

Unconfirmed copy of Minutes of
Meeting held on 30 June 2017 subject
to confirmation at meeting to be held
on 28 July 2017.



EAST PILBARA SHIRE COUNCIL

MINUTES

ORDINARY COUNCIL MEETING

NOTICE IS HEREBY GIVEN that an
ORDINARY Meeting of the Council was held,
in Council Chambers, Nullagine,
10.00 AM, FRIDAY, 30 JUNE, 2017.

Allen Cooper
CHIEF EXECUTIVE OFFICER



DISCLAIMER

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

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

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

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

WRITTEN CONFIRMATION

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

Signed: _____
Allen Cooper
Chief Executive Officer

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	4
2	RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE	4
2.1	ATTENDANCES	4
2.2	APOLOGIES	4
2.3	LEAVE OF ABSENCE	4
3	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	4
4	PUBLIC QUESTION TIME	5
5	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	5
5.1	PARDOO BEEF CORPORATION	5
6	APPLICATIONS FOR LEAVE OF ABSENCE	5
7	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING.....	5
7.1	CONFIRMATION OF MINUTES.....	5
7.2	PILBARA REGIONAL COUNCIL MINUTES	5
8	MEMBERS REPORT	6
8.1	ITEMS FOR RECOMMENDATION	6
8.2	ITEMS FOR INFORMATION.....	6
9	OFFICER'S REPORTS	8
9.1	CHIEF EXECUTIVE OFFICER.....	8
9.1.1	CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS - MAY 2017	8
9.1.2	JOINT KIMBERLEY/PILBARA/NORTHERN TERRITORY LOCAL GOVERNMENT FORUM MAY 2017 KUNUNURRA.....	11
9.2	DEPUTY CHIEF EXECUTIVE OFFICER	14
9.2.1	DEPUTY CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS - MAY 2017	14

9.2.2	AUDIT COMMITTEE - 15TH JUNE 2017	17
9.2.3	AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY	19
9.2.4	AWARD OF RFT 17-2016/17 - SUPPLY AND INSTALLATION POOL LINER 50M	22
9.2.5	NEWMAN HOUSE - AFFIXING COMMON SEAL TO THE AGREEMENT OF ETHNIC DISABILITY ADVOCACY CENTRE	27
9.2.6	NEWMAN HOUSE - OFFICE ACCOMMODATION FOR PUNTUKURNU ABORIGINAL MEDICAL SERVICES (PAMS) AT 15 IRON ORE PARADE, NEWMAN.	29
9.2.7	RESPONSIBILITY TO CONDUCT LOCAL GOVERNMENT ORDINARY ELECTION.....	35
9.2.8	CODE OF CONDUCT ANNUAL REVIEW.....	38
9.2.9	AUTHORISATIONS AND DELEGATIONS MANUAL ANNUAL REVIEW	40
9.2.10	POLICY MANUAL ANNUAL REVIEW	42
9.2.11	STRATEGIC COMMUNITY PLAN REVIEW.....	46
9.2.12	CREDITORS FOR PAYMENT.....	51
9.3	DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES ...	54
9.3.1	DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES STATUS OF COUNCIL DECISIONS - MAY 2017.....	54
9.3.2	AAA NATIONAL CONFERENCE AND TECHNICAL WORKSHOPS 13-17 NOVEMBER 2017 – ADELAIDE.....	58
9.3.3	DESIGNATED DOG ON LEAD AREA CAPE KERAUDREN AND IMMEDIATE COASTAL AREAS SHIRE OF EAST PILBARA	62
9.3.4	NEIGHBOURHOOD WATCH PROGRAM.....	65
10	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	68
11	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL	68
12	CONFIDENTIAL MATTERS BEHIND CLOSED DOORS.....	68
13	GENERAL BUSINESS.....	68

13.1	CAPE KERAUDREN.....	68
13.2	FORTESCUE AVE – TRUCKS PARKING.....	68
13.3	MOSQUITO CONTROL MARBLE BAR	68
13.4	WATER ISSUE MARBLE BAR.....	68
13.5	ALLOCATED PRAM PARKING BAYS – NEWMAN TOWN CENTRE CARPARK.....	69
13.6	OLD POST OFFICE - NEWMAN	69
13.7	STAFFING NULLAGINE.....	69
13.8	LEMC MEETING NULLAGINE	69
13.9	BIKE LOCK REGISTER.....	69
13.10	COMPLAINTS ABOUT BARKING DOGS.....	69
14	DATE OF NEXT MEETING	70
15	CLOSURE	70

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 10:15AM and welcomed the Visitors in the public gallery.

2 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

2.1 ATTENDANCES

Councillors

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

Officers

Mr Allen Cooper	Chief Executive Officer
Ms Sian Appleton	Deputy Chief Executive Officer
Mr Rick Miller	Director Technical and Development Services
Mr Grant Watson	Coordinator Executive Services

Public Gallery

Mr Brett Blanchett	Pardoo Beef Corporation
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2.2 APOLOGIES

Councillor Apologies

Cr Gerry Parsons	Councillor
Cr Jeton Ahmedi	Councillor

Officer Apologies

Nil

2.3 LEAVE OF ABSENCE

Nil

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

5.1 PARDOO BEEF CORPORATION

Mr Brett Blanchett, CEO, Pardoo Beef Corporation provided an update presentation on the Pardoo Beef project, based at Pardoo Station.

10:58AM *Mr Brett Blanchett left the Chambers.*

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

7.1 CONFIRMATION OF MINUTES

[Minutes May 26 2017 Council.DOCX](#)

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/206

MOVED: Cr Shane Carter

SECONDED: Cr Anita Grace

THAT the minutes of the Ordinary Meeting of Council held on 26 May 2017, be confirmed as a true and correct record of proceedings.

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

To be actioned by Mr Allen Cooper, Chief Executive Officer

7.2 PILBARA REGIONAL COUNCIL MINUTES

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/207

MOVED: Cr Anita Grace

SECONDED: Cr Michael Kitchin

THAT the Pilbara Regional Council minutes of the Ordinary Meeting of Council held on 17 May 2017 be received.

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

8 MEMBERS REPORT

8.1 ITEMS FOR RECOMMENDATION

Nil

8.2 ITEMS FOR INFORMATION

Cr Michael Kitchin attended:

- Meeting with Australian Senator for WA, Ms Linda Reynolds

Cr Anita Grace attended:

- NAIDOC week opening 29/06/2017
- Pilbara Regional Council Meeting Perth 23/06/2017
- Pilbara Regional Road Group Meeting Perth 23/06/201
- Councillors Meet and Greet 10/06/2017
- Audit Committee Meeting 15/06/2017

Cr Biddy Schill attended:

- LEMC Nullagine 15/06/2017

Cr Craig Hoyer attended:

- LEMC Newman 16/06/2017

Cr Shane Carter attended:

- Newman Visitors Centre Committee Meeting 21/06/2017
- Audit Committee Meeting 15/06/2017

Cr Dean Hatwell attended:

- LEMC Marble Bar 14/06/2017

Cr Lynne Craigie attended:

- WALGA Convention Meetings
- Meeting with Hon Alannah MacTiernan
- Board Meeting Newman Senior High School 21/06/2017
- Webinar – Decision Making in Practice – Delegations
- Met with Norwegian Ambassador with PRC
- WALGA State Council Meeting
- Meeting in Port Hedland for PRC Projects
- Meeting with BHP Chris Cottier
- Meeting Newman Visitors Centre 21/06/2017
- Members of Parliament Breakfast
- Meeting with Craig Huxtable from Minister MacTiernan Office – Martu Education
- Newman Women’s Shelter Committee Meeting
- WALGA ANZAC Day Award Judging
- RDA Pilbara Meeting
- ALGA Board Meeting
- NGA Canberra
- NSHS Review Meetings x 3
- PRC Meeting Perth 23/06/2017
- Pilbara Regional Road Group Meeting Perth 23/06/2017
- Australian Citizenship Ceremonies x 2 (21 & 30 June 2017).
- EPIS Meeting
- Local Government Insurance Scheme Meeting
- Interviews with ABC Radio x 3
- Interviews with West Australian Newspaper
- NCCI – Keep the Tills Ringing Seminar in Newman
- Political Lobbying for Vehicle Licence Exemption

