## **Pool Safety Guidelines**

Pool Safety Guidelines, published by the Royal Life Saving Society Australia.

## **Radius of Curvature**

The radius arc that denotes the curved surface from the point of departure from the vertical side wall of the pool to the bottom of the pool.

## **River Ride**

An aquatic facility that is designed to simulate the effects of a natural river, and incorporates a system to produce an artificial current of water, created to propel patrons along with, or without the use of a floating vessel.

## **Slip Resistant**

A surface is slip resistant, if the available friction is sufficient to enable a person to traverse that surface without an unreasonable risk of slipping.

## **Small Pool Establishment**

A small pool establishment is one in which a domestic sized swimming pool, catering for 1 to 20 swimmers, is utilised for physiotherapy, sports therapy or as a learn to swim centre, with (usually) 5 persons involved in each training or learning session.

## **Spa Pool**

A man-made pool or other water-retaining structure designed for human use, which has a capacity of not less than 680 litres, which may or may not be heated. It incorporates, or is connected to, equipment for heating the water contained in it and injecting air bubbles or jets of water under pressure, so as to cause general turbulence in the water.

## **Starting Platforms**

An elevated structure located on the side of a swimming pool, designed for use by swimmers in competitive lap- swimming events.

## **Supervision**

Adequate and constant surveillance of persons in the water by a person appropriately qualified to anticipate problems, identify emergencies quickly and provide an appropriate and timely response.

## **Swimming Pool**

A man-made structure capable of being filled with water, and intended to be used for swimming, diving, wading or paddling, that cannot be emptied by a simple overturning of the structure. The definition does not include individual therapeutic tubs or baths used for cleaning of the body.

## **Technical Operator**

A person who holds a current technical operations qualification obtained from an approved training program and who engages in the operation and maintenance of an aquatic facility.

*[Definition amended 15 Sep 2007]*

## **Wading Pool**

A swimming pool designed for wading, where the water depth is less than 300mm.

## **Wall-to-Floor Junction Radius**

Is the radius determined by using the following formula:

Junction Radius = Water Depth – Vertical Wall depth (measured from the water line).

## **Walkway**

Any surface of an aquatic facility, other than the aquatic facility water body upon which staff or patrons walk.

## **Water Spray Grounds and Interactive Water Features**

Water Spray Grounds and Interactive Water Features are aquatic facilities where patrons (primarily children) become wetted from interaction and exposure to water features which may include: slides, sprays, tippers, fountains, jets, channels, pools, pumps, water screws or other such structures where the water is drained and collected for reuse

## **Waterslide**

A device incorporating an inclined sliding surface, where a patron's body comes into direct contact with a water medium that is used to propel, or decelerate a body within a water flume, which terminates in a landing pool and/or watershed area.

## **Wave Pool**

An aquatic facility designed to simulate the effects of a beach, and which incorporates a system to produce artificial wave motion.

*[Section 1.1 definitions amended 24th January 2020]*



## 1.2 CLASSIFICATION OF AQUATIC FACILITIES

For the purposes of this Code, aquatic facilities shall be classified in accordance with Table 1

**Table 1 - Classification of Aquatic Facilities**

Patron Access Limitations	Activity	Technical Operator Requirements	Patron Supervision & Emergency Care Personnel	Classification
Public access with limited restrictions e.g. child <10 yrs accompanied by a person ≥16 yrs	Non-structured  <i>Typical examples;</i> leisure/free-play & lap-swimming	On-site at all times.	All patrons directly supervised.  Emergency care personnel on-site at all times.	<b>Group 1</b> <i>Facilities typically available to the general public for payment of an entry fee. Examples include;</i> aquatic centres, waterslides & water-parks.
Restricted to discrete users and user groups	Structured  Qualified activity leader present  <i>Typical examples;</i> infant aquatics, learn-to-swim, swimming and lifesaving classes & aqua-exercise (See Sect 7.12, Table 9)	Not on-site at all times.	All patrons directly supervised.  Emergency care personnel on-site at all times.	<b>Group 2</b> <i>Facilities generally include;</i> schools, learn-to-swim centres, learn-to-dive pools, nursing homes, hospitals & hydrotherapy/physiotherapy use pools.
Restricted to discrete users and user groups  <i>Typical examples;</i> club members, commercial guests and residents and their guests	Non-structured  No qualified activity leader present  <i>Typical examples;</i> leisure/free-play & lap-swimming	Not on-site at all times.	No direct supervision.  Emergency care personnel able to respond within a reasonable period of time (See Sect 6.2.5)	<b>Group 3</b> <i>Facilities generally include;</i> discrete user access of group 1, 2, or 4 aquatic facilities (AF) by community/swimming groups, or; commercial developments for guests such as hotels, motels, resorts, serviced apartments, caravan parks, health clubs, mine sites, recreational camp-sites, lodging houses, staff/student accommodation complexes & places restricted to adult only access.
Restricted to owner/occupier residents and guests	Non-structured  No qualified activity leader present.  <i>Typical examples;</i> leisure / free-play & lap-swimming	Not on-site at all times.	No direct supervision  No emergency care personnel on-site.	<b>Group 4</b> Facilities include; small temporary accommodation developments such as bed and breakfast and farm-stay facilities, and permanent/ semi-permanent residential developments with 30 or more dwelling units/apartments and retirement/lifestyle villages that do not allow non-residential based club/member access to AF.

[Table 1 Classification of Aquatic Facilities amended 24th January 2020]

## SECTION 2 – DESIGN AND CONSTRUCTION REQUIREMENTS

Aquatic facilities are complicated structures that need to be designed to provide patrons with maximum levels of safety. Aquatic facilities can be subject to relatively large forces, from a range of sources.

Fibre-reinforced plastic pools are mainly used for smaller aquatic facilities, due to the speed of installation, and the variety of designs now available. This type of structure is normally manufactured at industrial premises and transported to the site for installation.

Aquatic facilities can become harsh environments that impose unique requirements upon materials used for construction. Correct selection of materials is essential to ensure the longevity of a facility, and can assist with ongoing maintenance and care of a facility.

Designing and constructing aquatic facilities with appropriate surface finishes can contribute to the safe and hygienic operation of the premises. A suitable finish will assist staff to carry out effective maintenance, by enabling dirt and visible contaminants to be detected, and assist in safety, by allowing submerged patrons to be seen easily. The use of non-slip floor materials will reduce the risk of slip and fall injuries to patrons and staff.

Ensuring aquatic facility water bodies are designed with appropriate wall slopes, wall and floor junctions, access and egress points, and separation distances between shallow and deep facilities, ensures patrons can safely enter and exit facilities. Appropriate floor gradients ensure patrons do not inadvertently move from shallow sections of a facility to deep sections, where they may not be able to swim.

Eliminating entrapment zones in aquatic leisure equipment, and ensuring adequate water depths are provided for certain aquatic activities, can reduce the potential for serious injuries.

A given depth of water may appear to be deeper or shallower when viewed from the concourse. Depth markings and signage assists patrons to make informed decisions about their ability to swim in a facility, and whether it is safe to perform activities such as diving.

The concourse directly surrounding aquatic facilities may need to accommodate considerable amounts of water from a variety of sources. Depressions in the concourse can result in pooling of water, providing an environment conducive to the survival and growth of micro-organisms. Inadequate drainage can allow contaminated water to run back into the water body. Irregularities in the concourse surface may create slip and trip hazards.

Adequate ventilation is required in indoor facilities to maintain air quality. Ventilation systems must be able to adequately dilute the concentration of water vapour and by-products of the water treatment processes.

All wastewater produced from aquatic centres needs to be disposed of in an appropriate manner, to prevent the creation of health hazards.

Displaying safety signage and behaviour rules informs patrons of the hazards in facilities, and may improve patron conduct.

Some larger aquatic facilities are used for competitive events that are attended by a significant number of spectators. These facilities require spectator seating areas and stands that are designed and constructed to support patrons safely.

Adequate lighting ensures aquatic facilities used after the hours of darkness are provided with sufficient illumination levels, which assists patrons to engage in safe activities and allows supervisors to see persons in the water.

Providing aquatic facilities with adequate fencing and security has been found to be effective in minimising drowning incidents, especially those involving young children.

Community exposure to ultraviolet radiation can be reduced by creating shaded recreational spaces.

Aquatic facilities create harsh environments that produce special electrical hazards. It is essential for electrical equipment to be correctly installed, maintained in a safe condition and tested regularly.

## **2.1 GENERAL STRUCTURAL REQUIREMENTS**

Aquatic facilities shall be structurally sound, and engineered to withstand all forces imposed by the design of the facility and its anticipated use.

## **2.2 FIBRE-REINFORCED PLASTIC POOLS**

Pre-moulded fibre-reinforced plastic pools shall be designed, fabricated and installed in accordance with the following Australia New Zealand Standards:

- AS/NZS 1838:1994 - Design and Fabrication.
- AS/NZS 1839:1994 - Installation.

## **2.3 OTHER POOLS**

### **2.3.1 Spa Pools**

Spa pools shall comply with the provisions in Section 9 of this Code.

*[Section 2.3.1 amended 16 May 2011]*

### **2.3.2 Hydrotherapy Pools**

In addition to the requirements of this Section, hydrotherapy pools shall comply with the provisions in Section 11 of this Code.

## **2.4 CONSTRUCTION MATERIALS**

Aquatic facilities shall be constructed of materials that are non-toxic to humans under normal conditions of use, impervious, enduring, capable of withstanding design stresses, and provide a watertight structure.

## **2.5 SURFACE FINISHES – WATER BODIES**

Aquatic facility water bodies shall be provided with surface finishes that comply with the requirements of this Section.

The walls and floors shall be smooth, impervious, durable, easily cleanable and continuous, with no cracks, joints or protrusions other than structural joints. Floor surfaces shall be slip resistant in accordance with Appendix 6 – Slip Resistance Performance and Testing.

The colour of wall and floor finishes shall be no darker than the colours listed in Appendix 1, as defined by AS 2700 – 2011: Colour standards for general purposes. This requirement does not apply to:

- Lane markings
- Safety markings
- Hand holds
- Copings
- Step edges

The walls and floors shall not incorporate designs that are shaped in a form that may be reasonably mistaken for a human form, or that may inhibit detection of submerged persons.

The colour requirements of this Section do not apply to:

- Spa pools with a surface area of less than 10m<sup>2</sup>, or;
- Spa pools with a surface area greater than 10m<sup>2</sup>, which have a maximum water depth of 800mm and providing that access, will be restricted to adult use only, or;
- Water Spray Grounds and Interactive Water Features.

*[Section 2.5 Surface Finishes – Water Bodies amended 24th January 2020]*

## **2.6 USE OF SAND AND EARTH MATERIAL**

Clean sand, or similar material, if used in a beach pool, shall only be used over an impervious surface. The sand shall be specifically produced for use in such an environment, and used in such a manner as to not adversely affect the proper filtration, water treatment, maintenance, safety, sanitation, water clarity and operation of the overall aquatic facility. Positive up-flow circulation of water through the sand shall be provided at all times.

## **2.7 OBSTRUCTION AND ENTRAPMENT**

Aquatic facility water bodies shall not be designed or constructed with obstructions that can cause patrons to become trapped or injured. Examples include wedge or pinch-type openings and rigid cantilevered protrusions.

All protruding edges and corners of facilities shall be rounded. Fixtures and fittings in the walls and floors of the water body, shall be fitted flush and have no sharp and protruding edges.

## **2.8 WALL SLOPES**

### **2.8.1 Prefabricated Pools**

Prefabricated pool walls shall not slope towards the pool by more than 7 degrees above and below any projections into the pool.

Any projections such as steps, seats, benches, lounges and swim outs shall not project outwards into the pool by more than 600mm.

Any projections into the pool away from the pool wall greater than 100mm shall require an edge marking strip 25mm wide applied to the edge of the protrusion and to be significantly varying in colour to clearly identify the edge of the protrusion from above the water.

Step ledges may not protrude into the pool away from the pool wall by more than 150mm.

Safety hand grip rails and ledges for Automated Pool Covers may not protrude into the pool by more than 100mm.

### **2.8.2 Non-Prefabricated Pools**

Non-prefabricated pool walls shall be vertical for at least 75% of the depth of the pool, at any point along its perimeter. Any projections such as safety ledges shall be confined within the 11° angle from the top of the pool wall, and shall not project outwards greater than 600mm.

### **2.8.3 Diving Bowls**

The wall slopes for diving pools, or diving bowls, shall comply with FINA design requirements.

## **2.9 RADIUS OF WALL AND FLOOR JUNCTIONS**

Where a radius is required, the wall-to-floor junction radius in aquatic facility water bodies shall be coved and easily able to be cleaned.

## **2.10 FLOOR GRADIENTS**

An aquatic facility water body of less than 12.5 metres in length shall have a pool floor with an even gradient so that there is no sudden increase in depth.

An aquatic facility water body of 12.5 metres or more in length shall have pool floor slopes that do not exceed 1:15, where the water depth is less than 1.75 metres.

Changes within the floor gradient at a water depth greater than 1.8m shall be highlighted with a contrasting colour, such as contrast tiles or painted lines.

## **2.11 MINIMUM WATER DEPTHS**

Aquatic facilities shall be designed and constructed so that water depths are appropriate for the expected usage of the facility.

Facilities should comply with Guideline FD1.01 – Design of Pool Tank -1996 of the Pool Safety Guidelines. The depth of spa pools shall comply with the requirements of Section 9 of this Code.

Water depths in areas surrounding starting platforms shall comply with the requirements of 2.14 Starting Platforms within this section of the Code.

## **2.12 DEPTH MARKINGS**

### **2.12.1 General Requirements**

Depth markings of a permanent nature, and colour contrasting to the background, shall be installed around aquatic facilities water bodies at intervals not exceeding 7.5 metres, such that they are readily visible to persons entering the water body.

### **2.12.2 Location**

Depth markings shall indicate maximum and minimum water depths and designate water depths at all major deviations in shape for irregularly shaped water bodies. All bodies of water, where there is a change in floor gradient shall have a pictorial sign displayed, to indicate a change in the floor depth.

Depth markings shall be located close as practicable to the corners of all square/rectangular shaped water bodies, near to all designated entry points and shall not be located directly over stair/step entries.

Depth markings shall be displayed around all horizontal or outside vertical aquatic facility water body surfaces, which may enable patron access, comprising of one, or a combination of the concourse, coping deck, pool hob or header.

Depth markings shall also be displayed on the inside vertical water body surface clearly above the water line in corresponding locations to horizontal depth markers where possible. Markings are not required on the inside vertical face of the water body, where the water level is < 125mm below the concourse, coping deck or header.

### **2.12.3 Dimensions**

Depth marking dimensions shall be:

- at least 90mm high when positioned in the horizontal plane;
- at least 90mm high, when positioned in the vertical plane.

The height-to-width ratio of each numeral/letter contained within a depth marking shall be 3:1.

#### **2.12.4 Spa Pools**

Depth Markings for Spa Pools shall comply with the provisions of Section 9 of this Code.

### **2.13 ACCESS AND EGRESS**

#### **2.13.1 General Requirements**

Access into or egress from an aquatic facility water body shall consist of one or a combination of the following: Stairs/steps, ladders, swim-outs, pool-seats, landings, ramps or beach entries.

Aquatic facility water bodies shall have a means of access/egress at the shallowest point, if the water depth exceeds 600mm. A means of egress shall be provided in the deepest point of the water body, if the water depth is 1.8m or greater. Where the water body is greater than 9 meters wide, a means of egress shall be provided on both sides of the water body at the deepest point.

Handrails shall be provided for ramps and each set of steps/stairs.

All surfaces for access/egress shall be slip resistant in accordance with Appendix 6 – Slip Resistance Performance and Testing.

*[Section 2.13.1 – General Requirements amended 15 Sept 2008]*

#### **2.13.2 Dimensions**

Swim-outs, pool-seats and landings shall extend a maximum width of 600mm from the vertical pool wall at any given perpendicular point along the pool wall and shall be located at a maximum height of 500mm below the water level. The outer 50mm edge of the swim-out, pool-seat, or landing tread shall be finished in a contrasting colour in accordance with colours listed in Appendix 1.2 – Approved colours for outer edges of treads.

Stairs/steps for water bodies less than 12.5m in length shall have a minimum horizontal tread depth of 200mm, and a maximum rise of 300mm, except for the bottom riser height to the floor, which may vary. The outer 25mm edge of the stair/step tread shall be finished in a contrasting colour in accordance with colours listed in Appendix 1.2 – Approved colours for outer edges of treads.

Stairs/steps for water bodies 12.5m, or greater in length shall have a minimum horizontal tread depth of 300mm, and a maximum rise of 250mm. The outer 50mm edge of the stair tread shall be finished in a contrasting colour in accordance with colours listed in Appendix 1.2 – Approved colours for outer edges of treads.

*[Section 2.13.2 amended 1 August 2013]*

#### **2.13.3 Spa & Hydrotherapy Pools**

Spas with a surface area of 10m<sup>2</sup> or greater shall have means of access and egress which comply with AS2610.1: 2007, Section 2.5.

Spas with surface areas of less than 10m<sup>2</sup> shall have means of access and egress which comply with AS2610.1: 2007, Section 2.19.2.

Hydrotherapy pools shall have means of access and egress as referenced in Section 11 of this Code to AS 3979:2006.

*[Section 2.13.3 amended 24th January 2020]*

## **2.14 STARTING PLATFORMS**

Starting platforms shall be designed and constructed in accordance with Clause 5.1 of Guideline FD 24 Design of Starting Blocks (Starting Platforms) – 2007 of the Pool Safety Guidelines for the purposes of this Code, provisions of the Guidelines incorporating the word 'should' shall be construed as mandatory requirements.

*[Section 2.14 amended 1 August 2013]*

## **2.15 VENTILATION**

Indoor aquatic facilities shall be provided with mechanical ventilation systems. The systems shall have a minimum ventilation capacity as required by this Section. The capacity of the systems shall be calculated based on the following:

Occupancy:

- Deck and pool 3.5 m<sup>2</sup> per person.
- Spectator areas: 1.5 m<sup>2</sup> per person.

Ventilation requirements:

- 10 litres per second of outdoor air per person, or
- 10 litres per second per m<sup>2</sup> of total floor area including pools as determined by the design engineer.

## **2.16 LIGHTING**

While in use, aquatic facilities shall be provided with sufficient lighting to enable every part of the facility, including the underwater area, to be observed, without interference from direct or reflected glare from the lighting sources.

Lighting requirements do not apply within fully enclosed waterslide flume sections.

The water surface of water bodies located within Group 1 and Group 2 facilities used after sunset shall be illuminated by overhead lighting to a minimum level of 80 lux, and to such a level that will allow a Secchi disc placed on the floor of the water body to be seen from the concourse. Refer to AS 3550.7-1993, (Waters) Part 7: The construction and use of the Secchi disc.

The water surface of water bodies located within Group 3 and Group 4 facilities used after sunset, shall be illuminated by overhead lighting to a minimum level of 30 lux, and to such a level that will allow a Secchi disc placed on the floor of the water body to be seen from the concourse.

Aquatic facility concourses shall be illuminated in compliance with the above requirements to a distance of 3 metres from the water body.

Indoor facilities shall be provided with lighting systems that can achieve the above illumination levels. All areas of waterslide facilities that are available to the public shall also comply with these requirements.

Lighting fixtures must be of a type and located so as they shall not cause glare to supervisory staff or patrons using the facility.

Diving pools and areas of combined facilities used for diving must be provided with lighting installations that comply with AS 2560.2.5 – 2007: Guide to sports lighting – Specific recommendations – Swimming pools.

Aquatic facilities not provided with lighting shall be provided with signage in a prominent position of view to users at all access points into the facility, which incorporates the statement “NO USE OF FACILITY ALLOWED AFTER DARK” or similar as referred to in Appendix 2.

*[Section 2.13.2 amended 24th January 2020]*

## **2.17 CONCOURSES AND WALKWAYS**

The requirements of this Clause shall not apply to shower and sanitary facilities in private residential premises associated with Group Four facilities, or any concourse areas consisting of natural grass.

Aquatic facility concourses shall be at least 1000mm wide and of sufficient width to ensure the safety of patrons around the water body.

All concourses and walkways shall be provided with surfaces that are smooth, free of protrusions that may constitute a trip hazard, impervious, durable, easily cleanable and continuous, with no cracks or joints other than structural joints.

All installed surfaces shall be slip-resistant and maintained such that the available friction is sufficient to enable a person to traverse the surface without unreasonable risk of slipping.

Refer to Appendix 6 for guidelines on the measure of slip resistance that should be maintained within certain areas of an aquatic facility.

Adequate drainage shall be provided in all areas that may become wet. The concourse shall be graded to drain away from the water body, to prevent water from accumulating on the concourse or draining back into water bodies. All general site and roof drainage shall be directed away from water bodies.

Garden areas adjacent to aquatic facilities shall be designed to prevent soil from falling or draining, onto the concourse, or into the water body.

The layout of the concourse shall enable supervising staff to move around freely, without losing visual contact with water areas.

Garden boxes and other features on the concourse shall not interfere with sightlines for supervision.

The concourse of facilities constructed above ground level shall be constructed with a balustrade, fence or other means that will prevent persons falling to lower levels.

## **2.18 FENCING AND SECURITY**

Whenever the facility is not in use, Group 1 and Group 2 facilities shall be provided with security measures that deter the unauthorised entry of persons.

Group 3 and Group 4 facilities shall be provided with fencing and security measures that comply with Australian Standard AS 1926.1-2012: Swimming pool safety – Safety barriers for swimming pools and for the purpose of this Code a door that provides access into the pool area, shall comply with clause 2.7 Child resistant door sets of this standard.



Group 3 and Group 4 facilities may be provided with alternative fencing and security measures, provided they afford an equivalent or greater degree of safety to AS 1926.1-2012: Swimming pool safety – Safety barriers for swimming pools.

Alternative measures for Group 3 and 4 facilities may include provision of no fencing, when it is an Adult Only aquatic facility and no scope exists for access by children or other persons requiring protection. Acceptance of such alternative measures by regulators will nevertheless still require the Operator take on full responsibility for managing all risks associated with having these alternative measures for their aquatic facility and that they demonstrate precisely how risks will be managed and access controlled.

*[Section 2.18 amended 24th January 2020]*

## **2.19 SEPARATION DISTANCES**

Toddler pools and learner pools shall be situated away from the deep areas of other pools, and away from diving pools.

Where this is not possible, effective transparent barriers and appropriate signage shall be provided.

## **2.20 SANITARY AMENITIES**

Aquatic facilities shall be provided with toilets, hand-wash basins, showers and change rooms.

Toilets must be provided for spectators in Group 1, Group 2 and Group 3 facilities in accordance with the requirements of parts F 2.3 and 2.4 of the Building Code of Australia - 2007.

Facilities shall be provided for persons using the aquatic facilities in accordance with the following requirements:

- One water closet for every 40 female patrons.
- One water closet plus one urinal for every 60 male patrons.
- One shower for every 40 patrons.
- One hand basin for every 60 patrons.

Sanitary facilities shall not be located further than 90m from the water body on the horizontal plane and as close as practicable on the vertical plane in the case of high rise complexes.

The number of patrons in waterslide facilities shall be designated by the maximum number of persons permitted to use the waterslide at any one time.

The number of patrons for all other aquatic facilities is to be calculated by allowing one person for each 2.3 square metres of water body surface area and allocating the final number as 50 per cent male and 50 per cent female.

Floor surfaces for toilets, showers and change rooms shall be impervious, slip-resistant when wet and sloped with a minimum grade of 1 in 50 to floor drains or other drainage areas.

Sanitary facilities are not required in Group 4 aquatic amenities, where provision is made for bathers in their accommodation quarters.

The CHO may approve combined use of sanitary conveniences located in an adjacent building.

An aquatic facility that is deemed to be a 'small pool establishment' may have a lesser number of sanitary facilities as follows:

- Where the number of swimmers do not exceed 10 persons, a unisex toilet containing a change room, shower, WC and a hand basin, shall be provided; and
- Where the number of persons exceeds 10 swimmers (but not 20 swimmers), a toilet including a change room, WC, shower and a hand basin shall be provided for each gender.

[Section 2.20 amended 21 January 2016]

### 2.21 BACKWASH WATER

The onsite discharge of backwash water from an aquatic facility water body shall be disposed of in a manner that has been approved by the local government.

### 2.22 FIRST AID FACILITIES

Aquatic facilities shall be provided with minimum first aid facilities as detailed in Table 2.

**Table 2 - First Aid Facilities**

Type of Facility	Mandatory First Aid Facilities
Group 1	A separate room or area containing all of the following items: <ol style="list-style-type: none"> <li>1. Resuscitation Notice.</li> <li>2. Examination couch.</li> <li>3. Hand wash basin with reticulated potable water.</li> <li>4. Communication System. (Ready access to a telephone with emergency number posted close by)</li> <li>5. One GPO outlet.</li> <li>6. Work bench for the preparation or the cleaning and sterilisation of items used in first aid treatment.</li> <li>7. Storage for first aid supplies and equipment.</li> <li>8. Washable flooring.</li> </ol>
Group 2 & Group 3	A separate room or area containing all of the following items: <ol style="list-style-type: none"> <li>1. Resuscitation Notice.</li> <li>2. Hand wash basin with running water.</li> <li>3. One GPO outlet.</li> <li>4. Storage for first aid supplies and equipment.</li> <li>5. Washable flooring.</li> </ol>
Group 4	Resuscitation Notice - displayed in a prominent position in the aquatic facility area.

