



## **ORDINARY COUNCIL MEETING**

# **AGENDA**

**NOTICE IS HEREBY GIVEN that an  
Ordinary Meeting of Council will be held  
in the Community Hall, Point Samson,  
on Monday, 17 February 2014 at 6:30pm**

A handwritten signature in black ink, appearing to read 'Chris Adams', is positioned above a horizontal line.

**CHRIS ADAMS  
CHIEF EXECUTIVE OFFICER**



No responsibility whatsoever is implied or accepted by the Shire of Roebourne for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of Roebourne 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.

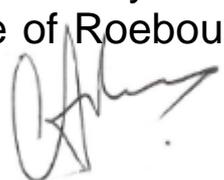
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that persons or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by any member or Officer of the Shire of Roebourne during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Roebourne.

The Shire of Roebourne warns that anyone who has any application lodged with the Shire of Roebourne 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 Roebourne in respect of the application.

Signed:   
**Chris Adams - Chief Executive Officer**

## **DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (updated 13 March 2000)**

A member who has a **Financial Interest** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

### **NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)**

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest** in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
  - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
  - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the Local Government Act, with or without conditions.

### **INTERESTS AFFECTING IMPARTIALITY**

**DEFINITION:** *An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.*

A member who has an **Interest Affecting Impartiality** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

### **IMPACT OF AN IMPARTIALITY CLOSURE**

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.



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# **AGENDA**

## **1 OFFICIAL OPENING**

Cr Long acknowledges the traditions of the Ngarluma people, on whose land we are gathered here today.

## **2 PUBLIC QUESTION TIME**

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

**Councillors:**

- Cr Peter Long [President]
- Cr John Lally [Deputy President]
- Cr Garry Bailey
- Cr Geoff Harris
- Cr Janine Miller
- Cr Michael Saylor
- Cr Evette Smeathers
- Cr Robin Vandenberg

**Staff:**

Chris Adams	Chief Executive Officer
Phillip Trestrail	Director Corporate Services
Andrew Ward	Director Community Services
David Pentz	Director Development Services
Simon Kot	Director Strategic Projects & Infrastructure
Linda Franssen	Minute Secretary

**Apologies:**

**Absent:**

**Leave of Absence:**

- Cr Harry Hipworth
- Cr Nerida Kickett
- Cr Fiona White-Hartig

**Members of Public:**

**Members of Media:**

**4 DECLARATIONS OF INTEREST**

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**6 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS**

**RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on Tuesday 28 January 2014, be confirmed as a true and correct record of proceedings.

**7 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

21/01/2014 – Meeting with Astrid Samuel regarding Miles of Post (Movie)
22/01/2014 – Meeting with Karratha Country Club
22/01/2014 – Meeting with National Broad Band Company
24/01/2014 – Meeting with local resident Jimmy Ciacobino
28/01/2014 – Meeting with Mark Thomas
29/01/2014 – Meeting with David Williamson - The Australian Government’s White Paper on Northern Australia
30/01/2014 – Meeting with Tootsie Daniels

## **8 EXECUTIVE SERVICES**

### **8.1 PILBARA REGIONAL COUNCIL ESTABLISHMENT AGREEMENT**

<b>File No:</b>	<b>GR.24</b>
<b>Responsible Executive Officer:</b>	<b>Chief Executive Officer</b>
<b>Reporting Author:</b>	<b>Director Corporate Services</b>
<b>Date of Report:</b>	<b>5 February 2014</b>
<b>Applicant/Proponent:</b>	<b>Pilbara Regional Council</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Draft revised Establishment Agreement of the Pilbara Regional Council</b>

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#### **PURPOSE**

For Council to consider a revised Establishment Agreement of the Pilbara Regional Council (PRC) to reflect the current activity of the PRC.

#### **BACKGROUND**

The Establishment Agreement of the PRC has changed little since the inception of the organisation in 2000, while the scope and scale of activities undertaken by the PRC have matured.

In order to address inconsistencies between the Establishment Agreement and current strategy/operations, the CEO of the PRC has presented an updated Agreement to the Council of the PRC. The updated Agreement has also been reviewed by the Minister for Local Government and each of the participant local governments has now been asked to endorse the attached amended Agreement for execution.

The changes to the Agreement are minor and largely editorial in nature and do not materially impact on the operation of the PRC or the Shire of Roebourne's commitment / involvement in this organisation.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CE-8 Significant Decision Making Policy, this matter is considered to be of low significance in terms of parties affected issues and Council's ability to perform its role.

#### **COUNCILLOR/OFFICER CONSULTATION**

Council's representatives on the PRC Council have been consulted and support the amended Agreement.

#### **COMMUNITY CONSULTATION**

No community consultation is required.

**STATUTORY IMPLICATIONS**

Section 3.61 of the *Local Government Act 1995* provides that two or more local governments may, with the Minister's approval, establish a regional local government.

Section 3.65 (1) of the Act provides that 'The participants may amend the establishment agreement for a regional local government by agreement made with the Minister's approval'.

Section 9.49A of the Act provides for execution of documents.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

The annual contribution to the PRC is considered each year during budget preparation.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provided for this activity:

Our Program:           4.a.3.1                   Provide civic leadership framework and support to the community.

**RISK MANAGEMENT CONSIDERATIONS**

There are no risk management considerations applicable.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 3.65 of the *Local Government Act 1995* RESOLVES to DEFER consideration of the draft revised Establishment Agreement of the Pilbara Regional Council.

**CONCLUSION**

The Establishment Agreement of the PRC requires amendment to better align with the contemporary requirements of participant local governments.

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**OFFICER’S RECOMMENDATION**

**That Council by SIMPLE Majority pursuant to Sections 3.65 and 9.49A (2) of the *Local Government Act 1995* RESOLVES to:**

- 1. AUTHORISE the Shire President and the Chief Executive Officer to execute the amended Establishment Agreement of the Pilbara Regional Council subject to any further amendments proposed by other participant local governments, provided that those amendments do not materially impact on the operation of the PRC or the Shire of Roebourne’s commitment / involvement in that organisation.**
- 2. AUTHORISE the affixation of the Common Seal of the Shire of Roebourne to the amended Establishment Agreement of the Pilbara Regional Council.**



## 8.2 PROPOSAL TO LOCAL GOVERNMENT ADVISORY BOARD FOR CHANGE IN DESIGNATION AND NAME

<b>File No:</b>	<b>ED.15</b>
<b>Responsible Executive Officer:</b>	<b>Chief Executive Officer</b>
<b>Reporting Authors:</b>	<b>Director Corporate Services Manager Governance and Organisational Strategy</b>
<b>Date of Report:</b>	<b>6 February 2014</b>
<b>Applicant/Proponent:</b>	<b>Local Government Advisory Board</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Department of Local Government letter, 06-02-2014</b>

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### **PURPOSE**

To consider the response of the Local Government Advisory Board to Council's submission requesting a change in designation from Shire to City and the proposed name of the local government.

### **BACKGROUND**

At the December 2013 Council Meeting it was resolved by Council to make application to the State Government to change the Shire's designation to a City in accordance with section 2.4 the *Local Government Act 1995*. Additionally Council resolved to lodge a proposal to change the name of the district to "Karratha City Council".

The Local Government Advisory Board (LGAB) is the body that assesses applications of this type before a recommendation is made to the Minister for Local Government for consideration and final determination.

At the LGAB meeting on 4 February 2014 the Board considered that the name "Karratha City Council" is not consistent with the provisions of section 2.5 of the *Local Government Act 1995*. The Board has suggested that the "City of Karratha" is a more appropriate name and if this name is acceptable to Council has requested that a new resolution be submitted to the Board for consideration.

### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy *CE-8 Significant Decision Making Policy*, this matter is considered to be of moderate significance.

### **COUNCILLOR/OFFICER CONSULTATION**

Consultation with Councillors was undertaken in the lead up to the December 2013 Council decision via the City Status Advisory Group. Minutes of the Advisory Group meetings were presented to Council for acceptance.

### **COMMUNITY CONSULTATION**

Detailed community consultation occurred throughout the process to the point when the decision was made by the Council in December 2013.

**STATUTORY IMPLICATIONS**

Section 2.4 of the *Local Government Act 1995* requires that a district be designated a 'city, town or shire'. Further, a district can only be designated a city if — the district, if it is not in the metropolitan area, has more than 20,000 inhabitants more than half of whom live in an urban area.

In accordance with section 2.5(4) the corporate name of the local government is the combination of the district's designation (e.g. City) and name (e.g. Karratha).

Under clause 5(c) of Schedule 2.2:

*“A local government may, whether or not it has received a submission, propose\* to the Minister the making of an order changing the name of the district or a ward.*

*\* Absolute majority required.”*

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with the LGAB request to consider the name “City of Karratha”.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provided for this activity:

Our Program:	1.f.4.3	Encourage Community Engagement
Our Services:	1.f.4.3.2	Continue to investigate transition to city status through consultation with the community

**RISK MANAGEMENT CONSIDERATIONS**

Community consultation has identified potential issues and risks associated with the potential change of status and/or name. Risk mitigation and management strategies will be put in place to manage these potential or perceived risks.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Absolute Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by ABSOLUTE Majority pursuant to Section 2.4, 2.5 and Clause 5(c) of Schedule 2.2 of the *Local Government Act 1995* RESOLVES to SUBMIT to the Local Government Advisory Board a proposal to change the name of the district from the Shire of Roebourne to the City of \_\_\_\_\_.

**CONCLUSION**

The LGAB has indicated its view that the proposed name “Karratha City Council” does not meet the naming convention accepted by the Minister for Local Government. The Local Government Act provides that the corporate name of the district is the combination of the district’s designation and name. The LGAB has advised that convention requires that the name be “City of ...” and has suggested that the “City of Karratha” is a more appropriate name. If Council accepts this suggestion, this will not limit Council’s ability to market the district differently, including using such brand names as Karratha City Council, Powerhouse of the Pilbara, or any other suitable branding determined by Council.

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**OFFICER’S RECOMMENDATION**

**That Council by ABSOLUTE Majority pursuant to Section 2.4, 2.5 and Clause 5(c) of Schedule 2.2 of the *Local Government Act 1995* RESOLVES to RESUBMIT the proposal to the Local Government Advisory Board to change the name of the district from the Shire of Roebourne to the “City of Karratha”.**



## 9 CORPORATE SERVICES

### 9.1 FINANCIAL STATEMENT FOR PERIOD ENDING 31 DECEMBER 2013

<b>File No:</b>	<b>FM.19</b>
<b>Responsible Executive Officer:</b>	<b>Director Corporate Services</b>
<b>Reporting Author:</b>	<b>Management Accountant</b>
<b>Date of Report:</b>	<b>28 January 2014</b>
<b>Applicant/Proponent:</b>	<b>Not applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Nil</b>

#### PURPOSE

To provide a summary of Council’s financial position for the period ending 31<sup>st</sup> December 2013.

#### BACKGROUND

The following table is a summary of the Financial Activity Statement Report compared to the Budget as at 31<sup>st</sup> December 2013:

2013-2014	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	YTD Variance	Var. Ind
Operating Expense	(75,785,178)	(76,535,533)	(36,205,603)	(31,563,889)	4,641,713	▼
Operating Revenue (incl. Rates)	105,366,343	111,853,515	77,167,210	77,508,383	341,173	▲
Non Operating Exp	(51,031,459)	(61,411,818)	(20,874,883)	(14,073,390)	6,801,493	▼
Non Operating Rev	12,643,124	17,249,924	2,519,704	2,411,813	(107,891)	▼
Non Cash Items Included	8,153,389	7,700,370	2,163,051	2,743,497	580,446	▲
Surplus BFWD 12/13	653,781	1,136,042	1,136,042	1,136,042	0	
<b>Surplus/(Deficit) 13/14</b>	<b>0</b>	<b>(7,500)</b>	<b>25,905,521</b>	<b>38,162,456</b>	<b>12,256,935</b>	<b>▲</b>

This table shows that Council is currently in a surplus position \$12.26m above budget. Major variances of year to date actual versus year to date budget comprise of the following major items:

Operating Expense	Non-operating Expense
Under budget in the following programs: <ul style="list-style-type: none"> <li>• \$1.53m in Transport;</li> <li>• \$1.02m in Community Amenities;</li> <li>• \$506k in Governance;</li> <li>• \$452k in Other Property &amp; Services;</li> <li>• \$307k in Law, Order &amp; Public Safety.</li> </ul>	Under budget in the following projects: <ul style="list-style-type: none"> <li>• \$3.44m transfer to infrastructure reserve;</li> <li>• \$824k footpath construction;</li> <li>• \$500k Karratha Leisureplex expenses;</li> <li>• \$468k 7 Mile Tip building improvements;</li> <li>• \$410k Airport water infrastructure upgrade;</li> <li>• \$306k Roebourne/Wickham SES;</li> <li>• \$195k CCTV installation.</li> </ul>

Further detail on these variances is included later in this report in the variance commentary by Program for the Rate Setting Statement.

**FINANCIAL MANAGEMENT SUMMARY**

**Financial Ratios**

Ratio	Description of Ratio/Indicative Target Ranges provided by Dept. of Local Government	Original Budget 2013/14	YTD Budget 2013/14	YTD Actual Result	Variance Description
<b>Operating Sustainability</b>					
Operating Surplus Ratio	An indicator of the extent to which revenue raised not only covers operational expenses, but also provides for capital funding				This variance is due to high operating income year to date.  An Operating Surplus Ratio in excess of 15% indicates a strong financial position.
	Operating Surplus (excl. capital grants & contributions)/Own Source Revenue	21,962,770	28,715,350	35,237,465	
	Minimum Target between 0% and 15%	86,583,328	59,090,057	60,769,038	
Asset Sustainability Ratio	An approximation of the extent to which assets managed by a local government are being replaced as these reach the end of their useful life				The Asset Sustainability Ratio is below the YTD budget due to Capital expenditure being behind budget YTD.  Depreciation is above budget YTD due to depreciation adjustments relating to EOFY plant revaluations.
	Capital Renewal and Replacement Expenditure/Depreciation	28,559,117	13,851,140	10,633,629	
	Target - Greater than 0.90	8,075,504	2,155,865	2,440,337	
Own Source Revenue Ratio	An indicator of a local government's ability to cover its costs through its own tax and revenue efforts				This variance is due to operating expenses below YTD budget.
	Own Source Operating Revenue/Operating Expenses	86,644,765	59,081,055	60,769,038	
	Target - Greater than or equal to 0.40	75,785,178	36,205,603	31,563,889	
<b>Liquidity Ratios</b>					
Current Ratio	A measure of a local government's liquidity and its ability to meet its short term financial obligations from unrestricted current assets				The current ratio is unable to be calculated on a YTD budgeted basis due to the nature of its components being budgeted on an annual basis.  The YTD Actual results in a ratio of 7.14 due to rates revenue being recorded at the beginning of the financial year.
	Current Assets less Restricted Assets/Current Liabilities less liabilities associated with Restricted assets	9,569,996	Not	43,363,384	
	Target - greater than or equal to 1	9,277,760	Applicable	6,073,976	
<b>Debt Ratios</b>					
Debt Service Cover Ratio	An indicator of a local government's ability to generate sufficient cash to cover its debt payments				Original Budget results in a ratio in excess of 10 due to low level of debt resulting from early loan repayment programme undertaken in 2012/13. Council's sole outstanding debt is a Self Supporting Loan to the Chamber of Commerce.
	Operating surplus before interest expense and depreciation/Principal and interest Expense	30,042,200	30,871,215	35,237,465	
	Target - more than 2- The higher the better	6,858	3,429	2,394	
		>10	>10	>10	

**Statement of Financial Position**

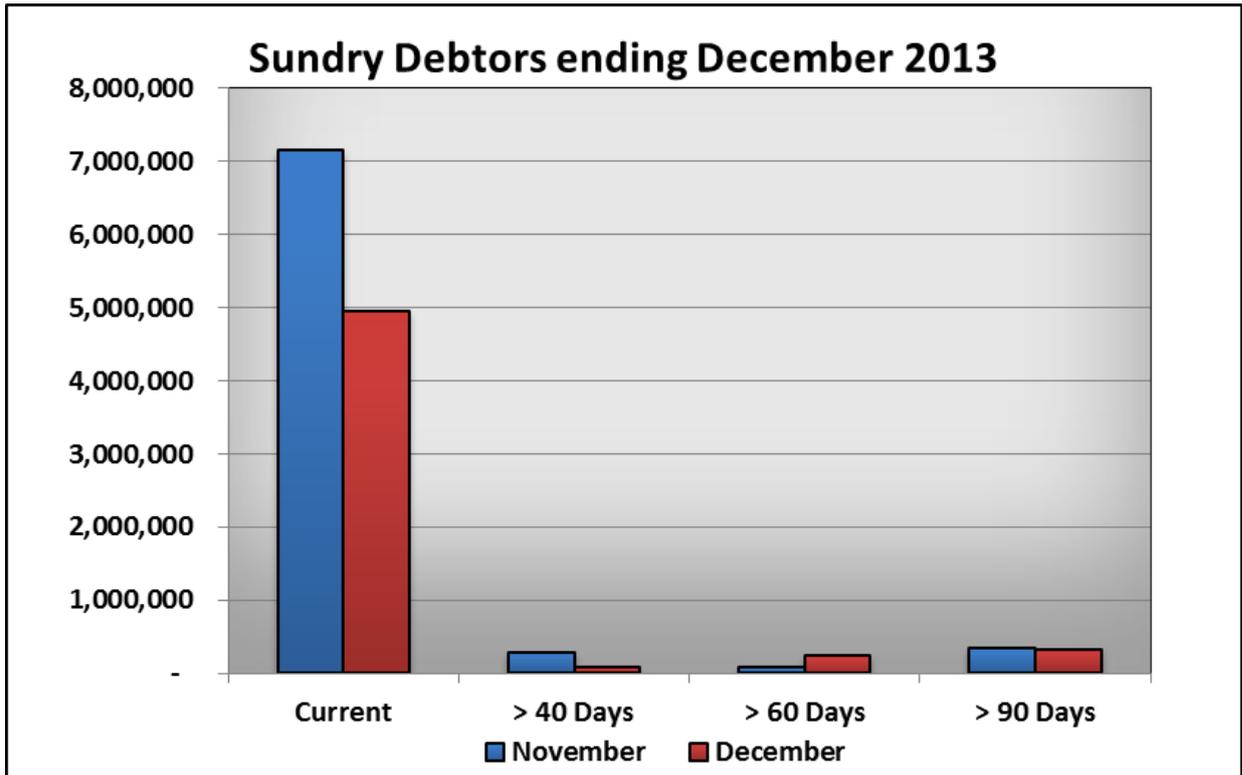
	2013 Dec	2013 Nov	% change
<b>Current</b>			
<b>Assets</b>	87,216,733	91,429,903	-4.61%
<b>Liabilities</b>	8,755,850	9,954,832	-12.04%
<b>Non Current</b>			
<b>Assets</b>	268,512,119	266,112,807	0.90%
<b>Liabilities</b>	570,185	570,185	0.00%
<b>Net Assets</b>	346,402,816	347,017,693	

Total Current Assets decreased by 4.61% from November to December, which is due to payment of outstanding debtors invoices as a result of regular debt collection procedures. Current Liabilities have decreased by 12.04% from November to December due to an increased volume of supplier invoices having been paid in December prior to the Christmas close down periods. Non Current Assets have increased 0.9% due to capital works carried out. Non Current Liabilities remained unchanged.

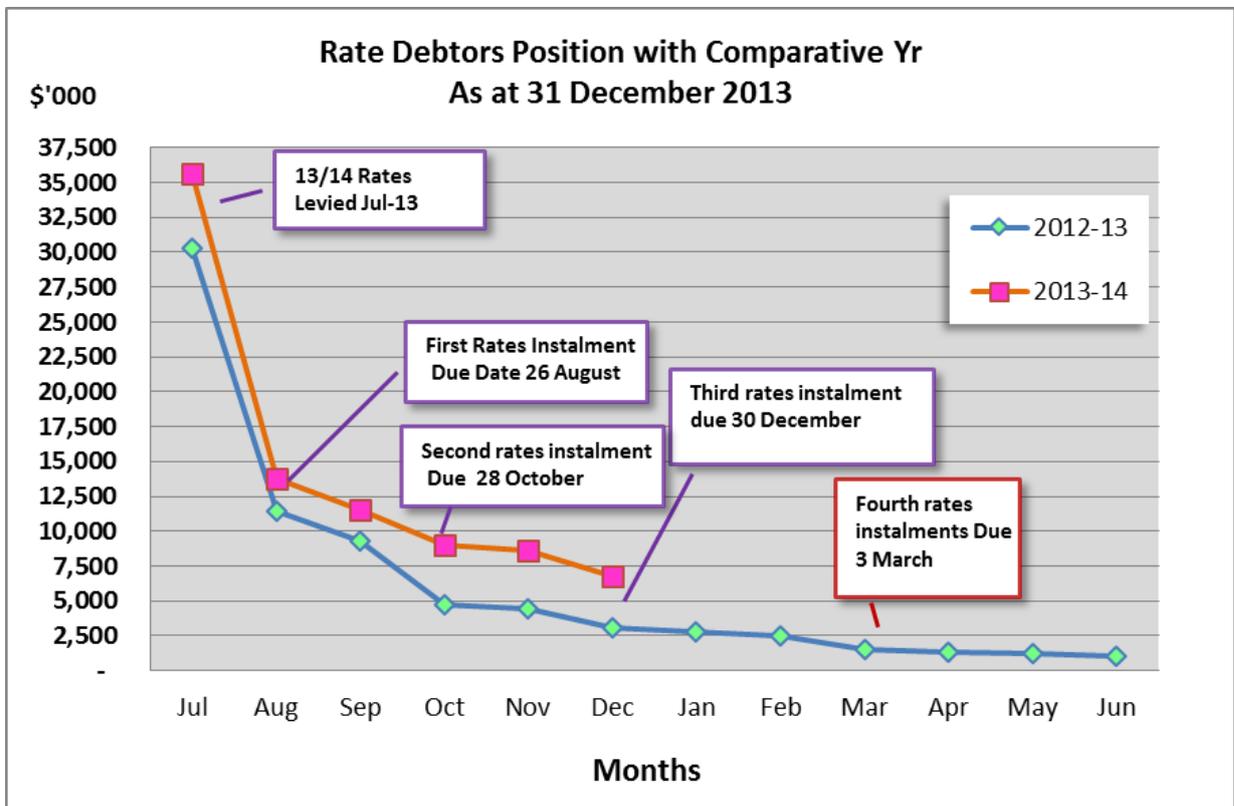
**Debtors Schedule**

Total Trade Debtors decreased by 28% or \$2,234,045 in the period due to invoice payments received. Stringent debt collection on outstanding debts greater than 40 Days continued in line with Council policy. The following table shows outstanding balances for each aging period for balances in excess of \$5,000.

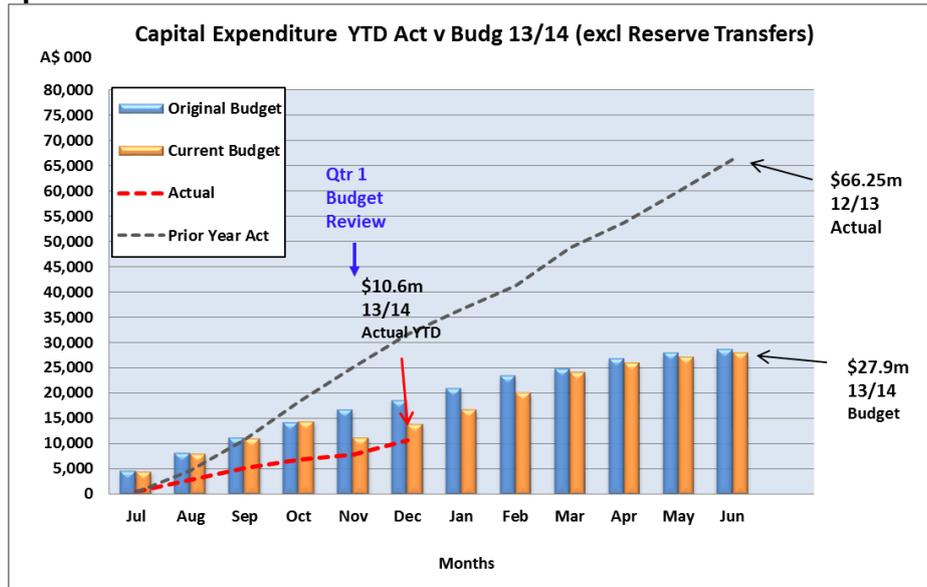
Debtor	Total	40 Days	60 Days	>90 Days	Since paid (Y/N)	Comments
QANTASLINK PTY LTD	189,833	0	14,467	126,582	No	Qantas have not accepted 13/14 fees and charges so not paying/shortpaying. Forwarded to Debt Collection as per policy
Bristow Helicopters Australia Pty Ltd	29,009	4,514	9,494	-10,029	No	Payment date confirmed
DBNGP (WA) Nominees Pty Ltd	30,743	29,852	0	0	Yes	
HNZ Australia Pty Limited	25,194	0	22,795	0	No	Forwarded to Debt Collection as per policy
Karratha Primary School	6,097	5,905	0	0	No	Under investigation
Tox Free Australia Pty Ltd	562,186	6,672	422	-15,183	No	Under investigation
KARRATHA AIR LOGISTICS	16,592	0	0	16,592	No	Forwarded to Debt Collection as per policy
Main Roads Western Australia	143,485	0	75,963	0	No	Payment date confirmed
QANTAS AIRWAYS LIMITED	1,378,724	0	75,712	164,992	No	Qantas have not accepted 13/14 fees and charges so not paying/shortpaying. Forwarded to Debt Collection as per policy
WOODSIDE ENERGY LTD (GRV PROPERTIES)	43,402	0	43,402	0	No	Payment date confirmed



Rates payments of \$1,816,080 (including interims) were received during the month of December. This represented 21% of the outstanding rates balance from the prior month due to the third rates instalment falling due on 30<sup>th</sup> December. The fourth rates instalment is due on the 3<sup>rd</sup> March.