9 OFFICER'S REPORTS

9.1 CHIEF EXECUTIVE OFFICER

9.1.1 CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS - MAY 2017

File Ref:	CLR-4-5
Attachments:	Letter Minister Hon Roger Cook.pdf Letter WA Electoral Commission.pdf
Responsible Officer:	Mr Allen Cooper Chief Executive Officer
Author:	Mrs Sheryl Pobrica Executive Services Administration Officer
Proposed Meeting Date:	30 June 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

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

BACKGROUND

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

COMMENTS/OPTIONS/DISCUSSIONS

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

STATUTORY IMPLICATIONS/REQUIREMENTS

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

1.1 Efficient and effective local government

1.1.1 *Ethical, accountable and transparent decision-making*

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

OFFICER’S RECOMMENDATION/COUNCIL RESOLUTION: 201617/208

MOVED: Cr Michael Kitchin

SECONDED: Cr Dean Hatwell

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

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
17 March 2017	13.7	LABOR’S PLAN FOR THE PILBARA Cr Craig Hoyer, said he looked into the newly elected State Government document Labor’s Plan for the Pilbara and noticed they have allocated \$100,000 for a new outdoor basketball court? Does the Shire have any details of this? Mr Allen Cooper, CEO replied yes in Newman it was in the plan but didn’t know where the	CEO	Kevin Michel MLA Member for Pilbara met with Council 26/05/2017 funds reallocated to \$95,000 to Newman Aquatic Centre - \$5,000 Red Dirt Blue Sky	Finalised

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		Labor Party got the information from.			
17 March 2017	13.10	TOBACCO TAX Cr Lang Coppin asked if a letter could be written to the state & federal government regarding the increase of tobacco tax, as there has been an increase in burglaries at businesses e.g. roadhouses. This is due to the increase of tax as many people cannot afford to buy cigarettes so they break into properties/business just for cigarettes. If prices were reasonable then people would not be breaking and entering into properties. Mr Allen Cooper, CEO to try and gather more information.	CEO	1 response received from the Hon Roger Cook, MLA; Deputy Premier Minister for Health; Mental Health see attached	Finalised
26 May 2017	9.1.2	EXTRAORDINARY VACANCY - EAST WARD	CES	Letter sent to WA Electoral Commission Received a response by the WA Electoral Commission see attached.	Finalised
26 May 2017	13.5	APPRENTICESHIPS WESTRAC Cr Gerry Parsons asked if a letter can be written to Westrac to ask why they are not offering apprenticeships in the Pilbara as it is advertised for Perth only. Mr Allen Cooper, CEO follow up.	CEO	Letter sent awaiting response	In Progress

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

To be actioned by Mr Allen Cooper, Chief Executive Officer

9.1.2 JOINT KIMBERLEY/PILBARA/NORTHERN TERRITORY LOCAL
GOVERNMENT FORUM MAY 2017 KUNUNURRA

File Ref: ORG-4-6
Responsible Officer: Mr Allen Cooper
Chief Executive Officer
Author: Mr Allen Cooper
Chief Executive Officer
Proposed Meeting Date: 30 June 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

To review Councillors reports on attendance to the forum.

BACKGROUND

Council resolved at the 3rd, February 2017 meeting, item 9.1.5, the following.

COUNCIL RESOLUTION: 201617/117

THAT Council

- 1. Support attendance by available councillors and a senior staff member at the Joint Kimberley/Pilbara/Northern Territory Local Government Forum 15 & 16 May 2017.***
- 2. Attendees be required to submit a report on their attendance including benefits to the individual, the Shire, the Pilbara and the State within one (1) month of returning from the conference***

CARRIED
RECORD OF VOTE: 10 - 0

COMMENTS/OPTIONS/DISCUSSIONS

Four Councillors, being Councillor's Coppin, Parsons, Hatwell and Kitchin, and the Director Technical and Development Services attended the forum.

A copy of the submitted reports are included with the agenda papers for Councillors information only.

A summary of the pertinent and consistent points from the reports are listed below.

- Tourism development or lack of
 - Funding for development of Northern Australia
 - Indigenous involvement in development of the North
-

- Agricultural and Tourism opportunities
- Potential military presence in the North
- Councillor networking
- Significant costs of development in the North

General response was that the forum was well focused on the development of the North and the subsequent issues involved with developing the north of Western Australia and north of Australia.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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- 1.1 Efficient and effective local government
 - 1.1.1 Ethical, accountable and transparent decision-making
 - 1.1.2 Continued strong financial management

RISK MANAGEMENT CONSIDERATIONS

Nil

FINANCIAL IMPLICATIONS

Total cost of attendance of the forum was \$22,211.00 taken from existing budget resources.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/209

MOVED: Cr Michael Kitchin

SECONDED: Cr Anita Grace

THAT Council receive the Councillor's reports and information on the Joint Kimberly/Pilbara/Northern Territory Local Government Forum 2017.

CARRIED
RECORD OF VOTE: 8 - 0

To be actioned by Mr Allen Cooper, Chief Executive Officer

9.2 DEPUTY CHIEF EXECUTIVE OFFICER

**9.2.1 DEPUTY CHIEF EXECUTIVE OFFICER STATUS OF COUNCIL DECISIONS
- MAY 2017**

File Ref: CLR-4-5
Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer
Author: Mrs Sheryl Pobrica
Executive Services Administration Officer
Proposed Meeting Date: 30 June 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

11:07AM Mr Allen Cooper left the Chambers.

REPORT PURPOSE

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

BACKGROUND

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

COMMENTS/OPTIONS/DISCUSSIONS

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

STATUTORY IMPLICATIONS/REQUIREMENTS

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

OFFICER’S RECOMMENDATION/COUNCIL RESOLUTION: 201617/210

MOVED: Cr Dean Hatwell

SECONDED: Cr Michael Kitchin

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

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

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

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

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

9.2.2 AUDIT COMMITTEE - 15TH JUNE 2017

Attachments:	Minutes June 15 2017 Audit Committee.docx Circular-31 2016.pdf April Monthly Financials Variance Report
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Ms Sian Appleton Deputy Chief Executive Officer
Proposed Meeting Date:	30 June 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider recommendations for the Audit Committee.

BACKGROUND

The Audit Committee met on the 15th June 2017 and the minutes of that meeting are attached.

COMMENTS/OPTIONS/DISCUSSIONS

Role of the Audit Committee:

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

STATUTORY IMPLICATIONS/REQUIREMENTS

Refer to the attached Audit Committee minutes.

POLICY IMPLICATIONS

Refer to the attached Audit Committee minutes.

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

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

RISK MANAGEMENT CONSIDERATIONS

Refer to the attached Audit Committee minutes.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/211

MOVED: Cr Anita Grace

SECONDED: Cr Shane Carter

THAT Council consider and accept the following recommendations as presented by the Audit Committee and note the general business items.

AUDIT COMMITTEE RECOMMENDATION 1:

THAT Council adopt the April financial statements.

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

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

9.2.3 AFFIXING COMMON SEAL UNDER DELEGATED AUTHORITY

Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer

Author: Ms Dawn Brown
Contract and Procurement Officer

Proposed Meeting Date: 30 June 2017

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

REPORT PURPOSE

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

BACKGROUND

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

The two documents are:

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

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

COMMENTS/OPTIONS/DISCUSSIONS

Nil

STATUTORY IMPLICATIONS/REQUIREMENTS

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

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

Minute No: Item 9.2.4

Date: 9th December 2016

Objective

To allow for the proper execution of documents.

Policy

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

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

Power/Duty/Authorisation Delegated:

Authority to prepare the necessary documentation to execute documents taking into account any specific or policy requirements of council where:
The Council has authorised entering into a formal contract or a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council or a formal contract is authorised under a delegated authority from the Council.