#### 2.22.1 Dimensions of First Aid Area

The design and construction of first aid areas shall ensure these places can accommodate the items listed in the Table 2 above.

#### 2.22.2 Signage

Signage shall be provided at the pool area that clearly identifies the location of the first aid room. The design and installation of first aid signs shall follow the formats outlined in AS 1319 – 1994: Safety Signs for the Occupational Environment.

### 2.23 FIRST AID EQUIPMENT

Aquatic facilities shall be provided with first aid equipment as detailed in Table 3.

**Table 3 - First Aid Equipment**

Type of Facility	Mandatory First Aid Equipment
Group 1	<ol style="list-style-type: none"> <li>1. Resuscitation Equipment (capable of delivering oxygen therapy and oxygen supplementation for expired air resuscitation) for children and adults.</li> <li>2. First Aid Kit.</li> <li>3. Spinal Board and Extrication Collars.</li> <li>4. Pillows and Blankets.</li> <li>5. Pocket Mask and Disposable Gloves.</li> <li>6. Stretcher.</li> </ol>
Group 2 & Group 3	<ol style="list-style-type: none"> <li>1. First Aid Kit.</li> <li>2. Two Pillows and Blankets.</li> <li>3. Pocket Mask and Disposable Gloves.</li> <li>4. Stretcher.</li> </ol>
Group 4	First aid equipment is not required to be maintained on-site.

*[Table 3 amended 1 August 2013]*

**2.24 RESCUE EQUIPMENT**

Group 1, Group 2 and Group 3 aquatic facilities, excluding waterslide landing pools or watershed areas, unless otherwise required by the CHO, shall be provided with appropriate rescue equipment, which shall be stored in a readily accessible location.

Examples of appropriate rescue equipment include reaching poles, rescue tubes, lifejackets and throwing ropes or throwing bags, as detailed in Guideline GO 3 – Rescue Equipment – 2010 of the Pool Safety Guidelines.

*[Section 2.24 amended 1 August 2013]*

**2.25 SAFETY SIGNAGE**

The purpose of safety signage in aquatic facilities is to give user guidance about the rules of expected behaviour when using the facility (as determined by the operator), specific facility features which might impact on their safety, particular restrictions on facility use and basic issues related to emergency response. Signage requirements for aquatic facilities are either mandatory or recommended as detailed below:

**2.25.1 Mandatory signage**

**2.25.1.1** All aquatic facilities intended or restricted to only day light use, because overhead lighting intensity has not been confirmed or provided shall have at least one sign which states: “NO USE OF FACILITY ALLOWED AFTER DARK” or something similar so users are aware of that restriction. That sign shall have minimum lettering size of 100mm and be located in a prominent position of view to users at all access points.

**2.25.1.2** All Group 3 & Group 4 aquatic facilities (except spas) shall have at least one sign which states “NO LIFEGUARD ON DUTY”. That sign shall have minimum lettering size of 100mm and be located in a prominent position of view to users.

*[Section 2.25.1.2 amended 1 August 2013]*

**2.25.1.3** All aquatic facility water bodies shall be provided with depth markings per Section 2.12 of this Code.

**2.25.1.4** All aquatic facilities/water bodies shall have at least one Resuscitation Notice installed in a prominent position of view to users and adjacent to the first aid point per Section 2.22 of this Code. Where a first aid area is not provided or not located adjacent to the water body the required Resuscitation Notice or a second notice shall then be located in a prominent position of view to users.

Operators must ensure their Resuscitation Notices are kept up to date with the recommended procedure of the Resuscitation Council of Australia for Cardiopulmonary Resuscitation.

**2.25.1.5** All spa pools shall have a Spa Pool Safety Rules sign which contains at least those items detailed in the spa pool safety rules sign example in Appendix 2 (adapted from AS 2610.1:2007). That sign shall be installed adjacent to the spa pool in a prominent position of view to users.

**2.25.1.6** All spa pools shall have signage on the emergency spa stop switch, detailing the purpose and be located adjacent to the switch/button.

**2.25.1.7** All water spray grounds / interactive water features shall have a Safety Rules sign which contains at least those items detailed in the Water Spray Ground and Interactive Water Features Safety Rules sign example in Appendix 2. That sign shall have minimum lettering size of 50mm sign and be installed in a prominent position of view to users.

*[Section 2.25 amended 24th January 2020]*

## **2.25.2 Recommended signage**

**2.25.2.1** A list of Recommended & Additional Recommended statements for signage is provided in Appendix 2 of this Code.

**2.25.2.2** For Group 1 aquatic facilities a list of suggested signage can be found in Guideline FD 1.04: Advisory Signage – 1995 of the Pool Safety Guidelines.

**2.25.2.3** Recommended formats and symbols specific to water safety signage are contained in AS2416-2002 Design and Application of Water Safety Signage, AS2899.0 -1986 Public Information Symbol-Signs & in AS 2899.2- 1986 Public Information Symbol Signs – water Safety Signs.

*[Section 2.25 amended 16 May 2011]*

## **2.26 SPECTATOR STANDS AND SEATING AMENITIES**

Spectator facilities need to be designed and constructed to support patrons in a safe manner. Poorly designed and constructed spectator structures may fail when under load, resulting in mass injuries and casualties.

Aquatic facilities which are used for organised events such as swimming competitions, swimming tuition, and water aerobics, are classified as Public Buildings under the Health (Miscellaneous Provisions) Act.

The Act requires facilities to comply with the safety requirements of the Health (Public Buildings) Regulations 1992. The Regulations stipulate a number of spectator safety requirements, such as the need to provide exits.

Although the Regulations do not contain specific requirements for spectator stands, they require all public buildings to be approved by the local government.

In approving public buildings, the local government may require a proponent to demonstrate that the spectator facilities, in this case the stands and seating facilities, are safe.

All spectator stands and seating facilities, whether permanent or temporary, should be certified by a practising structural engineer, as being safe for the proposed use.

The Department of Health's *Guidelines on the Application of the Health (Public Buildings) Regulations 1992 - 2002* is a useful reference in approving large temporary structures.

## **2.27 SHADE PROTECTION**

The provision of shade is recommended for all outdoor aquatic facilities and, where provided, shall comply with the requirements stipulated in *Shade for the Public Swimming Pools Information Sheet* included in *The Shade Handbook: A practical guide for shade development in Western Australia* published by the Cancer Foundation of Western Australia 2007. Group Four facilities are not required to comply with this requirement.

Where facilities choose to erect shade structures, they shall be carefully positioned to ensure that they do not obscure overhead lighting towers.

*[Section 2.27 amended 21 September 2009]*

## **2.28 ELECTRICAL SAFETY**

All electrical installations shall comply with AS/NZS 3000:2018 – Electrical installations (Wiring rules). Floor standing switchboards in plant rooms shall be mounted on plinths, minimum height 75mm.

The following items must be equipotentially bonded in accordance with the method prescribed in Section 5 of AS/NZS 3000:2018 - Electrical installations (Wiring rules):

- All metallic lane rope anchors, deck sockets or other metallic objects with a dimension greater than 100mm in a location accessible to the public that is likely to become wet whilst the public are in attendance.

Only electrical outlets required to service specific maintenance equipment shall be installed within three metres of aquatic facility water bodies.

Electrical outlets in areas accessible to the public shall be installed no less than 1200mm above floor level. Electrical outlets must not be installed in areas that are likely to become wet during normal operation of the facility. This requirement applies to areas that may be hosed down whilst the facility is open to the public.

Electrical outlets shall not be installed in areas of change rooms that may become wet, and must only be located in dry grooming areas.

Every electrical outlet shall be protected by a Residual Current Device (RCD) with a rated tripping current of no more than 30 mA.

Additional requirements for electrical installations in spa pools are detailed in Section 9 of this Code.

## **2.29 LIGHTNING PROTECTION**

Group 1 and Group 2 aquatic facilities shall be provided with lightning protection systems in accordance with AS/NZS 1768:2007 – Lightning protection.

Operations Manuals and Emergency Action Plans developed in accordance with clause 7.8 of Section 7 of this Code should contain lightning protection provisions in accordance with Section 3 of AS/NZS 1768:2007.

## SECTION 3 – CIRCULATION AND WATER TREATMENT SYSTEMS

Aquatic facility water may be contaminated by a variety of pollutants from a number of sources. There are many factors that contribute to the contaminant loading on a water body including (but not limited to) bather load, water depth, temperature and the activities for which the facility is used.

The pollutants may be accompanied by a range of micro-organisms, some of which have the ability to survive and multiply in the water and produce infections in patrons. Pollutants can also produce high levels of turbidity in the water. This can make the water aesthetically unappealing to patrons, interfere with the disinfection process and make detection of submerged patrons difficult.

Aquatic facilities require water treatment systems that can effectively remove pollutants and micro-organisms from the water. The treatment systems need the capacity to draw an adequate volume of contaminated water from the water body, efficiently remove pollutants, dose the water with the required level of disinfectant and distribute the filtered and disinfected water back through the water body.

The more heavily loaded a body of water, the more rapidly this water must be treated to remove contaminants. The “Water Body Loading Category Chart” (Table 4) is designed to establish the parameters of different levels of contaminant loading, and specifies a Maximum Permissible Turnover Time for each category of facility.

### 3.1 GENERAL REQUIREMENTS

The design of the aquatic facility and water treatment system shall be in accordance with the intended use of the facility and the anticipated bather loadings. At the time of application for approval, proponents of facilities shall nominate the required Bather Loading and proposed classification for each water body in the facility, in accordance with Table 4.

Table 5 “Water Body Parameters by Category Chart”, specifies the water treatment requirements for each water body in a facility. The water treatment plant for every aquatic facility shall be designed and operated in accordance with the approved classification of the water bodies in the facility, and the requirements of Table 5.

Every aquatic facility shall be provided with a circulation system consisting of one or more pumps, piping, suction outlets, return inlets, filters, disinfectant feeders, automatic water chemistry controls and other equipment necessary to maintain the specified water quality.

The circulation system shall be designed in accordance with the following requirements:

- The capacity shall accommodate 100% of the design flow rate (under clean filter conditions).
- The system shall be capable of providing effective mixing of water in the water body and uniform water quality.
- The system shall be capable of maintaining the specified disinfectant residual throughout all parts of the aquatic facility.

Aquatic facility water treatment systems shall be in continuous operation whenever a facility is available for use, and at such additional times and periods as may be necessary e.g. when an aquatic facility is closed during off season to maintain the water in a clean and disinfected condition.

This requirement applies to pumps, filters, disinfectant and chemical feeders, flow indicators, gauges and all related parts of the water treatment system.

**Table 4 - Water Body Loading Category Chart**

Category	Loading Classification	Parameters	Water Depths	Examples	Maximum Permissible Turnover Times
1	Spas	Spa Pools		Spa Pools, Leisure Bubble Pools	15 mins
2	Extreme	Very High Bather Load, Very Shallow Water	"Very Shallow" 0m – 0.3m	Toddlers Pool, Water Slide Splashdown Pool	30 mins
3	Very High	Very High Bather Load, Heated Water, Shallow Water	"Shallow" 0.3m – 0.80m	Shallow Leisure Pool, Hydrotherapy Pool	1 hour
4	High	High Bather Load, Heated Water, Moderately Shallow Water		Medium Depth Leisure Pool, Learn to Swim, Wave Pool	1 ½ hours
5	Moderate	High Bather Load, Heated Water, Medium Depth Water	"Medium" 0.80m – 1.40m	Full Depth Heated Leisure Pool, Lazy River, Medium Depth Unheated Outdoor Leisure Pool	2 hours
6	Light	Medium Bather Load, Heated Water, Medium Depth Water		Heated School Pool, Health Club Pool, Body Corporate, Caravan Park, Motel Pools Full Depth Unheated Outdoor Leisure Pool	2 ½ hours
7	Low	Low Bather Load, Deep Water	"Deep" 1.40m – 2m	50m Competition Pool, Unheated Municipal/School/Motel etc Pool	3 ½ hours
8	Very Low	Very Low Bather Load, Very Deep Water	"Very Deep" >2m	Diving Pool, Water Polo Pool	5 hours

Example:

For Unheated Outdoor Pools, the Category/Loading Classification may be increased by one when compared to an Indoor Heated Pool with the same bather load. So, a Category 4 Pool (Heated Indoor with a High Bather Load and Moderately Shallow Water) could become a Category 5 Pool, if it was Outdoors Unheated with the same bather load and depth.

[Table 4 amended 21 September 2009]

## **3.2 CIRCULATION - SUCTION AND RETURN POINTS**

### **3.2.1 General Requirements**

Aquatic facilities shall be provided with a surface skimmer or perimeter overflow gutter system, which shall be designed and constructed to provide effective removal of soiled surface waters.

Facilities shall be provided with return inlets and suction outlets, which are arranged to produce a uniform circulation of water throughout the facility. Where applicable, circulation equipment, and controls may be installed to allow additional circulation to heavily loaded parts of a water body (e.g. a beach area).

A minimum of two return inlets shall be provided for every pool, that shall be sized and installed to accommodate the flow rate required by section 3.3.2 Filtration Rates and Turnover Times. The flow rates through a single return inlet shall not exceed manufacturer's recommendations.

Where a facility is greater than 12 metres wide, or more than 280 square metres in surface area; floor inlets, or a combination of floor and wall inlets, shall be used.

Where skimmer boxes are used, the return inlets shall be of a directional design and be located to assist in bringing floating particles within range of the skimmers. Return inlets shall be installed no further than 13 metres from the nearest skimmer.

### **3.2.2 Wall Inlets**

Wall Inlets shall be rounded and smooth, tamper-proof and of a design to prevent entrapment. They shall not extend further than 2.5cm from the wall.

### **3.2.3 Floor Inlets**

Floor inlets shall be installed flush with the surface of the bottom of the facility, be tamper-proof and of a design to prevent entrapment.

### **3.2.4 Surface Skimmers**

Surface Skimmers may be used in aquatic facilities where the water surface area does not exceed 450 m<sup>2</sup>.

Surface Skimmers shall be located in an appropriate position in relation to the inlets, to maintain effective skimming action throughout the facility.

The flow rate through surface skimmers shall not be less than 5 litres per minute, per centimetre of skimmer weir. The flow rate through each individual skimmer shall not exceed the manufacturer's maximum specified flow rate.

Skimmer covers located on a walking surface shall be securely seated, slip-resistant, of sufficient strength to withstand normal deck use, and not constitute a tripping hazard.

At least one skimmer shall be provided for every water body. More skimmers and suction outlets shall be installed as required, to ensure adequate circulation of the water body in accordance with Table 4 -Water Body Loading Category Chart. Flow rates through skimmers and suction outlets shall not exceed the manufacturer's recommendations. [Section 3.2.4 – Surface Skimmers amended 31 Oct 2007 & 15 Sept 2008]



### **3.2.5 Perimeter Overflow Systems (“Fixed Rim Skimming Device”)**

Perimeter overflow systems shall be used in aquatic facilities where the water surface area for an individual water body or a series of water bodies connected by the same filtration and circulation system exceeds 450 m<sup>2</sup>.

Perimeter overflow systems shall be continuous around the water body and achieve 50% minimum perimeter coverage, given that the following areas are exempt from perimeter overflow system installation:

- At stairs,
- At recessed ladders,
- Directly under slide flumes,
- Along weir features,
- At raised ends,
- Along planter boxes and
- The walls of river rides/turbo channels.

They shall be designed with sufficient capacity to accommodate the volume of water to achieve the required turnover rate, together with any surge produced from patron activities, so that water is not permitted to flow onto the aquatic facility concourse.

All grates shall be neat fitting, with no gaps between adjoining grate sections, flush fitting, with no raised or buckled area. [Section 3.2.5 Perimeter Overflow Systems (“Fixed Rim Skimming Device”) amended 15 Sep 2008]

### **3.2.6 Entrapment Prevention**

Surface skimmers and perimeter overflow gutter systems shall be designed and installed so as not to constitute a hazard to the user, and to prevent entrance or entrapment of a patron’s limb, body or hair.

The requirements of AS 1926.3-2010, Swimming Pool Safety, Water Recirculation and Filtration Systems shall apply to all suction outlet systems. Furthermore the following items shall also apply:

Main drain outlets that are less than 300mm wide shall be covered with an anti-vortex grate.

Suction outlets shall not be able to be isolated, such that one outlet serves as the sole source of water to a pump.

The circulation systems of pools, spas or water recreation attractions shall not be operated if the main drain grates, or any suction outlet cover or grate is missing, broken, or insecurely fitted.

[Section 3.2.6 amended 7th July 2011]

### **3.2.7 Variable Speed Drives**

Where it is intended to install a variable speed drive on a water body filtration system or at the completion of works undertaken retrospectively to those requirements, the trained Technical Operator shall complete a form described in Appendix 11 and forward that form to the Department of Health (DOH).

The trained Technical Operator shall ensure that the flow rate of the circulation system shall meet the requirements of Section 3.1 General Requirements or be superior in performance to ensure that the pool water can recover after use by the law of consecutive dilutions. The filtration systems shall continuously operate at the full designed flow rate.

Only Variable Speed Drives that have been designed for commercial (and public pool) usage may be installed. Replacement filters with less capacity than the original (DOH approved) capacity are not permitted to be used in conjunction with variable speed drive pumps.

It is the responsibility of the Trained Technical Operator to maintain plant and equipment and to ensure that all replacement filters and pumps comply with the Code of Practice.

*[Subsection 3.2.7 inserted 21 January 2016]*

### **3.3 WATER TREATMENT**

Effective water treatment requires a combination of processes working together to provide water that is safe to swim in and of optimum quality. Among these, filtration and disinfection are critical processes with specific requirements.

#### **3.3.1 Filtration**

Filtration is used to remove contaminants that are present in the water, either as colloidal solutions or suspended as particulate material.

The filtration system pumps soiled water through a filtration medium, which captures and retains the contaminants. The filtration medium may consist of sand, diatomaceous earth or other approved material. The captured contaminants are subsequently removed from the filter medium during a cleaning process such as backwashing.

Efficient filtration will remove a high proportion of contaminants from the water, enhancing the effectiveness of the disinfection process.

An additional role of the circulation system is to provide a continuous flow of water through the water body, to mix and evenly distribute the disinfectant chemicals throughout the water.

Filtration systems shall be designed to take into account the level of contaminants in the water, determined by factors such as the type of facility, the expected bather loading, water depth, the size of the facility, the water volume and operating water temperature.

#### **3.3.2 Filtration Rates and Turnover Times**

Aquatic facilities shall be provided with filtration systems appropriate to the category approved by the CHO. Each body of water shall be equipped with a filtration system that has the capacity to achieve the turnover times set out in the “Water Body Loading Category Chart” (Table 4).

All filtration rates shall comply with the requirements as set out in the “Water Body Parameters by Category Chart” (Table 5).

Clause 3.9 at the end of this section contains an example on the use of data from Table 4 and Table 5 to determine filtration system requirements.

**Table 5 - Water Body Parameters by Category Chart**

Category	Maximum Peak Bather Loading (persons/m <sup>2</sup> )	Minimum Water Allowance per T/Over (m <sup>3</sup> /person/turn over)	Maximum Daily Bather Load (persons/m <sup>3</sup> )	Maximum Sand Filter Flow Rate (L/min/m <sup>2</sup> )	Maximum D.E Filter Flow Rate (L/min/m <sup>2</sup> )	Maximum Cartridge Filter Flow Rate (L/min/m <sup>2</sup> )
1	1 person / 1.0m <sup>2</sup>	10.0	9.6	400	60	12
2	1 person / 2.0m <sup>2</sup>	8.0	6.0	400	60	12
3	1 person / 2.0m <sup>2</sup>	7.0	3.4	400	60	12
4	1 person / 2.5m <sup>2</sup>	6.0	3.0	600	80	15
5	1 person / 2.5m <sup>2</sup>	5.4	2.2	600	80	15
6	1 person / 2.5m <sup>2</sup>	5.0	1.9	600	80	15
7	1 person / 3.5m <sup>2</sup>	4.8	1.4	700	80	15
8	1 person / 3.5m <sup>2</sup>	4.8	1.0	700	80	15

### 3.3.3 Requirements for Filtration Vessels

Filtration vessels shall be designed and constructed in accordance with the following requirements:

- To achieve a uniform flow of water through the filter bed.
- To be capable of withstanding normal and continuous use without deterioration that could affect the filter or filter operation.
- To permit regular inspection and maintenance.
- To permit adequate and effective cleaning or replacement of the media, to achieve design flow rates in filter and backwash mode.
- To have corrosion-resistant components.
- Where filter vessels permit the accumulation of air in the top of the vessel housing, the filter vessel shall be equipped with an air release system, which evacuates the air automatically.
- To be installed with all necessary pressure gauges and instrumentation.
- To be clearly labelled with model, make, filter area, pressure rating and flow rates (in filter and backwash mode).

### 3.3.4 Other Requirements

Facilities shall comply with the following requirements:

- Water velocity in pipe work shall not exceed 3 metres per second in discharge piping, and 1.8 metres per second in suction piping.
- Systems incorporating manifolding shall comply with the requirements of AS 1345-1995, Identification of the Contents of Pipes, Conduits and Ducts.
- Filtration equipment shall be protected from tampering by unauthorised persons.
- Filtration equipment shall be mounted level on concrete or another surface, which is easily cleanable and non-absorbent.

- Plant room floors shall slope at a minimum 1:50 gradient towards a floor drainage system.
- Each filter vessel shall be installed so that it can be isolated from the recirculation system for repairs and backwashing.
- All water treatment plant shall be installed with sufficient access, to enable them to be inspected and serviced in accordance with manufacturer's specifications and safe working practices.
- Filters cleaned by backwashing shall be provided with a readily observable sight glass, installed on the waste discharge line. Sight glasses shall be of full line diameter and readily removable for cleaning.
- Facilities using cartridge filters shall be provided with a wash-down area, to enable filtration media cleaning, without creating a nuisance and whereby, the onsite disposal of waste-water is undertaken in a manner that has been approved by the local government.

### **3.3.5 Balance Tank Capacities and Personnel Accessibility**

Balance tanks form an integral part of the hydraulic performance of the water treatment system. Balance tanks shall be sized, to allow for the following:

- Bather displacement based on the maximum instantaneous load rating for the facility.
- Volume of water available to backwash all primary filters at one time.
- A reserve for start-up after backwash, freeboard and wave displacement of not less than 20% above the sum of 1 and 2.

Where entry is possible into a balance tank, it shall be designed in accordance with the requirements of the

Occupational Safety and Health Regulations 1996 (Part 3 Division 8 "Work in Confined Spaces").

### **3.3.6 Requirements for Water Supply**

The water treatment/recirculation system shall be designed, such that all additional water is filtered before it enters a water body for which patrons may have contact through interaction or use e.g. swimming, leisure or free-play. This requirement does not apply to balance, or holding tanks, for which patrons do not have general access or contact.

The water supply for all water features shall consist of filtered, disinfected water obtained from the return side of the filtration system. This requirement applies to water features such as waterfalls, fountains, mushrooms, or other design features through which water enters an aquatic facility.

It is recommended that high volume water features (water slides, rivers etc); draw their water from a filtered and chlorinated supply. However, if any water is drawn from the balance tank directly into a water feature, then the make-up water entering the balance tank, shall be located in a position away from the water feature suction, within the balance tank, and the balance tank water must be maintained at 2 milligrams per litre of free chlorine, and the free chlorine levels must be tested every 4 hours, in accordance with Group 1 manual water chemistry sampling requirements.

*[Section 3.3.6 Requirements for Water Supply amended 15 Sep 2008]*

## **3.4 DISINFECTION**

The disinfection process involves adding a chemical to the water to destroy micro-organisms, and oxidise chemical pollutants. To prevent transmission of infectious diseases, it is essential that this process achieves rapid destruction of micro-organisms in the water, without harming

the bathers. It is also necessary to maintain a sufficient residual disinfectant in the water to rapidly destroy any micro-organisms introduced by patrons or other sources.

Chemical disinfection processes are generally centred on a chlorine or bromine compound, as they are the most effective chemicals that can safely be used in an aquatic facility. They may be used in conjunction with a number of other chemicals or processes (such as U.V. or Ozone) to improve their efficiency and reduce the creation of disinfection by-products.

### **3.4.1 General Requirements**

Aquatic facilities shall be equipped with automatic disinfectant equipment that is capable of maintaining continuous and effective disinfection of the water under all conditions of use.

The equipment shall be capable of maintaining the water chemistry in compliance with the requirements of this Code.

### **3.4.2 Design and Installation Requirements**

Chemical dosing equipment shall be designed and installed to comply with the following requirements:

- Dosing pumps shall be regulated to accommodate varying supply or back pressures, and ensure the feed rate remains constant.
- Control systems with graduated and clearly marked dosage adjustments shall be provided, which are capable of providing flows from full capacity to 10% of such capacity.
- Chemicals shall not feed into the water if the pumping equipment or power supply fails.
- Operation of the system shall cease if there is inadequate flow of water through the filtration system that would prevent the chemicals from being properly dispersed throughout the aquatic facility water body.
- Water shall not be permitted to siphon from the recirculation system to the water treatment solution container. Water treatment chemicals shall not be permitted to siphon from the solution container into the water body.
- Make-up water supply lines installed on chemical solution feeder tanks shall have an air gap or other back-flow prevention device.

## **3.5 POSITIONING OF INJECTION POINTS**

Uncovered gravity sand filters shall have the disinfectant injection point located prior to the filter.

All other filtration systems may have the disinfectant injection point located either prior to, or after, the filters.