### Capital Expenditure



Asset Class	YTD			Annual	
	YTD Amended Budget	YTD Actual	Variance %	Annual Orig Budget	Annual Amend Budget
	31-Dec-13			30-Jun-14	
Land	0	0	0%	0	0
Artwork	0	0	0%	0	0
Buildings	6,753,212	5,674,909	-16%	14,359,126	14,186,829
Equipment	130,000	66,622	0%	288,000	200,000
Furn & Equip	184,548	98,309	-47%	644,800	634,448
Plant	410,576	331,852	0%	1,726,290	773,802
Infrastructure	6,372,804	4,461,938	-30%	11,540,901	12,164,365
<b>Totals</b>	<b>13,851,140</b>	<b>10,633,629</b>	<b>-23%</b>	<b>28,559,117</b>	<b>27,959,444</b>

The Shire's 2013/14 Capital Expenditure budget is \$27.9 million. This represents a significant decrease in capital spend on the prior years actual spend of \$66.25 million. The majority of the budget is associated with major projects including Karratha Airport building and infrastructure and Karratha Leisureplex works. This shows that Council is currently 23% below budget in capital expenditure year to date. Major variances are in Building & Infrastructure purchases as follows:

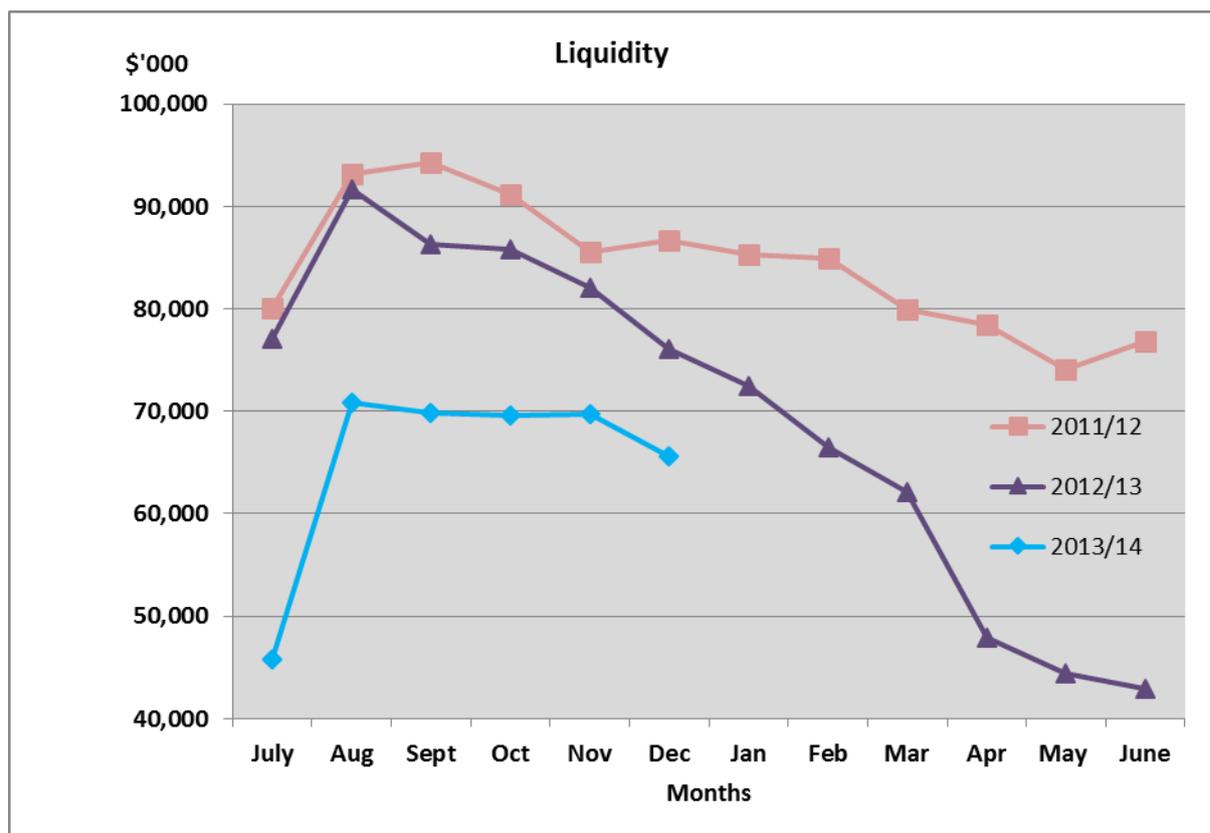
Capital Expenses	Material Variance	Significant Items
Purchase Of Assets - Furniture & Equipm	-47% (86,239)	(52,874) ▼ Purchase Computer Equipment
Purchase Of Assets - Infrastructure	-30% (1,910,866)	(823,909) ▼ Footpath Construction
		(410,315) ▼ Airport
		(195,000) ▼ CCTV Installation
Purchase Of Assets - Buildings	-16% (1,078,303)	(499,783) ▼ Leisureplex
		(467,636) ▼ Seven Mile Transfer Station
		(305,610) ▼ Roebourne/Wickham SES
		(163,629) ▼ New Civic Centre
		(143,901) ▼ Karratha Airport Terminal Expansion
		(121,775) ▼ Leisureplex Improvements
		(109,754) ▼ Cossack - Restoration Works

Further detail on these variances is included later in this report in the variance commentary by Program for the Rate Setting Statement.

**Cash and Investments**

Investment Accounts	Balance 31 December	Interest %	
Reserve Account	2,838,198	2.51	Transactional Account
Maxi Cash Reserve	10,910,631	3.00	Cash Management
Reserve TD - Bankwest	30,000,000	3.75	Investment
Municipal Accounts	7,814,655	2.51	Transactional Account
Municipal TD - Bankwest	7,000,000	3.7	Investment
Municipal TD - NAB	2,000,000	3.9	Investment
Municipal TD - NAB	5,000,000	3.9	Investment
Cash on Hand	37,860	0	Cash Floats
<b>Total</b>	<b>65,601,345</b>		

The Reserve Bank cash rate (overnight money market interest rate) has remained at 2.5%, since the 25 basis point decrease in early August. During December, an additional \$5 million of municipal funds were invested at 3.9% for 3 months whilst \$9m of municipal funds continued to be invested (\$7m at 3.75% and \$2m at 3.7%). \$30 million of reserve funds continued to be invested at 3.75% to mature in January. The Municipal funds held with Westpac Bank continued to earn 2.51% interest on balances between \$1,000,000 and \$5,000,000 in the everyday account and 3% on the Maxi-Direct Muni Account to maximise interest earnings.



The liquidity graph for 2013/14 demonstrates a normal local government position at the commencement of the new financial year, with the third rate instalment falling due on the 30<sup>th</sup> December. This liquidity position is in contrast to prior financial years of significant grant funding used to fund major Community & Recreation building and infrastructure projects.

The financial statements for the reporting period are provided as an attachment in the form of:

- Rate Setting Statement;
- Operating Revenue and Expenses Variance Commentary by Nature & Type;
- Operating and Capital Variance Commentary by Program Area;
- Net Current Asset Position;
- Statement of Financial Position (Balance Sheet);
- Cash and Cash Equivalent Note;
- Schedule of Divisional Financial Activity.

### **LEVEL OF SIGNIFICANCE**

Financial integrity is essential to the operational viability of the Shire but also as the custodian of community assets and service provision. An ability to monitor and report on financial operations, activities and capital projects is imperative to ensure that financial risk is managed at acceptable levels of comfort.

The ability for the Shire of Roebourne to remain financially sustainable is a significant strategy for a region that is continually under pressure from the resources industry, private enterprise and State Government obligations for the ongoing development of infrastructure and services.

### **COUNCILLOR/OFFICER CONSULTATION**

Executives and Management have been involved in monthly reviews of their operational and departmental budgets and notifying the Financial Services team of trends and variances arising from their operational areas.

### **COMMUNITY CONSULTATION**

No community consultation is required.

### **STATUTORY IMPLICATIONS**

In accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, a Statement of Financial Activity is required to be presented to Council as a minimum requirement.

Section 6.4 of the *Local Government Act 1995* provides for the preparation of financial reports.

In accordance with Regulation 34 (5), a report must be compiled on variances greater than the materiality threshold adopted by Council of \$50,000 or 10% whichever is the greater. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

### **POLICY IMPLICATIONS**

The Shire's financial reporting is prepared in accordance with Accounting Policy CF1. This is reviewed periodically to ensure compliance with legislative and statutory obligations.

### **FINANCIAL IMPLICATIONS**

The report represents the financial position of the Council at the end of December 2013 with a current full year deficit budget of \$7,500 and actual surplus year to date reported of \$38,162,456 which is largely due to invoicing of rates in July and delays in commencement of 2013/14 projects.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provided for this activity:

- |               |           |  |
|---------------|-----------|--|
| Our Program:  | 4.d.1.3   | Provide transparent and accountable financial information required by the Local Government Act, Code of Accounting Practice, Australian Accounting Standards and Local Government regulations. |
| Our Services: | 4.d.1.3.2 | Prepare the monthly financial statements and reports to Council.   |

**RISK MANAGEMENT CONSIDERATIONS**

Astute financial management backed by strong internal controls, policies and monitoring will ensure risks are assessed regularly and managed appropriately. Expenditure and revenue streams are monitored against approved budgets by management and the financial team with material variances being reported. It is incumbent on all managers that any perceived extraordinary variances that have, or likely to have, occurred are escalated immediately for consideration by Executive and/or Council.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

This is a routine process alerting Council of the current financial position of the Shire of Roebourne.

**VOTING REQUIREMENTS**

Simple Majority

**OPTIONS:**Option 1

As per the Officer's recommendation.

Option 2

That Council by Simple Majority pursuant to Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Administration) Regulations 1996* RESOLVES to:

1. RECEIVE the Financial Reports for the financial period ending 31<sup>st</sup> December 2013  
and
2. APPROVE the following actions:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

Option 3

That Council by Simple Majority pursuant to Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Administration) Regulations 1996* RESOLVES to NOT RECEIVE the Financial Report for the financial period ending 31<sup>st</sup> December 2013.

**CONCLUSION**

Council is obliged to receive the monthly financial reports as per statutory requirements. Details in regards to the variances and the commentary provided are to be noted as part of the report.

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**OFFICERS RECOMMENDATION**

**That Council by SIMPLE Majority pursuant to Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Administration) Regulations 1996* resolves to RECEIVE the Financial Reports for the financial period ending 31<sup>st</sup> December 2013.**

<b>Shire Of Roebourne</b>							
<b>Notes To And Forming Part Of The Financial Statements</b>							
<b>for the period ending 31 December 2013</b>							
	Original Budget	Amended Budget	Budget YTD	Actual YTD	Material Variance >=10%	\$50,000 or more	2012/13
	\$	\$		\$	%	\$	\$
<b>Operating Revenue And Expenses Classified According To Nature And Type</b>							
<b>Revenues from Operations</b>							
Rates	36,406,894	36,403,692	35,348,692	35,449,605	-	(100,913)	29,047,976
Fees and Charges	47,637,743	44,749,825	22,312,255	23,900,572	-	(1,588,318)	48,449,059
Operating Grant, Subsidies and							
Contributions	10,681,939	10,327,744	5,841,414	6,011,355	-	169,941	10,994,220
Interest Earned	2,050,282	2,281,433	1,166,281	1,064,566	-	101,715	2,970,801
Proceeds/Realisation	-	-	(6,250)	20,621	-	-	0
All Other	549,846	609,954	253,827	350,117	37.94%	(96,290)	1,288,872
<b>Total</b>	<b>97,326,704</b>	<b>94,372,648</b>	<b>64,916,219</b>	<b>66,796,836</b>		<b>(1,513,865)</b>	<b>92,750,928</b>
<b>Expenses from Operations</b>							
Employee Costs	33,005,625	32,851,492	16,949,684	15,902,203	-	(1,047,481)	30,784,622
Materials and Contracts	25,770,547	25,436,908	13,434,464	8,703,768	-35.21%	(4,730,696)	20,879,527
Utilities (gas, electricity, water etc)	3,692,330	3,972,212	1,862,692	1,280,355	-31.26%	(582,337)	3,172,054
Interest Expenses	3,926	3,926	1,988	953	-52.04%	-	1,385,118
Depreciation	8,075,504	8,926,140	2,155,865	2,440,337	13.20%	284,472	9,176,505
Insurance Expenses	1,419,733	1,565,654	1,396,901	1,546,259	10.69%	149,358	1,875,382
Other Expenses	3,678,191	3,639,879	1,787,110	1,422,553	-20.40%	(364,558)	2,910,200
<b>Total</b>	<b>75,645,856</b>	<b>76,396,211</b>	<b>37,588,704</b>	<b>31,296,428</b>		<b>(6,292,276)</b>	<b>70,183,406</b>
<b>Non Operating Grants, Subsidies and</b>							
Contributions	7,978,202	16,115,775	12,246,257	10,707,028	-12.57%	(1,539,229)	10,702,278
Fair Value Adjustments	-	-	-	-	-	-	6,223,764
Profit On The Sale Of Assets	(61,437)	(1,365,092)	(9,002)	(4,177)	-	-	(30,532)
Loss On Asset Disposal	139,322	139,322	9,328	307,338	-	-	1,846,738
<b>Change In Net Assets From Operations</b>	<b>29,581,165</b>	<b>35,317,982</b>	<b>39,573,446</b>	<b>45,904,276</b>		<b>4,778,411</b>	<b>25,229,830</b>

In accordance with the materiality threshold adopted by Council for the reporting of variances in Operating Revenue and Expenses classified according to nature and type, the following comments are made to provide an explanation of these variances. Further detail is provided later in this report in the variance commentary by Program for the Rate Setting Statement.

**Variance Commentary by Nature & Type**

Revenues from Operations	Material Variance	Significant Items		
All Other	37.94% (96,290)	(78,451)	▲	Insurance Contributions - Cash Settlement Monies
		(58,543)	▲	Workers Comp & Insurance rebates
		31,736	▼	Income From Recycling

**Variance Commentary by Nature & Type (cont.)**

Expenses from Operations	Material Variance			Significant Items
Materials and Contracts	-35.21%	(4,730,696)	(839,278)	▼ Airport
			(351,795)	▼ Local Planning Strategy (LPS)
			(166,543)	▼ Open Space/Drain Reserve Mtce
			(148,230)	▼ Computer Network Expenses
			(129,223)	▼ Cossack Art Awards Expenses
			(128,266)	▼ Staff Housing-Mtce Costs
			(108,790)	▼ Parks & Gardens Maintenance
			(98,357)	▼ Support Services - Statutory Planning
			(85,224)	▼ Boat Ramp Maintenance
			(84,160)	▼ Plant-Repairs
			(80,000)	▼ PIRSA-Pilbara Industry Road Safety Alliance expense
			(68,450)	▼ Landfill Operation
			(65,912)	▼ Community Bus (Public Transport Project)
			(60,424)	▼ Consultants-Recreation Facilities Planning & Management
			(54,559)	▼ Karratha Administration Building
			(50,255)	▼ Asset Management
		50,363	▼ Cultural Planning & Develop (incl REAF)	
		256,602	▼ Karratha Entertainment Centre	
Utilities	-31.26%	(582,337)	(294,836)	▼ Karratha Leisureplex
			(206,469)	▼ KTA Airport - Karratha Terminal Building
Depreciation	13.20%	284,472	85,505	▲ Depreciation-Staff Housing
			64,021	▲ KTA Airport -Depreciation
			53,591	▲ Depreciation-Pavilions & Halls
Insurance Expenses	10.69%	149,358	149,358	▲ Various Insurances
Other Expenses	-20.40%	(364,558)	(364,909)	▼ Non Statutory Donations
			(66,000)	▼ Contribution - Roebourne Community Kitchen
			131,000	▲ Contribution To Pilbara Regional Council
Non Operating Grants, Subsidies and Cont.	-12.57%	(1,539,229)	(378,000)	▼ Rio Tinto and SOR Contribution-Pship Mgmt Team
			(181,831)	▼ KTA Airport Revenue - Reimbursement Recoverables
			(155,044)	▼ Local Govt Program - Direct Road Grants
			(124,250)	▼ Ex Gratia Contribution to Capital Works
			(109,000)	▼ Grants-Community Safety
			(60,000)	▼ Waste Infrastructure Program Grant
			75,000	▲ Contributions - Club Development
			200,000	▲ Contributions to Strategic Planning
			249,775	▲ KTA Airport Revenue - Reimbursement Recoverables
			252,698	▲ Contributions to Strategic Planning

<b>Shire Of Roebourne</b>							
<b>Rate Setting Statement</b>							
<b>for the period ending 31 December 2013</b>							
Rate Setting Statement	Original Budget	Amended Budget	Year to Date Budget	Year To Date Actual	Material Variance >=10%	\$50,000 or more	Var. Ind
	\$	\$	\$	\$	%	\$	
<b>Operating</b>							
<b>Revenues (Sources)</b>							
General Purpose Funding (excluding Rates)	3,619,076	3,856,982	2,001,758	1,814,619	-	187,139	
Governance	166,257	188,967	111,904	170,196	52.09%	(58,292)	▲
Law, Order And Public Safety	2,602,691	1,689,945	763,778	766,670	-	-	
Health	165,699	182,395	89,896	150,660	67.59%	(60,764)	▲
Education and Welfare	96,000	159,900	130,452	99,450	-23.77%	-	▼
Housing	278,952	1,578,952	139,476	120,147	-13.86%	-	▼
Community Amenities	16,884,132	14,810,164	8,884,791	8,765,265	-	119,526	
Recreation And Culture	14,645,400	23,581,249	16,164,040	16,314,518	-	(150,478)	
Transport	29,016,847	27,803,461	12,554,659	12,848,304	-	(293,645)	
Economic Services	1,107,530	894,090	547,748	521,992	-	-	
Other Property And Services	376,865	700,516	430,016	486,957	13.24%	(56,941)	▲
	68,959,449	75,446,621	41,818,518	42,058,777	-	(240,260)	
<b>Expenses (Applications)</b>							
General Purpose Funding	(211,250)	(205,250)	(126,150)	(115,056)	-	-	
Governance	(4,656,439)	(4,614,457)	(2,401,537)	(1,894,543)	-21.11%	(506,994)	▼
Law, Order And Public Safety	(2,108,639)	(2,110,612)	(1,053,810)	(746,493)	-29.16%	(307,317)	▼
Health	(1,431,902)	(1,378,514)	(720,185)	(627,953)	-12.81%	(92,232)	▼
Education and Welfare	(241,604)	(242,260)	(131,711)	(158,972)	20.70%	-	▲
Housing	(915,003)	(782,737)	(393,013)	(517,095)	31.57%	124,082	▲
Community Amenities	(15,670,069)	(16,454,634)	(7,099,563)	(6,080,775)	-14.35%	(1,018,788)	▼
Recreation And Culture	(26,020,175)	(27,633,235)	(13,786,086)	(13,066,502)	-	(719,584)	
Transport	(20,847,055)	(20,861,063)	(8,786,876)	(7,253,879)	-17.45%	(1,532,997)	▼
Economic Services	(2,147,325)	(2,144,377)	(1,076,743)	(925,068)	-14.09%	(151,675)	▼
Other Property And Services	(1,535,717)	(108,394)	(629,929)	(177,554)	-71.81%	(452,375)	▼
	(75,785,178)	(76,535,533)	(36,205,603)	(31,563,889)	-12.82%	(4,641,713)	
<b>Capital</b>							
<b>Revenue</b>							
Proceeds From Disposal Of Assets	251,650	1,607,746	63,474	32,601	-48.64%	-	
Tsf From Aerodrome Reserve	-	-	-	-	-	-	
Tsf From Royalties for Regions Reserve	-	-	-	633	-	-	
Tsf From Plant Replacement Reserve	957,943	659,807	-	-	-	-	
Tsf From Infrastructure Reserve	7,253,325	7,163,654	255,650	115,000	-55.02%	140,650	▼
Tsf From Partnership Reserve	-	408,000	408,000	408,000	-	-	
Tsf From Waste Management Reserve	-	3,859,303	-	-	-	-	
Tsf From Housing Reserve	1,500,000	-	-	-	-	-	
Tsf From Public Open Space Reserve	-	-	-	-	-	-	
Tsf From Parks, Ovals and Rec Facilities	-	-	-	-	-	-	
Tsf From Information Technology Reserve	-	-	-	-	-	-	
Tsf From Aged Persons Homes Reserve	-	-	-	-	-	-	
Tsf From Dampier Drainage Reserve	27,804	27,890	-	-	-	-	
Tsf From Walkington Theatre Reserve	-	-	-	-	-	-	
Tsf From Junior Sport Reserve	96,290	97,296	-	-	-	-	
Tsf From Workers Comp Res	-	-	-	-	-	-	
Tsf From Employee Entitlements Res	-	-	-	-	-	-	
Tsf From Community Development Res	725,000	725,000	-	-	-	-	
Tsf From Cossack Infrastructure Res	-	-	-	-	-	-	
Tsf From Mosquito Control Reserve	-	-	-	-	-	-	
Tsf From Airconditioning Reserve	-	-	-	-	-	-	
Tsf From Medical Services Assistance Package Reserve	33,333	33,333	-	-	-	-	
Tsf From Heavy Haulage Roads Reserve	-	-	-	-	-	-	
Tsf From Carry Forward Budget Reserve	1,787,346	1,787,346	1,787,346	1,787,346	-	-	
Tsf From Restricted Funds Reserve	-	870,116	-	-	-	-	
Tsf From History & Cultural Publications Restricted Funds Utilised	-	-	-	-	-	-	
Tsf From Restricted Cash Unspent Grants/Contributions	-	-	-	63,024	-	(63,024)	
New Loans Raised	-	-	-	-	-	-	
Repayments Of Self Supporting Loans	2,932	2,932	1,466	1,441	-	-	
Repayments Of Interest Free Loans To Local Groups	7,501	7,501	3,768	3,768	-	-	
	12,643,124	17,249,924	2,519,704	2,411,813	-	107,891	