Authority for exercise of Power/Duty/Authorisation

Conditions attached to Delegation

Also refer to Council's Standing Orders Local Law

Date of Delegation _____

Delegator (Shire President) _____

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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1.1 Efficient and effective local government

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

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/212

MOVED: Cr Dean Hatwell

SECONDED: Cr Michael Kitchin

THAT Council

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

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

To be actioned by Mrs Dawn Brown, Contract and Procurement Officer

**9.2.4 AWARD OF RFT 17-2016/17 - SUPPLY AND INSTALLATION POOL LINER
50M**

File Ref: LEG-13-6-17
Attachment: Under separate confidential cover
Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer
Author: Mr Ben Lewis
Manager Assets and Procurement
Proposed Meeting Date: 30 June 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

11:10AM Mr Allen Cooper returned to the Chambers

REPORT PURPOSE

For Council to consider tenders for the Supply and Installation of the replacement pool liner for the 50 metre pool at the Newman Aquatic Centre, and to seek approval for the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract for the successful tenderer.

BACKGROUND

The 50 metre pool at the Newman Aquatic Centre undertook a major refurbishment in 2001 where the existing liner was installed.

Over a period of time the coping strips for the wall fixings have come loose in places and water has made its way behind the liner causing bulges in the liner leading to further deterioration. In addition; some of the trimming of the liner around penetrations in the pool floor are also coming apart.

The decision has been made to remove this liner altogether and in its place install a new liner. It is considered that the wall tiling, while damaged to some degree, is in good enough condition to remain visible although some patching will be required as part of these works.

The Tender Scope of Works includes:

- Removal of the existing vinyl liner from the pool including all fixing strips, attachments and adhesives.
- Repairs to broken and damaged tiles on walls and gutters as directed by the project superintendent.
- Repair and or reinstatement of the construction jointing within the pool shell.
- Installation of the new vinyl liner.

COMMENTS/OPTIONS/DISCUSSIONS

The Tender was advertised in the West Australian newspaper on Wednesday, 24th May, 2017, the Shire Tenderlink Portal, the Shire website and Shire noticeboards.

The closing deadline for the tender was 10.00am on Wednesday, 14th June, 2017.

At the close of tender, three (3) compliant tender submissions were received as follows:

Tenderer
All in Pools T/a AVP Constructions
Commercial Aquatics Australia
Tropical Pools

There was one (1) non-compliant tender submission received.

The documentation outlined the qualitative selection criteria with the associated weightings for the evaluation of the tender submissions as follows:

No.	Criteria	Weighting
1	Relevant Experience	25%
2	Skills and experience of Key Personnel	15%
3	Tenderers Resources / Methodology	5%
4	Demonstrated Understanding	15%
5	Price Consideration	40%

A confidential Recommendation Report under separate cover is submitted to Council which contains the Evaluation Panel's findings in relation to each tender submission and the justification for the Recommended Tenderer.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995 and Local Government (Functions and General Regulations) 1996 tender regulations.

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

Minute No: Item 9.2.4

Date: 9th December 2016

Objective

To allow for the proper execution of documents.

Policy

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

3.14 Procurement & Tender Procedures Policy

Minute No: Item 9.2.5

Date: 26th May 2017

Objective

To ensure that all purchasing activities:

- Demonstrate that best value for money is attained for 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.

3.13 Regional Price Preference Policy

Minute No: Item 1.2.8

Date: 17th March 2017

Objective

To maximise the use of competitive locally based businesses in the provision of goods or services purchased or contracted by the Shire of East Pilbara.

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

Responsible officer: DCEO

Timing: As appropriate

Goal 3 – Economic - Planned Actions

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

3.3 Provide adequate community infrastructure

3.3.1 Ensure well managed and equitable provision of community infrastructure

Responsible officer: MBA

Timing: 1-5 years

RISK MANAGEMENT CONSIDERATIONS

Not replacing the liner will cause further deterioration allowing chlorinated water to penetrate the construction joints which may have a detrimental effect to the pool shell.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/213

MOVED: Cr Dean Hatwell

SECONDED: Cr Craig Hoyer

THAT Council,

- 1. Award Tender RFT 17-2016/17 for the Supply & Installation of New Pool Liner for the 50 metre Pool – Newman Aquatic Centre to Commercial Aquatics Australia at the tendered price of \$178,600 (gst ex), and**
- 2. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the subsequent Contract between Commercial Aquatics Australia and the Shire of East Pilbara with respect to this Tender.**

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

To be actioned by Mr Ben Lewis, Manager Assets & Procurement

9.2.5 NEWMAN HOUSE - AFFIXING COMMON SEAL TO THE AGREEMENT OF ETHNIC DISABILITY ADVOCACY CENTRE

Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer

Author: Mrs Marisa Wolfenden
Coordinator Property Services

Proposed Meeting Date: 30 June 2017

Location/Address: 15 Iron Ore Parade, Newman

Name of Applicant: Ethnic Disabilities Advocacy Centre

Author Disclosure of Interest: Nil

REPORT PURPOSE

To advise Council that the Chief Executive Officer, under Delegated Authority, approved entering into a new lease agreement with Ethnic Disabilities Advocacy Centre (EDAC) for office accommodation located within Newman House.

BACKGROUND

The Ethnic Disability Services Advocacy Centre has a current lease agreement for a single office. As EDAC have expanded their services they require additional office space and therefore have submitted a request to enter into a separate agreement for a second office.

COMMENTS/OPTIONS/DISCUSSIONS

As above.

STATUTORY IMPLICATIONS/REQUIREMENTS

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

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

STRATEGIC COMMUNITY PLAN

Goal 2 – Social – Planned Actions

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

2.4 Diverse and inclusive communities

- 2.4.1 Promote diverse, harmonious and caring communities
Partnering With: Federal Government, State Government, Industry and NGO's
Responsible officer: MCW
Timing: 1-3 years
-

- 2.4.2 Build strong community groups, networks and governance
Partnering With: Federal Government, State Government, Industry and NGO's
Responsible officer: MCW
Timing: 1-5 years

Goal 3 – Economic – Planned Actions

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

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

RISK MANAGEMENT CONSIDERATIONS

Failing to apply the common seal with render the execution of the contract incomplete.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/214

MOVED: Cr Anita Grace

SECONDED: Cr Lang Coppin

THAT Council, approve the common seal of the Shire of East Pilbara to be affixed to the lease agreement between Ethnic Disabilities Advocacy Centre and the Shire of East Pilbara.

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

To be actioned by Mrs Marisa Wolfenden, Coordinator Property Services

**9.2.6 NEWMAN HOUSE - OFFICE ACCOMMODATION FOR PUNTUKURNU
ABORIGINAL MEDICAL SERVICES (PAMS) AT 15 IRON ORE PARADE,
NEWMAN.**

Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer

Author: Mrs Marisa Wolfenden
Coordinator Property Services

Proposed Meeting Date: 30 June 2017

Location/Address: N/A

Name of Applicant: PUNTUKURNU ABORIGINAL MEDICAL
SERVICES (PAMS).

Author Disclosure of Interest: Nil

REPORT PURPOSE

To seek Council approval to enter into a new lease agreement between Puntukurnu Aboriginal Medical Services (PAMS) and the Shire of East Pilbara for office accommodation at Newman House and to apply the common seal.

BACKGROUND

The Shire of East Pilbara received a request from PAMS to relocate from the Newman House – East Wing to the vacant offices 9 to 14, PAMS will remain in the Offices 21, 22 and 25 (formerly known as Unit 5), please see below floor plan of highlighted offices



The new agreement is for the following, commencing 1st July 2017

Term 1 year
Option Term 2 x 1 year terms

COMMENTS/OPTIONS/DISCUSSIONS

PAMS currently have a lease agreement for accommodation in Newman House. Due to increase staff numbers the current office accommodation was no longer suitable to meet their operational requirements. Therefore, PAMS submitted a request to apply for the old EPIS offices, which would provide them with three additional offices.

In order to do this a deed of surrender for the existing lease agreement must be executed prior to entering into a new lease agreement.

STATUTORY IMPLICATIONS/REQUIREMENTS

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

POLICY IMPLICATIONS

4.5 EXECUTION OF DOCUMENTS

Delegation From: Council
Delegation To: Chief Executive Officer
Council File Reference: ADM 14-9
Legislative Authority for Delegation S 5.42 Local Government Act 1995

Power/Duty/Authorisation Delegated:

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

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

Authority for exercise of Power/ Duty/ Authorisation

Conditions attached to Delegation

Also refer to Council's Standing Orders Local Law.