*[Section 3.5 amended 15 April 2010]*

## **3.6 SPECIAL REQUIREMENTS FOR ELECTROLYTIC SALT CHLORINATORS**

As a by-product of this process is the production of hydrogen gas, (which could accumulate in a pressure filter,) Electrolytic Salt Chlorinators shall only be installed downstream of pressure filters.

Electrolytic Salt Chlorinators shall be electrically linked to the main circulating pump, to prevent the chlorinator operating when the main circulating pump is switched off.

Where the electrolytic salt cells are not designed to be located above the filter vessel, gas detectors shall be fitted that will terminate the operation of the chlorinator in the event of a hydrogen gas build-up.

As an Electrolytic Salt Chlorinator cannot respond to instantaneous chlorine demand, a back-up automatic chlorine system shall be installed, using gas, liquid or granular chlorine.

### 3.7 SPECIFIC REQUIREMENTS FOR OZONE DISINFECTION SYSTEMS

Facilities equipped with ozone water treatment systems shall comply with the requirements in Appendix 4 of this Code.

### 3.8 WATER HEATING SYSTEMS

All water heating systems shall comply with the provisions detailed in Appendix 3 of this Code.

*[Section 3.8 amended 16 May 2011]*

### 3.9 EXPLANATORY NOTES TO SECTION 3

#### From Table 5 – Water Body Parameters by Category Chart

Category	Maximum Peak Bather Loading (persons/m <sup>2</sup> )	Minimum Water Allowance per T/Over (m <sup>3</sup> /person/turn over)	Maximum Daily Bather Load (persons/m <sup>3</sup> )	Maximum Sand Filter Flow Rate (L/min/m <sup>2</sup> )	Maximum D.E Filter Flow Rate (L/min/m <sup>2</sup> )	Maximum Cartridge Filter Flow Rate (L/min/m <sup>2</sup> )
1	1 person / 1.0m <sup>2</sup>	10.0	9.6	400	60	12
2	1 person / 2.0m <sup>2</sup>	8.0	6.0	400	60	12
3	1 person / 2.0m <sup>2</sup>	7.0	3.4	400	60	12
4	1 person / 2.5m <sup>2</sup>	6.0	3.0	600	80	15
5	1 person / 2.5m <sup>2</sup>	5.4	2.2	600	80	15
6	1 person / 2.5m <sup>2</sup>	5.0	1.9	600	80	15
7	1 person / 3.5m <sup>2</sup>	4.8	1.4	700	80	15
8	1 person / 3.5m <sup>2</sup>	4.8	1.0	700	80	15

The above chart specifies maximum filter flow rates for aquatic facility water treatment systems. It is the maximum rate at which the water can flow through the filtration medium. Higher bather loadings (number of patrons in the water) produce higher levels of contamination in the water, such as fats, oils and other bodily wastes. To effectively remove these contaminants, the water must pass through the filtration medium at a slower rate.

The chart prescribes eight levels of filter flow rates, for varying bather loading levels. The bather loadings are linked to the facility classifications prescribed in the Water Body Loading Category Chart in (Table 4).

Bather loading levels are prescribed using a maximum peak bather loading and a maximum daily bather loading.

The maximum peak bather loading is prescribed in Column 2 of the Table, expressed as persons per m<sup>2</sup> of the surface of the water body. This can also be described as the instantaneous bather load, and represents the maximum number of people who may use the aquatic facility water body at any one time. The ratios alter according to the category of facility (as defined by Table 4) and the usual water body depths.

Column 3 is the Minimum Water Allowance per Turnover, and corresponds to the maximum number of people permitted in the water body in a 24-hour period. This loading is calculated from the volume of treated water per day, divided by a volumetric allowance per bather. The volumetric allowance varies with the Category selection and a depth factor. This is expressed in volume (m<sup>3</sup>) of treated water per turnover, per person, per day.

Column 4 translates this concept into a Maximum Daily Bather Load. This value is the maximum number of patrons allowed in the water body per m<sup>3</sup> of water per day.

Columns 5-7 provide the Maximum Permissible Filtration Rate for each category of facility, for the three commonly used filter technologies. The value is expressed in litres per minute, per m<sup>2</sup> of filter bed surface area.

It should be noted that these are the maximum rates permissible. Lower filter flow rates may be stipulated by the aquatic engineer, as determined by the anticipated bather loading and water quality requirements. The turnover rates stipulated in Table 4 must be maintained at all times.

**Example 1**

**Water Body Dimensions: Area: 250m<sup>2</sup> Depth: 1.0m Volume: 250m<sup>3</sup>**

**SCENARIO A:** Heated Water, Indoor Pool, Medium Bather Load, Fairly Shallow Water

**Category 5: Maximum Permissible Turnover Time 2 hr = 125m<sup>3</sup>/hr**

Instant Bather Load 250m<sup>2</sup> @ 2.5m<sup>2</sup> per person = **100 persons instantaneous load**

Maximum Daily Bather Load:

- Turnover = 125m<sup>3</sup>/hr x 24 = 3000m<sup>3</sup>/24hr
- Allowance = 5.4m<sup>3</sup>/person/24hrs **555 persons per day**

**SCENARIO B:** The facility proponent requires capacity to deal with a higher daily bather load (650 Persons/day)

Instant bather remains at: **100 persons instantaneous load**

Maximum daily Bather load: **650 persons per day**

Turnover required = 650 x 5.4 = 3510m<sup>3</sup>/24hrs  
 = 146m<sup>3</sup>/hr **1.17hr turnover required (1hr 10mins)**

This must be allowed for in design and application. Probably should apply for a **Category 4** with a turnover of **1.5hrs** which would allow **667 persons per day**

**SCENARIO C:** The facility is designed and built for an instantaneous load of 100 persons, and a daily bather load of 555 persons per day, but regularly has bather loads of 650 persons per day.

*The facility owner will be required to decrease the turnover time as in Scenario B, or limit the number of patrons to 555 per day.*

**Note:** In all cases, the **Instantaneous Bather Load** remains sacrosanct in design and operation.

## Example 2

**Water Body Dimensions: Area: 500m<sup>2</sup> Depth: 0.6m Volume: 300m<sup>3</sup>**

SCENARIO A: Heated Water, Indoor Pool, Heavy Bather Load, Shallow Water

**Category 3: Maximum Permissible Turnover Time 1 hr = 300m<sup>3</sup>/hr**

Instant Bather Load 500m<sup>2</sup> @ 2.0m<sup>2</sup> per person = **250 persons instantaneous load**

Maximum Daily Bather Load

- Turnover = 300m<sup>3</sup>/hr x 24 = 7200m<sup>3</sup>/24hr
- Allowance = 7.0m<sup>3</sup>/persons/24hrs: **1028 persons per day**

SCENARIO B: Same Pool size but Unheated Outdoor Pool, Heavy Bather Load, Shallow Water

**Category 4: Maximum Permissible Turnover Time 1.5 hr = 200m<sup>3</sup>/hr**

Instant Bather Load 500m<sup>2</sup> @ 2.5m<sup>2</sup> per person = **200 persons instantaneous load**

Maximum Daily Bather Load

- Turnover = 200m<sup>3</sup>/hr x 24 = 4800m<sup>3</sup>/24hr
- Allowance = 6.0m<sup>3</sup>/persons/24hrs **800 persons per day**

SCENARIO C: Same Pool size but Unheated Outdoor Pool, Light Bather Load, Shallow Water

**Category 5: Maximum Permissible Turnover Time 2.0 hr = 150m<sup>3</sup>/hr**

Instant Bather Load 500m<sup>2</sup> @ 2.5m<sup>2</sup> per person = **200 persons instantaneous load**

Maximum Daily Bather Load

- Turnover = 150m<sup>3</sup>/hr x 24 = 3600m<sup>3</sup>/24hr
- Allowance = 5.0m<sup>3</sup>/persons/24hrs **667 persons per day**

Note: For Scenario A (**Category 3**) the flow rate through the Filter(s) must also be slower.



## **SECTION 4 – CHEMICAL SAFETY**

All chemicals used to treat aquatic facility water can be hazardous, if not handled and stored properly.

Disinfectants are designed to kill micro-organisms, and in concentrated form they can be hazardous to staff and patrons.

A number of the chemicals are incompatible, and can react if mixed together. The manufacturers' Material Safety Data Sheet is a useful source of information on the storage, handling and use of chemicals.

### **4.1 CHLORINE GAS AND CHEMICAL STORAGE**

Aquatic facilities are advised of the need to comply with the *Dangerous Goods Safety Act 2004* (WA), and the *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007* (WA), which are administered by the Department of Mines, Industry Regulation and Safety.

*[Section 4.1 Chlorine Gas and Chemical Storage amended 24th January 2020]*

## SECTION 5 – WATER QUALITY AND TESTING

Maintaining water quality is a fundamental role in operating an aquatic facility. The objectives of an operator should be to:

- Ensure the water is properly disinfected at all times, to prevent transmission of infectious diseases,
- Achieve maximum patron comfort, and
- Maximise longevity of the facility structure.

Whenever an aquatic facility is available for use, the water needs to contain an adequate level of a chemical that can destroy micro-organisms. By far the most common chemical used for disinfection is chlorine. This material has the advantages of being a relatively low cost, highly effective disinfectant that is readily available.

However, chlorine is also a highly reactive chemical, which non-selectively combines with nitrogen-rich pollutants in the water, to produce unwanted chemicals known as chloramines. These give the water a characteristic pungent chlorine-like smell, and irritate the eyes and skin of patrons.

Chloramines are also known to be less effective disinfectants than free chlorine. High concentrations of chloramines reduce the overall effectiveness of the chlorination process.

The chloramine problem is generally worse in heavily patronised facilities, where patrons add large amounts of urea and other nitrogen-rich bodily wastes to the water.

A number of technologies are now available to reduce the levels of chloramines in water. Examples include the use of ozone gas, ultraviolet light irradiation, and the addition of non-chlorine oxidising chemicals to the water. The use of these technologies should be considered for indoor aquatic facilities with significant bather numbers.

Chlorine also undergoes significant degradation when exposed to sunlight. The degradation is caused by the ultraviolet light component of sunlight, and can be reduced by adding cyanuric acid to the water. This chemical binds to chlorine and shields it from the ultraviolet light.

A number of studies have been performed on cyanuric acid, some of which suggest that the chemical decreases the effectiveness of chlorine, and therefore increases the disinfection time. To compensate for this effect, cyanuric acid needs to be maintained within a specific concentration range, and used in conjunction with higher levels of chlorine.

Techniques for measuring chlorine levels in water are well established. A variety of colorimetric techniques are available, using reagents and a comparator or photometer.

However, chlorine and pH levels alone are an insufficient measure of the efficacy of the disinfection process. The efficacy is determined by the activity level of the chlorine, which can be affected by a number of other factors.

The activity level of chlorine is measured by its oxidative capacity, otherwise known as the oxidation reduction potential. This parameter indicates the combined effect of all oxidising materials in the water, and is expressed in millivolts.

Systems which monitor the oxidation reduction potential and pH are becoming widespread in the aquatic industry, as they provide operators with the ability to automatically control the water chemistry.

Some indoor facilities choose to use bromine disinfectants in place of chlorine. Bromine compounds possess a number of desirable properties, including:

- Reduced breakdown of the disinfectant at higher water temperatures (heated facilities),
- Increased effectiveness of the sanitiser in water with high levels of organic contamination (produced by high bather loadings),
- Reduced patron irritation from sanitiser by-products (bromamines are less irritating than chloramines).

Bromine is most commonly used in a solid form as the chemical Bromo-chloro-dimethylhydantoin (BCDMH). The bromine and chlorine components of this substance eventually degrade to inactive bromide and chloride; however, the dimethylhydantoin (DMH) component does not break down, and accumulates in the water. Elevated levels of DMH are believed to produce skin irritation problems in patrons, and can only be reduced by dilution with fresh water on a volume by volume basis.

Bromine is not suitable for use in outdoor facilities, as it cannot be stabilised against ultraviolet light degradation.

The effectiveness of chlorine and other disinfectants is largely influenced by the pH of the water. Both chlorine and bromine lose their disinfection and oxidation capacity at higher pH levels. To ensure disinfectants achieve maximum effectiveness, it is critical that the pH of the water is maintained within a defined range.

Addition of disinfectants, which can be strongly acidic or strongly alkaline, changes the pH. Fluctuations in the pH levels can be minimised if correct alkalinity levels are maintained. The alkalinity is a measure of the ability of the water to resist changes in pH.

The appropriate alkalinity level will depend upon the type of disinfection system used, and the material used to construct the water body.

The chemicals used to disinfect the water and adjust the pH, ultimately break down to produce salt. Unless the salt level is diluted, by emptying a sufficient volume and refilling with fresh water, the salinity level will gradually rise.

The Total Dissolved Solids level (TDS) is a measure of the total quantity of salts dissolved in the water. It is advisable to prevent excessively high TDS levels from accumulating, as they may result in accelerated corrosion of metal components within the water bodies.

In addition to water chemistry, it is important to ensure physical water quality parameters are maintained.

Water clarity is often the first feature patrons notice when entering an aquatic facility. Apart from its effect on aesthetic quality, water clarity is also an important factor in providing a safe environment. Excessive levels of turbidity in water can reduce the ability of lifeguards to detect submerged patrons. The particles that produce turbidity also reduce the efficiency of the water disinfection process, by shielding micro-organisms from direct contact with disinfectants. A variety of methods are available to control turbidity levels.

Many aquatic facilities use water heating systems to facilitate patron comfort and enable the facility to be used throughout the colder months. The most appropriate operating temperature will depend on the type of facility.

Warmer temperatures are generally appropriate for facilities used for less strenuous activities such as hydrotherapy pools and spa pools, whilst lower temperatures are generally appropriate for facilities used for vigorous exercise, such as swimming training.

Higher water temperatures can cause patron discomfort, increasing perspiration and elevating levels of contamination in the water. If an aquatic facility is operated with excessively high water temperatures, and patrons stay in the water for long periods, they may suffer an elevation in body temperature, which can have serious consequences. As it is difficult to control the time patrons spend in the water, it is important to ensure water temperatures do not exceed certain limits.

It is important to regularly check the chemical and physical properties of aquatic facility water, and make adjustments where necessary. This will ensure the filtration and disinfection system is functioning correctly, and patrons are provided with maximum levels of hygiene and comfort.

## 5.1 CHEMICAL WATER STANDARDS

The water chemistry shall be maintained in accordance with the requirements of Table 6.

### 5.1.1 Free Chlorine Levels

**Table 6 - Minimum Free Chlorine Levels**

	Minimum Free Chlorine Levels – milligrams per litre	
	Water Temperature Less than 26 C.	Water Temperature Greater than 26 C.
Unstabilised pools where cyanuric acid <b>not</b> used.	1.0	2.0
Stabilised pools Where cyanuric acid is used	2.0	3.0
Hydrotherapy Pools, Spa Pools & Wading Pools	3.0	

*[Section 5.1.1 Free Chlorine Levels - Table 6 – Minimum Free Chlorine Levels amended 21 Sep 2009]*

As an alternative to complying with this requirement, indoor facilities may comply with the free bromine levels specified in 5.1.4 Free Bromine Levels of this Section.

### 5.1.2 Combined Chlorine Levels

It is recommended that facilities be operated with combined chlorine levels no greater than 30% of the Free Chlorine Levels.

### 5.1.3 Maximum Chlorine Levels

Total chlorine levels shall be no greater than 8 milligrams per litre whilst a facility is in use.

*[Section 5.1.3 Maximum Chlorine Levels amended 24th January 2020]*

### 5.1.4 Free Bromine Levels

Facilities electing to use bromine sanitisers shall ensure the water complies with the requirements of Table 7.

**Table 7 - Minimum Free Bromine Levels**

Type of Facility	Minimum Free Bromine Levels (milligrams per litre)	
	Water Temperature Less than 26 °C.	Water Temperature Greater than 26 °C.
Swimming Pools, Wave Pools, Water Slide Receiving Pools	2.0	4.0
Hydrotherapy Pools, Spa Pools and Wading Pools	4.0	6.0

Facilities using bromine as a sanitiser shall keep the DMH levels no greater than 200 milligrams per litre.

**5.1.5 pH**

The pH shall be maintained within the range 7.2 – 7.8, except where bromine is used as a sanitiser wherein, the pH shall be maintained within the range 7.2-8.0.

**5.1.6 Cyanuric Acid**

Where cyanuric acid is used, it is to be maintained at a minimum of 20 milligrams per litre and no more than 100 milligrams per litre. Trained Technical Operators should seek industry advice to manage the level of cyanuric acid in swimming pool water.

*[Subsection 5.1.6 amended 21 January 2016]*

**5.1.7 Alkalinity**

The alkalinity shall be maintained within the range 60 – 200 milligrams per litre.

**5.1.8 Calcium Hardness**

The calcium hardness shall be maintained within the range 50-400 milligrams per litre.

**5.1.9 Total Dissolved Solids**

It is recommended that the Total Dissolved Solids (TDS) level be maintained at no more than 1000 milligrams per litre above the TDS level of the supply water, to an absolute maximum of 3000 milligrams per litre.

Facilities using salt water chlorination units shall maintain the TDS level in the range specified by the chlorination unit manufacturers.

**5.1.10 Water Balance**

It is recommended that operators ensure water is balanced in accordance with the Langlier Saturation Index, Taylor Index or other appropriate saturation index. Information on water balance is contained in Appendix 7 of this Code.

## 5.2 PHYSICAL WATER STANDARDS

Aquatic facility water needs to be maintained to appropriate physical standards, to provide patrons with a comfortable and safe environment, and to ensure the disinfection process works efficiently.

### 5.2.1 Water Clarity

Aquatic facility water shall be kept clean and clear.

The water shall be maintained to a level of clarity that will allow a Secchi Disk 150mm in diameter, placed on the bottom of the deepest part of the water body, to be visible when viewed from the concourse at a distance of 9 metres.

Whenever a facility is open for use, the water shall have sufficient clarity to enable lifeguards to see a submerged patron on the bottom of the water body.

This requirement shall be applied to measurements conducted on waterslide landing pools without the flume water flow operating.

### 5.2.2 Maximum Water Temperatures

Aquatic facility water bodies shall not be heated above 38 0C.

## 5.3 MICROBIOLOGICAL WATER STANDARDS

All aquatic facility water shall be maintained in accordance with the microbiological requirements of Table 8.

All make-up water used in aquatic facilities shall also comply with this requirement.

### Notes to Table 8

Water samples from backwash, source water, balance tank/s, more than one sampling point in a single water body are no longer required unless an investigation is underway.

Chemical parameters for all water body testing shall include chlorine (or bromine), pH and temperature and shall be read in decimal e.g. 2.00, 2.05. Do not use symbols > or < with numbers or decimals.

Where new and existing water bodies (e.g. water spray grounds / interactive water features, pools, spas etc) are testing and have satisfactory results in accordance with Table 8, the water body may open with the approval of the Local Government Authorised Officer following the written approval of the CHO (new facilities only).

Where thermophilic *Naegleria* is detected, the water body is to remain closed until all laboratory results comply with the Code.

**Table 8 - Microbiological Water Standards**

**CONTROL STRATEGIES FOR THE PRESENCE OF MICROBIOLOGICAL CONTAMINATION OF AQUATIC WATER BODIES**

Type of Organism	Maximum Count Allowable	Required Control Strategy
<p><b><i>Escherichia coli</i></b> <b>(<i>E. coli</i>)</b></p> <p>(All aquatic water bodies)</p> <p>(Presence of <i>E. coli</i> indicates faecal contamination of human or animal origin)</p> <p>Ongoing <i>E. coli</i> contamination requires investigation by trained Technical Operator.</p>	< 1 cfu/100ml	Maintain Code chemical requirements and continue monthly monitoring.
	≥ 1 cfu/100ml	<p>Close water body to patrons, super-chlorinate to 10mg/l for 8 hours and then open water body for use.</p> <p>Repeat microbiological testing.</p>
<p><b>Presumptive <i>Pseudomonas aeruginosa</i></b></p> <p>(All aquatic water bodies with an operational temperature of 32°C or greater).</p>	< 1 cfu/100ml	Maintain Code chemical requirements and continue monthly monitoring.
	≥ 1 cfu/100mg	<p>Close water body to patrons, gently clean internal water body walls and super-chlorinate to 10mg/l for 8 hours.</p> <p>Repeat microbiological testing.</p>
	<p>Spa pools should be replenished by 100% water volume every 4 weeks or 25% of water by volume each week.</p> <p>A refilled spa pool may be used providing it is within the Code's chemical requirements.</p>	
<p><b>Thermophilic <i>Naegleria</i></b></p> <p>(All aquatic water bodies)</p> <p>(Where thermophilic <i>Naegleria</i> is detected, the aquatic water body should immediately be closed and begin remediation actions).</p>	Not Detected	Maintain Code chemical requirements and continue monthly monitoring.
	Pending	<p><b>Caution – await Lab results as a <i>Naegleria</i> organism may or may not be Detected.</b></p> <p>Maintain Code chemical requirements and continue monthly monitoring.</p>
	Detected	<p>Close water body to patrons and super-chlorinate to 10mg/l for 8 hours.</p> <p>Collect and submit follow-up water body samples to the laboratory. When results are available and have been endorsed as satisfactory by the Local Government EHO, the water body may be re-opened.</p> <p>EHO and trained Technical Operator shall investigate the problem and review water treatment program.</p>

[Section 5.3 - Table 8 – Microbiological Water Standards amended 24th January 2020]

## 5.4 CHEMICAL WATER TESTING

Whenever an aquatic facility is open for use, the water chemistry shall be manually tested on a regular basis.

Operators shall undertake manual collection and testing of the aquatic facility's water chemistry at the required daily frequency using the approved manual water chemistry test kit. Under no circumstances are readings taken from automatic chemical controller gauges an acceptable substitute to manual testing.

The water testing shall include measurement of the following parameters:

- Free chlorine / Free bromine
- pH

The testing shall be performed in accordance with the following minimum frequencies:

- Group 1 Facilities: At least once every four hours
- Group 2 Facilities: At least three times per day
- Group 3 Facilities: At least twice per day
- Group 4 Facilities: At least once per day

All facilities using isocyanuric acid shall perform water tests to measure the concentration of the chemical at least once per week.

Results of all water testing and maintenance procedures shall be recorded, and records kept by the facility for at least two years. The occupier of a facility shall produce the records for examination at the request of an Authorised Officer.

All chemical water tests are to be performed using water testing kits approved by the CHO. Approved testing kits are listed below:

- Palintest Comparators;
- Palintest Photometers;
- Lovibond Comparators;
- Lovibond Photometers;
- LaMotte Water Link Spin Photometer.

Test kit reagents shall be stored in accordance with manufacturers' directions, and discarded upon reaching their expiry date.

### **Chemical Water Testing – Dilution Ratios**

The dilution ratios to determine 20mg/l of free chlorine using water chemistry testing kits, assuming that the range of measurement for water chemistry testing kits facilitates up to 5mg/l, can be determined by using the following procedure:

#### **Water testing method:**

1. Using a clean plastic bucket or jug (recommend rinse with distilled water before use) collect approximately 1-2L of water from the pool.
2. Pour 250mL of the collected pool water into a 2nd clean 1-1.5L measuring container.
3. Pour 750mL of distilled water into the 250mL container of pool water.

**Note:** This dilution ratio will enable the measurement of free and total chlorine levels up to **20mg/l** to be obtained.



4. Mix water gently with a clean stirring implement for approximately 30 seconds – 1 minute.
5. Using pool water chemistry test kit sample vials, collect 10mL from the 1L mixture of pool-distilled water.
6. Add reagents and obtain measurements/readings as required.
7. Multiply the measured value by four to get the actual total and free chlorine levels.
8. If measurements do not register, it is likely measurements/readings are off the scale. Therefore repeat the procedure again using either reduced (1:2), or increased (1:4) dilution ratios to determine actual free and total chlorine levels.

**Note:** Alternative quantities of water and/or ratios can be used when mixing pool water with distilled water. Please refer to the table below for suggested ratios and quantities.

Ratios / Measurement Range	Volume of Pool Water (mL)	Volume of Distilled Water (mL)
<b>1:4</b> Measures up to 25mg/L	200	800
	250	1000
<b>1:3</b> Measures up to 20m/L	200	600
	250	750
<b>1:2</b> Measures up to 15mg/L	200	400
	250	500
<b>1:1</b> Measures up to 10mg/L	200	200
	250	250

*[Section 5.4 Chemical Water Testing amended 24th January 2020]*

## 5.5 OFF-SEASON PERIODS - WATER QUALITY MAINTENANCE

During the off-season, whilst an aquatic facility is not in use, operators shall ensure water clarity is maintained and algal growth prevented.

Signage must be displayed at all entry points into aquatic facilities, clearly stating that the facility is closed for the winter, or words to similar effect regarding off-season closure.

Aquatic facilities shall receive sufficient maintenance to ensure they do not give off objectionable odours, become a breeding ground for insects, or create any other nuisance or safety hazards.

Maintenance of other water quality parameters is not required during the off-season.

At the end of an off-season period, occupiers shall seek approval from the environmental health service of the local government in which the aquatic facility is located, prior to a facility being re-opened for use.

## **SECTION 6 – QUALIFICATION REQUIREMENTS FOR AQUATIC FACILITY OPERATORS, SUPERVISORS AND EMERGENCY CARE PERSONNEL**

This Section defines management requirements for operation, supervision and emergency care using the aquatic facility classification defined in Section 1.