<b>Shire Of Roebourne</b>							
<b>Rate Setting Statement</b>							
<b>for the period ending 31 December 2013</b>							
Rate Setting Statement	Original Budget	Amended Budget	Year to Date Amended Budget	Year To Date Actual	Material Variance $\geq 10\%$	\$50,000 or more	Var. Ind
	\$	\$	\$	\$	%	\$	
<b>Expenses</b>							
Purchase Of Assets - Land	-	-	-	-	-	-	
Purchase of Assets - Artwork	-	-	-	-	-	-	
Purchase Of Assets - Buildings	(14,359,126)	(14,186,829)	(6,753,212)	(5,674,909)	-15.97%	(1,078,303)	▼
Purchase Of Assets - Equipment	(288,000)	(200,000)	(130,000)	(66,622)	-48.75%	(63,378)	▼
Purchase Of Assets - Furniture & Equipment	(644,800)	(634,448)	(184,548)	(98,309)	-46.73%	(86,239)	▼
Purchase Of Assets - Plant	(1,726,290)	(773,802)	(410,576)	(331,852)	-19.17%	(78,724)	▼
Purchase Of Assets - Infrastructure	(11,540,901)	(12,164,365)	(6,372,804)	(4,461,938)	-29.98%	(1,910,866)	▼
Loan Principal Repayments	(2,932)	(2,932)	(1,441)	(1,441)	-	-	
Tsf To Aerodrome Reserve	(3,673,514)	(8,175,178)	(127,021)	(176,033)	38.59%	-	▲
Tsf To Airconditioning Reserve	-	-	-	-	-	-	
Tsf To Dampier Drainage Reserve	(1,069)	(1,125)	(645)	(317)	-50.79%	-	▼
Tsf To Plant Replacement Reserve	(1,365,234)	(235,107)	(52,949)	(28,751)	-45.70%	-	▼
Tsf To Walkington Theatre Reserve	(203)	(213)	(123)	(22,975)	18578.98%	-	▲
Tsf To Workers Compensation Reserve	(24,960)	(26,373)	(15,069)	(7,436)	-50.65%	-	▼
Tsf To Royalties for Regions Reserve	-	-	-	-	-	-	
Tsf To Infrastructure Reserve	(11,007,169)	(15,749,744)	(6,328,955)	(2,892,522)	-54.30%	(3,436,433)	▼
Tsf To Partnership Reserve	-	(2,700,000)	-	-	-	-	
Tsf To Waste Management Reserve	(5,514,212)	(5,678,269)	(403,829)	(197,767)	-51.03%	(206,062)	▼
Tsf To Housing Reserve	-	-	-	(5,357)	-	-	
Tsf To Parks, Ovals & Rec Facilities Reserve	-	-	-	-	-	-	
Tsf To Aged Persons Home Reserve	(2,872)	(2,995)	(1,705)	(883)	-48.22%	-	▼
Tsf To Information Technology Reserve	-	-	-	-	-	-	
Tsf To Junior Sport Reserve	(3,730)	(3,933)	(2,253)	(1,061)	-52.91%	-	▼
Tsf To Public Open Space Reserve	(2,943)	0	0	(730)	-	-	
Tsf To Mosquito Control Reserve	(167)	(187)	(103)	(53)	-48.53%	-	▼
Tsf To History & Cultural Publications Reserve	(2,177)	(2,284)	(1,306)	(653)	-50.03%	-	▼
Tsf To Employee Entitlements Reserve	(91,927)	(95,972)	(55,634)	(26,597)	-52.19%	-	▼
Tsf To Community Development Reserve	(768,884)	(767,197)	(26,507)	(11,037)	-58.36%	-	▼
Tsf To Underground Power Reserve	-	-	-	-	-	-	
Tsf To Medical Services Assistance Package Reserve	(10,349)	(10,865)	(6,203)	(3,124)	-49.63%	-	▼
Tsf To Carry Forward Budget Reserve	-	-	-	-	-	-	
Tsf To Restricted Funds Reserve	-	-	-	-	-	-	
Interest Free Loan Principal	-	-	-	-	-	-	
Tsf of Unbudgeted Muni Restricted Cash	-	-	-	-	-	-	
Income Set Aside As Restricted Funds	-	-	-	(63,024)	-	63,024	
	(51,031,459)	(61,411,818)	(20,874,883)	(14,073,390)	-32.58%	(6,801,493)	
<b>Adjustment For Non Cash Items</b>							
Depreciation	8,075,504	8,926,140	2,155,865	2,440,337	13.20%	(284,472)	▲
Movement in Employee Benefit Provisions	0	0	0	0	-	-	
Movement in Accrued Interest	0	0	0	0	-	-	
Movement in Accrued Salaries & Wages	0	0	0	0	-	-	
Movement in Deferred Pensioner Rates	0	0	0	0	-	-	
(Profit) / Loss On Disposal Of Assets	77,885	(1,225,770)	7,186	303,161	-	(295,975)	
	8,153,389	7,700,370	2,163,051	2,743,497	26.83%	(580,446)	
<b>Surplus Brought Forward 1 July</b>	653,781	1,136,042	1,136,042	1,136,042			
<b>Amount Raised From Rates</b>	36,406,894	36,406,894	35,348,692	35,449,605	-	(100,913)	
<b>Surplus / (Deficit)</b>	0	(7,500)	25,905,521	38,162,456			

In accordance with the materiality threshold adopted by Council for the reporting of variances by program in the Rate Setting Statement, the following comments are made to provide an explanation of these variances.

**Variance Commentary by Program**

Revenues from Operations	Material Variance		Significant Items		
Governance	52.09%	(58,292)	(58,292)	▲	Various amounts under materiality threshold
Health	67.59%	(60,764)	(58,152)	▲	Health Premises Fees & Charges - Revenue timing difference - (two license years - 1 Jan till 31 Dec and 1 July till 30 June)
Other Property And Services	13.24%	(56,941)	(56,941)	▲	Various amounts under materiality threshold
Expenses from Operations	Material Variance		Significant Items		
Governance	-21.11%	(506,994)	(148,230)	▼	Computer Network expenses - Committed total account spend currently at 43%. Actual spend differs to projected.
			(139,050)	▼	Administration-Corp Services
			(78,715)	▼	Delayed timing in appointing Research Officer and now also the Corporate Planning Officer. This will result in net savings from the budget
			(74,998)	▼	Ex Gratia Contribution (RAG) Projects identified for funding are to be implemented
			(72,977)	▼	Karratha Admin Building - Current underspend on Maintenance Contractors and Consultants on Administration Building . To be addressed in March Budget Review
			(62,502)	▼	Ex Gratia Contribution (PSCA Projects identified for funding are to be implemented at later stage.
			(50,048)	▼	Administration-Project Management
			67,014	▼	LSL Entitlements Cash Backed
			131,000	▼	Contribution To Pilbara Regional Council
			659,649	▼	Administration Allocated
Law, Order And Public Safety	-29.16%	(307,317)	(80,000)	▼	PIRSA - subject of initiatives derived from PIRSA membership meetings, \$17345.42 committed in January
			(54,074)	▼	Employment Costs Emergency Management - \$39K of expenses are have been incorrectly coded to Executive costs, will be journalled out for next month
Health	-12.81%	(92,232)	(92,232)	▼	Various amounts under materiality threshold
Housing	31.57%	124,082	(196,932)	▼	Allocation - Aerodromes & Waste
			(80,000)	▼	Staff Housing General Maintenance - Works commenced in December and costs posted to each Job Number. Budget to be redistributed in Q2 Budget review
			85,505	▲	Depreciation - Staff Housing
			367,218	▲	Allocation - General Administration
Community Amenities	-14.35%	(1,018,788)	(226,388)	▼	Underspent 40k in plant hire, 30k in salaries, 82k in overheads, 10k in fuel, 5k in materials.
			(164,103)	▼	Karratha Redevelopment Plans - Commencement of project and public consultation postponed until February 2014.
			(87,336)	▼	Statutory Planning Support Services - General Consultants
			(78,906)	▼	Administration
			(73,994)	▼	Local Planning Strategies - First draft of LPS returned to consultants for amendment. Second draft expected late Jan 2014. Hereafter funds will be expended on peer reviews and other amendments.
			(53,605)	▼	Trade/Commercial Refuse Collection - Underspent in Salaries and Overheads partially offset by overspend in Rubbish Collection Parks, Open Spaces & Events

**Variance Commentary by Program (cont.)**

Expenses from Operations	Material Variance		Significant Items	
Transport	-17.45%	(1,532,997)	(313,450)	▼ KTA Airport Landside Maintenance - Timing issue to be expended by EOFY
			(205,485)	▼ KTA Airport Terminal Building - Electricity charges below budget, potential timing issue.
			(101,217)	▼ KTA Airport Car Park & Grounds - Timing issue to be expended by EOFY
			(93,672)	▼ Shoulder Grading Various Roads - Incorrect distribution of budget against months, will be expended via one contract let in Q3
			(92,226)	▼ Traffic/Street Signs & Control Equipment - Pending a significant sign replacement and removal program
			(85,268)	▼ Town Street Maintenance - After completion of the Dampier stormwater projects staff will be redirected to this activity
			(84,676)	▼ Footpath Sweeping - In-house sweeper was often inoperable, this service will be delivered by contract commencing February 2014 as approved by the Shire
			(84,642)	▼ TTI Bar - Timing issue to be expended by EOFY
			(78,207)	▼ KTA Airport Administration - Activity Based Distribution
			(63,015)	▼ Unsealed Rural Road Maintenance - Underspend expected for this account, adjustment to shift surplus to road re-sheeting will be suggested at Q2 review.
			(62,954)	▼ KTA Airport Safety & Security - Timing issue to be expended by EOFY
			(57,869)	▼ Street Cleaning Maintenance - In-house sweeper was often inoperable. This service will be delivered by contract commencing February 2014 as approved by the Shire
			(55,933)	▼ KTA Airport Security Inspections -Timing issue to be expended by EOFY
			64,021	▲ KTA Airport Depreciation
			179,757	▲ KTA Airport Employment Costs - Timing and non operational allocations will balance out in full FY
Economic Services	-14.09%	(151,675)	(151,675)	▼ Various amounts under materiality threshold
Other Property And Services	-71.81%	(452,375)	(887,258)	▼ Works - Less Allocated To Works
			(822,152)	▼ PS - Less Allocated To Works
			(520,780)	▼ PG - Less Allocated To Works
			(442,068)	▼ Plant Repairs - Decrease in damages, more works being handled in-house resulted in a general underspend on parts and contractors. Staff vacancies through out the year.
			(189,286)	▼ Administration
			(110,766)	▼ Workshop Supervision - Position vacant for 6 months, new structure now implemented
			(78,451)	▼ Insurance Contributions Cash Settlement Monies Capital - Roebourne oval lighting claim received in November ahead of budgeted timing of January
			(50,255)	▼ Road Data Collection
			156,313	▲ PS - Employment Costs
			161,584	▲ WM - Less Allocated To Works - Calculated at corporate level
			2,285,600	▲ Less Allocated To Works

**Variance Commentary by Program (cont.)**

Capital Revenue	Material Variance		Significant Items	
Tsf From Infrastructure Reserve	-55.02%	140,650	85,000	▼ CCTV funding
			55,650	▼ Cossack Infrastructure Project Funding
Capital Expenses	Material Variance		Significant Items	
Purchase Of Assets - Buildings	-15.97%	(1,078,303)	(499,783)	▼ Leisureplex - Delays have occurred in completion of outstanding works and additional capital improvements. All works scheduled for completion in current FY
			(467,636)	▼ Seven mile transfer station development costs to be expended by end March 2013
			(305,610)	▼ Roebourne/Wickham SES - Construction works have commenced. Anticipate cash flow adjustment due to later than expected completion of design. Project still to be complete in 13/14
			(163,629)	▼ New Civic Centre
			(143,901)	▼ Karratha Terminal Expansion - Final documentation due January
			(121,775)	▼ Leisureplex Improvements
			(109,754)	▼ Restoration Works (Cossack) - Final claim posted to January period. Works completed
			(73,119)	▼ Leisureplex Shade Playground - No tenders received for the 'play space' subsequent attempts to secure contractor unsuccessful, now exploring in house project management.
			82,634	▲ Airport WS Facility - Project ahead of schedule expected to be completed and acquitted in February
			713,671	▲ Settlement for 14 Schooner to take place in February
Purchase Of Assets - Equipment	-48.75%	(63,378)	(63,378)	▼ Various amounts under materiality threshold
Purchase Of Assets - Furniture & Equipmer	-46.73%	(86,239)	(52,874)	▼ Purchase Computer Equipment
Purchase Of Assets - Plant	-19.17%	(78,724)	(85,139)	▼ Parks & Gardens - Unexpected delays in supply, now expected Jan/Feb
			51,988	▲ Rangers - Additional Rangers Vehicle P1068 funded in 12/13 budget but did not arrive by 30/06/13, expenditure was allocated to 13/14 however not budgeted current year

**Variance Commentary by Program (cont.)**

Capital Expenses	Material Variance		Significant Items	
Purchase Of Assets - Infrastructure	-29.98%	(1,910,866)	(823,909)	▼ Footpath Construction - longer than anticipated lead time on a number of expensive components namely three prefabricated bridges, contractors expected to make up time to deliver before EOFY
			(410,315)	▼ Water Infrastructure Upgrades KTAirport - project practically complete, further variations and asphalt works required to complete project in early 2014.
			(195,000)	▼ CCTV Installation - awaiting agreement from WA Police to utilise Police infrastructure prior to commencement of works.
			(98,068)	▼ Airside Upgrade - fence upgrade commencing March 2014
			(94,153)	▼ Reseal Clarkson St - to be revised next budget review to redirect expenditure to next street on priority list as agreed in Nov Budget review
			(91,350)	▼ Upgrade Effluent Systems - Shire will engage a consultant in January OCM. Full expenditure of funds expected by EOFY with additional funds required in 14/15 to deliver all of the consultancy
			(75,000)	▼ LED Lighting Upgrade - PO raised for \$63k with planning for approval to commence
			(60,000)	▼ Roebourne Skate Park - Detailed design underway and due for completion 4th quarter.
			(50,000)	▼ Norman Rd Extension - propose budget amendment in Q2 review to transfer funds to Airport Roadway Construction account. Works completed
			53,385	▲ Footpaths Dampier Highway - relates to work that was carried out to finish the project from previous FY, funds were allocated to reserves for this purpose in 12/13
			84,903	▲ Airport Roadway Construction - total cost of road upgrades includes \$50k from Norman Rd Extension account
Tsf To Infrastructure Reserve	-54.30%	(3,436,433)	(3,436,433)	▼ Net reimbursement to Infrastructure Reserve for Leisureplex funding not yet processed
Tsf To Waste Management Reserve	-51.03%	(206,062)	(206,062)	▼ Higher than forecast interest due to maturing long term deposit, this is a timing difference which is likely to equal out in the coming months

## **Shire Of Roebourne**

### **Notes to the Financial Statements**

#### **for the period ending 31 December 2013**

##### **Note 1. Net Current Assets**

	<b>Year to Date</b>	<b>2013/14</b>
	<b>Actual</b>	<b>Brought Fwd</b>
<b>Note</b>	<b>31 Dec 2013</b>	<b>1 July 2013</b>
	<b>\$</b>	<b>\$</b>
<b>Current Assets</b>		
Cash and Cash Equivalents – Unrestricted	21,776,957	797,590
Net Trust Liabilities in Muni	(12,687)	57,078
Trust - ATM Floats	0	0
Trust - Medical Services Incentive Services	0	0
Cash and Cash Equivalents - Restricted - LSL & R4R	-	-
Cash and Cash Equivalents - Restricted – Reserves	43,748,830	42,684,509
Cash - Restricted Unspent Grants/Contributions	63,024	166,312
Cash - Restricted Unspent Loans	0	0
Trade and Other Receivables	17,497,037	9,314,700
Land held for Resale - Development Costs	0	0
Inventories	381,432	449,261
Total Current Assets	83,454,592	53,469,450
<b>Current Liabilities</b>		
Trade and Other Payables	1,502,330	9,607,922
Bank Overdraft	0	0
Current Portion of Long Term Borrowings	1,495	2,935
Current Portion of Provisions	4,064,328	4,064,328
Total Current Liabilities	5,568,153	13,675,185
<b>Net Current Assets</b>	77,886,440	39,794,265
<b>Plus (Minus) Items To Be Excluded</b>		
Take Out Reserve Funds	(43,748,830)	(42,684,509)
Take Out Fully Restricted Cash (Grants/Contributions)	(40,977)	(40,977)
Take Out Fully Restricted Cash (Loans)	0	0
Take Out Restricted Cash (LSL)	0	0
Add Back Non Cash Provisions	4,064,328	4,064,328
Add Back Current Borrowings	1,495	2,935
<b>Net Current Asset Position</b>	38,162,456	1,136,042

## ***Shire Of Roebourne***

### **Notes to the Financial Statements (cont.) for the period ending 31 December 2013**

Note Explanation:

1) Reserves and Long Service Leave are Cash Backed

2)

Total Trade and Other Receivables	18,066,633
Total Rates Debtors Outstanding	6,755,291

**Shire Of Roebourne**  
**Statement of Financial Position**  
**for the period ending 31 December 2013**

<b>Note 2: Balance Sheet</b>	<b>Actual 2013/14 \$</b>	<b>Actual 2012/13 \$</b>
<b>Current Assets</b>		
Cash On Hand	37,860	27,255
Cash and Cash Equivalents - Unrestricted	21,802,121	936,647
Cash and Cash Equivalents - Restricted (Trust)	3,179,857	2,944,984
Cash and Cash Equivalents - Restricted (Reserves/Muni)	43,748,830	42,684,509
Trade and Other Receivables	18,066,633	9,777,096
Inventories	381,432	449,261
<b>Total Current Assets</b>	<b>87,216,733</b>	<b>56,819,751</b>
<b>Non Current Assets</b>		
Trade and Other Receivables	53,402	53,402
Property, Plant and Equipment	159,148,782	163,350,919
Infrastructure	109,309,934	97,367,531
<b>Total Non Current Assets</b>	<b>268,512,119</b>	<b>260,771,853</b>
<b>Total Assets</b>	<b>355,728,852</b>	<b>317,591,604</b>
<b>Current Liabilities</b>		
Bank Overdrafts	0	0
Trade and Other Payables	1,497,482	9,607,922
Trust Liabilities	3,192,544	2,887,905
Long Term Borrowings	1,495	2,935
Provisions	4,064,328	4,064,328
<b>Total Current Liabilities</b>	<b>8,755,850</b>	<b>16,563,091</b>
<b>Non Current Liabilities</b>		
Long Term Borrowings	53,402	53,402
Provisions	516,783	516,783
<b>Total Non Current Liabilities</b>	<b>570,185</b>	<b>570,185</b>
<b>Total Liabilities</b>	<b>9,326,035</b>	<b>17,133,276</b>
<b>Net Assets</b>	<b>346,402,817</b>	<b>300,458,328</b>
<b>Equity</b>		
Accumulated Surplus	286,743,671	241,863,499
Asset Revaluation Reserve	15,910,320	15,910,320
Reserves	43,748,826	42,684,509
<b>Total Equity</b>	<b>346,402,817</b>	<b>300,458,328</b>

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**for the period ending 31 December 2013**

**Note 3: Cash and Cash Equivalents**

	\$
<b>Municipal &amp; Trust Fund Bank</b>	
Cash On Hand	37,860
Westpac on call	3,443,761
Westpac on call & Term Deposits	<u>21,538,217</u>
	<u><b>25,019,838</b></u>
<b>Reserves Fund Bank</b>	
Westpac/WATC/Bankwest on call & Term Deposits	<u>43,748,830</u>
	<u><b>43,748,830</b></u>
<b>Total Cash</b>	<u><u><b>68,768,668</b></u></u>

<b>Note 4</b>				
<b>Shire Of Roebourne</b>				
<b>Notes To And Forming Part Of The Financial Statements</b>				
<b>by Divisions by Activities</b>				
<b>for the period ending 31 December 2013</b>				
	<b>2013/2014 Budget</b>	<b>2013/2014 Amended</b>	<b>2013/2014 Year To Date Budget</b>	<b>2013/2014 Actual To Date</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Note: Material Variance is Year to Date Amended Budget to Year to Date Actual ( => 10% or => \$50,000)				
<b>EXECUTIVE SERVICES</b>				
Net (Cost) Revenue to Council for Members of Council	(974,642)	(944,642)	(382,478)	(432,077)
Net (Cost) Revenue to Council for Cossack Infrastructure Project	0	(172,176)	(172,176)	(118,072)
Net (Cost) Revenue to Council for Executive Admin	(938,564)	(792,055)	(401,740)	(381,591)
Net (Cost) Revenue to Council for Public Affairs	(358,750)	(405,020)	(157,459)	(254,253)
<b>CORPORATE SERVICES</b>				
Net (Cost) Revenue to Council for Rates	36,596,354	36,712,949	35,567,602	35,797,260
Net (Cost) Revenue to Council for General Revenue	(4,392,526)	(4,437,527)	2,566,429	2,574,967
Net (Cost) Revenue to Council for Corporate Services	3,596,395	3,296,654	1,483,448	1,628,150
Net (Cost) Revenue to Council for Human Resources	(1,696,898)	(1,799,630)	(842,716)	(778,855)
Net (Cost) Revenue to Council for Corporate Compliance Services	(1,939,401)	(1,436,171)	(724,897)	(545,514)
Net (Cost) Revenue to Council for Information Services	(850,942)	(941,080)	(536,239)	(274,542)
Net (Cost) Revenue to Council for Television & Radio Services	(9,921)	(9,921)	(5,606)	(12,566)
Net (Cost) Revenue to Council for Staff Housing	(346,182)	(411,987)	(76,832)	(875,612)
<b>COMMUNITY SERVICES</b>				
Net (Cost) Revenue to Council for Rio Tinto Partnership	(473,968)	603,222	2,461,676	3,120,748
Net (Cost) Revenue to Council for Community Development	(2,100,242)	(1,524,678)	(221,263)	(715,734)
Net (Cost) Revenue to Council for Cossack Art Awards	(131,612)	(1,612)	(1,612)	96,135
Net (Cost) Revenue to Council for Youth Development	(23,700)	(23,200)	(23,500)	(540)
Net (Cost) Revenue to Council for Other Culture	(234,160)	(205,264)	(126,940)	(84,952)
Net (Cost) Revenue to Council for Arts & Culture Program	(46,304)	(43,304)	273,295	536,173
Net (Cost) Revenue to Council for Community Sponsorship	(1,953,502)	(1,866,016)	(929,390)	(478,540)
Net (Cost) Revenue to Council for Daycare Centres	(124,313)	(66,069)	(42,619)	(58,612)
Net (Cost) Revenue to Council for Child Health Clinics	(102,830)	(98,440)	(53,352)	(46,400)
Net (Cost) Revenue to Council for Karratha Entertainment Centre	(70,944)	(19,368)	(616,212)	(873,137)
Net (Cost) Revenue to Council for Karratha Aquatic Centre	0	0	0	3,131
Net (Cost) Revenue to Council for Roebourne Aquatic Centre	(544,771)	(471,327)	(399,993)	(285,369)
Net (Cost) Revenue to Council for Libraries	(1,583,308)	(1,566,321)	(783,172)	(729,129)
Net (Cost) Revenue to Council for Cossack Operations	(368,392)	(306,201)	(240,686)	(196,258)
Net (Cost) Revenue to Council for Ovals & Hardcourts	(1,409,552)	(1,418,428)	(887,607)	(801,753)
Net (Cost) Revenue to Council for Karratha Bowling & Golf	(542,183)	(597,226)	(311,623)	(319,710)
Net (Cost) Revenue to Council for Pavilions & Halls	(776,676)	(811,324)	(380,357)	(530,506)
Net (Cost) Revenue to Council for Recreation Projects	(854,649)	(799,968)	(371,978)	(340,033)
Net (Cost) Revenue to Council for Playgrounds	(416,032)	(408,072)	(154,398)	(121,846)
Net (Cost) Revenue to Council for Youth Centres	(3,640)	50,163	(1,818)	(1,392)
Net (Cost) Revenue to Council for Medical Services	30,424	32,684	4,078	43,639
Net (Cost) Revenue to Council for Other Buildings	(297,195)	(247,195)	(140,161)	(21,873)
Net (Cost) Revenue to Council for The Youth Shed	(888,227)	(1,023,302)	(479,547)	(481,284)
Net (Cost) Revenue to Council for Karratha Leisureplex	(2,205,104)	(3,020,581)	(723,605)	3,087,553
Net (Cost) Revenue to Council for Pam Buchanan Family Centre	(102,851)	(154,028)	(103,413)	(157,000)
Net (Cost) Revenue to Council for Aged Persons Housing	0	(949)	(569)	(379)
Net (Cost) Revenue to Council for Asbestos Remediation Project Roebou	0	0	0	(467)