Date of Delegation _____

Delegator (Shire President) _____



4.5 Execution of Documents

Responsible Directorate	Executive Services
Responsible Officer	Chief Executive Officer
File Number	CLR 1-1

Objective

To allow for the proper execution of documents.

Policy

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

References			
Related Procedures	Nil		
Date Adopted by Council	27 June 2003	Item No	9.1.3
Review/Amendment Date	09 Dec 2016	Item No	9.2.4
Next Review			

STRATEGIC COMMUNITY PLAN

Goal 3 – Economic – Planned Actions

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

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

3.1 Business diversification and promotion

- 3.1.1 Provide support for established and emerging business bodies and local businesses
Partnering With: State Government, Industry, NCCI, other relevant stake holders
Responsible officer: DCEO
Timing: 1-5 years

RISK MANAGEMENT CONSIDERATIONS

The Local Government Act 1995, Section 3.58. Disposing of property

Regulation 30 of the *Local Government (Functions and General) Regulations 1996* (FG Regulations) prescribes various categories of “exempt disposition” to which s. 3.58 does not apply. Under reg. 30(2)(b) a disposition of land is an exempt disposition where the land is disposed of to a body the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

VOTING REQUIREMENTS

Simple

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/215

MOVED: Cr Anita Grace

SECONDED: Cr Lang Coppin

THAT Council,

- 1. Approve the affixing of the Shire of East Pilbara common seal to the Deed of Surrender for agreement between Puntukurna Aboriginal Medical Services (PAMS) and the Shire of East Pilbara for Newman House - Office accommodation for Unit 5 and East Wing.**
- 2. Approve entering into a new agreement between Puntukurna Aboriginal Medical Services (PAMS) and the Shire of East Pilbara for office accommodation at Newman House - Office 21, 22, 25 and Offices 9 to 14.**
- 3. Approve the affixing of the Shire of East Pilbara common seal to the new agreement between the Shire of East Pilbara and Puntukurna Aboriginal Medical Services (PAMS) for office accommodation at Newman House, 15 Iron Ore Parade Newman**

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

To be actioned by Mrs Marisa Wolfenden, Coordinator Property Services

9.2.7 RESPONSIBILITY TO CONDUCT LOCAL GOVERNMENT ORDINARY ELECTION

File Ref: CLR-2-1
Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer
Author: Mr Grant Watson
Coordinator Executive Services
Proposed Meeting Date: 30 June 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

For Council to consider appointing the Electoral Commissioner to conduct the 2017 ordinary election as a postal voting election.

BACKGROUND

Since 2003, Council's elections have been held as postal elections and are conducted by the Electoral Commission. Council has again been advised by the Electoral Commission that they would be prepared to conduct the 2017 ordinary election on Council's behalf, should Council decide to use the postal voting method.

COMMENTS/OPTIONS/DISCUSSIONS

The next ordinary election will be held on Saturday 21st October 2017, and under the *Local Government Act 1995*, Council may decide on the method of election it wishes to use. The options are that Council can use the postal voting method or the in person method. If choosing the postal voting method, then the Electoral Commissioner must be responsible for the conduct of the election. In accordance with the *Local Government Act 1995*, the last day Council can decide on the method of conducting an election is 2 August 2017.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Part 4 Elections and Other Polls

Division 7 Provisions about electoral officers and the conduct of elections

s4.20 CEO to be returning officer unless other arrangements are made

- (4) A local government may, having first obtained the written agreement from the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

** Absolute majority required.*

Local Government Act 1995

Part 4 Elections and Other Polls

Division 9 The electoral process

s4.61 Choice of methods of conducting election

- (1) The election can be conducted as a –
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide* to conduct the election as a postal election.

** Absolute majority required.*

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

- 1.1 Efficient and effective local government
- 1.1.1 Ethical, accountable and transparent decision-making
Responsible officer: DCEO
Timing: As appropriate

RISK MANAGEMENT CONSIDERATIONS

Council need to comply with the relevant legislation.

Adequate resources will need to be allowed for in the development of the budget for the 2017/2018 financial year.

FINANCIAL IMPLICATIONS

Account number 41019 Election Expense will require a provision of approximately \$20,500 (including GST) in the 2017/2018 budget to cover the costs associated with the election. Final costs will be dependent upon how many seats are contested. The South Ward will have three vacancies, and the North, Central and East Wards will have one vacancy each. Should any ward have an uncontested seat, the costs will be mainly concerned with advertising and will be minimal.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/216

MOVED: Cr Lang Coppin

SECONDED: Cr Michael Kitchin

THAT Council

- 1. In accordance with section 4.20(4) of the *Local Government Act 1995*, Council declare the Electoral Commissioner to be responsible for the conduct of the 21 October 2017 ordinary election, together with any other elections or polls which may be required; and**
- 2. Decide, 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.**

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

To be actioned by Mr Grant Watson, Coordinator Executive Services

9.2.8 CODE OF CONDUCT ANNUAL REVIEW

Attachments:	Code of Conduct 2017 2018 Annual Review 30062017.pdf
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Mrs Batsi Masaka Coordinator Governance
Proposed Meeting Date:	30 June 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to review and adopt the 2017-2018 Code of Conduct

BACKGROUND

The Code of Conduct is a requirement of the Local Government Act 1995, section 5.103. The legislative requirement to conduct an annual review of the Code of Conduct, as per the Local Government Act 1995, section 5.103(2), has since been repealed. However, keeping in line with Council's policy to review policies and procedures annually, the decision to review the Code of Conduct will remain.

COMMENTS/OPTIONS/DISCUSSIONS

Council conducted an annual review of the Code of Conduct on 24 June 2016. Since the last review there have been important changes such as the insertion of part (d) under the Gifts section. Furthermore, as part of continuous improvement, the auditors Moore Stephens recommended that reporting of legislative breaches must be reflected in the Code of Conduct. This has been implemented by deleting the Whistle-blower Protection section and replacing it with a more comprehensive section on reporting legislative breaches. Other minor changes have also been incorporated.

A summary of all the changes is presented below:

Code of Conduct Amendments 2017-2018	
Page	Nature of change
2	1st line of the footer: inserted Version 1.0 30062017
2	2nd line of the footer : inserted Manual after Centre
5	1.1.1 Requirement : spelling corrected
6	Subheading 1.1.6 Responsible Care abbreviation SoEP inserted
9	First paragraph last sentence: rise changed to arise
11	Gift definitions : part (d) inserted
16	5.7 Part C Shire of East Pilbara changed to SoEP
18	7. Whistle Blower Protection - deleted
18-21	7. Reporting breaches and suspected breaches of the Code-inserted

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Part 5 - Administration (Division 9 - Conduct of certain officials) 5.103. Codes of conduct (pg. 195)

Local Government (Rules of Conduct) Regulations 2007

Local Government (Administration) Regulations 1996

Regulation 34B and 34C

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

Responsible officer: DCEO

Timing: As appropriate

RISK MANAGEMENT CONSIDERATIONS

To ensure that legislative changes pertaining to the Code of Conduct are adopted and implemented, it is important for the annual review to be carried out. Failure to complete the review creates risks that can result in non-compliance and also providing the users and the community with an outdated document.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/217

MOVED: Cr Anita Grace

SECONDED: Cr Biddy Schill

THAT Council adopt the 2017-2018 Code of Conduct as presented.

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

To be actioned by Mrs Batsi Masaka, Coordinator Governance

9.2.9 AUTHORISATIONS AND DELEGATIONS MANUAL ANNUAL REVIEW

Attachments: [Authorisations and Delegations Manual 2017 2018 Annual Review Version 6.0 30062017.pdf](#)
[Amendments for the Delegations Manual 2017 2018 Annual Review 30062017.xlsx](#)

Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer

Author: Mrs Batsi Masaka
Coordinator Governance

Proposed Meeting Date: 30 June 2017

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

REPORT PURPOSE

For Council to adopt the 2017-2018 Authorisations and Delegations Manual including five significant changes. Of the five changes four have already been adopted and the fifth one is a proposal of minor changes as outlined on the attached spreadsheet.

BACKGROUND

Council last reviewed the Authorisations and Delegations Manual on 24 June 2016. Since the last review up to and including the Council meeting held on 26 May 2017, significant changes were implemented as highlighted below.