Aquatic facilities vary in their size, design, and patron characteristics. It is essential that aquatic facility management and staff possess qualifications and skills that enable them to effectively operate the facility, supervise and control users and provide adequate emergency care.

Management is expected to be able to carry out all required tasks, including operation of the filtration plant and equipment, maintaining water quality, general upkeep and maintenance of the facility.

Management is responsible for ensuring the facility implements adequate measures to supervise all patrons. A lifeguard service providing effective supervision of patrons, can prevent drowning, and is essential in higher-risk facilities. It is important that lifeguards hold suitable, current qualifications and skills. Lifeguards must be able to provide supervision at all times, and not be allocated duties that could interfere with their ability to respond immediately to an emergency.

It is also important for higher-risk facilities to have qualified personnel on the premises, who are able to carry out emergency care, until the casualty recovers or is transferred to the care of a paramedical or medical professional.

Group Three and Group Four facilities that do not provide a lifeguard service are required to implement other measures, to reduce the risk to bathers. Examples of such measures include providing qualified instructors, controlling patron usage, or informing patrons of the need to arrange their own supervision.

In circumstances where a facility is operated and supervised by one person, that person will need to comply with all the qualification requirements that apply to that facility. In circumstances where a facility is operated and supervised by a team of personnel, the qualification requirements may be satisfied by the collective qualifications held by individual team members.

### **6.1 INTERPRETATION**

All Units of Competence listed in this section are sourced from the SIS10 Sport, Fitness and Recreation Training Package.

References to “approved” shall be construed as meaning “approved by the Chief Health Officer”.

For the purposes of this Section of the Code, provisions in the Pool Safety Guidelines incorporating the word “should” shall be construed as mandatory requirements.

*[Section 6.1 amended 1 August 2013]*

## 6.2 QUALIFICATION REQUIREMENTS

### 6.2.1 Group 1 Facilities

The operator of a Group 1 facility shall ensure that whenever the facility is open or available for use by the public, personnel are on the premises that hold qualifications in Technical Operations, Patron Supervision and Emergency Care, as detailed below.

*[Section 6.2.1 Group One Facilities amended 31 Oct 2007]*

#### 6.2.1.1 Technical Operations

Each technical operator of a Group 1 facility shall have completed an approved training program. An approved training program shall consist of the following units of competency or equivalent:

SISCAQU001	Test pool water quality
SISCAQU003	Maintain aquatic facility plant and equipment
SISCAQU005	Develop and implement aquatic facility maintenance procedures
SISCAQU004	Develop and implement pool water maintenance procedures
BSBRSK401	Identify risk and apply risk management processes
SISCAQU014	Operate self-contained breathing apparatus in an aquatic facility..
SISXEMR001	Respond to emergency situations
SISXEMR002	Coordinate emergency responses

Participants shall be assessed in accordance with Guideline TO 1.07 – Accreditation for Pool Plant Operators – 2003 from the Pool Safety Guidelines or equivalent.

Currency of practice will be demonstrated by maintaining accreditation with the Leisure Institute of Western Australia (Aquatics) or an approved equivalent. The Accreditation Certificate is to remain at the Aquatic Facility and made available, when requested by an Authorised Officer. The accreditation process will require individuals to meet the following criteria every three years and hold the following:

1. Evidence of successful completion of a recognised pool operators' training course.
2. A current Senior First Aid Certificate or equivalent.
3. A current Pool Lifeguard Award or equivalent.
4. Details of current and past employment in the aquatic industry.
5. Evidence of attendance at two professional development seminars over the three-year period.

*[Section 6.2.1.1 Technical Operations amended 24th January 2020]*

#### 6.2.1.2 Patron Supervision

Group 1 facilities shall be provided with lifeguards who have completed an approved training program. The training program shall consist of the following units of competency or equivalent:

SISCAQU002	Perform basic water rescues
SISCAQU006	Supervise clients in aquatic locations
SISCAQU007	Perform advanced water rescues

Participants shall be assessed and re-assessed in accordance with Guideline SU 1.03 – Assessment Criteria for Accreditation for Pool Lifeguards - 2003 from the Pool Safety Guidelines or equivalent.

Currency of practice shall be demonstrated by holding a valid Royal Life Saving Society Australia, Pool Lifeguard award or approved equivalent. This award shall be updated every 12 months.

*[Section 6.2.1.2 Patron Supervision amended 24th January 2020]*

### **6.2.1.3 Emergency Care**

Group 1 facilities shall be provided with emergency care personnel who have completed an approved training program. The training program shall consist of the following unit of competency or equivalent:

HLTAID003 Provide First Aid.

Participants shall be assessed and re-assessed in accordance with Guideline FA 1.06 – Accreditation for First Aiders - 2003 from the Pool Safety Guidelines or equivalent.

Currency of practice shall be demonstrated by holding a valid Senior First Aid Certificate or approved equivalent. This certificate shall be updated every 3 years.

*[Section 6.2.1.3 Emergency Care amended 21 January 2016]*

## **6.2.2 Alternative Compliance Provisions – Group 1 Facilities**

### **6.2.2.1 Existing Qualifications**

Each technical operator of Group 1 facility who holds qualifications approved prior to the introduction of this Code shall be deemed to satisfy the requirements of this Section for the 3 years following the commencement of the Code. Such persons shall be required to obtain Leisure Institute of Western Australia (Aquatics) Accreditation or an approved equivalent within three years of the commencement of this Code.

*[Section 6.2.2.1 amended 1 August 2013]*

### **6.2.2.2 Collective Use of Staff Qualifications**

A Group 1 facility operated and supervised by a team of personnel may satisfy the qualification requirements by the collective qualifications held by individual team members.

The operator of such a facility shall ensure sufficient staff members who collectively hold qualifications that satisfy the requirements of this Section, are on the premises whenever the facility is open or available for use.

*[Section 6.2.2.2 amended 1 August 2013]*

## **6.2.3 Special Requirements for Waterslides**

Waterslide landing pools and flume exits shall be supervised by personnel holding Emergency Care qualifications as listed in 6.2.1.3 above. A competent person shall supervise the flume entrance of the waterslide.

## **6.2.4 Group 2 Facilities**

The operator of a Group 2 facility shall ensure that the facility is operated and maintained by personnel, who hold qualifications, as detailed in 6.2.4.1 Participant Supervision/6.4 Alternate Supervision Arrangements,

#### **6.2.4.2 Emergency Care and 6.2.7 Technical Operations Requirements for Group 2, 3 and 4 Facilities.**

The operator shall ensure that personnel holding qualifications in Participant Supervision and Emergency Care are on the premises whenever the facility is open or available for use.

*[Section 6.2.4 amended 1 August 2013]*

##### **6.2.4.1 Participant Supervision**

Group 2 facilities shall be provided with program supervisors who have completed an approved training program. The training program shall consist of the following unit of competency or equivalent:

SISCAQU002                      Perform basic water rescues

Currency of practice shall be demonstrated by holding a valid Royal Life Saving Society Australia, Aquatic Rescue Award or Swimming Teacher Rescue Award, or approved equivalents or higher qualification. This qualification shall be re-assessed annually.

Participants shall be assessed and re-assessed in accordance with Guideline PR 1.12 – Accreditation for Aquatic Rescue Award - 2003 from the Pool Safety Guidelines or equivalent.

*[Section 6.2.4.1 Participant Supervision amended 24th January 2020]*

##### **6.2.4.2 Emergency Care**

Group 2 facilities shall be provided with emergency care personnel who have completed an approved training program. The training program shall consist of the following unit of competency or equivalent:

HLTAID003                      Provide First Aid.

Currency of practice shall be demonstrated by holding a valid Senior First Aid Certificate, or approved equivalent or higher qualification. This Certificate shall be updated every 3 years.

Participants shall be assessed and re-assessed in accordance with Guideline FA 1.06 – Accreditation for First Aiders from the Pool Safety Guidelines or equivalent.

*[Section 6.2.4.2 Emergency Care amended 21 January 2016]*

#### **6.2.5 Group 3 Facilities**

The operator of a Group 3 facility:

- a) Shall ensure that the facility is operated and maintained by personnel who hold qualifications, as detailed in 6.2.5.1 Patron Rescue and 6.2.5.2 Emergency Care and 6.2.7 Technical Operations Requirements for Group 2, 3 and 4 Facilities, or:
- b) As an alternative to qualifications in Patron Rescue and Emergency Care, the Operator of a Group 3 facility may manage their risk and duty of care to patrons by documenting within their Operations Manual precisely how they are providing the same or better health and safety protection to patrons (e.g.) Only permitting competent swimmers, having persons with adequate safety or first aid qualifications, placing restrictions on use/behaviour, adult supervision of children who are not competent swimmers, having adequate signage, i.e. safety, pool depth, first aid information).

Group 3 qualified rescue and emergency care personnel are not required to provide supervision of patrons at all times.

*[Section 6.2.5 Group Three Facilities amended 1 August 2013]*

#### **6.2.5.1 Patron Rescue**

The operator of a Group 3 facility shall ensure that there are personnel, who have completed an approved patron rescue training program but are not required to be on the premises at all times.

The approved training program shall comprise of either of the following:

1. National unit of competency: or equivalent, or higher level national unit of competency for aquatic rescue, or;
2. Performance criteria of Guideline PR 01.12 – Patron Rescue Accreditation for Group 3 Pools - 2008 from the Pool Safety Guidelines or equivalent, or;
3. Bronze Medallion Award. [Section 6.2.5.1 amended 9 September 2009]

Participants shall be re-assessed every 3 years in accordance with Guideline PR 01.12 above or equivalent.

Patron Rescue Requirements shall not apply to Group 3 spa pools.

*[Section 6.2.5.1 amended 1 August 2013]*

#### **6.2.5.2 Emergency Care**

The operator of a Group 3 facility shall ensure that there are personnel who hold a current first aid qualification incorporating, national unit of competency: 'HLTAID002 - Provide Basic Life Support', or equivalent, or higher competency standard but are not required to be on the premises at all times.

*[Section 6.2.5.2 amended 21 January 2016]*

### **6.2.6 Group 4 Facilities**

The operator of a Group 4 facility shall ensure that the facility is operated and maintained by personnel who hold qualifications, as detailed in Section 6.2.7 Technical Operator Requirements for Group 2, 3 and 4 Facilities.

*[Section 6.2.6 Group 4 Facilities amended 1 August 2013]*

### **6.2.7 Technical Operator Requirements for Group 2, 3 and 4 Facilities**

Operators of Group 2, 3 and 4 facilities are required to ensure that the ongoing operation of aquatic facility water quality, plant, and equipment service and maintenance, is undertaken by, or done under the direction of a technical operator who has completed an approved training program.

The approved training program shall consist of the following units of competency or equivalent:

SISCAQU001 – Test pool water quality

SISCAQU003 – Maintain aquatic facility plant and equipment

SISCAQU004 – Develop and implement pool water maintenance procedures

A person other than a technical operator may undertake the required daily manual water chemistry testing of an aquatic facility water body, providing that the technical operator, Authorised Officer of the local government of the district, or other equivalently competent person has instructed and shown them how to undertake prescribed manual water chemistry tests.

If a person who is not a technical operator identifies water chemistry levels outside the prescribed parameters, it is recommended that they contact the designated technical operator,

to obtain relevant instruction necessary to remediate water chemistry parameters as appropriate, or alternatively await remedial technical operator intervention.

It is recommended that as a temporary response aquatic facility personnel display a sign and restrict patrons from entering the aquatic facility/water body, if the technical operator is not able to immediately remediate water chemistry problems, to ensure that the health of a person who uses the aquatic facility water body is not adversely impacted.

Operators shall record the name and contact details of the nominated technical operator and the nominated person/s to undertake daily water chemistry testing into their facility operations manual and/or log-book.

*[Section 6.2.7 Technical Operator Requirements for Groups 2, 3 & 4 Facilities amended 24th January 2020]*

### **6.3 EVIDENCE OF QUALIFICATIONS**

Operators of aquatic facilities that are required by this section to provide qualified technical operators, or supervisors, shall ensure that copies of such personnel's qualifications are kept on-site at the aquatic facility, and made available when requested by an Authorised Officer.

### **6.4 ALTERNATIVE SUPERVISION ARRANGEMENTS**

This Section requires certain aquatic facilities to provide qualified supervisors.

Such facilities shall be deemed to comply with these requirements where patrons are taking part in specific aquatic activities, and are supervised by coaches or instructional staff holding qualifications in accordance with provision 12 of Section 7 of this Code.

## SECTION 7 – GENERAL SANITATION AND OPERATIONAL REQUIREMENTS

Aquatic facilities are continuously subjected to contamination.

The main source of contamination is material brought into the water by patrons. This includes bodily fluids and solids, urine, nasal mucus, saliva, sweat, hair, skin and faecal matter. Other contaminants include dirt collected on the body before bathing, dirt on patrons' feet from the concourse, unclean bathing costumes, cosmetics, oils, hairspray, lotions and sunscreen.

A variety of contaminants may also be found in the replacement (make-up) water, and in run-off from rainwater and the environment.

Although these materials are pollutants in themselves, they may also be accompanied by a variety of micro-organisms. Some of these micro-organisms may be transmitted to patrons, where they can produce a range of infections. Strategies need to be implemented to minimise the risk of infections from these micro-organisms.

Many pollutants can be removed or inactivated by effective operation of the filtration system, and maintaining appropriate water chemistry and clarity standards.

Implementing patron hygiene and behaviour rules, including exclusion of persons who are unclean or carrying obvious infectious diseases, reduces the amount of contaminants entering the facility.

Regular servicing and maintenance of the water treatment system, along with other equipment and structures, will ensure all equipment is functioning at maximum efficiency.

Structured cleaning programs assist in preventing the build-up of micro-organisms.

Operations manuals provide a useful tool for ensuring aquatic facility operators have access to information required to run a facility. Emergency Action Plans allow operators to access important information without delay when emergencies arise.

Animals can be a significant source of contamination and, therefore, are not permitted to enter water bodies.

Automatic cleaners are used to improve cleaning efficiency. Inappropriate use of this equipment can create a number of hazards to aquatic facility patrons.

Exposure of patrons to excessive chemical levels can be prevented by ensuring chemicals are not added directly to water bodies whilst facilities are in use. **All chemicals must be added prior to or post-filtration.**

Controls need to be developed for the conduct of specific activities, and only staff with appropriate qualifications shall be involved in instruction or coaching to facilitate that activity. Young children are not allowed to enter an aquatic facility unless accompanied by an adult.

Towels and bathing costumes pick up a variety of micro-organisms and other contaminants when used by patrons. Some facilities operate hire services, resulting in towels and bathers being used by a number of patrons. This practice can result in infectious micro-organisms being transferred between patrons. An approved process of cleaning must be implemented to prevent incidences of cross-infection that can result from this practice.



## **7.1 CLEANING AND MAINTENANCE REQUIREMENTS**

All parts of an aquatic facility shall be maintained in good repair and in a sound working condition. All parts of an aquatic facility shall be maintained in a clean and sanitary condition, free of litter and vermin, to prevent the transmission of infectious disease.

These requirements apply to all parts of an aquatic facility, including associated plant, fixtures and equipment.

## **7.2 AUTOMATIC ELECTRIC CLEANER SAFETY**

Automatic electric cleaners shall not be used, or be left in the water, whilst an aquatic facility is open for use.

## **7.3 HEAT BLANKET SAFETY**

Aquatic facilities that use heat blankets shall use them in accordance with the requirements of Guideline GO 1.05 – Pool Covers - 1996 of the Pool Safety Guidelines. For the purposes of this Clause, provisions incorporating the word “should” shall be construed as mandatory requirements.

## **7.4 ELECTRICAL SAFETY**

General Power Outlets installed around the concourse shall not be used to power equipment whilst people are in the water. Electrical equipment powered by mains supply shall only be used on dry surfaces.

Residual current devices, cord extension sets and any portable or mobile electrical equipment shall be tested at six month intervals by an appropriately licensed electrical worker, in accordance with the tests prescribed by AS 3760 – 2003: In-service safety inspection and testing of electrical equipment. Where facilities operate on a seasonal basis, only one test is required prior to the start of each season.

Faulty electrical equipment shall be immediately withdrawn from use, or isolated for repair.

## **7.5 HAND DOSING OF CHEMICALS**

Hand dosing, or the introduction of chemicals directly into the water body, shall not occur when the water body is occupied by patrons/ bathers.

## **7.6 PROHIBITION OF ENTRY INTO WATER BODY**

The following persons are not to be permitted to enter a water body of an aquatic facility, a person who is:

- a) suffering from any gastrointestinal disease, skin infection or other disease that is communicable in an aquatic environment; or
- b) in an unclean condition; or
- c) wearing unclean clothes; or
- d) under the apparent influence of alcohol, drugs or alcohol and drugs; or
- e) a baby or young child who ordinarily wears a nappy – not wearing an aqua nappy.

Subclause (a) does not apply to a person who has a written statement by a medical practitioner to the effect that the person will not be a health hazard to other users of the water body.

## **7.7 PROHIBITION OF ANIMALS**

Any animal belonging to a person, under his or her control is not to be permitted to enter or remain in an aquatic facility. The following exceptions apply:

- a) a guide dog; or
- b) a dog trained to assist the person in activities where hearing is required; or
- c) any other animal trained to assist the person to alleviate the effect of a disability the person has; However no animal is to be permitted to enter the water body.

## **7.8 OPERATIONS MANUALS AND EMERGENCY ACTION PLANS**

### **7.8.1 Group 1 facilities**

Group 1 aquatic facilities shall establish an operations manual and an emergency action plan. The operations manual shall be prepared in accordance with Guideline G01.01- Operation Manuals – 1996, of the Pool Safety Guidelines.

The emergency action plan shall be prepared in accordance with Guideline G01.02 – Emergency Action Plans – 1996 of the Pool Safety Guidelines. For the purposes of this section of the Code, provisions of the Guidelines incorporating the word “should” shall be construed as Code requirements.

*[Section 7.8 amended 1 August 2013]*

### **7.8.2 Group 2, 3 & 4 aquatic facilities**

Group 2, 3 & 4 aquatic facilities shall establish an AQUATIC FACILITY OPERATION MANUAL. The manual shall use a similar format and contain the information as detailed within the example manual in Appendix 10 of this Code.

*[Section 7.8.2 amended 21 September 2009]*

## **7.9 MINIMUM ENTRY AGE**

The operator of an aquatic facility shall ensure that children under 10 years of age are not permitted to enter the facility unless under the supervision of a person 16 years or older, in accordance with Guideline SU 1.11 – Parental Supervision - 1996 of the Pool Safety Guidelines. Waterslides are exempted from complying with 4.2 of this guideline. For the purposes of this Clause, provisions incorporating the word “should” shall be construed as mandatory requirements.

## **7.10 SUPERVISION REQUIREMENTS**

For Group 1 facilities, the minimum ratio of supervision shall be 1 lifeguard for up to 100 patrons in the water in accordance with section 4.4, Ratios, contained within Guideline SU 1.01 – Bather Supervision - 1996 of the Pool Safety Guidelines.

Supervisors of Group 1 and Group 2 facilities shall be located in a position to maintain supervision of the water. Supervisors shall not be assigned duties that would unduly distract them from supervising patrons or program participants at all times, or unduly inhibit their ability to provide immediate assistance to patrons or program participants in distress.

Group 3 and Group 4 facilities are not required to ensure patrons engaging in aquatic activities are supervised.

*[Section 7.10 amended 1 August 2013]*

## **7.11 OPERATION OF DIVING FACILITIES AND STARTING PLATFORMS**

Diving facilities shall be operated in accordance with Guideline SU 1.13 – Supervision of Diving Towers and Springboards - 1996 of the Pool Safety Guidelines.

Starting platforms shall be operated in accordance with clauses 5.2 and 5.3 of Guideline SU 1.23 Safe Diving for Competitions - 2002 of the Pool Safety Guidelines.

For the purposes of this Clause, provisions incorporating the word “should” shall be construed as mandatory requirements.

### 7.11.1 RECREATIONAL USE OF STARTING BLOCKS

Starting blocks located where the water depth is between 1.2m and 2.0m should be removed or isolated for recreational swimming. Isolation should be a physical barrier designed to prevent climbing or misuse of the starting block.

*[Section 7.11.1 inserted 1 August 2013]*

### 7.12 QUALIFICATIONS OF COACHING AND INSTRUCTIONAL STAFF

The operator of an aquatic facility shall ensure that personnel providing instruction in specific aquatic activities hold an appropriate and approved qualification, as detailed in Table 9.

**Table 9 - Qualifications of Coaching and Instructional Staff**

Aquatic Activity	Approved Industry Standard or Approved Equivalent
Swimming and Water Safety Instruction	<ul style="list-style-type: none"> <li>▪ Royal Life Saving Instructor of Swimming and Water Safety Certificate or</li> <li>▪ AUSTSWIM Teacher of Swimming and Water Safety               <ul style="list-style-type: none"> <li>▪ World Aquatics Certificate</li> </ul> </li> </ul>
Competitive Swimming Coaching	Australian Swimming Coaching Qualification
Platform and Springboard Diving	Australian Diving Association Coaching Qualification
SCUBA Diving	Dive instructor qualification from a recreational scuba training organisation.
Aqua-Exercise	Australian Fitness Association Council Aqua-Exercise Leaders Certification
Hydrotherapy	Registered Physiotherapist

### 7.13 TOWEL AND BATHING COSTUME HIRE

Loan or hire of bathing costumes shall comply with the requirements of the Health (Cloth Materials) Regulations 1985 (WA). These Regulations require the items to be subject to an approved process of cleaning, between each hire or loan to the public.

Under this Code, similar requirements apply to the hire and loan of towels. Towels which are hired or loaned to members of the public shall be subjected to an approved process of cleaning, before each hire or loan to the public.

### 7.14 MAXIMUM BATHER NUMBERS

The operator of an aquatic facility shall ensure that the number of patrons in an aquatic facility water body does not exceed the following levels as detailed in Table 10.

**Table 10 - Maximum Bather Numbers**

<b>Type of Facility</b>	<b>Maximum Bather Numbers at any time (persons/m<sup>2</sup> of water)</b>
Spa pool	1 person / 1.0m <sup>2</sup>
Toddler Pool, Waterslide Splash Down Pool, Leisure Pool, Hydrotherapy Pool	1 person / 2.0m <sup>2</sup>
Learn to Swim Pool, Wave Pool, Lazy River, School Pool, Health Club Pool , Strata Titled Pool, Caravan Park Pool, Motel and Hotel Pool	1 person / 2.5m <sup>2</sup>
50m Competition Pool, 25m Lap Pool, Diving Pool, Water Polo Pool	1 person / 3.5m <sup>2</sup>

## **SECTION 8 – REQUIREMENTS FOR SPECIAL FEATURES**

Diving is an inherently dangerous activity that can produce serious injuries if not performed under safe conditions.

Forces sufficient to crush the cervical spine are generated at a water impact speed of only 1.22 metres per second. Studies have shown that people diving from a 1-metre board can reach water entry velocities of 6.1 to 6.71 metres per second.

The majority of spinal and head injuries have been found to occur as a result of divers impacting with the bottom of the pool. Therefore, it is important that diving facilities are designed to provide a sufficient depth of water, together with adequate clearance around the diving boards, diving platforms and the water entry zone.

Inexperienced people, using unsafe diving techniques, have also been associated with a significant number of injuries. Management and supervision plays a crucial role in preventing diving injuries.

Moveable booms are used in the aquatic industry as dividing barriers, to enable larger pools to be operated as two or more smaller pools. The booms are most commonly used to divide 50 metre pools into two 25 metre facilities. The devices can present special hazards if improperly designed or constructed.

A number of modern aquatic facilities are being designed with child amusement devices, to increase their appeal to families with younger children. Although the devices increase the recreational value of facilities, they can present a number of hazards if not properly designed and constructed. Hazards include possible entrapment and injury to young children, harbouring of micro-organisms, and interference with water circulation systems.

Wave pools are specialised, complex facilities, designed to imitate the wave action found on natural beaches. To provide a safe environment, these facilities need to be designed, constructed and operated under special conditions.

### **8.1 DIVING FACILITIES**

Diving pools shall provide a sufficient depth of water to safely break the fall of a diver. The facility shall allow divers to reduce their velocity in a safe manner, to prevent injuries created by excessive deceleration forces.

Diving boards, diving platforms and diving pools shall be designed and constructed in accordance with the requirements of sections FR 5.1 – 5.3 in the FINA Constitution and Rules 2001-2002.

Access stairways and ladders shall be designed and constructed in accordance with Appendix 5 of this Code.

### **8.2 MOVEABLE BOOMS**

Moveable booms shall be designed and constructed in accordance with Guideline FD 7 – Moveable Booms (Bulk Heads) – 2007 of the Pool Safety Guidelines. For the purposes of this Clause of the Code, provisions of the Guidelines incorporating the word “should” shall be construed as mandatory requirements.

*[Section 8.2 amended 1 August 2013]*

### **8.3 CHILD AMUSEMENT DEVICES – LEISURE POOLS**

Child amusement devices shall be designed and maintained with smooth, non-toxic, easily cleanable surfaces, and not pose a safety or health hazard to bathers.

The devices shall not interfere with water circulation or disinfection, or obscure supervision of patrons in the water.

### **8.4 WAVE POOLS**

The generation of waves more than 900mm in height shall not continue for more than 15 minutes at a time.

An emergency shut-off system shall be provided for control of the wave action.

An audible warning system shall be provided to alert bathers of the beginning of wave generation.