<b>Shire Of Roebourne</b>				
<b>Notes To And Forming Part Of The Financial Statements</b>				
<b>by Divisions by Activities</b>				
<b>for the period ending 31 December 2013</b>				
	<b>2013/2014 Budget</b>	<b>2013/2014 Amended</b>	<b>2013/2014 Year To Date Budget</b>	<b>2013/2014 Actual To Date</b>
<b>DEVELOPMENT &amp; REGULATORY SERVICES</b>				
Net (Cost) Revenue to Council for Emergency Services	(551,983)	(332,886)	(458,003)	(93,958)
Net (Cost) Revenue to Council for Ranger Services	(949,820)	(899,412)	(180,929)	(161,227)
Net (Cost) Revenue to Council for Business Improvement Process	(169,284)	(44,501)	(26,328)	(17,467)
Net (Cost) Revenue to Council for Tourism/Visitors Centres	(479,159)	(610,833)	(305,417)	(305,416)
Net (Cost) Revenue to Council for Community Safety	(297,796)	(86,027)	(24,668)	263,259
Net (Cost) Revenue to Council for Economic Development	(278,588)	(290,268)	(156,379)	(139,109)
Net (Cost) Revenue to Council for Camping Grounds	47,220	43,220	32,233	40,262
Net (Cost) Revenue to Council for Building Control	89,058	(1,656)	50,669	70,832
Net (Cost) Revenue to Council for Health Services	(956,877)	(941,029)	(473,583)	(385,123)
Net (Cost) Revenue to Council for Town Planning	(1,229,783)	(1,360,061)	(560,062)	(520,579)
Net (Cost) Revenue to Council for Strategic Planning	(319,025)	(395,827)	228,357	(176,862)
Net (Cost) Revenue to Council for Development Services	(90,535)	(50,535)	(24,259)	(23,627)
<b>INFRASTRUCTURE SERVICES</b>				
Net (Cost) Revenue to Council for Depots	(503,630)	(536,265)	(266,963)	(200,746)
Net (Cost) Revenue to Council for Public Services Overheads	(133,374)	108,524	3,129	657,622
Net (Cost) Revenue to Council for Vehicles & Plant	(1,650,959)	20,077	(370,528)	212,384
Net (Cost) Revenue to Council for Roads & Streets	(5,343,243)	(5,270,765)	(2,161,694)	(1,679,671)
Net (Cost) Revenue to Council for Parks & Gardens	(2,021,931)	(1,920,609)	(973,645)	(693,744)
Net (Cost) Revenue to Council for Drainage	(321,006)	(321,092)	(543,506)	(485,238)
Net (Cost) Revenue to Council for Footpaths & Bike Paths	(1,207,033)	(1,281,927)	(1,267,768)	(336,925)
Net (Cost) Revenue to Council for Effluent Re-Use Scheme	(1,218,721)	(848,964)	(348,495)	(236,735)
Net (Cost) Revenue to Council for Cemeteries	(85,741)	(85,741)	(40,915)	(6,826)
Net (Cost) Revenue to Council for Public Toilets	(476,180)	(476,180)	(141,803)	(147,819)
Net (Cost) Revenue to Council for Beaches, Boat Ramps, Jetties	(318,812)	(318,812)	(129,698)	(55,931)
Net (Cost) Revenue to Council for Town Beautification	(1,783,105)	(1,772,152)	(850,621)	(666,198)
Net (Cost) Revenue to Council for Bus Shelters	(100,000)	(200,000)	(20,000)	(4,379)
Net (Cost) Revenue to Council for Private Works & Reinstatements	0	101,062	101,062	77,032
Net (Cost) Revenue to Council for Works Overheads	93,506	(140,872)	(204,712)	684,856
Net (Cost) Revenue to Council for Parks & Gardens Overheads	184,001	154,453	71,278	619,226
Net (Cost) Revenue to Council for Tech Services	(1,138,399)	(340,741)	(377,126)	(2,467,555)
Net (Cost) Revenue to Council for Tech Services Overheads	0	0	0	(3,422)
Net (Cost) Revenue to Council for Vehicle Storage Temporary Contract	0	0	0	0
Net (Cost) Revenue to Council for Roebourne Enhancement Scheme	0	0	0	0
Net (Cost) Revenue to Council for SP & Infrastructure Services	0	(32,000)	(16,004)	(21,006)
<b>STRATEGIC BUSINESS PROJECTS</b>				
Net (Cost) Revenue to Council for Project Management	36,930	(241,091)	(79,522)	5,857
Net (Cost) Revenue to Council for Waste Collection	(3,745,908)	(4,169,984)	1,619,130	1,799,528
Net (Cost) Revenue to Council for Landfill Operations	2,686,739	3,519,742	383,989	1,871,328
Net (Cost) Revenue to Council for Waste Overheads	1,276,056	1,276,006	617,387	408,798
Net (Cost) Revenue to Council for Karratha Airport	6,574,665	1,978,594	425,739	2,283,375
Net (Cost) Revenue to Council for Tien Tsin Inne	59,591	(57,409)	43,818	118,421
Net (Cost) Revenue to Council for Other Airports	(6,546)	(6,546)	(3,552)	(536)



**9.2 LIST OF ACCOUNTS JANUARY 2014**

<b>File No:</b>	<b>FM.19</b>
<b>Responsible Executive Officer:</b>	<b>Director Corporate Services</b>
<b>Reporting Author:</b>	<b>Acting Senior Creditors Officer</b>
<b>Date of Report:</b>	<b>29 January 2014</b>
<b>Applicant/Proponent:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Nil</b>

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**PURPOSE**

To advise Council of payments made since the previous Ordinary Council Meeting.

**BACKGROUND**

Council has given delegated authority that allows the Chief Executive Officer to approve payments from Council's bank accounts either via cheque or through electronic lodgement.

**LEVEL OF SIGNIFICANCE**

The level of significance for this matter is very high in ensuring trade creditors are compensated for services they provide to the Shire. These services enable the Shire to meet the needs and expectations of the community.

**COUNCILLOR/OFFICER CONSULTATION**

Officers have been involved in the approvals of any requisitions, purchase orders, invoicing and reconciliation matters.

**COMMUNITY CONSULTATION**

No community consultation is required.

**STATUTORY IMPLICATIONS**

Payments are to be made in accordance with Part 6, Division 4 of the *Local Government Act 1995* and as per the *Local Government (Financial Management) Regulations 1996*. Payments are to be made through the municipal fund, trust fund or reserve funds. Payments are to be in accordance with approved systems as authorised by the CEO.

**POLICY IMPLICATIONS**

Staff are required to ensure that they comply under Council Policy CF6 – Purchasing Policy and CF5 - Regional Price Preference Policy (where applicable) and that budget provision is available for any expenditure commitments.

**FINANCIAL IMPLICATIONS**

Payments are made under delegated authority and are within defined and approved budgets. Payment is made within agreed trade terms and in a timely manner.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provided for this activity:

Our Program:	4.d.1.5	Ensure financial accountability.
Our Services:	4.d.1.5.1 4.d.1.5.2	Assist compliance against purchasing delegations. Ensuring timely recognition and collection of revenues and payment for goods and services.

**RISK MANAGEMENT CONSIDERATIONS**

It is incumbent on the Shire to have good trade practices. As a leader in the community it is important that good governance structures and controls are established. Having poor terms of trade is likely to have increase risk of penalties, loss of quality services and contractors and increase in dissatisfaction amongst the community. The reverse is the case with good terms of trade.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Sections 6.7 and 6.9 of the *Local Government Act 1995* RESOLVES to ACCEPT payments totalling \$35,861,195.69 submitted and checked with vouchers, being made up of:

- a) Trust Vouchers 220 to 221 (Inclusive),
  - b) EFT25721 to EFT26009 (Inclusive),
  - c) Cheque Vouchers 76599 to 76641 (Inclusive)
  - d) Cancelled cheques EFT 25738, 76616, 76633, 76635-76638, 76640
  - e) Direct Debits DD19548.1
  - f) Payroll Cheques \$1,448,151.38
- with the EXCEPTION OF     (as listed)

**CONCLUSION**

It has been a customary practice that whilst being a leader in the community that we meet our terms of credit as established between suppliers and aspire to obtain discounts where practicable. Payments have been approved by authorised officers in accordance with agreed delegations and policy frameworks.

**OFFICER'S RECOMMENDATION**

That Council by SIMPLE Majority pursuant to Sections 6.7 and 6.9 of the *Local Government Act 1995* RESOLVES to:

**ACCEPT** payments totalling \$35,861,195.69 submitted and checked with vouchers, being made up of:

- a) Trust Vouchers 220 to 221 (Inclusive),
- b) EFT25721 to EFT26009 (Inclusive),
- c) Cheque Vouchers 76599 to 76641 (Inclusive)
- d) Cancelled cheques EFT 25738, 76616, 76633, 76635-76638, 76640
- e) Direct Debits DD19548.1
- f) Payroll Cheques \$1,448,151.38

Chq/EFT	Date	Name	Description	Amount
220	17.01.2014	Bond Administrator	Rental Security Bond	76.00
221	17.01.2014	Jaxon Pty Ltd	Refund - Verge Bond 55 Gardugarli Dr	10,000.00
EFT25721	03.01.2014	Keith Christensen-mortgage	Home Ownership Allowance	572.00
EFT25722	03.01.2014	Terrance Swetman	Home Ownership Allowance	555.00
EFT25723	03.01.2014	GAN Soon Lee ( Mortgage Account )	Home Ownership Allowance	1,427.64
EFT25724	03.01.2014	Bernadette Middleton-Mortgage Account	Home Ownership Allowance	550.00
EFT25725	03.01.2014	MAXXIA Pty Ltd	Payroll deductions	3,865.26
EFT25726	08.01.2014	Australian Taxation Office	Payroll deductions	262,023.00
EFT25727	08.01.2014	Child Support Agency	Payroll deductions	1,056.57
EFT25728	08.01.2014	Downer Edi Works Pty Ltd	Footpath Constructions - Various Sites,	344,052.50
EFT25729	08.01.2014	Northwest Shedmasters	Kta Airport - The Design & Construction Workshop LA48 Project	78,012.00
EFT25730	08.01.2014	Environmental Industries	Mowing & Brushcutting - Drainage Reserves, Verges & Footpaths	111,826.66
EFT25731	08.01.2014	Karratha Contracting Pty Ltd	Gawthorne Drive - Repair Effluent Mainline Break, Delambre Park - Erect New Power Pole, Depot - Unblock Drains, Kta Airport - Replace Belts on Fan, Install GPO on Camera, Fit New Sensors, 2 Cook Close - Install new AC, RAC - Unblock Drains, SoR - Monthly AC Maintenance, Roebourne Oval - Repair Tank Float,	81,365.97
EFT25732	08.01.2014	NS Projects	Karratha Cultural Precinct - Project Management Services	60,611.21
EFT25733	08.01.2014	Willoughby Carpentry	7 Mile - Stage 2 Construction Concrete Works Lower Slab 100% Complete	63,124.97
EFT25734	08.01.2014	Allied Pickfords - Karratha	REAF 2013 - 52 Desert Pea Blvd To Storage	278.30
EFT25735	08.01.2014	Pilbara Bakeries T/A BT's Bakery	Bread - TTI	3,263.44
EFT25736	08.01.2014	Karratha First National Real Estate	4B Raynor - Water Usage 26/9/13 - 26/11/13	35.91
EFT25737	08.01.2014	G Bailey	Reimbursement of Travel Expenses 21/10/13 to 16/12/13	433.84
EFT25738	08.01.2014	Staples Australia (formerly Corporate Express)	Cancelled Cheque	0.00
EFT25739	08.01.2014	Chandler Macleod	Labour Hire - Litter Pickers	17,171.10
EFT25740	08.01.2014	Signature Music Pty Ltd	Carols by Glowlight - Production and Lighting	3,850.00
EFT25741	08.01.2014	Hathaway's Lubricants	Depot - Parts	369.65
EFT25742	08.01.2014	Karratha Primary School	Bucks For Bags	66.00

Chq/EFT	Date	Name	Description	Amount
EFT25743	08.01.2014	Lajanta Pty Ltd T/As Jamaica Blue-Karratha	LEMC Meeting - Catering 6/12/13	408.00
EFT25744	08.01.2014	Caltex Energy WA (Link Energy Pty Ltd)	Diesel - Bulk	25,778.95
EFT25745	08.01.2014	WALGA (Marketforce)	Advertising	11,432.94
EFT25746	08.01.2014	McLernons Supply & Demand - Welshpool	Comm Dev - Desk Mounted Charcoal Screen	184.15
EFT25747	08.01.2014	North West Realty	500 Murray - Water Usage 9/10/13 - 5/12/13	96.67
EFT25748	08.01.2014	Pilbara Real Estate	14 Honeyeater - Water Usage 2/10/13 - 28/11/13	71.81
EFT25749	08.01.2014	Parry's Merchants	Kiosk Stock - TTI	30,467.20
EFT25750	08.01.2014	Te Wai Manufacturing	Uniform - KLP Polo Shirts	170.10
EFT25751	08.01.2014	TNT Express	Freight	300.31
EFT25752	08.01.2014	Whelans	KTA Airport - Survey Services	8,263.75
EFT25753	08.01.2014	Atom Supply	Depot - Traffic Control Signs, Safety Boots, PPE	339.10
EFT25754	08.01.2014	Blackwoods (Atkins Carlyle Ltd)	Depot - Gloves-Nitrile Disposable Size XL	1,092.26
EFT25755	08.01.2014	Onyx (Aust) Pty Ltd	Councillor Christmas Party KLP - Catering 7/12/13	3,412.80
EFT25756	08.01.2014	Protector Alsafe	Uniform - Safety Boots	138.42
EFT25757	08.01.2014	Dorma Australia Pty Ltd	KTA Airport - 6 Monthly Service for Automatic Doors	3,199.58
EFT25758	08.01.2014	Abco Products	Stock - Ecozyme	1,562.06
EFT25759	08.01.2014	Avdata Australia	KTA Airport - Service Fees and Data October 2013	1,155.57
EFT25760	08.01.2014	Australian Institute Of Company Directors	Enrolment For Company Directors Course (N Kickett)	6,875.00
EFT25761	08.01.2014	Atktec Pty Ltd	KLP - Install 2 Dual Cat6 Data Outlets, Kta Library - Install UTP Cable	3,126.75
EFT25762	08.01.2014	Analytical Reference Laboratory (WA) Pty Ltd	7 Mile - Bore Analysis 29/11/13	871.20
EFT25763	08.01.2014	Ashdown-Ingram	Depot - Parts Connector	72.49
EFT25764	08.01.2014	Aerometrex Pty Ltd	Pt Samson, Cossack & Roebourne - Aero3D Pro Modelling	24,612.50
EFT25765	08.01.2014	Allied Pickfords - Welshpool	Relocation - Building CoOrdinator	5,761.41
EFT25766	08.01.2014	BOC Limited	Cylinder Refills	346.40
EFT25767	08.01.2014	BP Roebourne	Fuel	354.31
EFT25768	08.01.2014	Bunzl Ltd	Depot - Toilet Tissue, Paper Hand Towel	3,450.89
EFT25769	08.01.2014	Beaurepaires	Plant Maintenance - Tyres	3,715.88
EFT25770	08.01.2014	BC Lock & Key	Key Cutting, Lock Repairs	211.20
EFT25771	08.01.2014	Wickham Service Station	Fuel	565.19
EFT25772	08.01.2014	BT Equipment Pty Ltd T/a Tutt Bryant Equipment	Depot - Parts	1,517.06
EFT25773	08.01.2014	Benara Nurseries	Oval Maintenance	5,121.03
EFT25774	08.01.2014	Beacon Equipment	Equipment Replacement - Portable Air Compressor	915.40
EFT25775	08.01.2014	Bridgestone Australia Pty Ltd	Plant Maintenance - Tyres	285.77
EFT25776	08.01.2014	BTS - Bassendean Technical Service	Repaired Binding Machine	159.50
EFT25777	08.01.2014	CJD Equipment	Depot - Parts, Transmission Oil	578.80
EFT25778	08.01.2014	Centurion Transport Co Pty Ltd	Freight	2,222.97
EFT25779	08.01.2014	Coca-Cola Amatil (Holdings) Ltd	Kiosk Stock - TTI, Youth Shed	2,753.86
EFT25780	08.01.2014	Covs Parts Pty Ltd (formerly Coventry Group Ltd)	General Hardware	763.69

Chq/EFT	Date	Name	Description	Amount
EFT25781	08.01.2014	Crown Relocations	Relocation - Fleet & Plant Coordinator	6,803.30
EFT25782	08.01.2014	Circuitwest Inc.	Circuit West - Membership Renewal 2013/2014	428.20
EFT25783	08.01.2014	Dynamite Concrete Construction	Water Infrastructure Upgrades - Fix Areas of Brick Paving	1,254.00
EFT25784	08.01.2014	Domus Nursery	Oval Maintenance	2,396.90
EFT25785	08.01.2014	Design Co-Operative Ltd	Rangers - Dog & Cat Registration Forms	528.00
EFT25786	08.01.2014	E & MJ Rosher Pty Ltd	Depot- Parts	912.35
EFT25787	08.01.2014	Ezi-Hose Pty Ltd	Depot - Parts	4,320.36
EFT25788	08.01.2014	Elan Media Partners	New Library Resources	736.50
EFT25789	08.01.2014	Chubb Fire Safety Ltd	Depot - Repair Fire Suppression, KLP - Service Fire Extinguishers	1,230.90
EFT25790	08.01.2014	Fast Automation	Kta Airport - PLC Repairs	1,626.00
EFT25791	08.01.2014	Global Security Management (WA)	Nightly Security Patrols	6,773.80
EFT25792	08.01.2014	Hitachi Construction Machinery	Depot - Parts	214.45
EFT25793	08.01.2014	Jason Signmakers	Wickham Transfer Station - Signage	162.80
EFT25794	08.01.2014	S Jessop	Reimbursement - Strategic Management Accounting	2,000.00
EFT25795	08.01.2014	Karratha Smash Repairs	Plant Maintenance	990.00
EFT25796	08.01.2014	Keyspot Services	Self Inking Stamps & Engraving Award Plaques	190.00
EFT25797	08.01.2014	Karratha Auto Electrics	Plant Maintenance	2,467.68
EFT25798	08.01.2014	Karratha Country Club Inc	Annual Joint Partnership Meeting - Catering	1,025.70
EFT25799	08.01.2014	Kott Gunning	Legal Advice	1,947.88
EFT25800	08.01.2014	Komatsu Australia Pty Ltd	Plant Maintenance	3,851.37
EFT25801	08.01.2014	Kinetic Health Group Pty Ltd	7 Mile Waste - Work Cover Audio Assessment	150.70
EFT25802	08.01.2014	Karratha Newsagency - TTI Account	TTI - Magazines and Newspapers	1,768.39
EFT25803	08.01.2014	Karratha Automotive Group	Depot - Parts	163.60
EFT25804	08.01.2014	Liftmec Pty Ltd	Transport - Komatsu Dozer 7 Mile Tip To Shire Depot	2,323.20
EFT25805	08.01.2014	L3 Communications Australia Pty Ltd	Plant Purchase - X-Ray Machine and Installation	4,620.00
EFT25806	08.01.2014	Liquor Traders Australia Pty Ltd	TTI - Alcohol Stock	19,886.06
EFT25807	08.01.2014	LGIS Insurance Broking	Insurance Premiums	430.00
EFT25808	08.01.2014	MAK Industrial Water Solutions Pty Ltd	KTA Airport - WWTP Maintenance and Servicing	19,597.38
EFT25809	08.01.2014	Macroplan Australia (WA) Pty Ltd	Roebourne LPS - Balance of Variation	24,901.79
EFT25810	08.01.2014	Neverfail Springwater Pty Ltd - HR Office Account	Corp Services - 15L Bottles Spring Water	686.50
EFT25811	08.01.2014	Neverfail Springwater Pty Ltd - 7 Mile Waste Account	7 Mile Waste - 15L Bottles Spring Water	189.75
EFT25812	08.01.2014	Neils Reticulation And Landscaping	5b Leonard Way - Repair Irrigation System	1,100.00
EFT25813	08.01.2014	Orica Australia Pty Ltd	Cylinders Service/Refills	1,054.94
EFT25814	08.01.2014	Pilbara Glass	Wickham Library - Replace Front Door Glass Panels	1,717.97
EFT25815	08.01.2014	Pilbara Motor Group	Plant Maintenance	1,213.24
EFT25816	08.01.2014	The Paper Company Of Australia Pty Ltd	A4 Paper	1,856.25
EFT25817	08.01.2014	Pilbara Institute	Walkington Theatre - Hire Charges, Training, Courses	5,078.50

Chq/EFT	Date	Name	Description	Amount
EFT25818	08.01.2014	Perth Safety Products	Depot - Road Signs	2,412.30
EFT25819	08.01.2014	Peter Hunt Architects	Dampier Comm Hub - Reimbursement Costs For Shortlisted Presentation & Interview	2,835.34
EFT25820	08.01.2014	Elite Airconditioning	KLP - Inverter Cooling System	7,909.00
EFT25821	08.01.2014	Staples Australia (formerly Corporate Express)	Stationery	203.62
EFT25822	08.01.2014	Repco Auto Parts	KTA Airport - General Hardware, Stock Items	628.08
EFT25823	08.01.2014	Ralph & Beattie Bosworth Pty Ltd	KLP - Surveying Services D & C Contract	880.00
EFT25824	08.01.2014	Roebourne Dingo Hire	Drain Reserve Maintenance, KAC Earthworks	7,610.00
EFT25825	08.01.2014	Rowan'z Mowin & Handyman Service	Garden Maintenance	715.00
EFT25826	08.01.2014	Amcap (Formerly Skipper Truck Parts)	Depot - Parts	151.00
EFT25827	08.01.2014	Statewide Bearings	Depot - Parts	62.08
EFT25828	08.01.2014	Kmart Karratha	Councillor Christmas Gifts	828.50
EFT25829	08.01.2014	Sunny Sign Company Pty Ltd	Depot - Sign Materials	433.40
EFT25830	08.01.2014	Syme Marmion & Co	Eastern Corridor Shire - Commercial Industrial Land Demand Analysis	6,600.00
EFT25831	08.01.2014	G Shoemark	Reimbursement - Phone Charges	209.32
EFT25832	08.01.2014	Solcomm Pty Ltd	Computer Network - Revisit KTA Airport Propagation Study	726.00
EFT25833	08.01.2014	Smokemart	TTI - Cigarette Stock	5,619.50
EFT25834	08.01.2014	Scope Business Imaging	Photocopier Charges	288.52
EFT25835	08.01.2014	South West Trailers (S.A.M. (WA) Pty Ltd)	Community Safety - Tandem Trailers	13,442.00
EFT25836	08.01.2014	Spinifex Crushing & Screening Services	Boat Ramp - Long Reach Digger Hire 04/12/13 to 06/12/2013	4,950.00
EFT25837	08.01.2014	JuiceBox Creative Pty Ltd	REAF 2014 - Rebranding Workshop and Design	3,685.00
EFT25838	08.01.2014	Trugrade Pty Ltd	Stock - Cleaning Items	275.72
EFT25839	08.01.2014	State Library of WA (Office of Shared Services)	New Library Resources	2,117.50
EFT25840	08.01.2014	Total Electrical Communication Services	Low Voltage Power Upgrade - Supply of Critical Spare Parts	20,061.37
EFT25841	08.01.2014	TenderLink.com	KTA Airport - Advertising for Tender Catering	165.00
EFT25842	08.01.2014	Talis Consultants Pty Ltd T/a Talis Unit Trust	7 Mile Waste - Project Initiation and Management	2,835.25
EFT25843	08.01.2014	Uniqco(wa)pty Ltd	Fleet Management - Annual Cost of Reporting System & Consultant Visit	8,278.04
EFT25844	08.01.2014	J Verbeek	Reimbursement - Meals Conference Economic Development Australia Oct 2013	246.50
EFT25845	08.01.2014	Westrac Equipment Pty Ltd	Depot - Parts	126.71
EFT25846	08.01.2014	Woolworths (WA) Ltd	Kiosk Supplies - TTI, Youth Shed, KLP, Councillors	2,072.48
EFT25847	08.01.2014	WA Electoral Commission	Election Expenses - Costs for 2013 LG Elections by WAEC	31,459.46
EFT25848	08.01.2014	Wurth Australia Pty Ltd	Depot - Parts	507.51
EFT25849	08.01.2014	West-Sure Group	TTI - Security and Cash Collection Transit Service	2,230.80
EFT25850	08.01.2014	T Woolley	Reimbursement - HR Learners Application Fee	70.80
EFT25851	08.01.2014	Yakka Pty Ltd	Uniforms - TTI Ladies Pants x 2	2,266.83
EFT25852	08.01.2014	Zipform Pty Ltd	Rates - Supply and Print Annual Rates Notices 2013/2014	1,210.19
EFT25853	16.01.2014	Avis Australia Car Hire	Car Hire - S Shields	887.41