COMMENTS/OPTIONS/DISCUSSIONS

Details of the four adopted changes are as follows:

Date	Agenda Item	Resolution No.	Action
28/10/2016	9.2.5 New Delegation 4.56 Graffiti Vandalism Act 2016	201617/63	Council adopted the new delegation.
09/12/2016	9.2.4 Amended 4.6 Execution of Documents	201617/92	Council granted approval for the Deputy CEO to be added to the existing delegation as an authorised person to sign documents on behalf of the local government.
09/12/2016	9.3.3: New Delegation : Public Health Act 2016	201617/100	Council adopted and delegated all its powers conferred to it under the Public Health Act 2016 to the CEO.
03/02/2017	9.2.2 Various amendments to the whole Delegations Manual	201617/122	Council adopted the various amendments to the whole Delegations Manual.

The fifth proposed minor change is on the attached spreadsheet.

STATUTORY IMPLICATIONS/REQUIREMENTS

Part 5 - Administration (Division 4 – Local government employees) 5.46. Register of, and records relevant to, delegations to CEO and employees (pg. 155)

POLICY IMPLICATIONS

Any delegation to the Chief Executive Officer or other staff member must also be exercised in conjunction with Council's current policies.

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

- 1.1 Efficient and effective local government
 - 1.1.1 Ethical, accountable and transparent decision-making
Responsible officer: DCEO
Timing: As appropriate

RISK MANAGEMENT CONSIDERATIONS

According to the Local Government Act 1995, Council is required to review the delegations register at least once every financial year. Failure to comply with this statutory obligation would result in non-compliance.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/218

MOVED: Cr Dean Hatwell

SECONDED: Cr Michael Kitchin

THAT Council adopts the 2017-2018 Authorisations and Delegations Manual as presented.

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

To be actioned by Mrs Batsi Masaka, Coordinator Governance

9.2.10 POLICY MANUAL ANNUAL REVIEW

Attachments:	Policy Manual Review notes 2017 18.xlsx Policy Manual 2017 2018 Annual Review Final 30062017.pdf
Responsible Officer:	Ms Sian Appleton Deputy Chief Executive Officer
Author:	Mrs Batsi Masaka Coordinator Governance
Proposed Meeting Date:	30 June 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to adopt the 2017-2018 Policy Manual including fifteen significant changes of which fourteen have been adopted already and the other one comprises of minor amendments to different policies reflected on the attached spreadsheet.

BACKGROUND

Council last reviewed the Policy Manual on 24 June 2016. Since the last review, up to and including the Council meeting held on 26 May 2017, Council approved 11 policy amendments, adopted 2 new policies and approved the deletion of one policy from the Staff Procedures Manual and adopted it back into the Policy Manual. The other proposed minor amendments to different policies are on the attached spreadsheet.

COMMENTS/OPTIONS/DISCUSSIONS

1. Policies relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.
 2. The objectives of the Council's Policy Manual are:
 - a) To provide Council with a formal written record of all policy decisions;
 - b) To provide staff with precise guidelines in which to act in accordance with Council wishes;
 - c) To enable staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
 - d) To enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
 - e) To enable Councillors to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
 - f) To enable residents and ratepayers to obtain immediate advice on matters of Council Policy.
-

3. Changes to council Policy shall be made only on:
- Notice of motion; or
 - An agenda item clearly setting out details of the amended policy; or
 - At the annual review of Council's Policy Manual, subject to verification from the Chief Executive Officer.

A summary of the changes that occurred during the 2016-2017 financial year is presented below

AGENDA ITEM	RESOLUTION	ACTION
26 August 2016		
9.2.8	201617/26	As per the auditor's risk improvement plan, Council approved the deletion of 2.5 Occupational Health and Safety Policy from the Staff Procedures Manual and moved it back to the Policy Manual.
9.2.8	201617/26	Adoption of a minor change to 3.13 Regional Price Preference Policy Shire of Roebourne changed to the City of Karratha and a replacement of Ashburton with the Shire of Ashburton.
23 September 2016		
9.2.7	201617/43	3.7 Self-Supporting Loans Policy - the wording was amended to clarify that approval of self-supporting loans is entirely at Council's discretion.
9.2.8	201617/44	3.9 Investments Policy – amended to clarify the restrictions found in Regulation 19C of the Local Government (Financial Management) Regulations 1996.
9.2.9	201617/45	3.1 Accounting Policies amended to remove reference to financial statements.
9 December 2016		
9.2.4	201617/92	4.5 Execution of Documents amended to reflect the addition of the Deputy CEO as an authorised person to sign documents on behalf of the local government.
3 February 2017		
9.2.3	201617/123	3.8 Rates Incentive Policy Council approved the deletion of 1st prize on point 4 under the sub-heading policy.
9.2.3	201617/123	7.1 Staff Housing -Home Improvements Policy -amended to reflect a requirement to ensure that works costings and a budget are established before the approval to start the work is granted, as per Council approval.
9.2.4	201617/124	4.15 Internal Controls Policy – new policy adopted as per the auditor's recommendation.

17 March 2017		
9.2.6	201617/94	3.13 Regional Price Preference Policy- amendments to the policy approved.
21 April 2017		
9.2.5	201617/171	3.14 Purchasing and Tender Procedures Policy renamed the Procurement and tender Procedures Policy and major amendments made to the policy.
9.2.6	201617/172	2.4 Gratuity Policy- major amendments implemented to ensure compliance with statutory obligations.
9.2.7	201617/173	1.17 Use of Presidential Chain Policy - new policy adopted
26 May 2017		
9.2.5	201617/192	3.14 Procurement and Tender Procedures Policy- amended to reflect the procedures that must be adhered to when purchasing goods and services in accordance with the budget.

The attached spreadsheet reflects the proposed minor amendments.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

- 1.1 Efficient and effective local government
 - 1.1.1 Ethical, accountable and transparent decision-making
Responsible officer: DCEO
Timing: As appropriate

RISK MANAGEMENT CONSIDERATIONS

To maintain transparency and proper decision making procedures it is important that policies reflect the current positions of Council and work practices at the Shire. Lack of effective maintenance can result in risks related with potentially leading the community through publicly available, unreviewed policies.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/219

MOVED: Cr Craig Hoyer

SECONDED: Cr Bidy Schill

THAT Council adopt the 2017-2018 Policy Manual as presented

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

To be actioned by Mrs Batsi Masaka, Coordinator Governance

9.2.11 STRATEGIC COMMUNITY PLAN REVIEW

File Ref: STR-3-3
Attachments: [Strategic Community Plan Review](#)
Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer
Author: Ms Sian Appleton
Deputy Chief Executive Officer
Proposed Meeting Date: 30 June 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

11:25AM Cr Lang Coppin left the Chambers.

REPORT PURPOSE

For Council to endorse the Strategic Community Plan Review.

BACKGROUND

In June 2013 Council endorsed their first Strategic Community Plan as per the Integrated Planning and Reporting Framework. This Plan replaced the previous *Planning for the Future* document.

The Shire's commitment to the future of all its towns is reflected in this plan, which outlines a vision, strategies, initiatives and proposed outcomes for the coming decades. In framing this plan, the Shire fulfilled legislative obligations whilst paying due attention to the needs and aspirations of residents, now and in the future.

The plan aimed to meet our community needs, whilst also addressing the expectations of State Government – requiring all local government authorities to develop a strategy and planning document that reflects community and local government aspirations and priorities over a period of 10+ years.

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

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

Four strategic priorities have been developed that cover the key aspects of community life, these being – Social; Economic; Environmental and Civic Leadership.

COMMENTS/OPTIONS/DISCUSSIONS

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

The project went out for an RFQ, subsequently assessed and awarded. The deliverables and implementation timetable are set out below.