The facility shall only be used if the main drain is clearly visible from the deck, with the wave generating equipment in operation.

Bathers shall obtain access to the wave pool at the shallow or beach end. Side entry to the wave pool shall be prevented by the use of a fence or other barrier.

Handholds shall be provided at the static water level. These handholds shall be self-draining, and shall be installed so that their outer edge is flush with the pool wall. The design of the handholds shall ensure that body extremities will not become entangled during wave action.

Stepholds and handrails shall be provided at one or more locations along the wall of the wave pool.

The stepholds and handrails shall extend down the wall so they will be accessible during wave generation at the lowest water level.

The distance between the handrail and the wall shall not exceed 15mm.

### **8.5 RIVER RIDES**

River Rides are designed to imitate the flow of water found in natural rivers. To provide a safe environment, these facilities need to be designed, constructed and operated under the following conditions:

- Handrails, steps, stairs and booster inlets for river rides shall not protrude into the river feature.
- An approved method of exit shall be provided not less than every 60 metres along the river.
- The design velocity of the water in a river ride shall not exceed 3.2 kilometres per hour.

## **SECTION 9 – PUBLIC SPA POOLS**

Public Spa Pools shall comply with design, construction and operation requirements of AS2610.1: 2007 except where they are otherwise required to comply with this Code, as itemized below:

### **9.1 APPLICATIONS (FOR CONSTRUCTION & FINAL APPROVAL)**

**9.1.1** All applications for construction of a spa must be made with a completed application form and contain the required covering letter, schematic, site and other plans with specifications as detailed on the application form cover sheet.

**9.1.2** Covering letters must confirm compliance with each item within Section 9.

**9.1.3** All applications for construction of and the final approval to use spas must be accompanied by written certifications from the spa supplier/ manufacturer/ installer confirming that the proposed spa will be and the finished spa has been assembled/installed using only compliant components and constructed so as to comply with the minimum design and construction requirements of AS2610.1: 2007 except where otherwise required by this Code of Practice.

**9.1.4** Written certifications (where appropriate) are also required before final approval from the Electrician, Ventilation Designer/Installer and Gas Installer.

### **9.2 LOCATION: WHEN INSTALLED INDOORS**

**9.2.1** AS2610.1:2007 Section 2.1.3 -the room surfaces shall be of a moisture impervious finish. Code Section 2.15 - mechanical ventilation shall comply with minimum air change requirements.

### **9.3 MATERIALS**

**9.3.1** AS2610.1:2007 Section 2.2 – materials used to comply with

### **9.4 STRUCTURAL DESIGN**

**9.4.1** AS2610.1:2007 Section 2.3 – structural design and installation to comply with

### **9.5 DIMENSIONAL DESIGN**

**9.5.1** AS2610.1:2007 Section 2.4 - maximum floor depth from waterline 1.1m, maximum seat depth 0.6m & floor slope max 1:12.

**9.5.2** AS2610.1:2007 Section 2.4.3 - handholds required if wall depth >0.6. & no coping edge within 0.3m of waterline.

**9.5.3** Code Section 2.13.2 - no seats/benches to project >0.6m off wall.

### **9.6 ENTRY/EGRESS**

**9.6.1** Code Section 2.13.3 - if surface area >10m<sup>2</sup> must have steps, ladders or recessed steps per S2.5 of AS2610.1:2007

**9.6.2** Code Section 2.13.3 - if < 10m<sup>2</sup> Section 2.5 of AS2610.1:1993 does not apply, but the entry must be clearly indicated by the presence of handrails per S2.19.2 of AS2610.1: 2007

### **9.7 SURFACE FINISHES**

**9.7.1** Code Section 2.5 – if surface area >10m<sup>2</sup> must have compliant color finish except when maximum depth < 0.8m & exclusively for adult use.

**9.7.2** Code Section 2.5 - must have smooth, impervious, durable, easily cleanable & non-slip surface and without protrusions.

**9.7.3** AS2610.1:2007 Section 2.19.3 - all parts that may be contacted by users are to be finished so as to not provide any physical injury or entanglement hazard.

## **9.8 CONCOURSE/WALKWAYS**

**9.8.1** AS2610.1:2007 Section 2.6 - walkway required for minimum 25% of spa perimeter & not be higher than top of spa or more than 0.6m below top of spa. Must have minimum width of 0.6m.

**9.8.2** AS2610.1:2007 Section 2.6.3 - steps associated with walkways shall have compliant dimensions.

**9.8.3** Code Section 2.17 - if walkway is above ground level then it must be fitted with balustrade, fence or other to prevent persons falling to lower levels.

**9.8.4** Code Section 2.17 - walkways/concourses shall have compliant surfaces and be drained.

## **9.9 HEATING**

**9.9.1** Code Appendix 3 - all water heating appliances must comply with.

**9.9.2** Code Appendix 3 - whole of the gas installation is to comply with the Gas Standards (Gas fitting and Consumer Gas Installations) Regulations 1999.

**9.9.3** AS2610.1:2007 Section 2.7.2 - the temperature of spa water must be controlled by use of primary and secondary thermostats to ensure users cannot be exposed to water higher than 38 ° C & 45 ° C respectively.

## **9.10 ELECTRICS/LIGHTING**

**9.10.1** AS2610.1:2007 Section 2.8.1 - all electrical equipment used in the installation shall comply with AS/NZS 3000 – 2018 for installation and AS/NZS 60335.2.60:2006 for equipment.

*[Section 9.10.1 amended 24th January 2020]*

**9.10.2** AS2610.1:2007 Section 2.8.2 - an emergency spa stop-switch with audible or visual alarm must be fitted, so operators are notified when spa operation has ceased.

**9.10.3** Code Section 2.28 - all electrical works to comply with

**9.10.4** Code Section 2.16 - minimum overhead lighting intensity or signage required.

**9.10.5** AS2610.1:2007 Section 2.16.2 - air injection systems shall prevent any water backup that could cause electrical shock hazards.

## **9.11 WATER SUPPLY**

**9.11.1** Code Section 3.3.6 - all water must be filtered before entering the spa.

## **9.12 OUTLETS, INLETS & PIPING**

**9.12.1** AS2610.1:2007 Section 2.10 - shall comply with

**9.12.2** AS2610.1:2007 Section 2.12c - where a skimmer box is used its design shall comply with AS1926.3-2010

**9.12.3** Code Section 3.2.6 - all suction outlet systems to comply with AS1926.3-2010.



**9.12.4** AS1926.3-2010: Section 5.1 - each pump connected to minimum of 2 outlets, pipe diameter of all outlets connected to a common line are to be of equal diameter to the common line.

*[Section 9.12.4 amended 24th January 2020]*

**9.12.5** AS2610.1:2007 Section 2.10.2 – pump suction points must be a minimum 600mm apart.

### **9.13 CIRCULATION, FILTRATION & CHEMICAL TREATMENT SYSTEMS**

**9.13.1** Code Sections 3.3, 3.4 & 3.5 - must comply with all requirements, including achieving water turnover time of <15min and incorporating an automatic chemical controller/disinfection system.

**9.13.2** AS2610.1:2007 Section 2.11c - shall be designed to allow water to be drained from the spa, equipment and piping by removal of plugs, operation of drain valves or by other means.

**9.13.3** AS2610.1:2007 Section 2.15 - if pumping/filter equipment lower than water level isolation valves required.

**9.13.4** Code Section 5.4 - must have approved manual water test kit onsite at all times for daily water chemistry testing.

### **9.14 ACCESSIBILITY**

**9.14.1** Code Section 3.3.4 - equipment to be housed & protected from tampering by unauthorized persons, installed with sufficient access to be regularly inspected and serviced with plant room floors to be graded, non- absorbent and easily cleanable.

### **9.15 WASTEWATER DISPOSAL**

**9.15.1** AS 2610.1:2007 Section 2.18 - where filter backwash is required approval of the backwash disposal method is required from the regulating authority (eg. Local government or Water Corporation).

**9.15.2** Code Section 3.34 - where cartridge filters are used a nominated onsite wash down point is required and such must be acceptable/approved of by the local government.

**9.15.3** AS2610.1.2007 Section 2.18 - spas require a means for the disposal of 100% water contained within them

& each week they are required to dump/dispose not less than 25% of their total water volume. Approval of the spa-dump disposal method is required from the regulating authority (e.g. Local Government if onsite or Water Corporation if to sewer).

### **9.16 SAFETY EQUIPMENT**

**9.16.1** Code Section 2.18 - isolation fencing required per Code & AS1926.1.

**9.16.2** AS2610.1:2007 Section 2.19.1 - minimum of 2 depth markings required within 450mm of water edge.

**9.16.3** AS2610.1:2007 Section 2.19.4 - spas to be provided with prominent signage notices including Spa Pool Safety Rules sign & Emergency Stop Switch sign.

**9.16.4** Code Section 2.22-2.25 - required first aid location, equipment and signage.

## **9.17 OPERATING PROCEDURES**

**9.17.1** Code Section 7.8.1 – there is a requirement to establish an Aquatic Facility Operational Manual for the facility. Example given at Appendix 10 of Code.

**9.17.2** Code - aquatic facilities (including spas) shall be operated in accordance with Sections 5, 6 & 7 of the Code. These sections detail the ongoing requirements and necessary qualifications for operation of a spa dependant on the facility Class/Grouping being either 1-4. However, in addition to those requirements of the Code, the following three additional requirements listed below also apply.

**9.17.3** AS2610.1:2007 Appendix C (a) - spa equipment shall be kept operating at all times whenever a spa is open for use and shall commence operating a minimum of 1 hour before the first use and continue operating 2 hours after the last use.

**9.17.4** AS2610.1:2007 Section 2.18.3 - each week dump/dispose not less than 25% of the total spa water volume; or more frequently if Total Dissolved Solids (TDS) concentration water rises 1500ppm greater than supply water or 3000ppm total.

**9.17.5** Code Section 5.4 - Spas shall in addition to the prescribed aquatic facility daily testing frequency also include one additional daily test to occur before the spa is opened for use.

*[Section 9 amended 24th January 2020]*

## **SECTION 10 – SPECIAL REQUIREMENTS FOR WATERSLIDES**

### **APPLICATION**

Water Slides are amusement devices as defined in Australian Standard AS 3533 – 2009 Amusement rides and devices.

### **10.1 STRUCTURAL ADEQUACY**

The design of waterslides, and all materials used, shall comply with structural engineering practices and requirements. Structural engineering certification shall be provided for both the design phase, prior to approval to construct and also the installation, prior to issuing the certificate of compliance.

Waterslides shall be constructed with a durable structure, and be capable of carrying loads in excess of the number of persons that would normally be in the flume. The structure shall be capable of sustaining the most adverse combination of loads.

### **10.2 FLUME (SLIDE) DESIGN AND CONSTRUCTION**

#### **10.2.1 General considerations**

Waterslides shall be designed to ensure maximum safety.

All materials used for construction shall be durable, water resistant, easily cleaned and maintained.

The flume shall be designed to take into account human size, weight and movement, to ensure that the rider stays within the pre-determined design path of the flume and cannot be thrown out of the flume.

All 'user contact' surfaces shall be assembled, arranged and finished smooth to prevent bodily injury or abrasion to the riders.

Flume path design shall have a configuration to ensure that under normal use, rider speeds will be maintained within the intended design range.

The flume exit configuration shall provide the rider with a safe deceleration from the ride speed to zero velocity in the landing area.

All water should be contained within the flume and landing pool area. Where water leakage and 'splash out' from the flume and landing pool occurs, suitable drainage and protection from under structure erosion is required.

#### **10.2.2 Curves and turns**

The manufacturer shall demonstrate, or provide evidence to illustrate/certify that the angle of curves and turns has been considered with respect to public health and safety.

Sharp turns in quick succession shall be avoided, especially in conjunction with accelerator drops.

Attention shall be given to location and radius of bends and drops in areas of high speed.

Flumes shall be designed to minimise rider impact with the walls.

Curved portions of the flume shall be banked, so that riders are retained safely inside the flume under all foreseeable circumstances of operation.

All undulations, turns, drops and other configurations shall be provided with smooth transitions to minimise impacts.

### **10.2.3 Angle of Descent**

Optimal descent rates shall be in accordance with slide specifications. The manufacturer shall demonstrate, or provide evidence to illustrate/certify that the angle of descent has been considered with respect to public health and safety.

### **10.2.4 Speed**

The manufacturer shall demonstrate, or provide evidence to illustrate/certify that the slide speed has been considered with respect to public health and safety.

### **10.2.5 Tube Diameter**

The diameter of the tube shall be in accordance with the design criteria of the slide.

The manufacturer shall demonstrate, or provide evidence to illustrate/certify that the tube diameter has been considered with respect to public health and safety.

### **10.2.6 Point Of Entry**

All waterslides shall be equipped with a system to regulate entry of patrons into the flume. Handrails/grip rails shall be designed to reduce risk to the rider, especially to hands or other body parts.

### **10.2.7 Fibreglass**

Where a flume is constructed of fibreglass, it shall be manufactured with a UV stabilised gel coat on the outer tube layer, and an acid-resistant 'sanitary grade' gel coat on the inner tube layer.

The gel coat should be an 'iso NPG' (pool grade) gel coat.

### **10.2.8 Drainage**

Adequate drainage shall be provided at the base of the structure to ensure that any spillages over the sides of the flume are quickly drained to grass areas or floor drains.

## **10.3 FLUME EXIT TO LANDING POOL**

### **10.3.1 General Design**

The flume discharge section shall be graded in such a manner so as to reduce risk to the rider on discharge into the landing pool.

The flume exit shall be designed to minimise risk of injury from riders falling back onto the flume on discharge (e.g. bull nosed lip, rubber compounds, covers etc.).

### **10.3.2 Point of Exit**

All flume sections shall be constructed to meet the design performance criteria. The designer shall specify/certify to the approving authority that the flume exit section has been considered with respect to public health and safety.

### **10.3.3 Clearance**

The flume shall have adequate clearance from obstructions on each side to prevent rider collisions. Multiple flumes shall have an adequate clearance between flumes.

## 10.4 LANDING POOL

### 10.4.1 General Design

The landing pool should be:

- Either a designated or marked-off area (that will reduce risk to the rider or pool user), or preferably, a dedicated pool for water slide use only, whilst the slide is in use.
- Clear of obstructions over the adequate stopping distance of a rider. The stopping distance is to be designated in the slide parameters.
- Free from any pool grates or drains within the landing area.

Exit points from the landing pool shall be clearly marked/labelled.

The internal surfaces of the landing pool shall be smooth, free of sharp edges and slip resistant. Wall and floor junctions shall be rounded to a radius of 150 – 300mm.

Pool coping shall be rounded, and constructed from non-slip materials, enabling them to be used as a hand-hold by riders in the pool.

### 10.4.2 Wall and Floor Colour

The colour of wall and floor finishes shall be no darker than the colours listed in Appendix 1, as defined by AS 2700.

Prior to construction commencing, samples of the proposed landing pool colour/s shall be submitted to the appropriate authority for approval.

## 10.5 ACCESS LADDERS AND STAIRWAYS

All flume access ladders and stairways shall comply with Appendix 5 of this Code.

## 10.6 WATERSLIDE OPERATION - SAFE RIDER SPEEDS

Qualified, competent and other responsible personnel, who supervise, or have overall responsibility for a waterslides operation, shall have in place policies and procedures that demonstrate they have considered the following factors influencing rider descent speeds, when supervising, or operating waterslides to ensure their safe operation:

### 10.6.1 The Angle of the Flume Descent

Increased flume descent angles increase rider speeds.

### 10.6.2 The Quantity of Water Flow on the Flume

Increasing the water flow rate tends to slow larger and heavier riders down, but can have the opposite effect on small children of lesser body weight, thus providing a moderating effect on sliding speed.

### 10.6.3 Body Weight

Body weight has a direct bearing on rider speeds.

- Heavier riders tend to travel faster than lighter riders.
- This factor must be taken into account when determining time intervals between riders entering and exiting the flumes.

### 10.6.4 The Coefficient of Friction

The coefficient of friction between the rider and the flume varies with costume types and skin condition.

- Nylon costumes slide well, but baggy cotton shorts can increase friction, slowing the rider down.
- Skin condition has less influence; however, the application of excessive sun-tanning oils or similar preparations can decrease the coefficient of friction, increasing rider speeds.
- Children of small build with cotton tee-shirts and shorts may have difficulty in sliding, whereas a large rider of solid build and wearing copious amounts of tanning oil (and nylon costume) can expect a quick ride.

## **SECTION 11 – HYDROTHERAPY POOLS**

### **APPLICATION**

A pool that is to be constructed/installed for the predominant purpose of physiotherapy/hydrotherapy shall comply with AS 3979 – 2006, Section 2 Design Requirements and Recommendations; excluding the following clauses listed below, wherein “The Code” Section 2 Design and Construction Requirements shall apply.

- 2.1.7 Lighting.
- 2.2.4.4 Indicators.
- 2.2.6 Concourse drainage and finish.
- 3.1.2 Water circulation.
- 2.3 Electrical equipment.
- 2.4 Pool cleaning equipment.
- 2.5 Storage areas.

## **SECTION 12 – WATER SPRAY GROUNDS AND INTERACTIVE WATER FEATURES**

### **APPLICATION**

Water Spray Grounds and Interactive Water Features are “aquatic facilities” and must be issued regulatory approval by the CHO before being constructed and opened for use.

Design, construction and operation requirements of water spray grounds shall comply with the Department of Health (WA) *Aquatic Facilities Water Spray Grounds and Interactive Water Features Application, Design & Operating Requirements Environmental Health Guide*

*[Section 12 amended 24th January 2020]*



## APPENDIX 1 – APPROVED COLOURS FOR AQUATIC FACILITIES

Aquatic facility water body interior surfaces are required to be finished in materials that are no darker than the following colours, as defined in Australian Standard 2700 – Colour Standards for General Purposes:

### Approved colours for water body interiors

#### **N - Grey or Neutral Group**

N11	Pearl Grey
N12	Pastel Grey
N14	White

#### **B - Blue Group**

B32	Powder Blue
B33	Mist Blue
B35	Pale Blue
B45	Sky Blue

#### **X – Yellow-Red Group**

X31	Raffia
X32	Magnolia
X33	Warm White
X34	Driftwood

#### **R - Red Group**

R32	Apple Blossom
R33	Ghost Gum
R34	Mushroom Pink
R41	Shell Pink

#### **G - Green Group**

G32	Opaline
G42	Glacier
G43	Surf Green
G 45	Chartreuse
G47	Crystal Green

#### **P – Purple Group**

P21	Sunset Pink
P31	Dusty Pink
P33	Ribbon Pink

#### **Y – Yellow Group**

Y31	Lily Green
Y32	Flummery
Y33	Pale Primrose
Y34	Cream
Y35	Off White
Y45	Manilla

#### **T – Blue-Green Group**

No approved colours in this group

*[Appendix 1.1 amended 1 August 2013]*

## Approved Colours for Contrast Strips on Step Edging

**CONTRAST COLOURS** - Against background colours approved in Appendix 1 - in accordance with S 2. 13.2 of the Code of Practice)

1	Y13	Vivid Yellow	46	R62	Venetian Red
2	Y14	Golden Yellow	47	R63	Red Oxide
3	Y15	Sunflower	48	R64	Deep Indian Red
4	Y16	Inca Gold	49	R65	Maroon
5	Y26	Homebush Yellow	50	P11	Magenta
6	Y41	Olive Yellow	51	P12	Purple
7	Y42	Mustard	52	P13	Violet
8	Y51	Bronze Olive	53	P14	Blueberry
9	Y61	Black Olive	54	P22	Cyclamen
10	Y63	Khaki	55	P24	Jacaranda
11	Y66	Mudstone	56	P41	Erica Pink
12	X11	Butterscotch	57	P42	Mulberry
13	X12	Pumpkin	58	P43	Wisteria
14	X13	Marigold	59	P52	Plum
15	X14	Mandarin	60	B11	Rich Blue
16	X15	Orange	61	B12	Royal Blue
17	X24	Rock Melon	62	B13	Navy Blue
18	X41	Buff	63	B14	Sapphire
19	X45	Cinnamon	64	B15	Mid Blue
20	X51	Tan	65	B21	Ultramarine
21	X52	Coffee	66	B22	Homebush Blue
22	X53	Golden Tan	67	B23	Bright Blue
23	X54	Brown	68	B24	Harbour Blue
24	X55	Nut Brown	69	B34	Paradise Blue
25	X61	Wombat	70	B41	Bluebell
26	X62	Dark Earth	71	B42	Purple Blue
27	X63	Iron Bark	72	B43	Grey Blue
28	X64	Chocolate	73	B51	Periwinkle
29	X65	Dark Brown	74	B53	Dark Grey Blue
30	R11	International Orange	75	B55	Storm Blue
31	R12	Scarlet	76	B61	Coral Sea
32	R12	Signal Red	77	B62	Midnight Blue
33	R14	Waratah	78	B64	Charcoal
34	R15	Crimson	79	T11	Tropical Blue
35	R21	Tangerine	80	T12	Diamantia
36	R22	Homebush Red	81	T14	Malachite
37	R23	Lollipop	82	T15	Turquoise

38	R24	Strawberry	83	T22	Oriental Blue
39	R35	Deep Rose	84	T24	Blue Jade
40	R43	Red Dust	85	T44	Blue Gum
41	R45	Ruby	86	T51	Mountain Blue
42	R52	Terracotta	87	T53	Peacock Blue
43	R53	Red Hum	88	T63	Teal
44	R54	Raspberry	89	G11	Bottle Green
45	R55	Claret	90	G12	Holly
91	G13	Emerald	92	G14	Moss Green
93	G15	Rainforest Green	94	G16	Traffic Green
95	G17	Mint Green	96	G21	Jade
97	G23	Shamrock	98	G24	Fern Green
99	G25	Olive	100	G26	Apple Green
101	G27	Homebush Green	102	G31	Verdigris
103	G33	Lettuce	104	G34	Avocado
105	G35	Lime Green	106	G37	Beanstalk
107	G41	Lawn Green	108	G51	Spruce
109	G52	Eucalyptus	110	G54	Mist Green
111	G56	Sage Green	112	G61	Dark Green
113	G62	Rivergum	114	G63	Deep Bronze Green
115	G64	Slate	116	G65	Ti-Tree
117	G66	Environment Green	118	G67	Zucchini
119	N32	Green Grey	120	N42	Storm Grey
121	N43	Pipeline Grey	122	N44	Bridge Grey
123	N45	Koala Grey	124	N52	Mid Grey
125	N53	Blue Grey	126	N54	Basalt
127	N55	Lead Grey	128	N61	Black
129	N63	Pewter	130	N64	Dark Grey
131	N65	Graphite Grey			

The CHO may approve the use of other colours as they are presented to the CHO as part of an aquatic facility approvals application.

*[Appendix 1.2 inserted 1 August 2013]*

## APPENDIX 2 - SAFETY RULES SIGNAGE

### Spa Pool Safety Rules

- This spa pool is a heated water environment and if you are concerned that it may adversely affect you it is your responsibility to seek medical advice.
- Children must be supervised in the spa pool area.
- **Never put head under water.**
- Do not use the spa pool area while under the influence of drugs or alcohol (certain medications may produce adverse effects).
- It is safer not to use the spa pool alone.
- It is recommended that you use the spa pool for no longer than 15 minutes at a time.

#### NOTES:

- Rule 3 should be in **red** lettering to give it prominence.
- Operators of spa pools should ensure that the notices provided by the supplier are displayed.

### Water Spray Ground and Interactive Water Features Safety Rules

- Children must be supervised by an adult.
- Surfaces may be hot-please check the surfaces before use.
- Please Note: This facility does not operate with drinking water and water is not suitable for drinking.
- Do not climb spray / water feature equipment.
- Pets, smoking and food/beverages not allowed in the spray park.
- Babies and young children who ordinarily wear nappies must wear an aqua-nappy.
- Please clear the area during thunder/lighting storms.
- Spray Park hours: ? :00am – ? :00pm daily

### Waterslide Safety Rules

- Each rider is to immediately leave the waterslide pool on discharge from the flume.
- Tandem riding is only permitted for adults who are accompanying small children on the waterslide.
- No person is to cause, suffer or permit rough behaviour or harassment of other persons in the waterslide pool, on the flume, walkways or platforms.
- Glass bottles or other articles containing glass and sharp objects are not to be carried or used within the flume, waterslide pool and its surrounds or the walkways.
- Waterslide riders are not to wear any personal effects such as jewellery, watches or spectacles, which are likely to result in personal injury to the rider, other riders, or cause damage to the waterslide.
- Persons are not to use the waterslide in a manner which will cause bodily injury to other slide riders.
- Persons under the influence of alcohol or drugs are not permitted to use the waterslide.
- Do not ride this waterslide unless your physical health is sound.
- Health authorities warn that it is considered unsafe to use a waterslide:
  - if you are pregnant;
  - if you have a limb or back weakness/disability;
  - if you suffer from heart ailments; or
  - if you have any condition which could predispose you to further aggravation of your pre-existing condition or injury.

Management reserves the right to refuse entry to any person at all times, i.e. where the person is under the influence of alcohol, drugs or for any other reason considered to create a potential hazard for that rider or other persons.

NON-COMPLIANCE WITH THESE RULES WILL RESULT IN THE RIDER BEING DIRECTED TO LEAVE THE PREMISES.