Chq/EFT	Date	Name	Description	Amount
EFT25854	16.01.2014	Amnet It Services	ADSL2+ Data Service 9/1/14 - 9/2/14	79.00
EFT25855	16.01.2014	Staples Australia (formerly Corporate Express)	Stationery	750.10
EFT25856	16.01.2014	Convic Design Pty Ltd	Roebourne Skatescape - Review Precinct Concept Plan & Baseline Info	5,720.00
EFT25857	16.01.2014	Chandler Macleod	Labour Hire - Litter Pickers, Kta Airport Admin, Finance Officer	6,609.49
EFT25858	16.01.2014	Signature Music Pty Ltd	FBCC - Set up Pack Down Screening	550.00
EFT25859	16.01.2014	ABnote Australasia (Formerly Leigh Mardon)	Kta Library - Library Cards With Artwork	1,683.00
EFT25860	16.01.2014	Les Mills Aerobics Australia	Contract Fee - Exercise Classes KLP December 2013	1,317.64
EFT25861	16.01.2014	Lil's Retravision Karratha	Youth Shed - Cafe Equipment	299.00
EFT25862	16.01.2014	LINK (Local Information Network Karratha) Inc.	Annual Community Sponsorship Grant	4,627.00
EFT25863	16.01.2014	J Lally	Reimbursement - Meal Allowance, Car Hire Fuel for Tourism Meetings in Darwin	398.36
EFT25864	16.01.2014	WALGA (Marketforce)	Advertising	1,695.91
EFT25865	16.01.2014	Parry's Merchants	Kiosk Stock - TTI	2,609.25
EFT25866	16.01.2014	Signswest Stick With Us Sign Studio	Youth Shed - A-Frame Sign For Indoor Play Area	120.78
EFT25867	16.01.2014	Position Partners	Topcon GPS Pole	660.00
EFT25868	16.01.2014	Thrifty Car Rental	Car Hire - 18/12/13 -19/12/13 (P Trestrail)	52.69
EFT25869	16.01.2014	F White-Hartig	Reimbursement - Parking at Kta Airport & Perth Airport 26/9/13 - 9/10/13 Perth Royal Show 2013	190.00
EFT25870	16.01.2014	Geraldton Building Services & Cabinets	Cossack Town Site - Progress Claim 2	110,899.80
EFT25871	16.01.2014	Boundaries Australia Pty Ltd	KTA Airport - Landside Fencing Upgrade Progress Payment	73,001.94
EFT25872	16.01.2014	West-Sure Group	TTI - Security and Cash Collection Transit Service	60,506.97
EFT25873	16.01.2014	BRL Building Company	5B Leonard Way - Install New Roof Sheets, 5A Leonard Way - Roof Repairs, Kta Airport Ceiling Repair, Tambrey Oval - Repair Locks	53,928.05
EFT25874	16.01.2014	Atom Supply	Depot - Drink Coolers	356.97
EFT25875	16.01.2014	Blackwoods (Atkins Carlyle Ltd)	7 Mile Waste - Pressure Cleaner	2,195.60
EFT25876	16.01.2014	Auslec	KTA Airport - Electrical Current Testers	283.78
EFT25877	16.01.2014	Protector Alsafe	Works - Safety Work Boots	397.01
EFT25878	16.01.2014	Abco Products	Depot - Cleaning Items	442.96
EFT25879	16.01.2014	Assetic Australia Pty Ltd	Annual Maintenance and Support Fee	29,150.00
EFT25880	16.01.2014	West End Arts Australia Pty Ltd T/a Archipelago Arts	7 Mile Waste - Shortlisted Artists Concept Design Development	3,200.00
EFT25881	16.01.2014	Ausco Modular Pty Limited	Depot - Lease Of Portable Office 01/01/14 to 31/01/14	3,434.71
EFT25882	16.01.2014	ARUP Pty Ltd	Preparation Of Desktop Report Of King Bay Road And Mof Road For The Purpose Of Handing Over King Bay And Mof Roads To The State (MRWA)	3,850.00
EFT25883	16.01.2014	Atktec Pty Ltd	7 Mile Waste - Consulting Services Electrical Drawings	4,702.72
EFT25884	16.01.2014	Analytical Reference Laboratory (WA) Pty Ltd	7 Mile Waste - Waste Water Testing	2,747.25
EFT25885	16.01.2014	Ashdown-Ingram	Parts - Batteries / Globes	332.09
EFT25886	16.01.2014	Ampac Debt Recovery	Rates - Debt Recovery Costs December 2013	5,582.60
EFT25887	16.01.2014	AAC Wristbands Australia Pty Ltd	KLP Holiday Program - Wristbands	118.50

Chq/EFT	Date	Name	Description	Amount
EFT25888	16.01.2014	BC Lock & Key	Depot - 40 Master Lock Pro Series Padlocks, Bulgarra Daycare - Repair Patio Bolt, Various Key Cutting	5,491.20
EFT25889	16.01.2014	The Bay Village / ESS NYFL Pty Ltd	Catering for December Council Meeting - 16/12/13	341.87
EFT25890	16.01.2014	Bodyscience International	KLP - Merchandise	1,016.82
EFT25891	16.01.2014	Centurion Transport Co Pty Ltd	Freight	25.99
EFT25892	16.01.2014	Coates Hire Operations	Boat Ramp Maintenance - Hire Fee Water Blaster 18/12/13	383.38
EFT25893	16.01.2014	Coca-Cola Amatil (Holdings) Ltd	Kiosk Stock - TTI, Youth Shed, RAC	9,255.50
EFT25894	16.01.2014	Covs Parts Pty Ltd (formerly Coventry Group Ltd)	Stock - Parts	681.75
EFT25895	16.01.2014	Cabcharge Australia Pty Ltd	Cabcharge - October 2013	1,296.05
EFT25896	16.01.2014	L Cover	Reimbursement - Meal Allowance Precinct Meetings in Perth 21/11/13	59.80
EFT25897	16.01.2014	Environmental Industries	KLP - Supply and Install Reticulation	9,735.00
EFT25898	16.01.2014	Fortesque Bus Service Pty Ltd	SoR All Staff Christmas Party - 14/12/13	1,155.00
EFT25899	16.01.2014	FOXTEL For Business	KLP - Foxtel 18/12/13 - 17/1/14	325.00
EFT25900	16.01.2014	Golden Hiabs	Transport - 35T Digger to HHBSC from Dampier Public Boat Ramp	1,936.00
EFT25901	16.01.2014	Gurrigra Pty Ltd	HR - Ngarluma Cultural Awareness Training	3,080.00
EFT25902	16.01.2014	Global Security Management (WA)	Nightly Security Patrols	320.10
EFT25903	16.01.2014	R Gill	Reimbursement - Xmas Drinks For Disability Party	60.55
EFT25904	16.01.2014	Goldplay Holdings Pty Ltd	7 Mile Waste - Wet Hire of Moxi	14,080.00
EFT25905	16.01.2014	Gresley Abas Pty Ltd	Dampier Community Hub - Consultancy Services	14,396.25
EFT25906	16.01.2014	Home Hardware Karratha	MS181 Stihl Chainsaws x 3	1,249.65
EFT25907	16.01.2014	Hydramet	RAC - Wind Sock	140.00
EFT25908	16.01.2014	Harvey Norman Karratha (Karravit Pty Ltd atf Karravit No 2 Trust t/as)	Youth Shed - Cafe Equipment	299.95
EFT25909	16.01.2014	Health On The Move	Manual Task Training For KLP Fitness And Pool Staff	3,300.00
EFT25910	16.01.2014	Ibis Styles Karratha	Accommodation - Ryan O'Connor Health on the Move 09/12/13	270.00
EFT25911	16.01.2014	Jason Signmakers	Signage for Fish Cleaning Station at Bulgarra Back Beach	214.50
EFT25912	16.01.2014	M Jewkes	Reimbursement for Meals and Travel from the Perth Royal Show	170.45
EFT25913	16.01.2014	Keyspot Services	Annual Staff Recognition - Trophies for Awards	1,840.80
EFT25914	16.01.2014	Karratha Contracting Pty Ltd	201 Richardson Way - Install New HWS, Baynton Oval - Repair Lights, Tambrey Oval Toilets - Electrical Repairs, Back Beach - Install Fish Cleaning Table, Kta Airport - Install Panel Filters	23,736.72
EFT25915	16.01.2014	Kott Gunning	Legal Advice	646.91
EFT25916	16.01.2014	Komatsu Australia Pty Ltd	Stock - Parts	1,466.91
EFT25917	16.01.2014	Kinetic Health Group Pty Ltd	As per MSES Agreement - Travel Allowances for participating MSES Doctors	22,000.00
EFT25918	16.01.2014	Karratha Newsagency - TTI Account	TTI - Magazines and Newspapers	718.13
EFT25919	16.01.2014	S King	Reimbursement - Meal Allowance Professional Development 11/11/13	51.50
EFT25920	16.01.2014	Karratha Automotive Group	Depot - Parts	490.48

Chq/EFT	Date	Name	Description	Amount
EFT25921	16.01.2014	K Sevelj	Reimbursement for Telstra (23/10/13 to 22/11/13)	113.50
EFT25922	16.01.2014	Liftmec Pty Ltd	Transport 35T Excavator from Dampier Public Boat Ramp to Spinifex Quarry - 09/12/13	3,484.80
EFT25923	16.01.2014	LGIS Property	Insurance on new HVLV at Karratha Airport	430.00
EFT25924	16.01.2014	Links Modular Solutions	KLP - RFID Wristbands	11,588.50
EFT25925	16.01.2014	MAK Industrial Water Solutions Pty Ltd	Kta Airport - Supply Of Consumables Required For Normal Operation of WWTP	25,748.63
EFT25926	16.01.2014	B Menezes	Allowance - Private Accommodation and Airport Parking 18/12/13	124.00
EFT25927	16.01.2014	Murujuga Aboriginal Corporation	Litter Initiatives - Welcome Performance at Tidy Towns16/10/13	550.00
EFT25928	16.01.2014	NW Communications & IT Specialists	Equipment Purchase - UHF Handheld	491.85
EFT25929	16.01.2014	Neverfail Springwater Pty Ltd - 7 Mile Waste Account	7 Mile Waste - 15L Bottles Spring Water	204.25
EFT25930	16.01.2014	Pilbara Glass	Millars Well Pavilion - Repair Glass Door	423.69
EFT25931	16.01.2014	Pilbara Motor Group	Stock - Parts	401.74
EFT25932	16.01.2014	Pilbara Newspapers Pty Ltd (Pilbara Echo)	Advertising	2,749.13
EFT25933	16.01.2014	Perth Safety Products	Traffic / Street Signs	352.00
EFT25934	16.01.2014	Print Sync Norwest Business Solutions	Photocopier Charges - November 2013	416.10
EFT25935	16.01.2014	Point Parking Pty Ltd	KTA Airport - Carpark Management and Monitoring December 2013	1,735.90
EFT25936	16.01.2014	Rowan'z Mowin & Handyman Service	27 Buchanan Crt - Final Yard Clean 09/10/13	330.00
EFT25937	16.01.2014	Amcap (Formerly Skipper Truck Parts)	Plant Parts - Maintenance	298.18
EFT25938	16.01.2014	Kmart Karratha	Customer Service - Electronic Scales (Mailing)	19.00
EFT25939	16.01.2014	Securepay Pty Ltd	SeatAdvisor Ticketing System for Moonrise Cinema - December 2013	40.59
EFT25940	16.01.2014	Scope Business Imaging	Photocopier Charges	884.31
EFT25941	16.01.2014	Sidameneo (456)pty Ltd T/a Karratha Medical	Travel Allowances - MSES Retention Payments	17,600.00
EFT25942	16.01.2014	Tox Free (Australia) Pty Ltd	KLP - Bin Service November 2013	1,562.00
EFT25943	16.01.2014	Total Green Recycling	7 Mile Waste - Non Compliant E-Waste Items	205.28
EFT25944	16.01.2014	Karratha Timber & Building Supplies (formerly Versatile)	Maintenance Materials December 2013	667.67
EFT25945	16.01.2014	Woolworths (WA) Ltd	234.25Youth Shed - Cafe Stock	640.75
EFT25946	16.01.2014	West Australian Newspapers Limited	Advertising	8,032.00
EFT25947	16.01.2014	J Williams	Reimbursement - Meal Allowance Book Exchange E-Heritage Seminar Perth 03/12/13	239.00
EFT25948	16.01.2014	Yakka Pty Ltd	Uniforms	244.52
EFT25949	17.01.2014	Keith Christensen-mortgage	Home Ownership Allowance	572.00
EFT25950	17.01.2014	Terrance Swetman	Home Ownership Allowance	555.00
EFT25951	17.01.2014	GAN Soon Lee ( Mortgage Account )	Home Ownership Allowance	1,427.64
EFT25952	17.01.2014	Bernadette Middleton-Mortgage Account	Home Ownership Allowance	550.00
EFT25953	17.01.2014	MAXXIA Pty Ltd	Payroll deductions	3,865.26
EFT25954	22.01.2014	Australian Taxation Office	Payroll deductions	280,308.90
EFT25955	22.01.2014	Child Support Agency	Payroll deductions	1,056.57

Chq/EFT	Date	Name	Description	Amount
EFT25956	17.01.2014	Karratha First National Real Estate	Housing Lease	26,723.22
EFT25957	17.01.2014	North West Realty	Housing Lease	21,208.34
EFT25958	17.01.2014	Pilbara Real Estate	Housing Lease	23,898.81
EFT25959	17.01.2014	Ray White Real Estate	Housing Lease	24,649.99
EFT25960	17.01.2014	Terry & Vicki Day	Housing Lease	5,214.29
EFT25961	17.01.2014	Danny Blanket	Travel Assistance Withdrawal	680.00
EFT25962	17.01.2014	Development Assessment Panels	Development Assessment Panels Fee - Planning Application P3441	5,409.00
EFT25963	17.01.2014	Kim Davis - SKM	Refund - Bond Cossack Bond Store 04/12/13 Booking Cancelled	700.00
EFT25964	17.01.2014	Tangent Nominees Pty Ltd	Refund - Verge Bond Lot 787 Balyarra Way	3,000.00
EFT25965	17.01.2014	The Rural Building Co	Refund - Verge Bond 19 Jadura Cres	3,000.00
EFT25966	21.01.2014	Australian Taxation Office	BAS - December 2014 (Includes FBT Instalment)	73,986.00
EFT25967	22.01.2014	Transpacific Cleanaway	Kta Airport - Daily Skip Bin Service December 2013	1,721.28
EFT25968	22.01.2014	Ispix	Libraries Public Computer Internet Service - Dampier Roebourne And Wickham 01/01/14 To 31/03/14	609.75
EFT25969	22.01.2014	Karratha Earthmoving & Sand Supplies	Bulgarra Oval - Semi Tipper Hire 15/05/2013	770.00
EFT25970	22.01.2014	Midalia Steel	KLP - General Hardware for Maintenance	1,405.25
EFT25971	22.01.2014	Street Furniture Australia Pty Ltd	Benches For Baynton West Park Upgrade	15,323.00
EFT25972	22.01.2014	Telstra Corporation Ltd	Labour And Material Costs To Repair Damage To Telstra Services. (Lot 177 Thyssen Cres Dampier)	311.02
EFT25973	22.01.2014	Attorney-General's Department	Kta Airport - AusCheck lodgements, September 2013	2,058.00
EFT25974	22.01.2014	Apprenticeships Australia	Managed Apprentice (B Le)	366.67
EFT25975	22.01.2014	Atktec Pty Ltd	IT - Supply & Install Of 4 Side Panels For Communications Cabinets	1,567.50
EFT25976	22.01.2014	Centurion Transport Co Pty Ltd	Freight	163.20
EFT25977	22.01.2014	Coca-Cola Amatil (Holdings) Ltd	Kiosk Stock - TTI, KLP	10,087.65
EFT25978	22.01.2014	Commander Centre	System Failure Due To TC Christine - No Outgoing Or Incoming Phone Lines (Parts And Service Supplied)	2,239.29
EFT25979	22.01.2014	Kim Davis - SKM	Refund - Bond For Christmas Function	626.00
EFT25980	22.01.2014	Chubb Fire Safety Ltd	7 Mile - Repairs To Fire Suppression System	1,515.58
EFT25981	22.01.2014	Harvey Norman Karratha (Karravit Pty Ltd atf Karravit No 2 Trust t/as)	Rangers - 264L Chest Freezer	499.00
EFT25982	22.01.2014	Karratha Self Storage	Kta Self Storage Lease - 22/01/14 to 21/02/14	450.00
EFT25983	22.01.2014	Wesfarmers Kleenheat Gas Pty Ltd	KLP - LPG Bulk July - November 2013	4,284.32
EFT25984	22.01.2014	Levanta	Depot - Parts	1,390.40
EFT25985	22.01.2014	Nearmap Australia Pty Ltd	Professional Licence - nearmap.com 12 months S.Shields	1,320.00
EFT25986	22.01.2014	Peter Hunt Architect Superannuation Fund No 2	Welcome Road Office Lease: 19/01/14 To 18/02/14	3,607.59
EFT25987	22.01.2014	Scope Business Imaging	Photocopier Charges	774.04
EFT25988	22.01.2014	Thinc Projects Australia Pty Ltd	KEC - Asbestos Removal & Demolition Stage 3	3,300.00
EFT25989	22.01.2014	Woolworths (WA) Ltd	Grocery Items - Youth Shed, Rangers, TTI, KLP	946.51
EFT25990	22.01.2014	Wormald Australia Pty Ltd	FBCC & Youth Shed - Monthly Maintenance October 2013	282.55

Chq/EFT	Date	Name	Description	Amount
EFT25991	22.01.2014	BRL Building Company	33 Clarkson, 35 Clarkson, 39 Clarkson, 41 Clarkson, 45 Clarkson, 51 Clarkson, 7 Teesdale, 11A Teesdale - Remove Gravel & Replace With Concrete Drainage - 75% Claim	88,242.83
EFT25992	22.01.2014	Pilbara Regional Council	Member Contributions Quarter 3 - January to March 2014	60,500.00
EFT25993	22.01.2014	LGIS Workcare	Insurance - Workcare Actual Wages Adjustment 2012/13	91,686.30
EFT25994	22.01.2014	Prefab Building Systems Australia Pty Ltd	SES Building Wickham - Design and Construction of RFT 08-13/14 Progress Claim No. 1	113,261.40
EFT25995	23.01.2014	Cape Settlements Trust Account	Purchase - 14 Schooner Street Baynton (Settlement 30/01/14)	713,669.67
EFT25996	24.01.2014	Shire Of Roebourne	Final Retention Payment - Cancellation Of Contract Kap05-09/10 (Karratha Airport Expansion) Trust to Muni	27,500.00
EFT25997	24.01.2014	Building Commission (Building Services Levy)	BSL - November 2013 Building Permits	13,953.71
EFT25998	24.01.2014	Centurion Transport Co Pty Ltd	Freight	11,249.86
EFT25999	24.01.2014	G Bailey	Sitting Fee - January 2014 (G Bailey)	2,791.67
EFT26000	24.01.2014	J Lally	Sitting Fee - January 2014 (J Lally)	4,562.50
EFT26001	24.01.2014	E Smeathers	Sitting Fee - January 2014 (E Smeathers)	2,791.67
EFT26002	24.01.2014	F White-Hartig	Sitting Fee - January 2014 (F White-Hartig)	2,791.67
EFT26003	24.01.2014	D Hipworth	Sitting Fee - January 2014 (D Hipworth)	2,791.67
EFT26004	24.01.2014	G Harris	Sitting Fee - January 2014 (G Harris)	2,791.67
EFT26005	24.01.2014	N Kickett	Sitting Fee - January 2014 (N Kickett)	2,791.67
EFT26006	24.01.2014	P Long	Local Government Allowance - January 2014 (P Long)	11,125.00
EFT26007	24.01.2014	J Miller	Sitting Fee - January 2014 (J Miller)	2,791.67
EFT26008	24.01.2014	M Saylor	Sitting Fee - January 2014 (M Saylor)	2,791.67
EFT26009	24.01.2014	R Vandenberg	Sitting Fee - January 2014 (R Vandenberg)	2,791.67
76599	03.01.2014	Shire Of Roebourne	Payroll deductions	1,388.46
76600	03.01.2014	Shire Of Roebourne	Payroll deductions	97.02
76601	06.01.2014	Shire Of Roebourne	Petty Cash	1,278.60
76602	08.01.2014	Telstra Corporation Ltd	Utilities - Telephone	3,367.59
76603	08.01.2014	Horizon Power	Utilities - Electricity	2,578.13
76604	08.01.2014	Water Corporation	Utilities - Water	165.72
76605	08.01.2014	The Other Place	Retiring Councillors - Gift Vouches 3	900.00
76606	08.01.2014	Vodafone Hutchison Australia Pty Limited	SES Messaging Service - 26/11/13 To 25/12/13	178.53
76607	08.01.2014	WA Hino	Depot - Parts	230.64
76608	08.01.2014	Bary Alfred Bond	Refund - Cat Registration (Euthanised)	42.50
76609	08.01.2014	M Galvin	Reimbursement for Taxi Fare While Attending Aviation Meetings	58.28
76611	08.01.2014	Palmer, Gareth	Refund - Cancelled Gym Membership	620.10
76612	08.01.2014	Shaw Anthony	Refund - 6 Month Swim Membership Cancelled	136.50
76613	14.01.2014	Telstra Corporation Ltd	Utilities - Telephone	7,601.62
76614	16.01.2014	Telstra Corporation Ltd	Utilities - Telephone	13,294.08
76615	16.01.2014	Horizon Power	Utilities - Electricity	471,362.42
76616	16.01.2014	Horizon Power	Cancelled Cheque	0.00
76617	16.01.2014	Water Corporation	Utilities - Water	21,098.23
76618	16.01.2014	Justin Angove	Refund for Lost Ticket Fee	153.00
76619	16.01.2014	Envoy Settlements	Refund of Plan Search Copy Fee	32.00

Chq/EFT	Date	Name	Description	Amount
76620	16.01.2014	McLeods & Co Barristers And Solicitors	Legal Advice	625.57
76621	16.01.2014	Dept Of Planning & Infrastructure - Plates	SoR Licence Plates - 013R G Saunders	200.00
76622	17.01.2014	Shire Of Roebourne	Payroll deductions	1,579.14
76623	17.01.2014	Shire Of Roebourne	Payroll deductions	2,070.78
76624	22.01.2014	Alexander Barrable	Australia Day Awards - Community Service Award 2014	1,000.00
76625	22.01.2014	Brown Kristy	Australia Day Awards - Sports Person Of The Year 2014	1,000.00
76626	22.01.2014	J & N GRAHAM	Australia Day Awards - Community Spirit Award 2014	1,000.00
76627	22.01.2014	Lawson Humphries	Australia Day Awards - Young Person Sports Award 2014	1,000.00
76628	22.01.2014	Karratha Community Garden	Australia Day Awards - Environmental Award 2014	1,000.00
76629	22.01.2014	Shayla Michelle Prescottt	Australia Day Awards - Young Citizen Of The Year 2014	1,000.00
76630	22.01.2014	Archanda Ratna	MSIS - DR Ratna 2nd Payment For 5 Year Service In SoR	36,666.30
76631	22.01.2014	Telstra Corporation Ltd	Utilities - Telephone	475.81
76632	22.01.2014	Horizon Power	Utilities - Electricity	20,535.51
76633	22.01.2014	Water Corporation	Cancelled Cheque	0.00
76634	22.01.2014	Water Corporation	Utilities - Water	11,891.53
76635	22.01.14	Print Error	Cancelled Cheque	0.00
76636	22.01.14	Print Error	Cancelled Cheque	0.00
76637	22.01.14	Print Error	Cancelled Cheque	0.00
76638	22.01.14	Print Error	Cancelled Cheque	0.00
76639	23.01.2014	Shire Of Roebourne	Muni Investment - NAB 3 Months @ 3.72%	30,000,000.00
76640	24.01.2014	Shire Of Roebourne	Cancelled Cheque	0.00
76641	24.01.2014	BCITF	BCITF Receipts - December 2013	29,315.12
DD19548.1	08.11.2013	Westpac Corporate Credit Cards	Corporate Credit Cards	44,953.71

**34,413,044.31**

	02.01.2014	Shire of Roebourne	Payroll F/E: 01.01.2014	693,753.19
	07.01.2014	Shire of Roebourne	Wages	1,297.73
	13.01.2014	Shire of Roebourne	Wages	611.08
	13.01.2014	Shire of Roebourne	Wages	4,330.97
	16.01.2014	Shire of Roebourne	Payroll F/E: 15.01.2014	727,972.59
	20.01.2014	Shire of Roebourne	Wages	381.39
	21.01.2014	Shire of Roebourne	Wages	9,016.62
	21.01.2014	Shire of Roebourne	Wages	10,787.81

**1,448,151.38**

**Total Payments**

**35,861,195.69**

**9.3 FINANCIAL SERVICES POLICY REVIEW**

<b>File No:</b>	<b>FM.1</b>
<b>Responsible Executive Officer:</b>	<b>Director Corporate Services</b>
<b>Reporting Author:</b>	<b>Management Accountant</b>
<b>Date of Report:</b>	<b>29 January 2014</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li><b>1. Proposed Policy CF-08: Debt Collection Policy</b></li> <li><b>2. Policy CF-04: Rating of Sporting Associations</b></li> <li><b>3. Policy CF-11: Rating Exemption Policy</b></li> </ol>

**PURPOSE**

To present the recently reviewed and amended Debt Collection Policy (CF-08) to Council for consideration and to seek Council approval to cancel the current Rating of Sporting Associations Policy (CF-04) due to duplication of provisions within Rating Exemption Policy (CF-11).