	Summary of deliverables
1	Community engagement methodology (to be approved by Principal)
2	Councillor and senior staff workshop methodology (to be approved by Principal)
3	Senior staff workshop
4	Councillor workshop
5	Community engagement processes undertaken in Newman, Nullagine and Marble Bar
6	Documentation of community engagement processes including raw data collection
7	Preliminary report of findings
8	Draft framework of final Plan including Section, Chapter, Sub-heading titles (to be approved by Principal)
9	Draft Strategic Community Plan
10	Final Strategic Community Plan (Delivered in MS Word format)

Implementation Timetable

	Milestone	Timeline
1	Advertising of Quote	Saturday 10 September 2016
2	Closure of Quote	2pm, Friday 30 September 2016
3	Appoint Consultant	Friday 7 October 2016
4	Commencement – Initial consultation	Tuesday 11 October 2016
5	Senior Staff workshop	Wednesday 26 October 2016
6	Councillor Workshop	Thursday 27 October 2016
7	Community Engagement	Friday 28 October – Friday 16 December 2016
8	Draft Community Strategic Plan delivered	Friday 6 January 2017
9	Final Community Strategic Plan delivered	Friday 20 January 2017
10	Acceptance of Report	February 2017 Council Meeting

Unfortunately community engagement was minimal. Workshops held are listed below. Participation in workshops numbered mostly in single figures and could not be taken as a representation of the community. The Consultant commented that it is difficult to draw a firm conclusion from such a small sample.

Date	From	To	Location	Stakeholders	Engagement activities
Monday, 14 November 2016	1400	1800	Marble Bar Shire Chambers	MB town residents/FIFO	Drop ins
Tuesday, 15 November 2016	1225	1325	Nullagine School	Teachers	Drop ins (adapted)
Tuesday, 15 November 2016	1000	1300	Nullagine Gallop Hall	Null town residents/FIFO	Drop ins
Wednesday, 16 November 2016	1230	1400	Newman Council Chambers	EPI	Workshop
Wednesday, 16 November 2016	1530	1730	Newman Airport	Travellers	Drop ins with additional questions
Wednesday, 16 November 2016	1830	2000	Newman Council Chambers	All public, with specific invitation to community & sporting groups	Drop ins
Thursday, 17 November 2016	1900	2130	Newman Boomerang Oval	Business Community - employers, workers (including resources industry)	Drop ins
Friday, 18 November 2016	830	1030	Newman The Beach	Parents	Drop ins (adapted)
Friday, 18 November 2016	1130	1300	Newman Council Chambers	Aboriginal service providers - e.g. KJ, Martumilli, Ashburton, Women's Shelter, PAMS	Workshop
Saturday, 19 November 2016	1000	1300	Newman Shopping Centre	Shoppers	Drop ins
Sunday, 20 November 2016	900	1200	Newman Anglican Church	Service attendees	Drop ins
Monday, 21 November 2016	TBC	TBC	Newman Youth Centre	Aboriginal community members	TBC

Due to the very poor community participation and the fact that the review will need to be done again after elections to fall into the Department of Local Government's

preferred timelines, the project was altered to a review of the current document and outcomes in contrast to the production of a completely new document. The new Community Strategic Plan will now take place after the 2017 October elections and will have a very similar implementation phase as this year's review.

The review as it stands has allowed for a thorough assessment of the previous document, what went well, what didn't and how we can improve and in itself represents a very helpful and interesting document.

STATUTORY IMPLICATIONS/REQUIREMENTS

LGA - Part 5 - Administration (Division 5 - Annual reports and planning) 5.56. Planning for the future (pg 160); and
Regulation Local Government (Administration) 19CB and 19D.

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

- 1.1 Efficient and effective local government
 - 1.1.1 Ethical, accountable and transparent decision-making
 - Responsible officer: DCEO
 - Timing: As appropriate

RISK MANAGEMENT CONSIDERATIONS

The Strategic Community Plan is an important planning document that assists Council make strategic decisions on the direction of Council. Without an updated document Council may find it difficult to make clear, transparent and accountable decisions.

FINANCIAL IMPLICATIONS

There are no current resources allocated, will need to be considered as part of next budgetary process in relation to resourcing the plan.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/220

MOVED: Cr Shane Carter

SECONDED: Cr Michael Kitchin

THAT Council endorse the Strategic Community Plan Review 2013 to 2022 as presented.

**CARRIED
RECORD OF VOTE: 7 - 0**

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

9.2.12 CREDITORS FOR PAYMENT

File Ref: FIN10-2
Attachments: [Schedule of Accounts Chq 1.pdf](#)
[Schedule of Accounts EFT 1.pdf](#)
Responsible Officer: Ms Sian Appleton
Deputy Chief Executive Officer
Author: Ms Memory Mandaza
Expenditure Finance Officer
Proposed Meeting Date: 30 June 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil
11:27AM Cr Lang Coppin returned to the Chambers

REPORT PURPOSE

Council endorsement of payment to creditors.

BACKGROUND

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

COMMENTS/OPTIONS/DISCUSSIONS

FUND	VOUCHER	AMOUNT
EFT Payments	EFT #38054 - #38500	2,787,226.94
	Total	\$2,787,226.94
Cheque Payments	CHQ #24289 - #24304	\$6,631.28
Manual Cheques		0
	Total	\$6,631.28
	GRAND TOTAL	<u>\$2,793,858.22</u>

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

CANCELLED AND UNUSED CHEQUES:

UNUSED CHEQUES

CANCELLED CHEQUES & EFTS

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

STATUTORY IMPLICATIONS/REQUIREMENTS

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

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

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Nil.

RISK MANAGEMENT CONSIDERATIONS

Nil

FINANCIAL IMPLICATIONS

Total expenses of \$2,793,858.22

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION

THAT Council endorse the payments:

FUND	VOUCHER	AMOUNT
EFT Payments	EFT #38054 - #38500	2,787,226.94
	Total	\$2,787,226.94
Cheque Payments	CHQ #24289 - #24304	\$6,631.28
Manual Cheques		0
	Total	\$6,631.28
	GRAND TOTAL	<u>\$2,793,858.22</u>

COUNCIL RESOLUTION: 201617/221

MOVED: Cr Dean Hatwell

SECONDED: Cr Michael Kitchin

THAT the motion be deferred and be considered at the Ordinary Council Meeting to be held on the 28th July 2017.

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

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

9.3 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES

**9.3.1 DIRECTOR TECHNICAL AND DEVELOPMENT SERVICES STATUS OF
COUNCIL DECISIONS - MAY 2017**

File Ref: CLR-4-5
Responsible Officer: Mr Rick Miller
Director Technical and Development Services
Author: Mrs Sheryl Pobrica
Executive Services Administration Officer
Proposed Meeting Date: 30 June 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

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

BACKGROUND

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

COMMENTS/OPTIONS/DISCUSSIONS

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

STATUTORY IMPLICATIONS/REQUIREMENTS

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

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

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 1 – Civic Leadership – Planned Actions

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

1.1 Efficient and effective local government

1.1.1 Ethical, accountable and transparent decision-making

RISK MANAGEMENT CONSIDERATIONS

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

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

OFFICER’S RECOMMENDATION/COUNCIL RESOLUTION: 201617/222

MOVED: Cr Bidy Schill

SECONDED: Cr Michael Kitchin

THAT the Director Technical and Development Services “Status of Council Decisions” Report for the month of May 2017 be received.

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

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

30 JUNE, 2017

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		are available in Newman.		To be followed up when new Manager Development Services - Planning starts 22/05/17	
26 May 2017	9.3.2	AFFIXING OF THE COMMON SEAL TO THE MEMORANDUM OF UNDERSTANDING – ALL PILBARA LOCAL GOVERNMENTS & SHIRE OF EAST PILBARA	MCS	Further discussions are in progress to incorporate Council's additional comments	July 2017
26 May 2017	13.2	AUSTRALIA POST Cr Gerry Parsons said the new Australia Post at the Newman Boulevard Shopping Centre, the trucks and vehicles loading and unloading are blocking the road so other vehicles cannot get passed, also there are orange cones blocking off some carpark bays. Is this legal to block off the parking bays? Mr Rick Miller, Director Technical and Development Services replied it is his understanding the owners of the Newman Boulevard Shopping Centre does have certain parking bays; part of the Post Office approval process required a traffic management plan. Shire officers will follow up compliance. Mr Rick Miller, Director Technical and Development Services to follow up.	DTDS	Shire Officers have spoken to the owner and tenant and refreshed them on the approval conditions associated with the Traffic Management Plan. Matter considered closed	Completed
26 May 2017	13.3	NEWMAN SHOPPING CENTRE LIGHTING Cr Anita Grace said the Newman Shopping Centre around where the new development is happening, the ANZ	DTDS	Existing lighting is now working	Completed

COUNCIL MEETING DATE	ITEM NO	COUNCIL RESOLUTION	DIRECTORATE	ACTION TAKEN/ STATUS	ESTIMATED COMPLETION DATE
		Bank and the Hardware is very dark at night, is it possible to get someone to check the lighting. Mr Rick Miller, Director Technical and Development Services to follow up.			