### **Swimming Pool & Other General Safety Rules**

- Do not enter the facility if suffering from any skin problem, illness or disease that is contagious. Exception (provide a medical certificate - stating not a risk to other patrons)
- Do not enter the water if you have diarrhoea or had gastroenteritis within the last 14 days.
- Children under 10 years of age must be supervised by a person 16 years of age or older at all times.
- Children under the age of 5 must be within reach of their carer at all times.
- Parents or guardians with children under 10 years shall be dressed to enter the water if required.
- Persons must not permit animals under their control to enter the facility. Exception (Guide-dogs etc, however must not enter water)
- Do not enter water if in an unclean condition, or wearing unclean clothes
- Do not enter water if under the influence of alcohol and/or drugs.
- Babies, children and persons suffering incontinence and who ordinarily wear nappies must wear an aqua-nappy when in the waterbody.
- The maximum number of persons permitted in this pool/spa/waterslide at any one time is .....
- Use the toilet before entering the pool.
- Do not deposit rubbish, or offensive material e.g. bodily wastes into the water
- Do not enter water if you have any bleeding or oozing.
- No dive-bombing, running or rough play in the pool.
- No disorderly behaviour.
- No alcohol in the pool area.
- No smoking in the pool area.
- No food or drink allowed in the pool area.
- No glass objects to be taken into the pool area.
- Surfboards, boogie boards or similar, are not allowed in the pool.
- All floating toys and objects are to be removed from the pool after use.
- Do not use soap, detergent or any other substance in the water.
- Remove all rubbish from the pool area.
- Do not climb up, or onto any fence or partition or roof within the pool area.
- For accidents or emergencies CONTACT..... PHONE (landline & mobile) .....

*[Appendix 2 amended 24th January 2020]*

## APPENDIX 3 – REQUIREMENTS FOR AQUATIC WATER HEATING SYSTEMS

All water heating appliances and their installation including electric, gas, heat exchange, heat pump and geothermal types must comply with the relevant standards.

Water heating appliances are to incorporate thermostatic controls to ensure users cannot be exposed to water above 38<sup>0</sup>C and they shall be of the type which cannot be adjusted without use of tools.

Water heating installations must not allow unfiltered top-up water to bypass the filtration system before it enters the waterbody.

For gas heating systems, the whole of the gas installation is to comply with the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999. At the completion of the gasfitting work the registered gas fitter is to submit a Notice of Completion to the gas supplier and to the person for whom the gasfitting work was done.

Solar water heating installations shall incorporate a drainage system and back-flow prevention valves or other arrangement so when solar heating is not in use stagnant water may be drained from the heating system without contaminating the water body.

**WARNING: The first flush of solar water heaters may exceed 38° C and therefore has potential to scald water users.**

*[Appendix 3 amended 16 May 2011]*

## **APPENDIX 4 – REQUIREMENTS FOR OZONE WATER TREATMENT SYSTEMS**

### **1. GENERAL REQUIREMENTS**

Ozone generating equipment shall only be used in conjunction with a free halogen residual, which shall be maintained in the water at all times.

The ozone concentration in the aquatic facility water body shall not exceed 0.1 milligrams per litre.

The operation and maintenance of the ozone generating equipment shall be detailed in the premise's operations manual.

All employees involved in the operation of ozone generating equipment shall be trained in the operation and maintenance of the equipment. Refresher training of ozone equipment operation and maintenance procedures shall be conducted a minimum of once every six months.

### **2. DESIGN REQUIREMENTS**

Ozone generating equipment shall incorporate an approved ozone removal system such as granular activated carbon or thermal decomposition – to reduce the concentration of ozone in the water below 0.1 milligrams per litre, prior to it re-entering the water body.

The water shall be monitored with an ORP meter – which has the capacity to shut-off the ozonator if the ORP reading exceeds 900 millivolts.

The ORP system shall have an operational range of 650 millivolts to 900 millivolts.

The ozone generation system shall be provided with an airflow meter and a device to control the airflow.

The ozone injection system shall operate on a vacuum principle, so that a loss of water flow will interrupt the injection of ozone into the water.

A check valve shall be installed between the ozone generator and the injection point.

The ozone injection point shall be located in the return line after the filtration and heating equipment, prior to the disinfectant injection point. The injection point shall be a minimum of 3 metres from the nearest return inlet.

Ozone mixes, diffusers, or contact chambers shall provide efficient mixing of ozone with the recirculation water.

### **3. REQUIREMENTS FOR OZONE PLANT ROOMS**

The plant room exit doors shall open outwards.

A ventilation system shall be provided, capable of achieving a minimum of three air changes per hour and have a separate automatic emergency ventilation system, with the capacity to provide a minimum of 30 air changes per hour.

Clearly labelled on/off switches shall be located directly outside the plant room, which indicate and control the following:

- Emergency ventilation systems,
- Lighting,
- Ozone generator.

An audible and visible ozone detection and alarm system shall be located in the room containing the ozone generation equipment that complies with the following requirements:

- The alarm system shall consist of an audible alarm, that is capable of producing at least 85 decibels, and visible alarm consisting of a flashing light, mounted in plain view of the entrance to the ozone equipment room.
- The ozone sensor shall be located at a height of 1.5 metres above floor level and be capable of measuring ozone in the range of 0.0125 parts per million.
- The system shall activate when the ozone concentration reaches 0.1ppm in the plant room.
- Activation of the alarm system shall shut off the ozone generating equipment and turn on the emergency ventilation system.

A sign shall be posted on the exterior of the entry door, stating “DANGER - GASEOUS OXIDISER – OZONE” in lettering not less than 100mm high.

The ozone equipment room shall not be used for storage of chemicals, solvents or any combustible materials, other than those required for the operation of the re-circulation and ozone generating equipment.



## **APPENDIX 5 – STAIRWAYS, LADDERS AND PLATFORMS**

### **Requirements for features constructed above ground level (e.g Diving Facilities, Waterslides)**

#### **1. GENERAL REQUIREMENTS**

The structure is to be designed and constructed to be easily capable of withstanding maximum loadings.

Surfaces of stairways, ladders and platforms which are likely to become wet shall be self-draining and slip resistive.

Surfaces shall be non-abrasive, and suitable for patrons with bare feet.

Guard-railing or balustrades shall be provided as appropriate, to reduce the possibility of falls.

Access to diving boards and platforms higher than 1.0m shall not be provided by vertical ladders. Access to these facilities shall be provided by stairways.

#### **2. REQUIREMENTS FOR STAIRWAYS**

Stairways shall have steps with treads at least 280mm wide, and risers not exceeding 180mm in height.

Stairways shall be wide enough to allow easy passage of two riders, with handrails on either side.

Variation between tread dimensions in any flight is not to exceed 5mm.

A tread surface shall be slip resistive.

Surface of every tread shall extend across the full width of stairway.

Gradient of steps shall provide sufficient drainage.

Number of risers shall not exceed 18 in any flight.

A maximum of 36 risers is permitted without a change in direction.

##### **2.1 LANDINGS**

Length and width of landings shall be no less than the stairways.

Their minimum vertical clearance shall be 2 metres.

Landings shall be provided with adequate drainage.

They shall be provided with guard-railing and balustrades, to prevent falls.

##### **2.2 GUARD-RAILING AND BALUSTRADES**

Guard-railing and balustrades where provided, shall be to a minimum height of 1.2m.

All guard-railing and balustrades shall be of such design that they will not permit the passage of a 125mm sphere.

Any horizontal or near-horizontal elements between 150mm and 760mm above the floor shall not facilitate climbing.

##### **2.3 HANDRAILS**

Stairways shall be provided with handrails on both sides.

Handrails shall have a smooth, continuous top surface.

They shall be parallel to the angle of the slope of the stairway or ladder.

They shall extend at least 900mm above the landing, or alternatively, handgrips shall be provided above the level of the opening.

### **3. REQUIREMENTS FOR LADDERS**

#### **3.1 GENERAL REQUIREMENTS**

Ladders shall be not less than 450mm wide.

They shall be provided with metal handrails on both sides.

The handrails shall be at least 30mm in diameter.

#### **3.2 TREADS**

Treads shall have uniform dimensions, such that variations are  $\pm 5$ mm.

Treads shall be not less than 100mm wide.

They shall be equally spaced, 200 – 250 mm apart.

The top tread shall be level with, and integral with the landing.

Treads shall be slip resistant.

## APPENDIX 6 – SLIP RESISTANCE TESTING AND PERFORMANCE

### AQUATIC FACILITY SURFACES

Table 11 has been adapted from *HB 198 – 2014: Guide to the specification and testing of slip resistance of pedestrian surfaces*.

Column 1 details the range of surfaces commonly associated with Aquatic Facilities. Surfaces are required to meet the applicable slip resistance category as detailed in Column 2 and/or 3.

Surface products should be tested by an accredited laboratory/service provider in accordance with the *wet barefoot inclining platform test method* as detailed in Appendix C of AS 4586:2004 – Slip resistance classification of new pedestrian surface materials.

For in-situ testing, products should be tested by an accredited laboratory/service provider in accordance with the *wet pendulum test method* as detailed in Appendix A of AS 4586.

**Table 11 - Aquatic Facility Surface - Slip Resistance Performance Guide**

Aquatic Facility Surfaces	AS 4586 - Slip Resistance Category	
	Wet Barefoot Ramp Test	Wet Pendulum Test
<ul style="list-style-type: none"> <li>▪ Passages that are normally maintained in a dry condition, used by barefoot staff or patrons.</li> <li>▪ Individual and communal changing and locker rooms.</li> <li>▪ Water body floors where the water depth is greater than 1.0 metres.</li> </ul>	A	P3
<ul style="list-style-type: none"> <li>▪ Pool surrounds concourse and bulkheads.</li> <li>▪ Passages that are normally maintained in a wet condition, used by barefoot staff or patrons.</li> <li>▪ Shower rooms.</li> <li>▪ Waterside shower facilities.</li> <li>▪ Water body floors where the water depth is less than 1.0 metres.</li> <li>▪ Non-swimmer sections of wave-action pools. Lifting platforms.</li> <li>▪ Toddlers' paddling pools.</li> <li>▪ Ladders leading into water bodies.</li> <li>▪ Stairs leading into the water with a maximum width of 1m and handrails on both sides.</li> <li>▪ Ladders and stairs outside the pool area. Seating and resting steps and benches.</li> </ul>	B	P4
<ul style="list-style-type: none"> <li>▪ Stairs leading into the water, if not classified in Group A or Group B.</li> <li>▪ Starting platform top surfaces.</li> <li>▪ Sloping pool edges.</li> </ul>	C	P5

*[Appendix 6 amended 24th January 2020]*

## APPENDIX 7 – WATER BALANCING

Section 5 of this Code recommends that aquatic facility water be correctly balanced.

The concept of water balancing is important, as correctly balanced water will prolong the life of aquatic facility water bodies and their fittings, assist in preventing staining and improve bather comfort.

Unbalanced water can produce a range of problems. These include etching or eroding of water body surfaces and fittings, or alternatively the formation of calcium salt precipitates, also known as scale.

### WATER BALANCE FACTORS

Water balancing ensures that the water in an aquatic facility contains the correct level of dissolved calcium.

The correct level of calcium for a given facility depends upon the level of other materials in the water. Therefore, there is no optimum level of calcium that can be universally applied to all facilities.

The three major factors that affect water balance are calcium hardness, pH and total alkalinity. Temperature also affects the water balance, but to a lesser extent.

The calcium hardness is a measure of the amount of calcium salts present in the water, expressed in milligrams per litre.

The pH is a measure of the relative acid / alkali content of the water. It is measured on a scale from 1 to 14, with 7.0 being neutral. Acid solutions have a pH less than 7.0 whilst alkali solutions have a pH greater than 7.0.

Total Alkalinity is a measure of the amount of alkaline salts present in the water, also expressed in milligrams per litre. These salts act to keep the water slightly alkaline, and reduce pH fluctuations when acids are added to the water.

### THE EFFECT OF CALCIUM SOLUBILITY

Calcium is different to many other materials, as its solubility decreases at higher water temperatures. Calcium solubility also decreases at higher pH and total alkalinity levels.

In general, lower calcium hardness levels are required at higher pH, higher total alkalinity and higher water temperature levels.

### CALCULATING THE WATER BALANCE

The water balance can be calculated using a number of tables or indexes. The following method is known as the Langlier Saturation Index (“SI”).

The formula for the Saturation Index is:

$$SI = pH + TF + AF + CF - 12.1$$

Where:

**TF** = Temperature Factor   **AF** = Alkalinity Factor   **CF** = Calcium Factor

The above three factors are obtained by reading off the values from Table 12:

**Table 12 - Saturation Index Factors**

Temp (°C)	TF	Total Alkalinity	AF	Calcium Hardness	CF
0	0	5	0.7	5	0.3
3	0.1	25	1.4	25	1.0
8	0.2	50	1.7	50	1.3
12	0.3	75	1.9	75	1.5
16	0.4	100	2.0	100	1.6
19	0.5	150	2.2	150	1.8
24	0.6	200	2.3	200	1.9
29	0.7	300	2.5	300	2.1
34	0.8	400	2.6	400	2.3
41	0.9	800	2.9	800	2.5
51	1.0	1000	3.0	1000	2.6

**Example**

Consider a pool with the following water chemistry levels:

**pH: 7.7      Temperature: 29 °C      Alkalinity: 100 mg/L      Calcium Hardness: 200 mg/L**

Using Table 12, the following values would be obtained:

- Temperature Factor: 0.7
- Alkalinity Factor: 2.0
- Calcium Hardness: 1.9

The saturation index is calculated as:

$$\begin{aligned}
 \text{SI} &= \text{pH} + \text{TF} + \text{AF} + \text{CF} - 12.1 \\
 &= 7.7 + 0.7 + 2.0 + 1.9 - 12.1 \\
 &= 0.2
 \end{aligned}$$

**INTERPRETING THE SI VALUE**

The SI value should be maintained between -0.5 and 0.5.

When the SI value is less than -0.5, the water contains insufficient calcium, in relation to the levels of other materials. This may produce corrosion or etching of the facility.

When the SI value is more than 0.5, the water contains excess calcium, in relation to the levels of other materials. This may produce calcium deposits or scaling of the facility.

## **ADJUSTING WATER BALANCE VALUES**

The water balance may be adjusted by altering any of the four variables in the above equation. However, as the water temperature is often dictated by patron requirements, it is not generally altered to achieve balanced water.

The desired SI value is achieved by adjusting one or more of the pH, alkalinity or calcium hardness values. These parameters may be adjusted using the following methods:

### **pH**

Adding acids to the water either in dry form (sodium bisulphate) or liquid form (hydrochloric/sulphuric acid) decreases the pH. These materials also decrease the total alkalinity.

Carbon dioxide gas can also be used to decrease the pH, but is a much weaker acid than the above two materials.

Adding alkalis such as sodium bicarbonate or sodium carbonate increases the pH. Sodium carbonate is a much stronger alkali than sodium bicarbonate, and should be used carefully.

### **TOTAL ALKALINITY**

The Total Alkalinity is generally increased by adding sodium bicarbonate to the water. Adding acids (as above), decreases the Total Alkalinity.

### **CALCIUM HARDNESS**

Calcium hardness is increased by adding calcium chloride to the water. Using calcium-based chlorine disinfectants such as calcium hypochlorite also adds calcium to the water.

The only practical way of lowering calcium hardness is to dilute the material by adding fresh (top-up) water containing a lower level of calcium. Facilities using calcium-based chlorine disinfectants that experience excessive calcium hardness levels can also switch to using non-calcium-based disinfectants.

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## APPENDIX 9 – ACKNOWLEDGEMENTS

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# APPENDIX 10

## SUGGESTED EXAMPLE OF AQUATIC FACILITY OPERATION MANUAL and OTHER RISK/EMERGENCY MANAGEMENT ARRANGEMENTS

### Group 2, 3 & 4 AQUATIC FACILITIES

<b>WATER BODY &amp; OPERATIONAL MATTERS</b>						
<b>AQUATIC FACILITY</b> Title & Address (Certificate of Compliance & Permit to Operate must be stored onsite & be available for inspection)	e.g. Group 4 Aquatic Facility					
<b>LOCAL GOVERNMENT</b> contact details	Phone:					
<b>DEVELOPMENT MANAGER</b> Name & contact details of person overseeing management of this property & aquatic facility	NAME: e.g. ACME STRATA MANGEMENT  CONTACT: e.g.: Phone, Fax. email					
<b>WATER TESTING PERSONS</b> Name & contact detail of person/s responsible or nominated for doing the daily water testing/pool cleaning and maintenance & recording of results	Name: Mrs Doreen Jones Contact details: Unit 28, Sunshine Apartment Mobile Phone xxxxxxxxxx  Name: Gardener Jack Contact details: Mobile Phone xxxxxxxxxx					
<b>TECHNICAL OPERATOR</b> Contact details of the qualified technical operator who can be contacted in the event of any water chemistry or other aquatic facility faults	<b>NAME:</b> e.g. Robins Pool & Spa Service (Keep copy of their Qualifications onsite)  <b>CONTACT:</b> e.g.: Phone, Fax. Email					
<b>WATERBODY ID/VOL &amp; TARGET PARAMETERS</b> Operating Parameter & Target Water Chemical levels e.g.	<b>Water tests per day</b>	<b>Required range Free Cl<sup>+</sup> ppm</b>	<b>Required range pH</b>	<b>Is water Heated Y/N</b>	<b>Stabilizer Max. ppm</b>	<b>Frequency of filter backwash</b>
<u>Outdoor pool</u> <b>74000 ltrs</b> <u>Indoor pool</u> <b>35000 ltrs</b> <u>Spa 1 (green)</u> <b>5000 ltrs</b> <u>Spa 2 (blue)</u> <b>5000</b>						
<b>WATER QUALITY CONTINGENCIES</b> Actions in the event water testing reveals the operational parameters are not met	e.g. Water tester will place sign on the water body entrance advising “Closed for use. DO NOT USE” & make immediate contact with the Technical Operator about the fault for direction on correction procedures necessary.					
<b>OPENING CONTROLS</b> Opening hours & seasonal use controls	Daylight only, signage identifies hours of operation as “DAYLIGHT USE ONLY”  Pool closed from 1 April – 1 October with “POOL CLOSED” signage placed on all entrances & all entrances locked					

<b>RECORD KEEPING</b>	Logbook is completed each time water is tested and when filters have been backwashed. Logbook is stored with the water test kit in the locked storeroom cupboard
<b>QUALIFIED PERSONS DETAIL</b> As prescribed by Section 6 in the Code <i>(The Code of Practice for the Design, Construction, Operation, Management &amp; Maintenance of Aquatic Facilities)</i>	
<b>Group 2, 3 &amp; 4 facilities</b> Required Technical Operator Qualifications	<i>WHO IS THE NOMINATED TECHNICAL OPERATOR FOR THIS AQUATIC FACILITY AS PRESCRIBED UNDER SECTION 6.2.7 OF THE CODE?</i>  <i>A COPY OF THIS PERSONS QUALIFICATIONS MUST BE PERMANENTLY STORED ONSITE AND BE AVAILABLE FOR INSPECTION BY AN ENVIRONMENTAL HEALTH OFFICER</i>
<b>Group 2 facilities</b> Required Patron Supervision, Aquatic Rescue & Emergency Care Qualifications	<i>WHO HOLDS THE QUALIFICATIONS AS DETAILED UNDER SECTION 6.2.4 OF THE CODE?</i>  <i>A COPY OF THIS PERSON/S QUALIFICATIONS MUST BE PERMANENTLY STORED ONSITE AND BE AVAILABLE FOR INSPECTION BY AN ENVIRONMENTAL HEALTH OFFICER</i>
<b>Group 3 facilities</b> Required Aquatic Rescue & Emergency Care Qualifications	<i>WHO HOLDS THE QUALIFICATIONS AS DETAILED UNDER SECTION 6.2.5 OF THE CODE?</i>  <i>A COPY OF THIS PERSON/S QUALIFICATIONS MUST BE PERMANENTLY STORED ONSITE AND BE AVAILABLE FOR INSPECTION BY AN ENVIRONMENTAL HEALTH OFFICER</i>
<b>Group 3 Risk Self-Management</b> ALTERNATIVE TO HAVING QUALIFICATIONS	<i>As an alternative to having personnel qualified in emergency care and aquatic rescue, the Code of Practice allows an Operator of a Class 3 aquatic facility scope to Manage their own risk and duty of care to patrons.</i>  <i>Where the operator of a Class 3 aquatic facility chooses this option they must detail in their operation manual precisely how risk to patrons and the aquatic facility operator duty of care to patrons is otherwise managed, (.e.g. only permitting competent swimmers, having persons with alternative qualifications, placing restrictions on behaviour, adult supervision at all times, having a shallow facility, signage, electronic supervision etc.</i>
<b>OTHER RISK/EMERGENCY MANAGEMENT ARRANGEMENTS</b>	
<b>TYPE OF DISINFECTION pH CONTROL AGENT USED</b>	e.g. Liquid or Gas Chlorine, liquid acid, CO <sub>2</sub> gas, Soda Ash
<b>MATERIAL SAFETY DATA SHEETS (MSDS)</b>  <b>DOCEP LICENCE QUALIFICATIONS</b>	Keep copy of MSDS sheets for all chemicals &/or gas onsite at all times.  Is staff qualified/trained in accordance with any DOCEP dangerous goods licence?
<b>LIKELY RISK EVENTS &amp; RESPONSES</b>	Drowning, chemical spillage/escape, mishandling of chemicals, storage faults.
<b>EMERGENCY CONTACTS</b>	

**NOTE: A COPY OF THE OPERATIONS MANUAL (COMPLETED FOR EACH AQUATIC FACILITY) MUST BE PERMANENTLY STORED ONSITE AND BE AVAILABLE FOR INSPECTION ON REQUEST BY AN ENVIRONMENTAL HEALTH OFFICER.**

*[Appendix 10 - inserted 21 September 2009]*

# APPENDIX 11 BASIC WATER BODY FILTRATION AND SYSTEM DESIGN PERFORMANCE TABLE

## HEALTH (AQUATIC FACILITIES) REGULATIONS 2007

BASIC WATER BODY FILTRATION AND SYSTEM DESIGN PERFORMANCE INFORMATION (To be completed for each independent plumbing system)			
LOCATION			
DESCRIPTION (Swim, Spa, etc.)			
WATER BODY VOLUME (m <sup>3</sup> )			
PUMP MAKE & MODEL			
NUMBER OF PUMPS IN USE SIMULTANEOUSLY			
FILTER MAKE & MODEL			
NUMBER OF FILTERS IN USE SIMULTANEOUSLY			

TOTAL SYSTEM PERFORMANCE DATA		FILTERS (Clean Condition)	
		Figure	Units
Filter Resistance (See note 2)			Meters <input type="checkbox"/> / KPa <input type="checkbox"/>
Plumbing Resistance (resistance in pipes)	+		Meters <input type="checkbox"/> / KPa <input type="checkbox"/>
Head (Kpa or Metres) (See Note 5)	±		Meters <input type="checkbox"/> / KPa <input type="checkbox"/>
Total System Resistance (Combined total of above at total system flow rate) (See note 3)	=		Meters <input type="checkbox"/> / KPa <input type="checkbox"/>
Flow Rate (per pump)			L/min
Total System Flow Rate (See notes 1 and 2)	=		L/min
Total Pool Volume			L <input type="checkbox"/> / m <sup>3</sup> <input type="checkbox"/>
POOL TURNOVER RATE	=		Mins <input type="checkbox"/> / Hrs <input type="checkbox"/>

NOTES:	
1.	Pump manufacturers performance curves with the duty points under clean filter conditions clearly marked thereon must accompany this statement.
2.	Data from the filter manufacturer stating filter area and maximum allowable flow rate must accompany this statement.
3.	The "total system flow rate" is the flow to be circulated to and from the water body with all pumps operating simultaneously. It must not count stand-by pumps.
4.	System schematic diagram showing the point of chlorination and distances between water body inlets and outlets must accompany this statement
5.	Pressure loss or gain due to vertical separation of pump and water level

Name: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Frequently Asked Questions - For Parents

### **What is Watch around Water?**

Watch Around Water (WAW) is a campaign educating the public about active supervision and encouraging parents / guardians to take on the responsibility of this role while visiting aquatic facilities.

### **I have not heard of it before?**

Watch Around Water started in 2004 in WA and is currently implemented in 131 pools throughout the state, including a number of metropolitan, regional and seasonal facilities.

### **What are the guidelines for Watch Around Water?**

There are two key supervision guidelines: one for children under 5 (0-4 years), and those under 10 (5-9 years).

- Under 5: Children must be constantly supervised and to remain within arm's reach of a parent or guardian. (If the child is in the water, the parent or guardian must be in the water too).
- Under 10: Children must be accompanied into the facility and constantly supervised by a parent / guardian. The parent / guardian must have clear, constant and direct access to the child at all times.

### **My child is a competent swimmer. Why do I need to be in the water with them?**

It is not only about swimming ability, it is also a safety issue. If a child gets hurt, a parent or guardian within close vicinity can act on the incident immediately, thereby preventing any further complications. It is very easy for young children who are good swimmers to get out of their depth or become tired, making it difficult for them to get back to the edge and often causing children to panic. I will jump in if I need to, but I do not want to enter the water. See above. This has become a condition of entry. If you do not comply with the conditions of entry you are welcome to go to reception for a refund on your entry fee.

### **My toddler is in the toddler pool. Do I need to wear bathers?**

No. If you to have your shoes off, pants rolled up and are prepared to get wet, this is ok. You must be ready to respond if something happens to your child in the water. As deep as the child is in the water, you must also be. Can I read a book or use my phone while watching my child? No. It is important to remember that active supervision is about constantly watching and always having a clear view of your child. Remember, it only takes 20 seconds for a child to drown, so an incident may easily occur during a short lapse in supervision.