**BACKGROUND**

The Debt Collection Policy (CF-08) has been reviewed to provide clarification of the debt collection procedure to be followed by Council officers.

The policy previously contained wording which outlined the process to be followed when an account becomes forty or sixty days in arrears after the initial invoice. Shire credit terms are forty days from invoice date and therefore this wording could potentially be misinterpreted to indicate that debt collection actions should not commence until eighty days from invoice date. The proposed amendment states the process to be followed where payment is not received within forty or sixty days from the date of the initial invoice.

It is also proposed that the Rating of Sporting Associations Policy (CF-04) be cancelled due to its being surplus to requirements. The rating of sporting associations is included within the Rating Exemption Policy (CF-11) adopted by Council in February 2013.

A summary of changes are outlined in the table below, with all policies being presented in the revised policy format:

<b>Council Policy Name and Number</b>	<b>Amendment</b>
Rating of Sporting Associations (CF-04)	<ul style="list-style-type: none"> <li>• Policy no longer required due to duplication with Rating Exemption Policy (CF-11)</li> </ul>
Debt Collection Policy (CF-08)	<ul style="list-style-type: none"> <li>• Included reference to Shire of Roebourne credit terms (located on Invoice)</li> <li>• Removed unnecessary wording referring to <i>accounts 40 in days in arrears</i> which was contradictory to expanded explanation of policy.</li> <li>• Removed unnecessary wording referring to <i>accounts 60 in days in arrears</i> which was contradictory to expanded explanation of policy</li> </ul>

**LEVEL OF SIGNIFICANCE**

Under *Council Policy CE8* this report is “Significant” due to the impact on Council and Officers to efficiently operate and coordinate day to day operations, and the impact on future Council Agenda Items.

**COUNCILLOR/OFFICER CONSULTATION**

All relevant Officers have been provided with an opportunity to review and make appropriate changes to the policy.

**COMMUNITY CONSULTATION**

No community consultation is required.

**STATUTORY IMPLICATIONS**

Section 2.7(2)(b) of the *Local Government Act 1995* provides that 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**

It is proposed to amend Council policy CF-08 and cancel policy CF-04.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council’s approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provided for this activity:

- |               |           |  |
|---------------|-----------|--|
| Our Program:  | 4.c.2.3   | Develop and/or review Council policies, procedures and processes.        |
| Our Services: | 4.c.2.3.2 | Continue to review financial management related policies and procedures. |

**RISK MANAGEMENT CONSIDERATIONS**

Development and Implementation of sound financial management policies assists in reducing exposure to associated financial risks.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer’s recommendation.

**RELEVANT PRECEDENTS**

The proposed amended Debt Collection Policy does not seek to change the debt collection process to be followed by staff but rather seeks to provide clarification of the process. The current Rating Exemption Policy (CF-11) was adopted by Council in February 2013.

**VOTING REQUIREMENTS**

Simple Majority

**OPTIONS:**Option 1

As per Officer’s recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 2.7 of the *Local Government Act 1995* RESOLVES to CANCEL the Rating of Sporting Associations Policy (CF-04) and ADOPT the revised Debt Collection Policy (CF-08) with the following amendments:

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

Option 3

That Council by SIMPLE Majority pursuant to Section 2.7 of the *Local Government Act 1995* RESOLVES to DEFER consideration of this item pending further information.

**CONCLUSION**

Council’s Debt Collection Policy (CF-08) has been reviewed to remove potentially contradictory wording and it now presented for Council’s consideration. It is also proposed that the Rating of Sporting Associations Policy (CF-04) be cancelled given its contents duplicate the Rating Exemption Policy (CF-11).

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**OFFICER’S RECOMMENDATION**

That Council by SIMPLE Majority pursuant to Section 2.7 of the *Local Government Act 1995* RESOLVES to:

1. ADOPT the amended Debt Collection Policy (CF-08) as attached; and
2. CANCEL the Rating of Sporting Associations Policy (CF-04).



## 10 COMMUNITY SERVICES

### 10.1 ROEBOURNE SKATESPACE CONSTRUCTION

<b>File No:</b>	<b>CP.610; CP.612</b>
<b>Responsible Executive Officer:</b>	<b>Director Community Services</b>
<b>Reporting Author:</b>	<b>Manager Leisure Services</b>
<b>Date of Report:</b>	<b>31 January 2014</b>
<b>Applicant/Proponent:</b>	<b>Leisure Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>1. Community Kitchen Design</b> <b>2. Roebourne Skatespace Concept Report</b>

#### PURPOSE

For Council to consider the draft Roebourne Skatespace concept and the proposed project delivery approach.

#### BACKGROUND

Through the 2013/14 budget process, Council allocated funds towards developing a skatespace and community meeting areas within the township of Roebourne, within an area known as the Roebourne Recreational precinct. Officers have developed a masterplan for the precinct which also includes the potential redevelopment of the Roebourne Aquatic Centre and surrounding amenities.

At the November 2013 Ordinary Council Meeting, Council was presented with the Roebourne Recreational Precinct masterplan and resolved to:

1. INSTRUCT the Chief Executive Officer to progress partnership and funding negotiations with relevant stakeholders.
2. Provided funding is successfully negotiated ENDORSE Option 1 of the UDLA Community Engagement Report for the Roebourne Recreational Precinct which includes the following facilities developed over a 10yr period:

Phase 1 (1-3 years)	Skate Space, Community Kitchen, Yarning Circles, Landscaping and Plantings, Redevelopment of the Roebourne Aquatic Centre.
Phase 2 (4-6 years)	Extension of Skate Space, Community Kitchen, Yarning Circles, Landscaping and Plantings and investigation to redevelop the Roebourne Community Hall.
Phase 3 (7-10 years)	Extension of Skate Space, Community Kitchen, Yarning Circles, Landscaping and Plantings and redevelopment of the Roebourne Community Hall

3. INSTRUCT the Chief Executive Officer to progress Option 1 of the UDLA Community Engagement Report for the Roebourne Recreational Precinct by utilizing existing funding within the 2013/14 year for the Roebourne Skate Park (\$600,000.00) and the Roebourne Community Kitchen (\$165,000.00).

Following the November 2013 Council Meeting, Officers engaged CONVIC skate designers who have developed a concept plan for the skatespace. CONVIC have also been engaged to complete full detailed design documentation in preparation for a formal tender or quotation, this work has commenced. It is important to note the concept design is not a traditional skate park, rather a skatespace which is a unique skateable pathway that connects community infrastructure and meeting spaces.

In order to progress the project quickly and commence construction, Officers request Council receive the draft concept plan and consider a streamlined project delivery approach. This approach would be to utilise the WALGA preferred supplier list and delegate authority to the CEO to appoint the preferred supplier, of a specialised field (being skatepark construction), as the project is expected to exceed the existing \$300,000 delegated authority limit of the CEO. The WALGA preferred supplier list is a specified grouping of suppliers that have ben pre-qualified by WALGA following a rigorous public procurement process. The benefits of this process includes; value for money, a best price guarantee, tender exemption, quality supplier and reduction in timelines. Council should note the suggested approach will preclude local supplier s of directly tendering for the works, however they will be utilised during the construction phases as suppliers and sub-contractors.

Alternatively, Council could progress with a full tender, this will involve; a 2-4 week advertising and tender period, rigorous tender evaluation period and allows suppliers with less experience to quote on the works. The tender process will however allow local providers to quote for the works directly.

The timeline benefits of utilising a WALGA preferred supplier as detailed below;

Action Item	Tender Process	WALGA Preferred
Quotation Documentation	2 weeks	1 week
Quotation Period	3 weeks	2 weeks
Evaluation	1 week	1 week
Appointment Process	2 weeks	1 week
<b>Total time</b>	<b>8 weeks</b>	<b>5 weeks</b>

Should Council endorse the Officers recommendation, the proposed scope of works is detailed in the financial implications of this report and selection criteria would be the following:

Selection Criteria	Weighting
Demonstrated Understanding	10%
Relevant Experience	20%
Timeline	25%
Price	45%

**LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CE-8 Significant Decision Making Policy, this matter is considered to be of medium significance in terms of social issues, cultural and wellbeing issues.

**COUNCILLOR/OFFICER CONSULTATION**

Officers have consulted Councillors through a formal Council report in November 2013. The skatepspace has been discussed with the Roebourne Aquatic Centre management in order to limit any disruption to the facility during construction.

Further consultation has occurred with the Luke Adams Foundation regarding the provision of community kitchens, which involved Cr White-Hartig and Shire Officers. Council have allocated \$165,000.00 via the 2013/14 budget process towards sponsoring the Luke Adams Foundation to deliver the community kitchen project. To date, the consultation with the Luke Adams Foundation has included the allocation of space within the masterplan and agreement on the types of facilities that would be required. The concept design for the community kitchen is attached for Councillors information. Officers suggest that Council's enters into a Memorandum of Understanding with the Luke Adams Foundation based on the following terms:

- a) The Luke Adams Foundation will design, construct and project manage the delivery of a community kitchen space with Roebourne.
- b) The allocation of sponsorship funds will not exceed \$165,000.00 as per the 2013/14 budget allocation with payments being made at agreed milestones.
- c) The Luke Adams Foundation must complete the project within the 2013/14 year and acquit the fund appropriately.

**COMMUNITY CONSULTATION**

As detailed at the November Council item, significant community consultation occurred through out the master planning for the entire Roebourne Recreational Precinct site. Following the preliminary community consultation and Council direction in November Officers have delivered two community consultation sessions. During the second community consultation session Officers presented the concept designs to the community which attached for Councillors information. The consultation sessions are detailed in the following table.

<b>Date/Location</b>	<b>Purpose</b>	<b>Attendees</b>	<b>Outcome</b>
Roebourne Aquatic Centre, Friday 20 December 2013.	Understand community needs and wants, skill levels and design types.	Presented by Shire Officers and CONVIC designer.  25 Community members made comment and provided feedback	Agers were evenly distributed, majority ride bikes and scooters and majority were classed as beginners and the park will be used between 5pm and 10pm.
Roebourne Community Centre, Thursday 30 January 2014.	Present concept design and seek feedback from community.	Presented by Shire Officers.  42 youths viewed and provided comment on the design.	All community members that viewed the concepts were happy with the design and excited to see the project progress.

Should Council endorse the Officers recommendation, one further community consultation sessions would be scheduled as the project nears construction phase.

**STATUTORY IMPLICATIONS**

Section 3.18 of the *Local Government Act 1995* states Council is to perform normal duties of a local government.

Section 5.42 and 5.43 of the *Local Government Act 1995* refers to Councils ability to delegate authority to the Chief Executive Officer to utilise the WALGA Preferred supplier panel and avoid a formal tender process.

Section 11(2) (b) of the *Local Government (Functions and General) Regulations 1996* states the supply of goods or services may be obtained through the Council Purchasing Service of WALGA.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

Council has allocated \$600,000.00 within the 2013/14 year to progress the skate space portion of the precinct. A significant proportion of these funds have come via the Roebourne Advisory Committee through the annual community association development scheme (ACADS). An additional \$165,000.00 has been allocated towards the building of a community kitchen in Roebourne, which is being progressed by the Luke Adams Foundation. The high level order of probable costs for the skatespace is highlighted in the table below.

<b>PROPOSED SKATESCAPE SCOPE OF WORKS - STAGE 1</b>	
<b>Preliminaries</b>	<b>Cost</b>
Including insurances, mobilisation, site establishment, demolition, earthworks, project management, travel and demobilization.	
<b>Skate Park Works</b>	
Platforms, Transitions/Banks, Cantilevered Transitions/Banks, Hubbas/Tiered Stairs/Blocks/Metal Skate/Grind, Bases and Moguls	
<b>Landscape Pavements</b>	
Decorative Gravel, Concrete Garden Edging	
<b>Softworks Landscaping (excluding irrigation )</b>	
Topsoil and garden preparation, Understory Planting and Shrubs, Instant Turf Grass, Mulching, Mature Tree Planting, Mature Tree Planting	
<b>Additional Items</b>	
Electrical - In-ground Services, Lighting - Proprietary spigots and fittings	
<b>Indicative SubTotal</b>	<b>\$421,525.00</b>
Provisional Items	\$52,500.00
Design Consultants	\$45,360.00
Design Contingency @ 5%	\$21,076.00
Contingency @ 10%	\$42,152.00
Internal Project Management @ 4%	\$16,861.00
<b>Stage 1 + Provisional items TOTAL (Ex. GST)</b>	<b>\$599,474.00</b>

As the design has not reached full detailed design, Officer suggest a 5% design contingency is include as to accommodate any variation in cost through to detailed design stage prior to construction quotations are sought.

**STRATEGIC IMPLICATIONS**

This item is relevant with the Council's approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provided for this activity:

Our Program:	1.a.	Greater use of public spaces.
Our Services:	1.a.2.	Provide or partner to provide community facilities to meet the needs of the community.
	1.a.4	Ensure the built environment can respond to the needs of children, youth, singles, couples, families, retirees, the aged and visitors.
Our Program:	1.b.	Infrastructure, facilities, services, activities and programs that meet the needs of the Shire and allows for growth.
Our Services:	1.b.2.	Encourage the building of stable and diverse communities.
Our Program:	1.f.1.3.	Support young people to take ownership of places and spaces by delivering activities and programs for youth
Our Services:	1.f.1.3.1	Roebourne Aquatic Centre site concept design

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk is considered to be high to the Shire in terms Officers ability to deliver the scope of works within the 2013/14 financial year. As the project timeline is so critical, Officer have suggested through the recommendation, that Council delegate authority to the CEO to award the tender via the WALGA preferred suppliers listings.

**IMPACT ON CAPACITY**

The impact on capacity will be relevant for the Shire's Leisure Services (client) and Infrastructure Departments (project manager). Although the project delivery is highlighted within work plans for both departments, the actual delivery timeline is critical and will require additional effort to ensure the project is delivered on time.

**RELEVANT PRECEDENTS**

Council has previously constructed several skate parks and spaces throughout the Shire.

**VOTING REQUIREMENTS**

Simple and Absolute Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 3.18 of the *Local Government Act 1995* RESOLVES to:

1. REJECT the Roebourne Skatespace concept design as presented in this report; and
2. INSTRUCT the Chief Executive Officer to provide further design options.

Option 3

That Council by SIMPLE Majority pursuant to Section 3.57 of the *Local Government Act 1995* RESOLVES to:

1. RECEIVE the Roebourne Skatespace concept design as presented in this report; and

2. INSTRUCT the Chief Executive Officer to advertise for the construction of the Roebourne Skatespace through formal tender process.

**CONCLUSION**

Following the November 2013 Council Meeting, Officers engaged CONVIC skate designers who have developed a concept plan for the skatespace. In order to progress the project quickly and commence construction, Officers request Council receive the draft concept plan and consider a streamlined project delivery approach. This approach would delegate authority to the CEO to appoint via the WALGA preferred supplier list.

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**OFFICER’S RECOMMENDATION**

1. That Council by SIMPLE Majority pursuant to Section 3.18 of the *Local Government Act 1995* RESOLVES to:
  - a) ADOPT the Roebourne Skatespace concept design as presented in Attachment 2;
  - b) INSTRUCT the Chief Executive Officer to enter into a Memorandum of Understanding with the Luke Adams Foundation based on the following terms;
    - i. The Luke Adams Foundation will design, construct and project manage the delivery of a community kitchen space with Roebourne.
    - ii. The allocation of sponsorship funds will not exceed \$165,000.00 as per the 2013/14 budget allocation with payments being made at agreed milestones.
    - iii. The Luke Adams Foundation must complete the project with in the 2013/14 year and acquit the fund appropriately.
  - c) NOTE the community kitchen design provided by the Luke Adams Foundation.
2. That Council by SIMPLE Majority pursuant to Section 11 (2)(b) of the *Local Government Act 1995* RESOLVES to:
  - a) INSTRUCT the Chief Executive Officer to approach WALGA preferred suppliers of landscape infrastructure for the construction of the Roebourne Skatespace via a formal quotation process;
3. That Council by ABSOLUTE Majority pursuant to Section 5.42 of the *Local Government Act 1995* RESOLVES to:
  - a) DELEGATE authority to the Chief Executive Officer to award the construction of the Roebourne Skatespace following a formal quotation process providing the following terms are achieved:
    - i. The allocated budget of \$600,000.00 is not exceeded.
    - ii. The preferred supplier is deemed advantageous after addressing the following selection criteria when addressing the specified scope of works:

Selection Criteria	Weighting
Demonstrated Understanding	10%
Relevant Experience	20%
Timeline	25%
Price	45%

**10.2 CULTURAL PRECINCT PROJECT CONCEPT PLAN**

<b>File No:</b>	<b>CP.509/CP.511</b>
<b>Responsible Executive Officer:</b>	<b>Director Community Services</b>
<b>Reporting Author:</b>	<b>Manager Community Development</b>
<b>Date of Report:</b>	<b>3 February 2014</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>1. <b>Cultural Precinct Project Concept Design (Further information will be provided at Council Briefing)</b></li> <li>2. <b>Cultural Precinct Project Business Plan assumptions</b></li> <li>3. <b>Confidential Attachment – Karratha Cultural Precinct Procurement Methodology Assessment.</b></li> </ol>

**PURPOSE**

To seek Council:

1. Endorsement of the Cultural Precinct Project Concept Plan drawings and business case assumptions.
2. Direction to progress the Cultural Precinct project to design and document stage (including procurement methodology and budget amendments). Officers are not seeking endorsement nor commitment to construct the Cultural Precinct.

**BACKGROUND**

In 2012, consultants THINC PROJECTS were commissioned to undertake a study and present recommendations to determine facility requirements and associated suitable locations for a municipal and/or cultural facility within Karratha. It was determined that the preferred location for the Cultural precinct was Lot 7021 (shown as SITE as below):





**2. Remove Not For Profit office space and Arts studios (607 m<sup>2</sup>)** and open discussions with DORIC who are overseeing the “Quarter” development for inclusion of NFP space and officers investigate alternative art studio facility options within the Shire.

Pro’s	Con’s
<ul style="list-style-type: none"> <li>• Softening of Demand</li> <li>• In line with Advisory Group direction</li> <li>• Costs savings to Council.</li> <li>• Potential to increase sustainability of Quarter development.</li> <li>• Reduce management issues.</li> <li>• Reduce uncertainty of tenancy.</li> <li>• Potential to develop alternative sites for Studio spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Removal of like minded organisations from the “art hub”.</li> <li>• Specialist fit out required for Arts space– the Quarter may not be able to meet.</li> <li>• Will reduce “activation” of Cultural Precinct.</li> </ul>

Art Studio summary

Total area	314 m <sup>2</sup>				
Total cost to construct	\$2,463,918.00				

Option two summary : Not For Profit office space and Arts studios

Total area	607 m <sup>2</sup>
Total cost to construct	\$4,190,230.00

Although the not-for-profit office spaces and art studios have been included in the concept designs, it is the Officer’s preferred option, and that of the Advisory Group members, that these are not included as part of the project scope moving forward. Rather, Officers recommend that Council progress discussions with Doric for the inclusion of these offices within the town centre’s “Quarter” development and investigate alternative sites for Art Studio facilities.

Recent anecdotal evidence suggests that NFP demand for commercial office space has declined and existing demand may be accommodated in existing premises and in those proposed in other developments within the town centre such as “The Quarter”. Since the cost of providing these spaces are significant, it is recommended that this demand be accommodated by other providers. Existing demand may have been reduced with the provision of the Pam Buchanan Family Centre, Karratha Leisureplex and the retainment of Welcome Lotteries House.

Whilst originally the inclusion of Art Studio space was deemed to be appropriate, further investigation and consultation with the Advisory Group ultimately concluded that the Studio was not the “best fit” for the Cultural Precinct but may be better suited to an alternative site. Officers will continue investigations for alternative sites such as Pegs Creek pavilions or redundant space adjacent to the Youth Shed.

The suggested approach will realize the reduction in capital costs, operational costs and management issues.

Should Council adopt the concept plans, scope of works and business plan principles, Officers suggest that Council allocate funds to appoint an architect / quantity surveyor to deliver detailed design and documentation for further consideration by Council prior to making any commitment to construct the Cultural Precinct. This report essentially seeks

Council commitment to move into the next design and planning stage and in no way looks to seek a commitment from Council to construct the Cultural Precinct until the design, capital and operational costs are refined and presented back to Council for consideration.

The next design and planning stage will require the engagement of a Project Architect and design team to design and prepare design documentation for an iconic statement Culture Precinct taking advantage of the landmark nature of the site that bring aligned uses and civic/cultural functions together into a dedicated Karratha Cultural Precinct. Accordingly, the scope for the facility, as described below is now submitted for endorsement.

<b>AREA</b>	<b>NUM</b>	<b>TOTAL AREA</b>
<b>ENTRY FOYER/ADMINISTRATION</b>		
Entry Foyer		150m <sup>2</sup>
<b>THEATRE (Performing Arts)</b>		
Stage		150m <sup>2</sup>
Seating for 450 person capacity		450m <sup>2</sup>
Rehearsal/Class Space		150m <sup>2</sup>
Admin Office		12m <sup>2</sup>
Backstage		65m <sup>2</sup>
Large Dressing Room	2 x 30m <sup>2</sup>	60m <sup>2</sup>
Small Dressing Room	2 x 15m <sup>2</sup>	30m <sup>2</sup>
Greenroom		42m <sup>2</sup>
Toilets		80m <sup>2</sup>
Circulation	15%	155m <sup>2</sup>
<b>AMPHITHEATRE</b>		
Outdoor events space		1100m <sup>2</sup>
<b>LIBRARY</b>		
Library Floor Space		582m <sup>2</sup>
Activity Room		60m <sup>2</sup>
Toilets		24m <sup>2</sup>
Kitchenette		25m <sup>2</sup>
Circulation Allowance		105m <sup>2</sup>
Storage		50m <sup>2</sup>
<b>Local History/Gallery Space</b>		
Display Area		314m <sup>2</sup>

**Procurement**

An evaluation of the options for procurement for this project has been undertaken (See Confidential Attachment 3 – Karratha Cultural Precinct Procurement Methodology Assessment).

The recommendation for procurement option based on the assessment undertaken is for a traditional construction method.

An open tender process for the procurement of a design team for the Karratha Cultural Precinct would be required, with the appointment of the design team based on including all of the elements included within the endorsed concept design.

The following Australian Standards will be utilized for the project:

- AS4122 – 2010 General Conditions of engagement for the appointment of consultants, and
- AS4000 – 1997 General conditions of Contract (Construction).
- In the case of the AS4000 the Superintendent is nominated as Jenni Brown.

**Project Architect Tender and Selection Criteria**

To progress the design development of Karratha Cultural Precinct, it is recommended to progress the appointment of a Project Architect through a traditional construct only procurement method and a Quantity Surveyor. The following points outline the approach that will be implemented to minimise design risk as far as practicable:

STOP/GO Points

In the event that Council resolves not to proceed with the overall Project at any stage, STOP/GO decision points have been provided for at the conclusion of:

- Design and documentation stage prior to going to tender, and
- At the tender evaluation stage

These STOP/GO decision points will be included in the Consultancy Briefs of the Project Architect and Quantity Surveyor.

Selection Criteria

In accordance with regulation 14(2a) of the Local Government (Functions and General) Regulations 1996, it is a requirement of Council to determine in writing the criteria for decision which tender should be accepted. Through a delegation to the CEO, the tender evaluation criteria can be determined by the CEO with the use of guidelines or policy. Council Policy CE-13 provides for the delegation where the tendered amount is expected to be less than \$1 million ex GST.