CARRIED
RECORD OF VOTE: 8 - 0

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

**9.3.2 AAA NATIONAL CONFERENCE AND TECHNICAL WORKSHOPS 13-17
NOVEMBER 2017 – ADELAIDE.**

File Ref: FAC-15
Responsible Officer: Mr Rick Miller
Director Technical and Development Services
Author: Mr Salomon Kloppers
Manager Development Airports
Proposed Meeting Date: 30 June 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

To determine Council and shire representatives to attend the Australian Airports Association's Annual National Conference, Technical Workshops and all related events for 2017. This conference is to be held by the Australian Airports Association in Adelaide from 13 to 17 November 2017 with the last two days being technical workshops.

BACKGROUND

The Shire of East Pilbara is a member of the Australian Airports Association (AAA). This conference is an annual event that provides the opportunity for Council and shire representatives to meet with other airport, airline and regulatory figures that share common issues and interests we experience with the operation of Shire owned and operated airports.

As a significant asset for the Shire, it is important for the Airport to stay abreast of the latest regulatory and commercial developments. Previous conferences presented Shire representatives with many opportunities, and have contributed greatly to the development of Newman Airport.

The 2017 AAA Conference will host more than 60 exhibitors of plant, equipment, tools and services Newman Airport regularly use. As Newman Airport is separated by some distance from the major centres, attending the Conference is a cost effective way to discuss issues of concern and ideas with these providers.

The approx. 80 experts that will present on the latest regulatory changes, industry trends and learnings from recent projects, in addition to the Airport Commercial Forum that will be hosted again will discuss many important issues that are topical for the Airport at present.

As an example, relationships built with our car parking infrastructure and service providers during AAA Conferences have contributed greatly to the smooth operation of the car park at present. It also presents the opportunity to discuss matters directly with regulators that the airport not normally has access to.

Other benefits of attending this valuable event include:

- Network with peer airports
- Discuss the latest trends
- Build professional bridges
- Get the latest information on emerging issues
- Put professional challenges in perspective
- Learn the best of ideas and innovations
- Gain continuing education specific to the aviation industry
- Learn about the latest technological advances
- Network with aviation and related industry professionals
- Visit the comprehensive exhibition of new products and services
- Meet consultants and private sector representatives from all areas of the aviation industry

The Airport is investigating the awards criteria in order to nominate its terminal and security works for an industry award.

COMMENTS/OPTIONS/DISCUSSIONS

This year's conference is to be held over five days in Adelaide across a number of venues.

The 2017 program will be available shortly.

CONFERENCE PROGRAM SNAPSHOT

WELCOME RECEPTION		Exhibition build and bump in
Monday 13 November	1700-1900	Evening Welcome Reception in the Industry Exhibition
DAY ONE	0715-0845	Women in Airports Breakfast
Tuesday 14 November	0800-0900	Breakfast in the Industry Exhibition
	0900-1730	National Conference Sessions
	1900-2200	Evening Networking Function
DAY TWO	0800-0900	Breakfast in the Industry Exhibition
Wednesday 15 November	0900-1600	National Conference Sessions
		Major Airport Stream Regional Airport Stream
	1600-1630	AAA Annual General Meeting
	1900-2300	AAA National Airport Industry Awards 2017 and Gala Dinner
DAY THREE	0800-0900	Breakfast in the Industry Exhibition
Thursday 16 November	0900-1700	Technical and Professional Development Sessions
	1900-2230	Evening Networking Function
DAY FOUR	0830-0900	Arrival Coffee
Friday 17 November	0900-1600	Technical and Professional Development Sessions
	1230-1400	Seated Lunch

The complete 2017 AAA National Conference Program will be released June 2017. If you would like to receive a notification once available please complete this [form](#)

The AAA reports that in addition to early bird discounts, the accommodation options for "late booking" parties will be limited.

In accordance with the submitted budget, it is proposed that 4 bookings be made, covering the Conference, Technical workshops and all related events including accommodation. Names of attendees can be confirmed closer to the event.

Group discounts are available. It is proposed that staff attend the full duration of the Conference. Because the last two days of the Conference focus on technical issues, non-staff members could depart at the end of day three. Depending on the options chosen, the following cost estimates could apply.

Assuming 4 individuals attend, cost estimates may be:

	Early bird rates	Ordinary rates
2 individuals 4 days ¹	\$4,990	\$5,590
2 individuals 2 days ²	\$3,390	\$3,990
Flights		\$6,000
Accommodation		\$6,000
Total	\$20,390	\$21,580

¹ Recommended for Shire employees

² Recommended for Councillors

*Amounts will vary depending on the number of delegates.

At the time of writing this, the program has not been released. The Program is due for release over the next few weeks.

The Early Bird Discount rate is only applicable up to 28 July 2017. Under the assumptions above it will lead to a saving of \$1,190.

To ensure enough time is available to process applications and be in time to enjoy the savings associated with the Early Bird prices, this Council meeting would be last to make a decision regarding the attendance of the Shire.

Councillors Gerry Parsons, Craig Hoyer and Lang Coppin attended the 2016 Conference in Canberra along with Shire staff Mr Salomon Kloppers, Manager Development Airports and Mr Rick Miller, Director Technical and Development Services.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 3 – Economic – Planned Actions

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

3.1 Business diversification and promotion

3.1.2 Build a thriving and diverse economy

RISK MANAGEMENT CONSIDERATIONS

Basic travel insurance is included in aircraft tickets. No material additional organisational risk is expected.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing draft FY 2017/18 Function 12 Airports budgetary allocation to attend the full program with funds sourced from GL121139.

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/223

MOVED: Cr Anita Grace

SECONDED: Cr Dean Hatwell

THAT Council

- 1. That Council authorises the CEO to nominate up to three Shire staff to attend the full 2017 AAA Conference program over the period 13 to 17 November 2017.**
- 2. THAT Council nominates and authorises Cr Michael Kitchin and Cr Lynne Craigie to attend the full program of the 2017 AAA Conference program over the period 13 to 15 November 2017.**

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

To be actioned by Mr Salomon Kloppers, Manager Development Airports

**9.3.3 DESIGNATED DOG ON LEAD AREA CAPE KERAUDREN AND
IMMEDIATE COASTAL AREAS SHIRE OF EAST PILBARA**

File Ref: A139135
Attachments: [Shire of East Pilbara Council Meeting Minutes - 12 December 2014 - Page 26.pdf](#)
Responsible Officer: Mr Rick Miller
Director Technical and Development Services
Author: Mr Brent Stein
Coordinator Ranger & Emergency Services
Proposed Meeting Date: 30 June 2017
Location/Address: N/A
Name of Applicant: N/A
Author Disclosure of Interest: Nil

REPORT PURPOSE

To seek Council approval to allow dogs to stay with their owners at Cape Keraudren and the immediate coastal areas, provided they are held or tethered at all times.

BACKGROUND

On the 12th December 2014, item 9.1.6, see below a motion was carried by absolute majority that a trial was undertaken for the 2015 season on allowing dogs on leashes at all time at Cape Keraudren and the immediate coast reserves.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201415/108

MOVED: Cr Dean Hatwell

SECONDED: Cr Shane Carter

THAT Council:

- 1. Approve the new Fees and Charges for 2015 Season for the Cape Keraudren Recreation Reserve.***
- 2. Provides notice of the adopted Fees and Charges as advertised, pursuant to Section 6.19 of the Local Government Act 1985.***
- 3. Impose the new fees effective from the 1st February 2015.***

THAT a trial be undertaken for the 2015 season on allowing dogs on leashes at all times in the Cape reserve and the immediate coastal areas.

THAT Council authorise the use of the Economic Development Consultant to undertake a review of the Cape Keraudren operation.