### **I am only just ducking off to grab a coffee or go to the toilet. Why is that an issue?**

As stated previously, it is important to remember that active supervision is about constantly watching and always having a clear view of your child. Remember, it only takes 20 seconds for a child to drown, so an incident may easily occur during a short lapse in supervision.

### **Is this legislation?**

Yes. Supervision policies for children under 5 years are included within the Code of Practice for the Design,

Construction, Operation, Management and Maintenance of Aquatic Facilities developed by the Department of Health WA. Some local councils have also included the policies as part of their by-laws and conditions of entry to the facility.

### **Do I need to pay if I am going for a swim after the lesson?**

If your child is under 5 years you may not need to pay as you are required to be in the water with your child/children. If your child is over 5 years you will be required to pay as you may not be required to be in the water. Please check with your local pool regarding entry costs.

### **My child has swimming lessons, do the guidelines apply?**

Individual facilities should determine and document their parental supervision expectations for when young children are taking part in swimming lessons. This internal policy should be clearly advised to parents / guardians and subsequently enforced. There should be a particular focus on the handover process before and after lessons.

### **It is culturally inappropriate for me to enter the water due to my religion. Can my child under 5 swim alone?**

All children under 5 must have a parent or guardian within arm's reach at all times. Your child will only be allowed to swim in the toddler pool, and you must have your shoes off and be prepared to get wet if anything happens to your child in that pool. As deep as the child is in the water, you must also be. If your child would like to swim in the learner pool or 25m pool, you will need to bring another adult that is able to swim.

## **Frequently Asked Questions - For Pools**

### **How long has Watch Around Water been around for?**

Watch Around Water (WAW) was developed in WA in 2004 by the LIWA Aquatics and Royal Life Saving Society WA in response to a number of high profile drowning deaths involving young children at public pools and to address industry concerns regarding parental supervision.

### **Why was WAW developed?**

Drowning and water related injuries represent a real problem for the aquatics industry - especially those involving young children. The program has been developed for the industry by the industry. The aquatics industry has long recognised the value of a program that improves facility safety through encouraging parents to adopt greater responsibility for the supervision of their children and educating parents about appropriate supervision.

### **What is the supervision requirements for children under 5 years?**

The under 5 years supervision requirement of 'within arm's reach' has been based on a number of factors. Children under 5 years are most at risk of fatal and non-fatal drowning, with drowning the number one accidental cause of death of children in this age group. This is also in line with research and best practice that has been used for over 15 years in other supervision messaging. Children under 5 years lack the physical and mental capabilities to discern danger and get themselves out of trouble when in the water and therefore require close supervision. The Coroner has highlighted the importance of close supervision in children in this age group, as supervision is the main contributor to children under 5 years drowning.



**What is the supervision requirements for children under 10 years?**

The current industry provisions for supervision standards are from the Royal Life Saving Society's Guidelines for Safe Pool Operation (GSPO) which state supervision requirements such as children under 10 years will not be admitted without an appropriate guardian 16 years or older and children under 10 years should be actively supervised by a parent / guardian at all times. The Watch Around Water policies sit in line with this as it is currently accepted across the industry.

**Why is my facility implementing this program now?**

Even though your facility may have not had any fatal or non-fatal drowning deaths in the past, it is important that adequate levels of supervision are practiced to demonstrate duty of care and due diligence. The consequences of a fatal drowning death are significant and it is widely accepted that prevention is better than cure.

**What does 'within arm's reach' mean?**

This term has been used for many years in relation to toddler supervision when in or around water. While this does not literally mean that a parent / guardian must be an arm's length away from a young child at all times, it refers to them being able to respond and react immediately should something happen to the child. This still allows children to swim and play but ensures that parents are actively supervising and able to intervene if the young child gets into trouble. Remember, it only takes 20 seconds for a child to drown.

**What do I do if I see a child under 5 years playing in the water without a parent or guardian present?**

If you can see the parent / guardian nearby, although not in the water, approach them and explain the program policies. If they or another guardian are not willing to enter the water, remove the child from the water, explaining that the program requires this level of supervision to ensure the safety of the child.

**If I do remove a young child from the water that is not being appropriately supervised, and a parent confronts me, how should I react?**

Calmly explain the facility guidelines for children under 5 years / under 10 years.

**Why is it important for me to worry about supervision issues if I am not a lifeguard?**

It is important to remember that Watch Around Water is unlikely to work if it is just left to the pool lifeguards. A contribution from all staff will ensure that the program is adequately accepted throughout the facility. Every staff member must ensure that the program policies are being met by parents / guardians. Speak to your centre manager about what role you will play in Watch Around Water.

**Do the guidelines apply for children in swimming lessons?**

Individual facilities should determine and document their parental supervision expectations for when young children are taking part in swimming lessons. This internal policy should be clearly advised to staff, parents / guardians and subsequently enforced. There should be a particular focus on the handover process before and after lessons.



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## SD1. SAFE DESIGN PRINCIPLES

Issued: 01/09/2017

Effective as of: 01/01/2018

Version: 1.0

### 1.1 Purpose

- 1.1.1 To ensure the principles of safe design are implemented with the design or redesign of aquatic facilities

### 1.2 Description

- 1.2.1 Eliminating hazards at the design or planning stage is often easier and cheaper to achieve than making changes later when the hazards become real risks in the workplace.

- 1.2.2 Safe design can result in many benefits, including:

- more effective prevention of injury and illness
- improved usability of an aquatic facility
- improved productivity and reduced costs
- better prediction and management of production and operational costs over the lifecycle of an aquatic facility
- innovation, in that safe design can demand new thinking to resolve hazards that occur in the construction phase and in end use
- greater visibility to pool space
- reduction in visual barriers and 'blind spots'

### 1.3 Definition

- 1.3.1 **Safe design** means the integration of control measures early in the design process to eliminate or, if this is not reasonable practicable, minimise risks to health and safety throughout the life of the structure being designed.

- 1.3.2 The safe design of an aquatic facility will always be part of a wider set of design objectives, including practicability, aesthetics, cost and functionality. These sometimes competing objectives need to be balanced in a manner that does not compromise the health and safety of those who work on or use the aquatic facility over its life.

11.3.2 DEPARTMENT OF TRANSPORT ACCESS AND EQUITY FUNDING  
APPLICATION

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

**Author:** Nicole Montgomery  
Acting Manager Community Wellbeing

**Proposed Meeting Date:** 29 April 2022

**Location/Address:** N/A

**Name of Applicant:** N/A

**Author Disclosure of Interest:** Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

Resolution No: 2022/48)

**Moved:** Cr Anick  
**Seconded:** Cr Baer

**That Council:**

1. Endorses the successful application from the Department of Transport under the Access and Equity Funding Round and authorises the Chief Executive Officer to sign the Letter of Agreement to accept the funding.
2. Pursuant to s6.8 of the *Local Government Act 1995*, amends the 2021/22 annual budget as follows:

Account	Current Budget	Amendment	Revised Budget
TBA – Revenue	\$0	\$79,235	\$79,235
TBA – Expenses	\$0	(\$79,235)	(\$79,235)

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

## **REPORT PURPOSE**

For Council's consideration to endorse the successful grant application from the Department of Transport through the Access and Equity Program Funding Round, for the implementation of a Newman RYDE program to assist learner drivers in completing their supervised driving.

## **BACKGROUND**

The Access and Equity pilot program was established in 2021 after the McGowan Government hosted a Skills Summit where lack of access to driving services, instructors and eligible vehicles was highlighted as a key barrier for youth employment in region areas.

As such the Pilbara and Kimberley regions were prioritised for program support after being identified as having a high percentage of disadvantaged learner drivers.

The McGowan Government allocated \$4.9 million for 12 month pilot programs to trial a range of initiatives to support young people and to identify and address barriers for learner drivers provided through the Access and Equity Funding Round. As well as the grants the program also doubled the number of officers employed to deliver driver and vehicle licensing services to remote Kimberley, Pilbara and Mid-West communities.

The Department of Transport opened funding rounds on the 22<sup>nd</sup> November 2021 with two submission dates for either 2021 or 2022. Funding applications were to be submitted by either the 20<sup>th</sup> December 2021 for early consideration with commenced dates in early 2022 or by the 17<sup>th</sup> January for proposed programs starting mid- year 2022.

Organisations were requested to apply for amounts needed to implement their programs with no restrictions on how much any one organization could apply for.

The Shire of East Pilbara submitted an application to the Department of Transport on 13 January 2022 requesting \$79,235.

## **COMMENTS/OPTIONS/DISCUSSIONS**

The Shire of East was notified on 25 March 2022 that the application was successful in obtaining Access and Equity Funding to the total of \$79,235 through the Department of Transport to implement a Newman RYDE program for an initial period of 12 months.

The RYDE program was originally set-up by the Town of Bassendean as a response to the State Governments increased of supervised driving hours required from 25 to 50 hours for learner drivers announced in 2012. The RYDE program provides young people with access to a suitable vehicle, a licensed supervisor and affordable driving lessons which are all often barriers for young learner drivers moving forward and onto their provisional license. The program recruits volunteers to act as 'Driving Mentors' who have been inducted into the program, have a valid license and utilised a dedicated RYDE car.

The RYDE program will assist young people in accessing further employment opportunities as many local businesses require or see having a driver's license highly preferable.

The driving and road conditions in the Pilbara region are quite different to that in metro areas so having a program where young people can learn in their current driving environment is a necessity specially if young people are seeking employment as public transport is limited.

The program will support young people as well as families who may not necessarily have the time to complete the required 50 hours or who do not have access to a suitable vehicle and/or driver.

The Shire of East Pilbara will look to engage with Volunteering WA to seek volunteers that may wish to be inducted into the program and become Driving Mentors.

As Newman is surrounded by a number of large mining companies with residential employees located in town and who are encouraged by their employers to engage in volunteering opportunities. The Shire will work with Volunteering WA to provide support in engaging with these companies and their employees for the purpose of scoping potential volunteers.

Local driving schools will also be approached as a key component of implementing the RYDE program. Young people are eligible to access the RYDE program once they have completed 3 or more driving lessons with a qualified driving instructor who will sign them off as being competent to transition over to the RYDE program.

Support services that cater to young people will also be invited to participate in the program as young people will need to be supported by an agency or school and referred to the program. This will allow agencies to follow up, monitor and track their client's progress in the program and should any issues arise the support service will be able to address these issues.

It is estimated that the program will be up and running for young people to access by July 2022, however this is dependent on the timeframe for sourcing a new vehicle.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Nil

### **POLICY IMPLICATIONS**

6.3 Youth – Planning Community Facilities and Youth Recreation Programs

2.1 Human Resources

3.2 Asset Management

3.4 Budget Amendments

### **STRATEGIC COMMUNITY PLAN**

#### **2: Social**

S3 Advocate and partner to improve access to services.

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

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

Harmonious communities sharing strong community connections.

S2 Build a vibrant community.

S2.1 Facilitate community connectedness and inclusion.

**RISK MANAGEMENT CONSIDERATIONS**

With rising cases of COVID-19 in the community and the impact it may have on services this will need to be a consideration. The Department of Transport has notified the Shire of East Pilbara that a pause can be placed on the program should COVID-19 effect the Newman RYDE program.

**FINANCIAL IMPLICATIONS**

Payments will be made from the Department of Transport in three installments across both 21/22 and 22/23 financial years.

It is recommended that an adjustment be made to the Youth Services budget as follows:

<b>Account</b>	<b>Current Budget</b>	<b>Amendment</b>	<b>Revised Budget</b>
<b>TBA – Revenue</b>	<b>\$0</b>	<b>\$79,235</b>	<b>\$79,235</b>
<b>TBA – Expenses</b>	<b>\$0</b>	<b>(\$79,235)</b>	<b>(\$79,235)</b>

**VOTING REQUIREMENTS**

Absolute Majority.

**11.4 DIRECTOR COMMERCIAL SERVICES**

**11.4.1 DEVELOPMENT APPLICATION - PROPOSED SHADE STRUCTURE,  
GOODABINYA COMMUNITY, MARBLE BAR**

**Attachments:** [Appendix 1 Goodabinya shade structure](#)  
**Responsible Officer:** Steven Harding  
Chief Executive Officer  
**Author:** Vic Etherington  
Manager Development Services  
**Proposed Meeting Date:** 29 April 2022  
**Location/Address:** Goodabinya Community, Marble Bar  
**Name of Applicant:** Pilbara Meta Maya Group of Companies  
**Author Disclosure of Interest:** Nil

**COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION**

Resolution No: 2022/49)

**Moved:** Cr Baer

**Seconded:** Cr Coppin

**That Council approves application P006/22 from Pilbara Meta Maya Group of Companies for the construction of a shade structure, subject to the following conditions:**

- 1. Development shall be in accordance with the approved plan(s) and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan(s) shall not be modified or altered without the prior written approval of the Shire of East Pilbara.**
- 2. This approval to remain valid for a period of 24 months if development is commenced within 12 months. Otherwise this approval remains valid for 12 months only.**

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil



## **REPORT PURPOSE**

The purpose of this report is to seek Council approval to install a shade structure for the Goodabinya Community at Marble Bar.

## **BACKGROUND**

The Goodabinya Community is located some 2.7 km northwest from the centre of Marble Bar on the outer edges of the De Grey River and 166 km southeast of Port Hedland. The community consists of about 20 to 30 Njamal people living on their traditional land.

The community entails communal buildings, women's centre, a shed and community garden which is currently not in use and about 8 habitable homes that are managed by the Department of Communities - Aboriginal Housing.

The Shade structure is proposed to be located between the existing dwellings and will be 5.5m wide x 5.5m long with a height of 2.6m.

The applicant has advised that the community have a strong cultural heritage and that they need an outdoor shade structure (Bower shed) where they could hold meetings, tell stories, sing songs and talk in their language on their land. The structure would give the community members some shade and relief in the hot summer months and could be utilised for different settings by everyone in the community.

## **COMMENTS/OPTIONS/DISCUSSIONS**

### **Land Use Considerations**

The location of the proposed outdoor shade structure is within Crown Reserve R39860, vested in the Aboriginal Lands Trust with the Department of Aboriginal Affairs being the responsible agency. The community is accessed from Marble Bar on the Goodabinya Village access road.

Attached at appendix 1 is a copy of the proposed works.

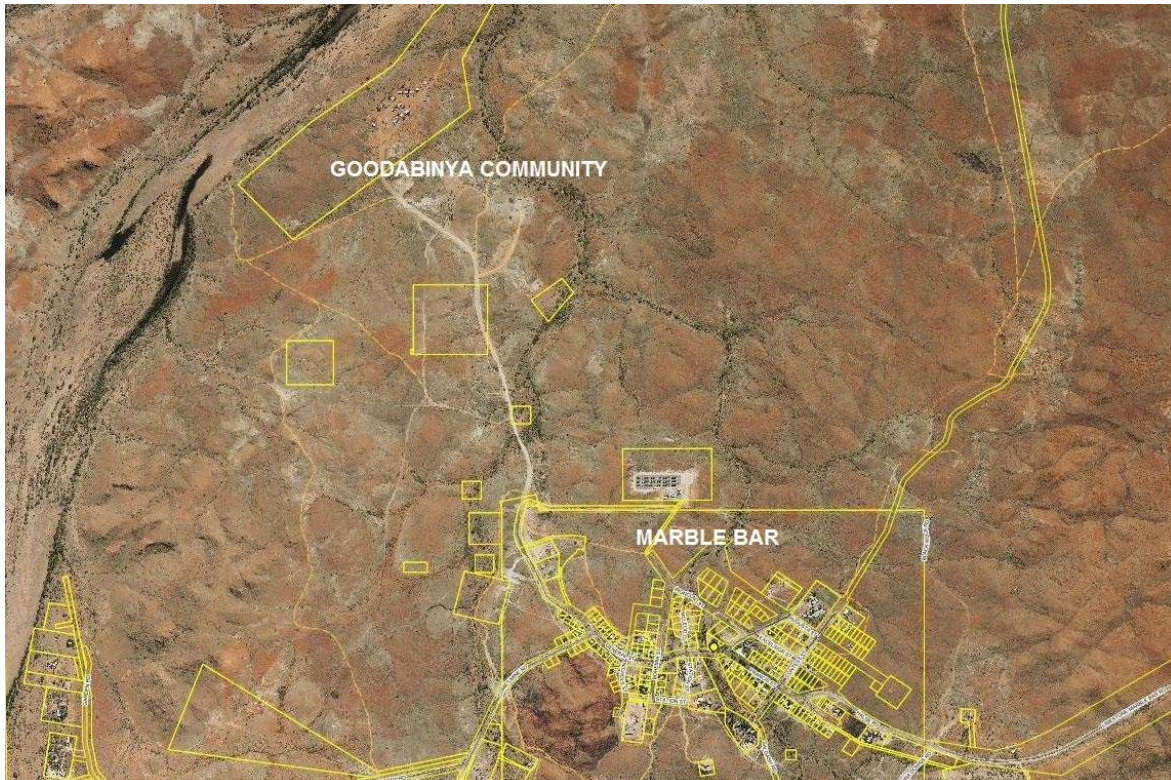
The site is designated under Local Planning Scheme (LPS) No 4 as Rural. Part 3 – Zones of LPS 4 prescribes the requirements to be considered by Council when considering development in areas zoned rural, as follows:

3.2 (g) Rural: The objectives of the zone are:

- to ensure the continuation of rural use encouraging, where appropriate, the retention and expansion of rural activities and associated pursuits that are compatible with the capability of the land and the amenity of the locality;
- to provide for the orderly and proper planning of Aboriginal communities through the preparation of approved Settlement Plans.

When assessed against the Shire of East Pilbara's Town Planning Scheme's zoning table, an outdoor shade structure suitable for community gatherings is not a listed land use. Rural is defined by the model scheme text in Schedule 1 of the Planning and Development (Local Planning Schemes) Regulations 2015 noting that one of the objectives is to provide for a range of non-rural land uses where they (the applicant) have demonstrated benefit and are compatible with surrounding rural uses.

The Town Planning Scheme Part 3 Clause 3.4 makes provision for land use that is not specifically listed in the zoning tables to be determined by Council.



**Figure 1: Location Plan**

Clause 3.4.2 notes the following;

If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may:

- a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;
- b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 64 of the deemed provisions in considering an application for planning approval; or
- c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.

Clause 1.6 (b) of the Scheme notes that its aim is to foster efficient, hospitable and aesthetic town centres to serve as residential, civic, cultural, recreational and commercial focal points for the surrounding region.

The proposed shade structure meets the aim of Clause 1.6(f) and Clause 3.4.2(a) as it is designed to complement the existing community, consistent with the objectives of the existing zone of orderly and proper planning of Aboriginal communities.

### **Bush Fire Considerations**

State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of bushfire prone areas.

SPP 3.7 seeks to guide the implementation of effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. It applies to all higher order strategic planning documents, strategic planning proposals, subdivision and development applications located in designated bushfire prone areas. The subject site has been identified as bushfire prone under the Department of Fire and Emergency Services Map of Bushfire Prone Areas.

BAL stands for Bushfire Attack Level and is the Australian standard for measuring the risk of a buildings exposure to ember attack. It is a scale used to determine a building's risk of catching on fire and as the name suggests, is specifically concerned with bushfires.

A BAL is used in the assessment of constructing buildings in areas that are likely to experience bushfires. When a proposed building bushfire attack level rates are BAL-LOW on the scale there are no related restrictions on construction.

In accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas, the proposed development can be approved by the Council if it achieves BAL-29 or less.

The proposed location of the outdoor shade structure (Bower shed) is within an existing cleared area and away from residential dwellings. The National Construction Code, Building Code of Australia Volume 1, amendment 1 indicates that the outdoor shade structure (Bower shed) will avoid the need to be BAL rated.

### **Vehicle Parking**

The application will not contribute to any parking needs.

### **STATUTORY IMPLICATIONS/REQUIREMENTS**

Local Planning Scheme (LPS) No 4

Planning and Development (Local Planning Schemes) Regulations 2015

### **POLICY IMPLICATIONS**

*Planning and Development (Local Planning Schemes) Regulations 2015* ("the Regulations")

Clause 67 of Schedule 2 of the Regulations sets out the matters to be considered by Council when determining an application for development approval.

*In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application:*

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;*
- (c) any approved State planning policy;*
- (d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);*
- (e) any policy of the Commission;*
- (f) any policy of the State;*
- (fa) any local planning strategy for this Scheme endorsed by the Commission;*
- (g) any local planning policy for the Scheme area;*
- (h) any structure plan or local development plan that relates to the development;*
- (i) any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015;*
- (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;*
- (k) the built heritage conservation of any place that is of cultural significance;*
- (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;*
- (m) the compatibility of the development with its setting, including:*
  - (i) the compatibility of the development with the desired future character of its setting; and*
  - (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*

- (n) *the amenity of the locality including the following:*
  - (i) *environmental impacts of the development;*
  - (ii) *the character of the locality;*
  - (iii) *social impacts of the development;*
- (o) *the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (q) *the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslide, bush fire, soil erosion, land degradation or any other risk;*
- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) *the adequacy of:*
  - (i) *the proposed means of access to and egress from the site; and*
  - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) *the availability and adequacy for the development of the following —*
  - (i) *public transport services;*
  - (ii) *public utility services;*
  - (iii) *storage, management and collection of waste;*
  - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
  - (v) *access by older people and people with disability;*
- (v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;*

- (za) *the comments or submissions received from any authority consulted under clause 66;*
- (zb) *any other planning consideration the local government considers appropriate;*
- (zc) *include any advice of a Design Review Panel.”*

## **STRATEGIC COMMUNITY PLAN**

### **3: Built Environment**

*Connected and accessible communities.*

B1 Optimise places to live, work and enjoy.

*B1.2 Provide and maintain open spaces for the community to recreate and connect*

### **RISK MANAGEMENT CONSIDERATIONS**

Council may determine an application for development approval by:

- granting development approval without conditions;
- granting development approval with conditions;

or

- refusing to grant development approval.

The applicant has a right of review against Council's decision, or any conditions included therein, in accordance with the *State Administrative Tribunal Act 2004* and the *Planning and Development Act 2005*. A refusal of the application or conditioning the approval to the dissatisfaction of the applicant may expose the Shire to financial and reputational risks. These risks are rated as high.

### **FINANCIAL IMPLICATIONS**

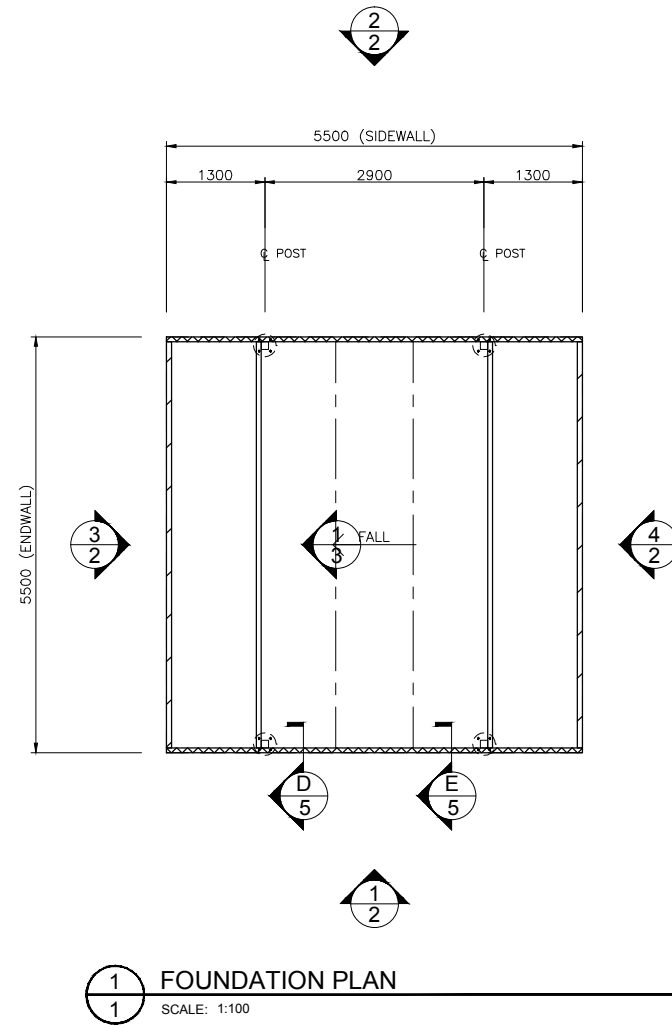
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### **VOTING REQUIREMENTS**

Simple Majority.