Based on the projected costs presented as part of the concept plan development, it is anticipated that the project architect tender will exceed the \$1 million limit. It is however anticipated that the appointment of the Quantity Surveyor and Independent Building Surveyor will be within the requirements of delegation as per Council Policy CE-13.

It is recommended that the following selection criteria for the Project Architect are endorsed by Council in determining the most advantageous tenderer during the evaluation process:

<b>Criteria</b>	<b>Detail</b>	<b>Weighting</b>
Experience	Demonstrated successful experience in major building design projects with related experience in the design and construction of community infrastructure. Previous experience in cultural facilities and theatres is essential. Previous experience in projects above the 26th parallel will be beneficial.	30%
Methodology	Clearly articulate the methodology to be implemented in the design and construction process.	10%
Capacity to Deliver	Outline your capacity to undertake the appointment and the resources to be allocated.	5%
Demonstrated Understanding	Demonstrate your understanding of the project requirements	15%
Tendered Fees	Price submitted	40%

Tender Program

The timetable below is a draft timeline that outlines the targeted milestones and will form the basis of the project timeline.

<b>Event</b>	<b>Date</b>
<b>Appointment</b>	
Tender Advertised	15 March 2014
Close of submissions	9 April 2014
Council Meeting	19 May 2014
Confirmation of appointment	21 May 2014
<b>Design and Documentation</b>	
Project Initiation Meeting	26 May 2014
Concept Review	20 June 2014
Schematic Design	1 August 2014
Design Development	31 October 2014
Contract Documentation	20 February 2015
Council decision to proceed to tender	16 March 2015

**Cost**

The total capital cost for the full scope of works for the Cultural Precinct has been estimated at \$44.9 million. The following table provides a breakdown of the capital costs developed by RBB, with further detail outlined in the attached Business Plan.

<b>Item</b>	<b>Current Cost (\$)</b>
Building	13,579,000
Amphitheatre	3,410,000
Car Parking	2,260,000
Externals	2,201,000
<i>Sub-total (Perth Value)</i>	<i>21,450,000</i>
Location Allowance (55%)	11,800,000
<i>Sub-total (Karratha Value)</i>	<i>33,250,000</i>
Planning Contingency	-
Design Contingency (5% of Karratha Value)	1,650,000
Construction Contingency (5% of Karratha Value)	1,650,000
Loose Furniture and Equipment (2% of Perth Value)	1,000,000
Public Artwork (1% of Karratha Value)	325,000
Relocation Allowance (0.25% of Karratha Value)	75,000
Consultant Fees (10% of Perth Value)	2,150,000
Consultant Disbursements (1% of Perth Value)	225,000
Cost Escalation to 2014 (3%)	1,200,000
Cost Escalation to 2015 (4%)	1,650,000
Cost Escalation to 2016 (4%)	1,725,000
<b>Estimated Total Cost</b>	<b>\$44,900,000</b>

Note:

- All costs exclude GST;
- Planning contingency has been excluded as the project is at the end of its planning phase;
- Estimates exclude costs associated with the overflow parking site;
- Estimates exclude any allowances for demolition or the provision of site service infrastructure; and
- Given the overall nature of the Precinct, Council may choose to increase the 1% Public Art allocation.

Should Council adopt the recommendation to reduce the scope of works, by removing the Not For Profit Office and Art Studio Spaces, the capital cost is estimated to be reduced by \$4.2 million to \$40.7 million based on RBB's assumptions. Additionally, the operating deficit of the facility is also likely to be reduced by approximately \$150,000.

### **Project Cost**

Strategic Projects have estimated the project management fee of 4% to manage the project. Based on the Capital cost of \$40.7million, the Strategic Projects management fee is approximately \$1.6 million in addition to the \$40.7 million capital cost. Project Cost is estimated at \$42.3 million.

### **Operational Costs**

A critical element in Council's decision making process on whether to proceed with the Cultural Precinct is: what will it cost Council to operate each year? Preliminary operational costs indicate that it will be approximately an additional \$1.6 million per year to operate the fully scoped facility compared to what it costs Council to operate its existing Cultural events program. A significant number of financial assumptions have been made to determine this figure and they are detailed in attachment 3.

Should Council resolve in accordance with the Officers Recommendation to reduce the scope of the facility, the operational costs will reduce by approx. \$150,000. In addition the reduced scope will realise life cycle cost savings.

### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CE-8 Significant Decision Making Policy, this matter is considered to be of high significance in terms of the future social and cultural well being of the residents of Shire of Roebourne, as it relates to the construction of significant community infrastructure in their community. It is also significant in regards to the financial investment required to establish, progress and complete this project.

### **COUNCILLOR/OFFICER CONSULTATION**

A Cultural Precinct Advisory Group has been established (Resolution Number 152640) to discuss and inform strategic direction for the Cultural Precinct project throughout its development. This Advisory Group has four (4) nominated Councillors as representatives and has met to provide feedback on the concept designs on several occasions.

### **COMMUNITY CONSULTATION**

. Council recently established the Cultural Precinct Advisory Group which met on 5 February and has enabled preliminary community feedback to occur with constructive and insightful commentary to guide the concept design process and recommendations. The Group have agreed widespread community consultation is more appropriate in later stages (enabling the community to provide feedback on constructive, viable and realistic design options), although targeted commentary may be requested from selected stakeholders.

### **STATUTORY IMPLICATIONS**

The Cultural Precinct Project will require the design development to reflect and implement all the requirements of legislation and regulations applicable to a public building.

### **POLICY IMPLICATIONS**

Council Policy CS12 – Public Art Policy:

### **FINANCIAL IMPLICATIONS**

The recommended scope of works for the Cultural Precinct has a project budget of \$42.3 million and will require funding from internal and external sources.

There is an expectation that a minimum of 50% of the capital required will be sourced externally. The current funding sources identified include the following:

- State - Royalties for Regions or equivalent;
- Federal;
- Resource sector – Rio Tinto, Yara, Woodside, Chevron, etc;
- Lotterywest – fit-out contribution;
- Local Contractors.

It is recommended that a minimum amount for external funds is set by the SoR which in this instance represents approximately \$21.5 million. Any additional funding achieved will reduce the liability and contribution required by the SoR however most funding partners will expect a reasonable level of commitment by the Shire, plus clarity of the overall strategy and funds sought.

**Operational Costs**

As mentioned earlier in the report initial estimates are that the reduced scoped facility will cost Council an additional \$1.45 million to operate annually. In addition to the operating costs, Council should also be aware of the impost of any loan taken by Council to accommodate the Shires long term financial plan projects, of which a significant proportion will be the Cultural Precinct, should Council progress to construction phase.

**Progressing to the next Design Development stage**

Funds were allocated in the 2013/2014 financial year to develop the concept plan and business case for the Cultural Precinct, the allocation being in an operational account.

Should Council proceed with the Officer's recommendation to progress the design development of the Cultural Precinct, a budget allocation is required. It is estimated that the consultant's and other project fees to the completion of the contract documentation stage (the identified STOP/GO point in the contract) is a total of \$1.85 million, however this will be required over 2 financial years. The estimated required budget allocation for the remainder of the 2013/2014 financial year is **\$302,000**. This is inclusive of all costs required to progress the project including consultants, legal fees, internal project cost allocations, communications fees and project incidentals. The creation of a capital account for the Karratha Cultural Precinct will also be required.

If supported, Officers recommend \$302,000 be allocated from the Infrastructure reserve to undertake the proposed works this financial year.

**STRATEGIC IMPLICATIONS**

This item is relevant with the Council's approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provides for this activity:

Our Program: 1.d.2.2 Develop and implement strategic partnerships that assist in the provision of community infrastructure and service delivery.

**RISK MANAGEMENT CONSIDERATIONS**

A risk plan has been developed for the project (listed within Attachment 1) and will be monitored by the Project Control Group throughout the project development.

A significant risk to the Shire may not necessarily be in resolving to progress to the detail design and documentation stage of the project, but instead whether or not Council wishes to proceed to the construction phase of the project given the significant capital and operational costs envisaged. The Cultural Precinct may well assume the position of the most significant financial impost project from a capital and operational perspective into the future.

**IMPACT ON CAPACITY**

The project will be overseen by the Director Strategic Projects and Infrastructure with support from the Community Services Directorate.

Additional Shire staff input will be required at various stages throughout the project. The Community Services directorate will continue to drive the project via its lead role as the "Client" which will have a significant impact on the directorate's capacity and staff resources. Additional staff resources will be considered by Council during the normal budget process.

**RELEVANT PRECEDENTS**

The Shire has successfully completed a number of construction projects in recent years. Historically, the financial implications of Shire capital projects, in terms of borrowings, has not been as significant as potentially applies for this project. Council will require extensive consideration of the financial implications in operational and capital terms when deciding whether or not to proceed with the construction phase of this project.

**VOTING REQUIREMENTS**

Simple/Absolute Majority

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 3.57 of the *Local Government Act 1995* RESOLVES to endorse the concept plans and AGREE to progress the Cultural Precinct Project with the full scope of works as detailed in Attachment 1;

Option 3

That Council by SIMPLE Majority pursuant to Section 3.57 of the *Local Government Act 1995* RESOLVES to NOT endorse the concept plans and AGREE to not progress the Cultural Precinct Project at this time;

Option 4

That Council by SIMPLE Majority pursuant to Section 3.57 of the *Local Government Act 1995* RESOLVES to endorse the concept plans with the following changes to the scope of works\_\_\_\_\_.

**CONCLUSION**

In September 2013, NS Projects and JCY architects were engaged as Project Managers for the Karratha Cultural Precinct Concept Development Design and Business Plan at a cost of \$97,960 ex GST. As the purpose of the Precinct is to provide iconic, contemporary cultural facilities commensurate with Karratha's future City of the North status, the proposed Precinct was to consist of the following key elements:

- Theatre (performing arts);
- Arts Studios (exhibition and artist space);
- Pavilion/Gallery Space;
- Outdoor event space;
- Office Accommodation/suites;
- Library and Local History.

Several design and cost options exist and have been presented to Council for consideration. The Officers preferred option (and that of the Cultural Precinct Advisory Group) is to remove the not-for-profit office spaces and art studios from the scope of works.

Although these have been included in the concept designs, it is the Officer's preferred option, and that of the Advisory Group members, that these are not included as part of the project scope moving forward. Recent anecdotal evidence suggests that NFP demand for commercial office space has declined and existing demand may be accommodated in existing premises and in those proposed in other developments within the town centre such as "The Quarter". Whilst originally the inclusion of Art Studio space was deemed to be appropriate further investigation and consultation with the Advisory Group ultimately

concluded that the Art studios was not the “best fit” for the Cultural Precinct. Officers recommend that Council progress discussions with Doric for the inclusion of these offices within the town centre’s “Quarter” development and investigate alternative sites for Art Studio facilities.

The Concept Design, scope of works, and process to appoint contractor for detailed design and documentation is now presented to Council for endorsement. It is noted that Council is not committing to progressing towards the construction phase of the project. Refined costings and financial implications (capital and operational perspective) and final designs will be reported back to Council for consideration.

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**OFFICER’S RECOMMENDATION**

That Council by SIMPLE Majority pursuant to Section 3.57 of the *Local Government Act 1995* RESOLVES to:

1. **ENDORSE** the Concept Design for the Cultural Precinct Project as per Attachment 1 with the modifications to the scope of works as listed below and **SUPPORT** Officer’s to proceed discussions with Doric to include the not-for-profit offices at the “Quarter” development in the town centre and further investigate alternative sites for art studio facilities.

AREA	NUM	TOTAL AREA
<b>ENTRY FOYER/ADMINISTRATION</b>		
Entry Foyer		150m <sup>2</sup>
<b>THEATRE (Performing Arts)</b>		
Stage		150m <sup>2</sup>
Seating for 450 person capacity		450m <sup>2</sup>
Rehearsal/Class Space		150m <sup>2</sup>
Admin Office		12m <sup>2</sup>
Backstage		65m <sup>2</sup>
Large Dressing Room	2 x 30m <sup>2</sup>	60m <sup>2</sup>
Small Dressing Room	2 x 15m <sup>2</sup>	30m <sup>2</sup>
Greenroom		42m <sup>2</sup>
Toilets		80m <sup>2</sup>
Circulation	15%	155m <sup>2</sup>
<b>AMPHITHEATRE</b>		
Outdoor events space		1100m <sup>2</sup>
<b>LIBRARY</b>		
Library Floor Space		582m <sup>2</sup>
Activity Room		60m <sup>2</sup>
Toilets		24m <sup>2</sup>
Kitchenette		25m <sup>2</sup>
Circulation Allowance		105m <sup>2</sup>
Storage		50m <sup>2</sup>
Local History/Gallery		
Display Area		314m <sup>2</sup>

2. **ENDORSE the Cultural Precinct Project Business Principals and Assumptions (as Attachment 2).**
3. **AUTHORISE the calling of tenders for the appointment of a Project Architect for the Karratha Cultural Precinct and NOTES a tender report will be brought forward to the May 2014 meeting for Council consideration;**
4. **ENDORSE the Project Architect Selection Criteria as detailed below:**

<b>Criteria</b>	<b>Detail</b>	<b>Weighting</b>
<b>Experience</b>	<b>Demonstrated successful experience in major building design projects with related experience in the design and construction of community infrastructure. Previous experience in cultural facilities and theatres is essential. Previous experience in projects above the 26th parallel will be beneficial.</b>	<b>30%</b>
<b>Methodology</b>	<b>Clearly articulate the methodology to be implemented in the design and construction process.</b>	<b>10%</b>
<b>Capacity to Deliver</b>	<b>Outline your capacity to undertake the appointment and the resources to be allocated.</b>	<b>5%</b>
<b>Demonstrated Understanding</b>	<b>Demonstrate your understanding of the project requirements</b>	<b>15%</b>
<b>Tendered Fees</b>	<b>Price submitted</b>	<b>40%</b>

5. **NOTES the calling of tenders for the appointment of a Quantity Surveyor as through delegation to the Chief Executive Officer as per Council Policy CE-13 Tender Evaluation.**
6. **NOTES the insertion of project STOP/GO points in the Project Architect and Quantity Surveyor Consultancy briefs at the conclusion of the Pre-Tender and Tender Closure stages of the Karratha Cultural Precinct project;**
7. **ENDORSES the use of Australian Standards AS4122 – 2010 General Conditions of Engagement for the Appointment of consultants for the Karratha Cultural Precinct project and APPOINTS Jenni Brown, Project Manager as Client Representative;**
8. **ENDORSES the use of Australian Standards AS4000 – 1997 General Conditions of Contract for Karratha Cultural Precinct project and APPOINTS Jenni Brown, Project Manager as Superintendent;**
9. **That Council by Absolute Majority pursuant to Section 6.8 of the Local Government Act 1995 RESOLVES to APPROVE a budget allocation of \$302,000 from the infrastructure Reserve to undertake the design and documentation works for the Cultural Precinct during the current financial year.**

## 11 DEVELOPMENT SERVICES

### 11.1 AMENDMENT NO.32 AND ASSOCIATED DEVELOPMENT PLANS: SHIRE OF ROEBOURNE LAZY LANDS KARRATHA REDEVELOPMENT SITES

<b>File No:</b>	<b>P3153</b>
<b>Responsible Executive Officer:</b>	<b>Director Development Services</b>
<b>Reporting Author:</b>	<b>Principal Statutory Planner</b>
<b>Date of Report:</b>	<b>1 February 2014</b>
<b>Applicant/Proponent:</b>	<b>TME Planning Consultants/Shire of Roebourne</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>1. <b>Locality Plan – Sites west of City Centre</b></li> <li>2. <b>Locality Plan – Sites east of City Centre</b></li> <li>3. <b>Development Plan for Lot 651 Hancock Way, Bulgarra (DA52)</b></li> <li>4. <b>Development Plan for Lot 683 Gregory Way, Bulgarra (DA51)</b></li> <li>5. <b>Preferred location for alternative Rex Webb Park</b></li> <li>6. <b>Schedule of Submissions</b></li> </ol>

**A comprehensive Planning Scheme Report which explains the proposed amendment and associated Development Plans will be available for perusal at the February Councillor Briefing Session and February Ordinary Council Meeting.**

#### PURPOSE

For Council to consider Amendment 32 for final adoption including two associated Development Plans for Lot 651 Hancock Way, Bulgarra and Lot 683 Gregory Way, Bulgarra.

#### BACKGROUND

Amendment No.32 to Town Planning Scheme No.8 involves the following land parcels (**Attachments 1 & 2**):

Location	Existing Reservation	Proposed Zone	Possible Dwelling Yield	Development Area
Lot 602 Pelusey Way, Nickol	Parks, Recreation and Drainage	Residential R30	2	Not Applicable
Lot 611 Mayo Court, Nickol	Parks, Recreation and Drainage	Residential R30	7	Not Applicable
Lot 612 Boyd Close, Nickol	Parks, Recreation and Drainage	Residential R30	2	Not Applicable
Lot 683 Gregory Way, Bulgarra	Parks, Recreation and Drainage	Urban Development (Residential R30 and R40)	To be Determined	DA 51
Lot 651 Hancock Way, Bulgarra	Parks, Recreation and Drainage	Urban Development (Residential R30)	33	DA 52

Council initiated Amendment No.32 on 15<sup>th</sup> July 2013 (Resolution 152570). The resolution invoked publicly advertising of the amendment and associated Development Plan for Lot 651 Hancock Way, Bulgarra but withheld advertising of the Development Plan for Lot 683 Gregory Way, Bulgarra pending further consultation regarding the future of Rex Webb Park, which is located over that lot.

Historically, all five land parcels have been reserved for ‘Parks, Recreation and Drainage’. Since the early development of Karratha, understanding of flood risks has evolved considerably. Now, consistent with State Planning Policies, the Department of Water and other peak bodies through the Pilbara Development Commission (PDC) - convened *Karratha Local Water Management Strategy* and a PDC Scheme Amendment Steering Group have confirmed that the parcels of land are not required for drainage and open space purposes and are suitable for residential infill. Amendment No.32 seeks to facilitate the development of the said five sites to provide additional housing options in Karratha of a standard that complements and enhances the existing amenity and character as part of the \*Lazy Lands program.

\*The Lazy Lands program was established to facilitate residential infill development and increase housing availability, thereby contributing to improved housing affordability. A number of Lazy Lands sites have been allocated to the Shire, including the five sites subject of Amendment No.32. Income generated from the development of these sites must be used to help develop and improve public open spaces and parklands in the area.

Summary of Development Plans

A Development Plan is required as a prerequisite to subdivision and development approval in the Urban Development zone.

The table below indicates the type of development standards addressed by the Development Plans for Lot 683 Gregory Way and Lot 651 Hancock Way, Bulgarra:

Matters to be addressed	DA 51 Lot 683 Gregory Way, Bulgarra	DA 52 Lot 651 Hancock Way, Bulgarra
Setback variations	✓	✓
Building orientation	✓	✓
Fencing controls	✓	✓
Vehicle access and parking	✓	✓
Building height	✓	✓

**LEVEL OF SIGNIFICANCE**

The matter is significant when assessed against Council Policy CE8 Significant Decision Making Policy because it involves Shire redevelopment sites and also the need to develop an alternative site as Rex Webb Park.

**COUNCILLOR/OFFICER CONSULTATION**

Officers and Council have been involved in consultation, the consideration of issues, options and decision making in relation to the Lazy Lands program, other Lazy Lands sites and the need to consider options for Rex Webb Park.

## COMMUNITY CONSULTATION

As is noted above, the Development Plan for Lot 651 Hancock Way, Bulgarra (DA 52) (**Attachment 3**) was advertised concurrently with Amendment No.32 from 6 November 2013 until 19 December 2013. The Development Plan for Lot 683 Gregory Way, Bulgarra (DA 51) (**Attachment 4**), however, was not advertised at that point to allow for further consultation with representatives of the Webb family regarding options for redeveloping Rex Webb Park and for recognising Mr Rex Webb through the creation of another park as part of preparing redevelopment plans for the area.

Through consultation with representatives of the Webb family, it became clear that the Webb family are not opposed to an alternative site being identified and developed as Rex Webb Park. A review of options for a more central and usable park has identified an alternative Rex Webb Park site east of Wellard Way on a portion of Lot 683 Searipple Road, Bulgarra. A plan depicting the identified site is at **Attachment 5**. Lot 683 is reserved Parks, Recreation and Drainage and is vested with the Shire. The proposed alternative park is situated in a wide part of a broad POS and drainage corridor stretching between Searipple Road (north) and Millstream Road (south). This site is close to where Rex Webb lived and is central to a residential catchment that will be subject to more detailed planning as part of the Karratha Revitalisation Plan. More detailed plans for the new Rex Webb Park will be prepared as part of preparing the Karratha Revitalisation Plan.

As plans for an alternative Rex Webb Park site have generally been supported by representatives of the Webb Family, the Development Plan for Lot 683 Gregory Way, Bulgarra (**Attachment 4**) was publicly advertised from 18 December 2013 until 29 January 2014.

A Schedule of Submissions in respect of submissions received from the public and government agencies is attached to the report as **Attachment 6**. One public submission in respect of the proposed Development Plan for Gregory Way was received from Ms Cheryle Dalzieu, a descendant of Mr Rex Webb after whom Rex Webb Park (Lot 683 Gregory Way) was named. This submission does not express concern about the rezoning of Rex Webb Park but merely serves to reiterate the consultation and subsequent agreement that had been reached between the Shire and Rex Webb representatives in relation to the relocation of the Park.

## STATUTORY IMPLICATIONS

### ***Land Administration Act 1997***

The land parcels are reserved for 'Parks, Recreation and Drainage' and were subject to a management order in favor of the Shire. The subject lands are deemed by the State and the Shire to no longer be required for their dedicated purpose. The process of excising the parcels from the reservation has already commenced in accordance with the *Land Administration Act 1997*. In 2010 Council resolved to support excision and cancellation of the applicable management orders and redevelopment of the parcels for residential development.

### ***Planning and Development Act 2005***

The amendment process has been undertaken in accordance with relevant legislation, including referral of the proposed amendment to the EPA and public consultation. Consideration will be given to submissions by both the Council and Minister for Planning.

### **Shire of Roebourne Town Planning Scheme No. 8**

Once granted final approval, this Scheme Amendment and associated Development Plans will allow for these sites to be developed for residential use.

**POLICY IMPLICATIONS**

The zoning and development plans, along with the R Codes and relevant local planning policies will guide future subdivision and development potential for each of these sites.

**FINANCIAL IMPLICATIONS**

Zoning these sites for residential development will increase the commercial value of the land and will contribute to generating revenue for the Shire.

The cost of advertising, technical investigations and Shire officer time in processing the Scheme Amendment and Development Plans is covered by the budget for developing the Lazy Lands sites.

**STRATEGIC IMPLICATIONS**

This item is relevant with the Council's approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2012-2013 provided for this activity:

Our Programs:	1.c.1.1	Identify areas for development and promotion of a diversity of housing forms
	1.g.1.2	Administer planning controls and policies to encourage greater diversity of housing supply
Our Services:	1.c.1.1.1	Identify and make provision in the planning scheme for residential infill and new development areas for affordable and housing diversity
	1.g.1.2.1	Work with key stakeholders to implement the Lazy Lands Residential Infill Program

**RISK MANAGEMENT CONSIDERATIONS**

The overland stormwater flow catchments have been considered in detail in relation to all Lazy Lands sites and the subject sites have been identified as developable. Storm Surge and Stormwater Flood Mapping for Karratha indicates these sites are generally not susceptible to 2110 500 year ARI storm surge or 100 year ARI flooding. The Mapping, however, indicates that a small portion of Lot 611 Mayo Court, Nickol and Lot 612 Boyd Close, Nickol may be subject to some flooding in a 100 year flooding event. The amendment was referred to the Department of Water (DoW) during public advertising. The DoW has requested that a water management summary and a detailed flood assessment be carried out.