THAT Council seek the power to lease under the Management Order for Reserve 39135 Cape Keraudren Recreation Reserve.

CARRIED BY ABSOLUTE MAJORITY

RECORD OF VOTE: 9 - 0

As we are now in 2017, a formal decision needs to be made regarding the matter.

COMMENTS/OPTIONS/DISCUSSIONS

Since the trial begun in 2015, all visitors to Cape Keraudren that have brought dogs with them have ensured that their dogs were held and tethered at all times.

No complaints have been made nor have any statistics of non-compliance been recorded regarding offences relating to the *Dog Act 1976* at Cape Keraudren since January 2015.

Signage in the area is clear and strategically placed to ensure that visitors understand the requirements. Dog waste disposal bags are also available to visitors upon entry to the Cape and around the designated camping areas.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 3 – Economic – Planned Actions

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

- 3.1 Business diversification and promotion
- 3.1.2 Build a thriving and diverse economy
- 3.1.3 Encourage tourism

RISK MANAGEMENT CONSIDERATIONS

The risk of an incident involving a dog occurring is extremely low due to the permanent presence of the Shire of East Pilbara Ranger based at Cape Keraudren.

Should an incident occur, the matter will be dealt with accordingly by the Ranger.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/224

MOVED: Cr Craig Hoyer

SECONDED: Cr Lang Coppin

THAT Council

Approve allowing dogs to stay with their owners at Cape Keraudren Coastal Reserve 39135, provided they are held or tethered at all times and registered within Australia.

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

To be actioned by Mr Brent Stein, Coordinator Ranger and Emergency Services

9.3.4 NEIGHBOURHOOD WATCH PROGRAM

Responsible Officer:	Mr Rick Miller Director Technical and Development Services
Author:	Mr Clint Swadling Manager Community Safety
Proposed Meeting Date:	30 June 2017
Location/Address:	N/A
Name of Applicant:	N/A
Author Disclosure of Interest:	Nil

REPORT PURPOSE

To obtain Councils support to seek community interest in forming a Neighbourhood Watch program(Coordinated by Newman Police) in the Shire of East Pilbara.

BACKGROUND

The Shire of East Pilbara Community Safety Team, in conjunction with Newman Police, are requesting support for the formation of a Neighbourhood Watch program for the Shire of East Pilbara. The Neighbourhood Watch program is a community based crime prevention and reduction program that runs across Western Australia. This voluntary program is designed to connect people where they live, work and play and enable them to work together to build safer local communities. This program is supported by the Western Australia Police.

This program will assist the local Police and Community Safety Team, in its efforts to reduce crime in the community by:

- Increasing communication and participation in a neighbourhood amongst neighbours by being aware, being friendly and caring for each other and where they live;
- Reducing crime in a neighbourhood;
- Increasing levels of perceived safety and wellbeing among those who live in a neighbourhood;
- Stimulating a sense of community which produces increases levels of participation; and
- Encouraging reporting of suspicious activity in your neighbourhood.
- To work together to prevent crime and therefore create a safe and congenial environment.

COMMENTS/OPTIONS/DISCUSSIONS

The Manager Community Safety has discussed the formation of a Neighbourhood Watch Group with the OIC of Newman Police Station Mr Mark Fleskens. He is very supportive of the idea and has canvassed his staff at the Newman Police Station.

He advises that officers has expressed an interest, in the setting up a Neighbourhood Watch Group with the community. Discussions around Neighbourhood Watch have been a topic of conversation during a recent radio program on Newman Radio.

During this consultation, it is requested that a notice/EOI be sent out to the community, in seeking expressions of interest in forming a Neighbourhood Watch Group. It is expected that once the group is formed and an executive committee has been established, that regular meetings will occur with representatives from key stakeholders, i.e. Police and Local Government and other community groups, discussing crime related activities and strategies to minimise crime through reporting.

To support a Neighbourhood Watch Group a Local Government Authority will generally have:

- Clear understanding of crime prevention;
- Good governance and leadership;
- Ability to develop sustained partnerships;
- A wide range of approaches to crime prevention – targeted and broad-based; and
- Clear framework.

<https://www.nhw.wa.gov.au/Get-Involved/Starting-a-Group>

STATUTORY IMPLICATIONS/REQUIREMENTS

Neighbourhood Watch WA Strategy 2015-2017
Neighbourhood Watch Policies & Procedures 2016

POLICY IMPLICATIONS

Nil

STRATEGIC COMMUNITY PLAN

Goal 2 – Social – Planned Actions

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

- 2.1 Health and recreation
 - 2.1.1 Promote safe and healthy communities
 - Partnering With: NGO's, State Government

RISK MANAGEMENT CONSIDERATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION: 201617/225

MOVED: Cr Shane Carter

SECONDED: Cr Michael Kitchin

1. **THAT Council advertise through a public notice, seeking an expression of interest (EOI) from the community to form a Neighbourhood Watch Group, in the towns of Newman, Nullagine and Marble Bar.**
2. **THAT the outcomes from the EOI be provided to the Newman Police to allow the setting up of Neighbourhood Watch Groups.**

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

To be actioned by Mr Clint Swadling, Manager Community Safety

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

12 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

Nil

13 GENERAL BUSINESS

13.1 CAPE KERAUDREN

Cr Craig Hoyer said the Cape Keraudren visitor numbers are down is this possibility due to the fees and charges?

Mr Rick Miller, Director Technical and Development Services said the fees and charges for the Cape have been amended and will be discussed further during the budget process.

13.2 FORTESCUE AVE – TRUCKS PARKING

Cr Craig Hoyer said there are trucks being parked on Fortescue Avenue verge near the entry to the Capricorn Oval and blocking vision of vehicles.

Mr Rick Miller, Director Technical and Development Services said persons in the area have been contacted and advised not to park the trucks on the verge due to safety issues.

13.3 MOSQUITO CONTROL MARBLE BAR

Cr Lang Coppin asked about the Mosquito control program in Marble Bar – particularly mosquito repellent for septic tanks?

Mr Rick Miller, Director Technical and Development Services replied that changes have been made to make the process simpler, where instead of having to insert tablets into the septic tank; a simple mixed chemical solution can either be flushed in the toilet or poured into the external house gully trap, once a month. The shire is trialling this activity to collate time and costings. We are also in discussions with who are interested in carrying out this activity at no cost to the shire.

13.4 WATER ISSUE MARBLE BAR

Cr Lang Coppin asked if a letter could be written regarding the replacement programme of pipework for the town's water supply after the recent outage from burst pipes.

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

13.5 ALLOCATED PRAM PARKING BAYS – NEWMAN TOWN CENTRE CARPARK

Cr Shane Carter has noticed people using the parking bays allocated for people with prams who don't have prams, especially near Fire and Ice can these signs be enforced and people be fined.

Mr Rick Miller, Director Technical and Development Services replied the Shire will clean up the signs and markings and the rangers will enforce fines for people not obeying the rules.

13.6 OLD POST OFFICE - NEWMAN

Cr Anita Grace said the old post office building is becoming run down, can this be brought to the attention of the owner.

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

13.7 STAFFING NULLAGINE

Cr Bidy Schill said the Nullagine depot staff are doing a good job especially with the heavy workload.

Mr Rick Miller replied that one staff member has been promoted, and one casual employed, also staff from Marble Bar depot provides assistance.

13.8 LEMC MEETING NULLAGINE

Cr Bidy Schill said at the last LEMC meeting in Nullagine the emergency evacuation centre was notified incorrectly, it should be the school not the Gallop Hall.

Mr Allen Cooper, Chief Executive Officer to follow up with Mr Clint Swadling, Manager Community Safety.

13.9 BIKE LOCK REGISTER

Cr Lynne Craigie said the Karratha Police have issued bike locks and maintain a bike lock register. It is running very well. Is it possible our police in Newman can do the same?

Mr Allen Cooper, Chief Executive Officer to follow up.

13.10 COMPLAINTS ABOUT BARKING DOGS

Cr Lynne Craigie said barking dogs are an issue on face book. Can we provide information for community regarding complaints? Can we provide pamphlets.

Mr Rick Miller, Director Technical and Development Services stated information is readily available?

14 DATE OF NEXT MEETING

28 July 2017, Newman

15 CLOSURE

12:00PM