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- ▨ EAVE PURLIN

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	<p><b>AUSSIE SHEDS GROUP</b> 1300 300 022 <b>VAL PILBARA META MAYA</b> GOODA BINYA COVER REGION C PILBARA</p>					



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Mr Timothy Roy Messer BE MIEAust RPEQ  
Registered Professional Engineer 2558980

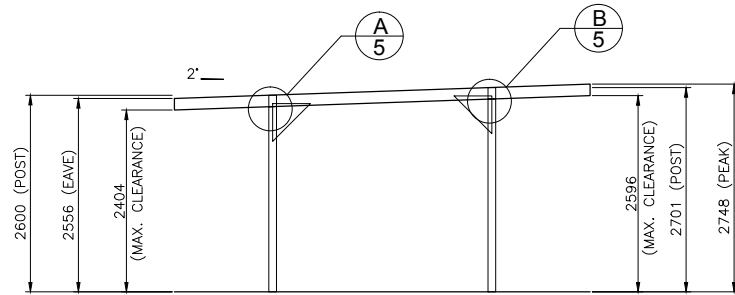
Signature *T. Messer*

Date 5/7/2021

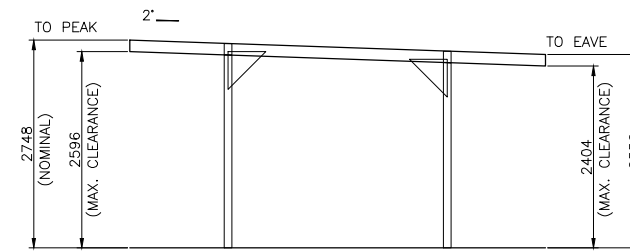
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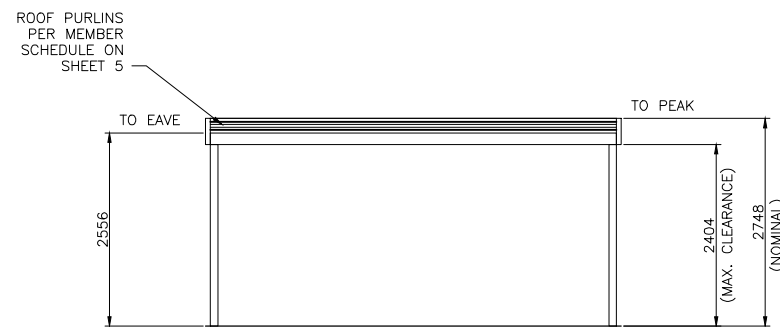
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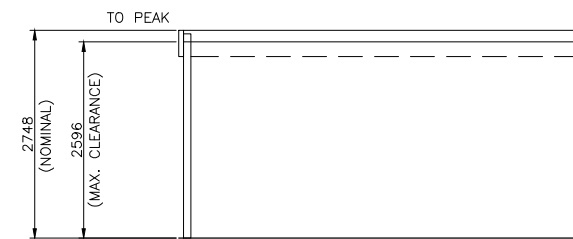
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2 SCALE: 1:100



2 SIDEWALL EXTERIOR ELEVATION  
2 SCALE: 1:100



3 ENDWALL EXTERIOR ELEVATION  
2 SCALE: 1:100



4 ENDWALL EXTERIOR ELEVATION  
2 SCALE: 1:100

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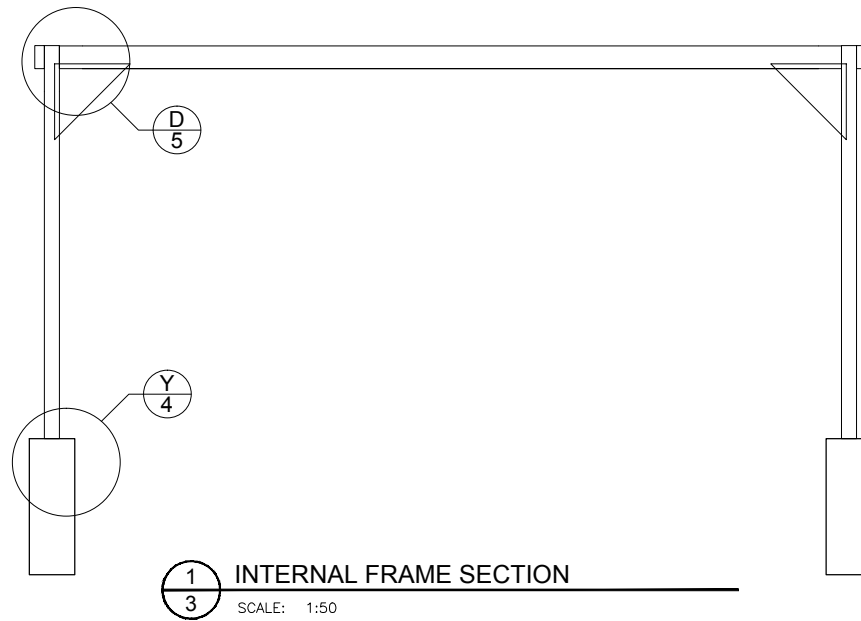
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Regn. No. CC5648M

Mr Timothy Roy Messer BE MIEAust RPEQ  
Registered Professional Engineer 2558980  
Signature *T. Messer*  
Date 5/7/2021  
Registered on the NPER in the areas of practice  
of Civil & Structural National Professional  
Engineers Register

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(Refer to Sheet #4 for concrete specification).

3 OF 5 SHEET

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Mr Timothy Roy Messer BE MIEAust RPEQ  
Registered Professional Engineer 2558980

Signature *T. Messer*

Date 5/7/2021

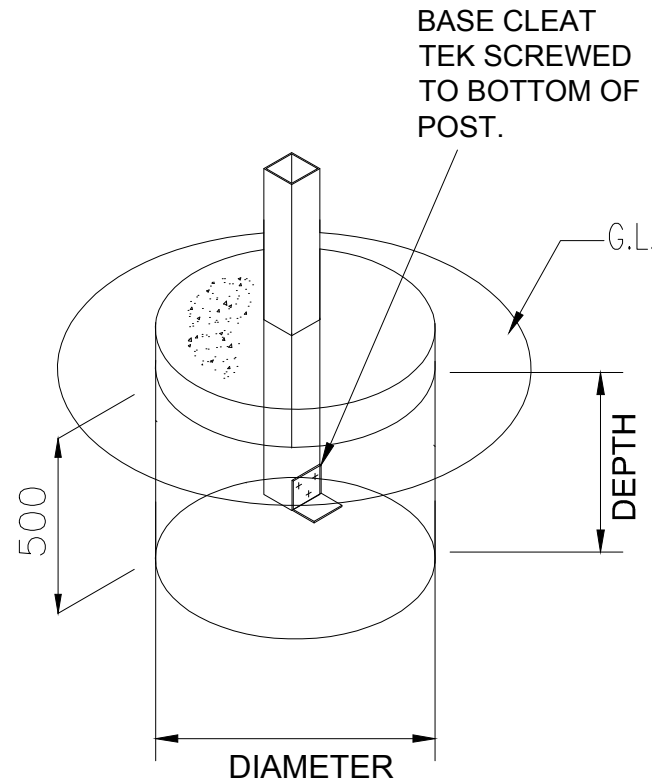
Registered on the NPER in the areas of practice  
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**STRUCTURAL GENERAL NOTES**

- GOVERNING CODE** : BUILDING CODE OF AUSTRALIA (BCA), LOADING TO AS1170 - ALL SECTIONS.
- DRAWING OWNERSHIP** : THESE DRAWINGS REMAIN THE PROPERTY OF AG&S BUILDING SYSTEMS PTY. LTD (AG&S). ENGINEERING SIGNATURE AND CERTIFICATION IS ONLY VALID WHEN BUILDING IS SUPPLIED BY A DISTRIBUTOR OF AG&S. DRAWINGS ARE PROVIDED FOR THE DUAL PURPOSE OF OBTAINING BUILDING PERMITS AND AIDING CONSTRUCTION. ANY OTHER USE OR REPRODUCTION IS PROHIBITED WITHOUT WRITTEN APPROVAL FROM AG&S.
- DRAWING SIGNATURE REQUIREMENTS** : THESE DRAWINGS ARE NOT VALID UNLESS SIGNED BY THE ENGINEER. THE ENGINEER ACCEPTS NO LIABILITY OR RESPONSIBILITY FOR DRAWINGS WITHOUT A SIGNATURE. EACH TITLE BLOCK CONTAINS A WATER MARK UNDER THE CUSTOMERS NAME CONTAINING THE DATE OF PRODUCTION OF THE DRAWINGS; THE DRAWINGS ARE TO BE SUBMITTED TO COUNCIL WITHIN 21 DAYS OF THIS DATE. THIS IS TO ENSURE THAT ONLY CURRENT DRAWINGS ARE IN CIRCULATION.
- CONTRACTOR RESPONSIBILITIES** : CERTIFIER AND CONTRACTOR TO CONFIRM (ON SITE) THAT THE WIND LOADINGS APPLIED TO THIS DESIGN ARE TRUE AND CORRECT FOR THE ADDRESS STATED IN THE TITLE BLOCK. CONTRACTOR SHALL VERIFY AND CONFIRM ALL EXISTING CONDITIONS AND DIMENSIONS. ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN DRAWINGS AND EXISTING CONDITIONS PRIOR TO START OF WORK. CONTRACTOR MUST NOT MAKE ANY DEVIATION FROM THE PROVIDED PLANS WITHOUT FIRST OBTAINING WRITTEN APPROVAL FROM ONE THE UNDERSIGNING ENGINEERS. THE ENGINEER / AG&S TAKE NO RESPONSIBILITY FOR CHANGES MADE WITHOUT WRITTEN APPROVAL. CONTRACTOR IS RESPONSIBLE FOR ENSURING NO PART OF THE STRUCTURE BECOMES OVERSTRESSED DURING CONSTRUCTION. BUILDING IS NOT STRUCTURALLY ADEQUATE UNTIL THE INSTALLATION OF ALL COMPONENTS AND DETAILS SHOWN IS COMPLETED IN ACCORDANCE WITH THESE DRAWINGS. THE INDICATED DRAWING SCALES ARE APPROXIMATE. DO NOT SCALE DRAWINGS FOR CONSTRUCTION PURPOSES. FOR FURTHER DIRECTIONS ON CONSTRUCTION THE CONTRACTOR SHOULD CONSULT THE APPROPRIATE INSTRUCTION MANUAL.
- ENGINEERING** : THE ENGINEER / AG&S ARE NOT ACTING AS PROJECT MANAGERS FOR THIS DEVELOPMENT, AND WILL NOT BE PRESENT DURING CONSTRUCTION. THE UNDERSIGNING ENGINEERS HAVE REVIEWED THIS BUILDING FOR CONFORMITY ONLY TO THE STRUCTURAL DESIGN PORTIONS OF THE GOVERNING CODE. THE PROJECT MANAGER IS RESPONSIBLE FOR ADDRESSING ANY OTHER CODE REQUIREMENTS APPLICABLE TO THIS DEVELOPMENT. THESE DOCUMENTS ARE STAMPED ONLY AS TO THE COMPONENTS SUPPLIED BY AG&S. IT IS THE RESPONSIBILITY OF THE PURCHASER TO COORDINATE DRAWINGS PROVIDED BY AG&S WITH OTHER PLANS AND/OR OTHER COMPONENTS THAT ARE PART OF THE OVERALL PROJECT. IN CASES OF DISCREPANCIES, THE LATEST DRAWINGS PROVIDED BY AG&S SHALL GOVERN.
- INSPECTIONS** : NO SPECIAL INSPECTIONS ARE REQUIRED BY THE GOVERNING CODE ON THIS JOB. ANY OTHER INSPECTIONS REQUESTED BY THE LOCAL BUILDING DEPARTMENT SHALL BE CONDUCTED AT THE OWNER'S EXPENSE.
- SOIL REQUIREMENTS** : SITE CLASSIFICATION TO BE A, S OR M ONLY. SOIL SAFE BEARING CAPACITY VALUE INDICATED ON DRAWING SHEET 4 OCCURS AT 100mm BELOW FINISH GRADE, EXISTING NATURAL GRADE, OR AT FROST DEPTH SPECIFIED BY LOCAL BUILDING DEPARTMENT, WHICHEVER IS THE LOWEST ELEVATION. REGARDLESS OF DETAIL Y ON SHEET 4 THE MINIMUM FOUNDATION DEPTH SHOULD BE 100MM INTO NATURAL GROUND OR BELOW FROST DEPTH SPECIFIED BY LOCAL COUNCIL. ROLLED OR COMPACTED FILL MAY BE USED UNDER SLAB, COMPACTED IN 150mm LAYERS TO A MAXIMUM DEPTH OF 900mm. CONCRETE FOUNDATION EMBEDMENT DEPTHS DO NOT APPLY TO LOCATIONS WHERE ANY UNCOMPACTED FILL OR DISTURBED GROUND EXISTS OR WHERE WALLS OF THE EXCAVATION WILL NOT STAND WITHOUT SUPPLEMENTAL SUPPORT, IN THIS CASE SEEK FURTHER ENGINEERING ADVICE.
- CLASS 10a FOOTING DESIGNS** : THE FOUNDATION DOCUMENTED IS APPROPRIATE FOR CLASS 10a BUILDING DESIGNS ON 'M-D', 'H', 'H-D' OR 'E' CLASS SOILS, IF TOTAL SLAB AREA IS UNDER 100m<sup>2</sup>/sqm AND THE MAXIMUM SLAB DIMENSION (LENGTH AND WIDTH) IS LESS THAN 12m. PLEASE BE AWARE THAT THE SLAB DESIGN FOR H & E CLASS SOILS IN THESE INSTANCES ARE DESIGNED TO EXPERIENCE SOME CRACKING. THIS CRACKING IS NOT CONSIDERED A STRUCTURAL FLAW OR DESIGN ISSUE, AND IS SIMPLY COSMETIC IN NATURE. IF THIS IS A CONCERN TO THE CLIENT IT IS ADVISED THEY DISCUSS OTHER OPTIONS WITH THE RELEVANT DISTRIBUTOR PRIOR TO THE POURING OF THE SLAB. FOR PAD ONLY DESIGNS BUILDING DIMENSION PREVAILS OVER SLAB DIMENSIONS.
- CONCRETE REQUIREMENTS** : ALL CONCRETE DETAILS AND PLACEMENT SHALL BE PERFORMED IN ACCORDANCE WITH AS2870 AND AS3600. CONCRETE SHALL HAVE A MIN. 28-DAY STRENGTH OF 20MPa FOR EXPOSURE A1 & B1, 25MPa FOR EXPOSURE A2 & B2 AND 32MPa FOR EXPOSURE C. CEMENT TO BE TYPE A. MAX AGGREGATE SIZE OF 20mm. SLUMP TO BE 80mm +15mm. SLABS TO BE CURED FOR 7DAYS BY WATERING OR COVERING WITH A PLASTIC MEMBRANE, AFTER WHICH CONSTRUCTION CAN BEGIN, DUE CARE GIVEN NOT TO OVER-TIGHTEN HOLD DOWN BOLTS. GIVEN ALLOWABLE SOIL TYPES 1 LAYER OF F72 REINFORCING MESH IS TO BE INSTALLED ON STANDARD SLABS WITH A MINIMUM 30MM COVER FROM CONCRETE SURFACE. CONCRETE REINFORCING TO CONFORM TO AS 1302, AS1303 & AS 1304. ALL REINFORCING COVER TO BE A MINIMUM OF 30mm.
- STRUCTURAL STEEL REQUIREMENTS** : ALL STRUCTURAL STEEL, INCLUDING SHEETING THOUGH EXCLUDING CONCRETE REINFORCING, SHALL CONFORM TO AS 1397 (GAUGE <= 1mm fy = 550MPa, GAUGE > 1mm < 1.5mm fy = 500MPa, GAUGE >= 1.5mm fy = 450MPa). NO WELDING IS TO BE PERFORMED ON THIS BUILDING. ALL STRUCTURAL MEMBERS AND CONNECTIONS DESIGNED TO AS4600. ALL BOLT HOLE DIAMETERS TO STRAMIT GENERAL PUNCHINGS.

PROJECT DESIGN CRITERIA
ROOF LIVE LOAD: 0.25 kPa
BASIC WIND SPEED: VR 69 m/s
WIND REGION: Reg C
TERRAIN CATEGORY: TCat 2
SEISMIC ZONE: 4
SOIL SAFE BEARING CAPACITY: 100 kPa
IMPORTANCE LEVEL: 2



Diameter x Depth  
300 x 900

Y	BORED FOOTING DETAIL	SCALE: NO SCALE
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4 OF 5	SHEET	JOB NO. GRILD50048	DATE 5/7/2021	CHECKED TM	DRAWN FDS	PROPOSED FOR AT
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**AUSSIE SHEDS GROUP**  
1300 300 022  
**VAL PILBARA META MAYA**  
GOODA BINYA COVER REGION C  
PILBARA



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Registered Professional Engineer (Civil & Structural) QLD  
Registered Certifying Engineer (Structural) N.T.  
Registered Engineer - (Civil) VIC  
Registered Engineer - (Civil) TAS

Regn. No. 2558980  
Regn. No. 9985  
Regn. No. 116373ES  
Regn. No. EC36692  
Regn. No. CC5648M

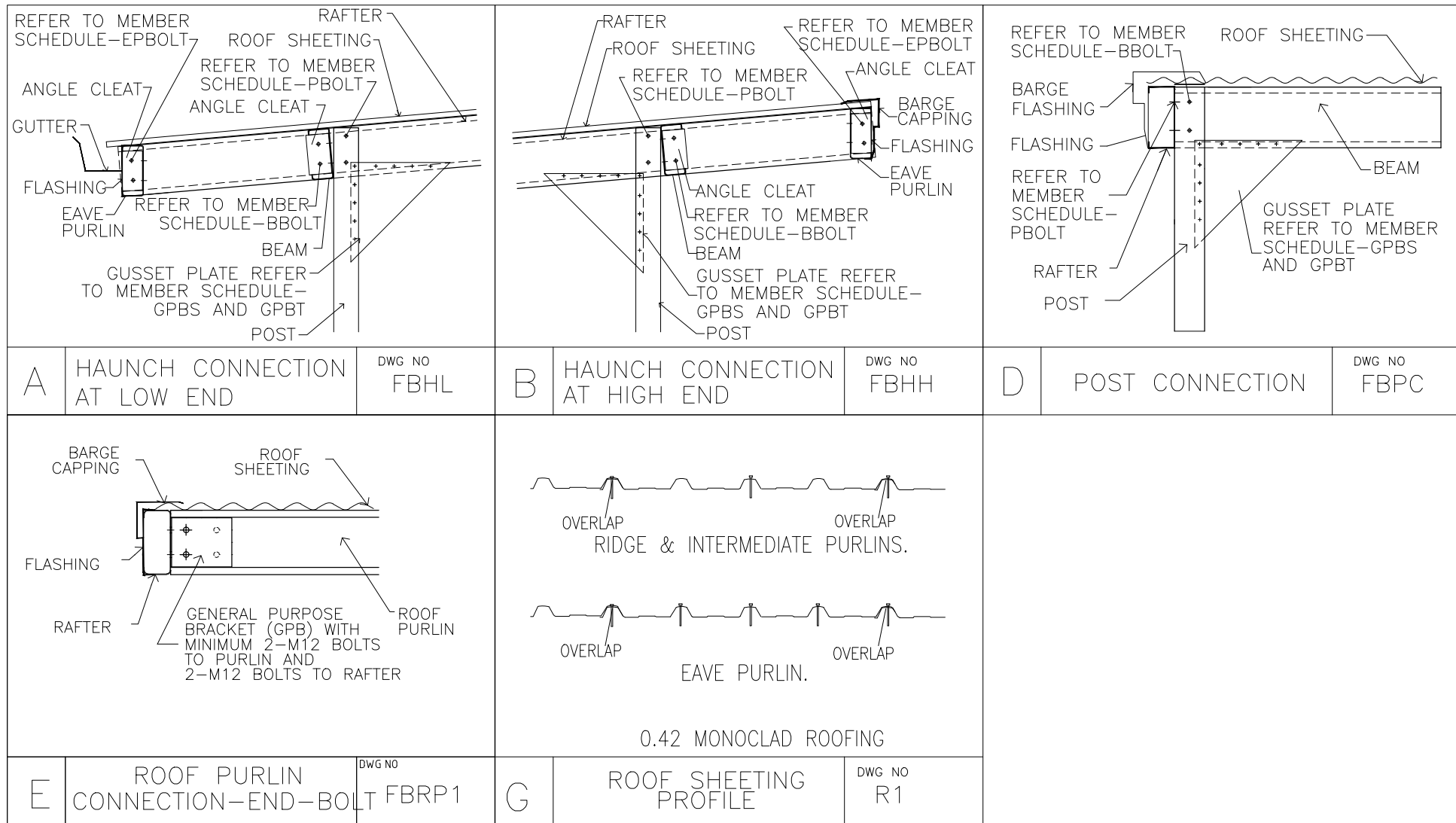
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**MEMBER AND MATERIAL SCHEDULE**

1	C.S. FRAME RAFTER	Single C15024
2	C.S. FRAME POST	Single Post 100x100x4.0 SHS 3.30m stock length
3	POST(LOW) CUT LENGTH	3.1m
4	POST(HIGH) CUT LENGTH	3.2m *
5	ANCHOR BOLTS (# PER DETS.)	Sleeve Anchor 16.0x110 G/Y
6	EAVE PURLIN	C15024
7	BEAMS	C15024
8	ROOF PURLIN	C15024
9	ROOF PURLIN SPACING	1.022 m. (1.3m Max.)
10	ROOF CLADDING	Monoclad TCT 0.47. CB
11	ROOF CLADDING FASTENERS	14x50 Hex CL4 Z/4 CB
12	FRAME SCREW FASTENERS	14-13x22 Hex C/S (SP HD 5/16' Hex Drive)
13	FRAME BOLT FASTENERS	Flanged Purlin 12x30 8.8 Z/P
14	GUSSET PLATE BRACKET SIZE (GPBS)	500 x 500
15	GUSSET PLATE BRACKET TEKS (GPBT)	12x14-13x22 Hex C/S (SP HD 5/16' Hex Drive)
16	POST BOLTS (PBOLT)	2xHex 4.6 G/P M12x130
17	ROOF PURLIN BOLTS (RPBOLT)	4xFlanged Purlin 12x30 8.8 Z/P
18	EAVE PURLIN BOLTS (EPBOLT)	4xFlanged Purlin 12x30 8.8 Z/P
19	BEAM BOLTS (BBOLT)	4xFlanged Purlin 12x30 8.8 Z/P
20	ROOF COLOUR	BLUE_RIDGE
21	DOWNPIPE COLOUR	DEEP_OCEAN
22	GUTTER COLOUR	DEEP_OCEAN
23	BARGE COLOUR	DEEP_OCEAN

C.S. = CLEARSPAN

\* MID POSTS TO BE CUT TO SUIT ACTUAL HEIGHT USING THE CUT LENGTH OF THE HIGH POSTS

5 OF 5  
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Registered Engineer - (Civil) VIC  
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**12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

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

Nil

**COUNCIL RESOLUTION**

**Moved:** Cr Baer

**Seconded:** Cr Lockyer

That items 15.1.1 and 15.2.1 of the Agenda be dealt with behind closed doors in accordance with 5.23(2) of the *Local Government Act 1995*.

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

**For:** Deputy Shire President, Councillors Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

**15 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS**

**15.1 CHIEF EXECUTIVE OFFICER**

**15.1.1 FUNDING AGREEMENT**

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

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

**Proposed Meeting Date:** 29 April 2022

**REASONS FOR CONFIDENTIALITY**

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

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

**COUNCIL DECISION / OFFICER'S RECOMMENDATION**

(Resolution No: 2022/50)

**Moved:** Cr Lockyer

**Seconded:** Cr Coppin

**That Council:**

1. **Endorses the essential terms of the proposed funding agreement included as Appendix 1**
2. **Authorises the Chief Executive Officer to finalise a funding agreement with Atlas Iron Pty Ltd and Calidus Resources Limited, and to sign all necessary documentation on behalf of Council to effect the funding agreement.**

**CARRIED UNANIMOUSLY**

**RECORD OF VOTE 8/0**

**For:** Deputy Shire President, Councillors Anick, Landy, Coppin, Lockyer, Baer, Grace, Smith

**Against:** Nil



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**15.2 DIRECTOR COMMUNITY SERVICES**

**15.2.1 APPOINTMENT OF BUSH FIRE CONTROL OFFICER**

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

**Author:** Brent Stein  
Manager Community Safety

**Proposed Meeting Date:** 29 April 2022

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**REASONS FOR CONFIDENTIALITY**

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

- (b) The personal affairs of any person.

**COUNCIL DECISION / OFFICER'S RECOMMENDATION**

(Resolution No: 2022/51)

**Moved:** Cr Lockyer  
**Seconded:** Cr Coppin

**That Council:**

- 1. Appoints Kim Maddern of the Town of Port Hedland as a Bushfire Control Officer for the Shire of East Pilbara under Section 38 of the *Bush Fires Act 1954*.**
- 2. Authorises the Chief Executive Officer to publish details of the appointment in a newspaper circulating in the district.**
- 3. Authorises the Chief Executive Officer to provide access to the Shire of East Pilbara's Intramaps program to the new Bushfire Control Officer.**

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

**For:** Deputy Shire President, Councillors Anick, Landy, Coppin, Lockyer, Baer, Grace, Smith

**Against:** Nil

*Cr Smith left the Chamber at 11.34am and returned to the Chamber at 11.35am following the conclusion of the vote for this procedural item.*

**COUNCIL RESOLUTION**

**Moved:** Cr Smith

**Seconded:** Cr Baer

**That the meeting return from behind closed doors in accordance with 5.23(2) of the *Local Government Act 1995*.**

**CARRIED UNANIMOUSLY**

**RECORD OF VOTE: 7/0**

Cr Stacey Smith was not present for the vote

**For:** Deputy Shire President, Crs Anick, Baer, Coppin, Landy, Lockyer, Smith, Grace

**Against:** Nil

**16 DATE OF NEXT MEETING**

27 May 2022

**17 CLOSURE**

The Ordinary Meeting of Council on 29 April 2022 was declared closed by the Acting Presiding Member at 11.35am.