In order to address the submission received by DoW, JDA Consultant Hydrologists (the consultants responsible for the Karratha 2D Flood Mapping) was requested on 10 January 2014 to carry out a Detailed Flood Assessment (DFA) of Lot 611 Mayo Court & Lot 612 Boyd Close. The JDA-prepared DFA (received 31 January 2014) essentially provides 4 options for development opportunities to support the rezoning of Lot 611 Mayo Court & Lot 612 Boyd Close. The DFA was referred to the DoW for comments on 3 February 2014. A response has not been received at the time of writing, however, any comments the Shire receives from DoW will be given due consideration by the Shire, the Western Australian Planning Commission and the Minister for Planning prior to final approval.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

Other Scheme amendments for non-Shire Lazy Lands sites have already been gazetted.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That Council by Simple Majority pursuant to the *Planning and Development Act 2005* RESOLVES to:

1. REFUSE to adopt the Shire of Roebourne Town Planning Scheme No. 8 Amendment 32;
2. REFUSE to adopt Development Plan DA 51 & DA 52; and
3. ADVISE the applicant that the Scheme Amendment/Development Plan has not been adopted and provide reasons for the refusal.

**CONCLUSION**

Amendment 32 and Development Plans DA 51 and DA 52 set out a reasonable framework for infill development on five sites that have been deemed to be suitable for residential development. An alternative site for Rex Webb Park has been agreed with the Webb family and plans for its development can be progressed as part of the Karratha Revitalisation Plan. It is consequently recommended that Amendment 32 and the draft Development Plans for Lot 683 Gregory Way, Bulgarra and Lot 651 Hancock Way, Bulgarra be adopted in accordance with the reporting officer's recommendation.

**OFFICER’S RECOMMENDATION**

1. That Council, pursuant to Clause 75 of the *Planning and Development Act 2005* RESOLVES to ADOPT, without modification, Shire of Roebourne Town Planning Scheme No.8 Amendment No.32 for final approval by:

- a) RECLASSIFYING the following land parcels from the ‘Parks, Recreation and Drainage’ reserve to ‘Residential R30’:
  - i. Lot 602 Pelusey Way, Nickol
  - ii. Lot 611 Mayo Court, Nickol
  - iii. Lot 612 Boyd Close, Nickol

- b) RECLASSIFYING the following land parcels from the ‘Parks, Recreation and Drainage’ reserve to the ‘Urban Development’ zone:
  - i. Lot 651 Hancock Way, Bulgarra
  - ii. Lot 683 Gregory Way, Bulgarra
  - iii. Amending ‘APPENDIX 7 - DEVELOPMENT AREAS’ by inclusion of the following development areas:

c) AMENDING ‘APPENDIX 7 - DEVELOPMENT AREAS’ by inclusion of the following development areas:

Development Area	Description of Land	Base Zoning	Development Conditions	Plan	Special
DA 51	Lot 683 Gregory Way, Bulgarra	Urban Development	Applicable density R30 and R40	Code minimum Preparation of a Development Plan which	

- addresses:
- a) Street setback variations to Searipple Road, Gregory Way and Millstream Road;
  - b) Building orientation to Gregory Way, Searripple Road, Millstream Road;
  - c) Fencing controls;
  - d) Building elevation treatments;
  - e) Parking and access areas;
  - f) Applications for Planning Approval are required to address key information provided in Technical Reports set out in the Planning Report explaining Planning Scheme Amendment 32;
  - g) Supplementary accommodation;
  - h) Building height to be limited to two storeys for area designated R30 and four storeys for area designated R40.

<b>DA 52</b>	<b>Lot 651 Hancock Way, Bulgarra</b>	<b>Urban Development</b>	<b>Applicable density Code minimum R30 Preparation of a Development Plan which addresses:</b> <ul style="list-style-type: none"> <li><b>a) Front setback variations to Mystery Road and Hancock Way;</b></li> <li><b>b) Building orientation to Mystery Road, Hancock Way and adjoining reserve;</b></li> <li><b>c) Fencing controls;</b></li> <li><b>d) Applications for Planning Approval are required to address key information provided in Technical Reports set out in the Planning Report explaining Planning Scheme Amendment 32;</b></li> <li><b>e) Building height to be limited to two storeys.</b></li> </ul>
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**d) AMENDING the Scheme Maps accordingly.**

- 2. That Council, pursuant to Clause 7.2.8.1 (a) of the *Shire of Roebourne Town Planning Scheme No.8* ADOPT Development Plan DA 51 in respect of Lot 683 Gregory Way, Bulgarra and Development Plan DA 52 in respect of Lot 651 Hancock Way, Bulgarra without modification.**
- 3. AUTHORISE the Shire President and Chief Executive Officer to EXECUTE three (3) copies of the Amendment Documents for Amendment No.32 to Shire of Roebourne Town Planning Scheme No.8 in accordance with regulation 22 of the *Town Planning Regulations 1967* (as amended), including the fixing of the Council's Seal in the event that the Minister for Planning approves the Amendment without modification.**
- 4. That Council IDENTIFY part Lot 683 Searipple Road, Bulgarra, as depicted on the map in Attachment 5, as the preferred site for the relocation of Rex Webb Park, PURSUE development plans for this site as part of the Karratha Revitalisation Plan and ADVISE, in writing, the representatives of the Webb family accordingly.**



**11.2 PROPOSED AMENDMENT NO.35 TO SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO.8: OMNIBUS SCHEME AMENDMENT**

<b>File No:</b>	<b>AMD 35</b>
<b>Responsible Executive Officer:</b>	<b>Director Development Services</b>
<b>Reporting Author:</b>	<b>Principal Statutory Planner</b>
<b>Date of Report:</b>	<b>3 February 2014</b>
<b>Applicant/Proponent:</b>	<b>Shire of Roebourne</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>1. Schedule of Amendments</b> <b>2. Proposed Appendix 9 - Signage exempt from planning approval</b> <b>3. Revised Roebourne Flooding Special Control Area boundary</b>

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**PURPOSE**

For Council to consider a recommendation to initiate an omnibus amendment to Shire of Roebourne Town Planning Scheme No.8 (comprises a number of separate Scheme amendments).

**BACKGROUND**

Shire of Roebourne Town Planning Scheme No.8 ('the Scheme') was gazetted on 22 August 2000. Since Scheme gazettal there have been 18 amendments. Council has adopted a further 4 amendments which are pending consideration by the Western Australian Planning Commission (WAPC) and the Minister for Planning.

*Purpose*

The proposed amendment is intended to update the Scheme with a number of relatively minor amendments as a group, rather than progressing the proposals as individual amendments.

*Objective*

The planning objective of the proposed omnibus amendment is to:

- Rationalise minor anomalies and/or typographical errors in the Scheme;
- Revisit scheme provisions for the control of advertisements;
- Insert scheme provisions for development contribution plans; and
- generally ensure the Scheme is kept relevant, usable and up-to-date as the principal statutory land use document for the Shire.

There are a number of changes proposed (37 in total) ranging from:

- minor rectification of syntax, formatting and typographical errors;
- updating the Scheme to reflect current State policies and strategies; and
- additions and changes to the Scheme to provide the necessary heads of power to enable Council to prepare Development Contribution Plans.

Because the subject matter of the proposed changes range over many issues, it is not considered appropriate to replicate all of the issues in this report. To ensure that the topics of greatest concern are drawn to attention, the principal issues are now discussed using, among other comment, some extracts from the respective topics in the Schedule of Modifications (refer to *Attachment 1*).

*Part VI of the Scheme – Development Requirements*

**A. Proposed modification (see no. 17 in the Schedule of proposed amendments):** Add the words “AND DEVELOPMENT CONTRIBUTION AREAS” to Part VI such that it now reads:

“PART VI - DEVELOPMENT REQUIREMENTS AND DEVELOPMENT CONTRIBUTION AREAS”

**Justification:** In order to require contributions to community infrastructure from developers, necessary powers need to be inserted into the Scheme. Such Developer Contributions provisions allow Council to seek financial or other contributions from developers generally undertaking significant development. Generally speaking, a Council cannot seek financial contributions unless they can be attributed to a specified project or infrastructure. An example of this could be a developer of 100 dwellings in an area contributing financially to the upgrade of an existing library based on the effect of those additional dwellings on the need for library services. The insertion of Developer Contributions provisions simply affords Council the power to introduce Developer Contribution Plans. Once Developer Contribution Plans have been prepared, Council can require contributions of developers in Developer Contribution Areas.

**B. Proposed modification (see no. 23 in the Schedule of proposed amendments):** Replace Clause 6.11 CONTROL OF ADVERTISEMENTS in its entirety with Model Scheme Text provisions.

**Justification:** Currently signage in the Shire of Roebourne is controlled solely based on provisions of Council's Signs, Hoardings and Bill Posting By-Laws. Ultimately, advertising devices amount to development and should be assessed as part of the development approval process. It is consistent with State wide planning processes that advertising devices are considered under the provisions of the Scheme, not just the Local Laws.

Amending the Scheme to control advertisements under the Scheme and remove reference to the Local Law will allow Council to prepare and approve a Local Planning Policy that will detail the development standards for advertising devices under the provisions of Part V of the Scheme and amend its Signs, Hoardings and Bill Posting By-Laws. Controlling advertisements in this way is consistent with the standard approach in Western Australia.

**C. Proposed modification (see no. 27 in the Schedule of proposed amendments):** Insert a new section – Clause 7.9 DEVELOPMENT CONTRIBUTION AREAS relating to Developer Contributions into the Scheme in its entirety.

**Justification:** Refer to “A” here-above.

**D. Proposed modification (see no. 26 in the Schedule of proposed amendments):** Make several amendments to section 7.4 - Roebourne Flood Management Area that will require the Shire to have regard to information about the predicted flood levels in the Harding River during 1 in 100 year average recurrence interval flood events.

**Justification:** Currently the Scheme specifies a minimum finished floor level (FFL) of 10.2m AHD for development. Recent modelling has shown that FFLs do not need to be at that

height. Notwithstanding, the Scheme requirement for 10.2m AHD FFLs prevails. The proposed amendments to clause 7.4 provides for FFLs to be in accordance with the findings of the recent modelling rather than at 10.2m AHD.

#### *Other Modifications*

In the main, other modifications are single issue in nature and are covered in the Schedule of amendments, each with its own justification.

#### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CE-8 Significant Decision Making Policy, this matter is considered to be of low significance in terms of Council's ability to perform its role.

#### **COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

#### **COMMUNITY CONSULTATION**

Should consent to advertise be granted by the WAPC, the proposed amendment will be publicly advertised for a period of 42 days.

Advertising will involve an advertisement in a local newspaper and inclusion on the Shire's website.

#### **STATUTORY IMPLICATIONS**

Under the provisions of the *Planning and Development Act 2005*, Council has the following options available in regard to the proposed rezoning:

1. Adopt the proposed Scheme Amendment for the purpose of initiating community consultation; or
2. Adopt a modified proposal to amend the Scheme; or
3. Resolve not to progress the proposed Scheme Amendment to community consultation.

Pursuant to the provisions of the *Planning and Development Act 2005* (as amended) and the *Town Planning Regulations 1967* (as amended), the proposed amendment will be referred to the Environmental Protection Authority (EPA) for assessment and to the WAPC for information and its records prior to advertising. Public advertising will commence upon EPA approval being granted.

#### **POLICY IMPLICATIONS**

There are no apparent policy implication other than the opportunity for the Shire to prepare a Local Planning Policy relating to advertising devices and implementation of contributions plans to be prepared as part of the Karratha Revitalisation Plans project.

#### **FINANCIAL IMPLICATIONS**

This project has been undertaken by the City of Mandurah as part of its contract with the Shire.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council's approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provided for this activity:

Our Program:	1.b.4.2.	Update Planning Policies
Our Projects:	1.b.2.4.1	Prepare Model Scheme provisions for the preparation of Development Contribution Plans

**RISK MANAGEMENT CONSIDERATIONS**

The proposed modifications to Clause 7.4 - Roebourne Flood Management Area will ensure FFLs are set according to the latest flood modelling for the Harding River.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Simple Majority.

**OPTIONS:**Option 1

As per Officer's recommendation.

Option 2

That the Council by SIMPLE Majority pursuant to Section 3.18 of the *Local Government Act 1995* in accordance with Part 5 of the *Planning and Development Act 2005* resolve not to initiate the proposed Amendment to the Shire of Roebourne Town Planning Scheme No 8.

**CONCLUSION**

The proposed amendments to Shire of Roebourne Town Planning Scheme No.8 are largely considered to be minor in nature and relate to syntax, formatting and spelling, hence are only addressed in the Schedule of Modifications. The proposed amendments seek to update sections of the Scheme in order to more accurately and efficiently reflect and refer to relevant State and Local Planning Policies. The amendments referred to in this report include the necessary statutory heads of power to enable the Council to approve and implement Development Contribution Plans within Developer Contribution Areas.

The proposed amendments update the Scheme consistent with the Model Scheme Text provisions. Accordingly, it is recommended the proposed omnibus amendments be adopted so community consultation can occur.

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**OFFICER'S RECOMMENDATION**

That Council by **SIMPLE** Majority pursuant to section 75 of the *Planning and Development Act 2005* **RESOLVES** to:-

1. **INITIATE** Amendment No.35 to Shire of Roebourne Town Planning Scheme No.8 in accordance with proposed amendments 1 to 37 inclusive in the Schedule of proposed amendments (Attachment 1).
2. **AUTHORISE** the Shire President and Chief Executive Officer to execute three (3) copies of the amendment documents in accordance with the *Town Planning Regulations 1967 (as amended)*.
3. **FORWARD** proposed Amendment No.35 to the Environmental Protection Authority for assessment in accordance with section 81 of the *Planning and Development Act 2005* and, if no further assessment is required, **ADVERTISE** Scheme Amendment No.35 in accordance with the *Town Planning Regulations 1967* and WAPC Planning Bulletin 29.



## 12 STRATEGIC PROJECTS & INFRASTRUCTURE

### 12.1 ACQUISITION OF WATER TRUCK AND WATER PUMP FOR THE 7 MILE WASTE FACILITY

<b>File No:</b>	<b>CP.413 / NCR9004</b>
<b>Responsible Executive Officer:</b>	<b>Director Strategic Projects &amp; Infrastructure</b>
<b>Reporting Author:</b>	<b>Plant &amp; Fleet Coordinator</b>
<b>Date of Report:</b>	<b>30 January 2014</b>
<b>Applicant/Proponent:</b>	<b>Nil</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Nil</b>

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#### **PURPOSE**

To seek Council approval for the high priority acquisition of a water truck and water pump for the 7 Mile Waste Facility.

#### **BACKGROUND**

In the 2014/15 draft Plant Budget presented to the Executive Management Team on 28 January 2014, two items of plant were identified as a priority and recommended for Council to consider in the 2013/14 Budget. Council are requested to consider a Budget Amendment for a suitable water truck and water pump. The water truck is already proposed in the current 2013/14 Budget, and the water pump would be a replacement unit.

1. Water truck:  
The Shire has historically experienced issues with dust being generated from the waste site. To comply with Section 24 of the DER (Department of Environment and Regulation) landfill licence, the waste facility is required to ensure minimal dust emissions. Waste Services have advised that the annual utilisation of a water truck on site would be 700 hours per annum. The hire rate for a suitable water truck is currently \$165.00 per hour. The current 2013/14 budget has an allocation of \$30,000 for a second hand water truck. This amount is now deemed insufficient for the recommended action and current requirements. Consequently a budget amendment would be required for the acquisition of the recommended unit.
2. Water pump:  
Liquid from the primary sewage pond at the 7 Mile Waste Facility needs to be pumped to three evaporation ponds before a maximum allowable level is reached in the sewage pond. If not achieved, backflow to ponds and subsequent overflow will result, breaching the 7 Mile Waste Facility DER licence. Pumping is only required when liquid waste volumes peak or when adverse weather conditions either slow down the natural evaporation process or fill the ponds with rainwater. The pump is required to be in place, on site, and ready for immediate use at all times due to the inconsistent nature of these conditions. The capacity of the original pump was insufficient as it pumped slower than the incoming liquid. Under these heavy loads the pump required regular repair and maintenance until eventually the internal mechanisms corroded causing it to fail

completely. It is now proposed for Council to consider a Budget amendment to facilitate the purchase of a new and fit for purpose replacement pump.

### **LEVEL OF SIGNIFICANCE**

In accordance with Council Policy CE-8 Significant Decision Making Policy, this matter is considered to be of medium significance in terms of compliance and Council's ability to perform its role.

### **COUNCILLOR/OFFICER CONSULTATION**

Consultation has taken place between Waste Management Services & Fleet Department/Workshop, to reach a recommendation for the provision of a suitable water truck and the replacement of the water pump. The recommendations were sent to Council's Fleet Management Consultant UNIQCO for further analysis and evaluation who support the proposals.

### **COMMUNITY CONSULTATION**

No community consultation is required.

### **STATUTORY IMPLICATIONS**

The Shire of Roebourne has a Landfill licence issued by the Department of Environment & Regulation. The following conditions relate to dust suppression:

23. The licensee shall ensure that all trafficked areas, landfill contours, open landfill faces or trenches are sealed, or otherwise treated, to minimise dust emissions at the premises.
24. The licensee shall ensure that visible dust is not discharged beyond the boundary of the premises.

Further, the following conditions relate to the maintenance of septage lagoons:

35. The licensee shall only deposit biological liquid waste into the lagoons.
36. The licensee shall maintain and operate the lagoons such that:
  - a) Wave action alone, or wave action coupled with extreme rainfall events do not cause overtopping of the lagoons.

In accordance with Section 6.8 of the *Local Government Act 1995*, Council is required by absolute majority to approve any Budget amendment.

### **POLICY IMPLICATIONS**

There are no policy implications.

### **FINANCIAL IMPLICATIONS**

#### Water truck:

In the November 2013 Budget Review, \$30,000 was allocated to source a second hand water truck. Thereafter, three quotes were received ranging from \$141,000 - \$196,657 (GST exclusive). Upon review of the condition assessments that were conducted on these units, it was decided to source quotes for a new truck instead. A 'budgetary' quote of \$232,300 (GST exclusive) was obtained. All second hand truck quotations, condition assessments and new truck pricing was sent to Council's Fleet Management Consultants UNIQCO who recommended that the Shire pursue the acquisition of a new unit. This recommendation is based on the poor value for money represented by all second hand vehicle options. Specifically, the second hand unit priced at \$141,000 is already 13 years old, in very poor condition. The highest priced unit, at \$196,657, while in better condition and only 3 years old, would still require modifications to meet required specifications and is close to a new unit

price. There would also be reduced life expectancy on a second hand unit as well as a risk of purchasing a truck with unknown history.

The advantages of purchasing a new truck over a second hand unit is longer life expectancy (15 years) full warranty and built to exact required specifications.

Water pump:

Three competitive quotations have been sourced ranging in price from \$23,195 - \$40,825 (GST exclusive) for a suitable sized pump. Annual operating costs of the proposed water pump equates to \$17,473 with an initial outlay of approx. \$23,700 (including freight). Alternatively if Waste Services were to continue hiring a suitable pump the annual cost would be approx. \$58,400.

Based on the analysis it is recommended to provide an additional \$226,000 in the 2013/14 Budget for the acquisition of a suitable water truck and water pump.

In order to proceed with the procurement of the water truck and water pump, Council are required to approve a Budget amendment. The cost of the purchase is proposed to be funded from the Waste Facilities Reserve, resulting in a nil impact on the 2013/14 surplus/deficit as follows:

Acc No	Job No	Account/Job Description	Current Budget (2013/14)	(Inc.)/Dec	Proposed Amended Budget	Reason
404504	N/A	Purchase fleet	65,883	202,300	268,183	The 2013/14 Budget currently includes \$30,000 for a water truck. Increase required for the purchase of new water truck for dust suppression compliance.
404505	N/A	Purchase equipment	0	23,700	23,700	Purchase of water pump for 7 Mile Waste Facility
404858	N/A	Transfer From Waste Facilities Reserve MUN	(3,859,303)	(226,000)	(4,085,303)	Funding the above acquisitions
		Total	(3,793,420)	0	(3,793,420)	

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council’s approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provided for this activity:

Our Program: 3.b.1.1 Manage Waste Services  
 Our Services: 3.b.1.1.5 Provide waste disposal service to commercial and residential customers through a 7 Mile waste disposal facility.

**RISK MANAGEMENT CONSIDERATIONS**

The level of risk is considered to be moderate to the Shire in terms of service interruption, environment & compliance.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer’s recommendation.

It is anticipated both the water truck and water pump could be supplied prior to the end of financial year should this recommendation be approved.

**RELEVANT PRECEDENTS**

There are no relevant precedents related to this matter.

**VOTING REQUIREMENTS**

Absolute Majority

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 3.57 of the *Local Government Act 1995* RESOLVES to NOT support the Officers recommendation and PROPOSES to continue hiring the water truck and water pump, and consider a Budget allocation in the 2014/15 Budget.

**CONCLUSION**

The acquisition of the water truck and water pump will provide Waste Services with the appropriate resources to continue services in the most cost effective and compliant manner.

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**OFFICER’S RECOMMENDATION**

That Council by ABSOLUTE Majority pursuant to Section 6.8 of the *Local Government Act 1995* RESOLVES to APPROVE a Budget amendment to transfer funds from the Waste Facilities Reserve, resulting in a nil impact on the 2013/14 Budget surplus/deficit as follows:

Acc No	Job No	Account/Job Description	Current Budget (2013/14)	(Inc.)/Dec	Proposed Amended Budget	Reason
404504	N/A	Purchase fleet	65,883	202,300	268,183	The 2013/14 Budget currently includes \$30,000 for a water truck. Increase required for the purchase of new water truck for dust suppression compliance.
404505	N/A	Purchase equipment	0	23,700	23,700	Purchase of water pump for 7 Mile Waste Facility
404858	N/A	Transfer From Waste Facilities Reserve MUN	(3,859,303)	(226,000)	(4,085,303)	Funding the above acquisitions
		<b>Total</b>	<b>(3,793,420)</b>	<b>0</b>	<b>(3,793,420)</b>	

**12.2 FEE WAIVE REQUEST – MURUJUGA ABORIGINAL CORPORATION**

<b>File No:</b>	<b>GS.41</b>
<b>Responsible Executive Officer:</b>	<b>Director Strategic Projects &amp; Infrastructure</b>
<b>Reporting Author:</b>	<b>Waste Services Office Supervisor</b>
<b>Date of Report:</b>	<b>30 January 2014</b>
<b>Applicant/Proponent:</b>	<b>Ben Breheny, Program Coordinator, Murujuga Ranger Program</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Letter of Request from Murujuga Aboriginal Corporation</b>

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**PURPOSE**

To consider a request from the Murujuga Aboriginal Corporation to waive the applicable Shire of Roebourne fees to dispose of waste at the Seven Mile Waste Facility for the remainder of the 2013/14 Financial Year and for a further two years.

**BACKGROUND**

The Murujuga National Park was declared on the 17 January 2013. The area encompasses all 4,913 hectares of the non-industrial land on the Burrup Peninsula.

Through Woodside's Conservation Agreement with the Commonwealth Government, the Pluto LNG joint venture fund the Murujuga Aboriginal Corporation to train local Aboriginal men as Rangers who manage the Park in association with the Department of Environment Regulation. This not for profit organisation uses a domestic residence as its headquarters and patrols the Burrup Peninsular daily.

Approximately once a week, the organisation presents a vehicle and trailer to the Seven Mile Waste Facility to dispose of waste from its headquarters and rubbish collected whilst on patrol.

The Murujuga Aboriginal Corporation is requesting that the fee for the disposal of this waste be waived.

**LEVEL OF SIGNIFICANCE**

In the context of CE8 Significant Decision Making Policy, this item is considered to be of low significance as the recommendation has a minimal financial impact on Council.

**COUNCILLOR/OFFICER CONSULTATION**

No Councillor or Officer consultation is required.

**COMMUNITY CONSULTATION**

No community consultation is required.

**STATUTORY IMPLICATIONS**

Section 6.12 of the *Local Government Act 1995* provides for Council to waive fees.

**POLICY IMPLICATIONS**

There are no policy implications.

**FINANCIAL IMPLICATIONS**

Based on one vehicle and trailer per visit the foregone income over 3 years is approximately \$7,608.00 as shown below:

13/14	20 visits @ \$51.00	\$1,020.00
14/15	60 visits @ \$53.55 (approximate)	\$3,213.00
15/16	60 visits @ \$56.25 (approximate)	\$3,375.00
APPROXIMATE TOTAL		\$7,608.00

The fee waiver expense account has a budget of \$20,000 for 2013/14 financial year. To date \$6,706 has been expended, the remaining balance has not been allocated. Should Council support the fee waiver, it is anticipated that a further \$1,020 will be allocated up to 30 June 2014.

Acc No	Job No	Account/Job Description	Current Budget (2013/14)	Expenditure to date	Additional Expenditure	Reason
314200	631445	Non Statutory Donations-Fee waiver	20,000	6,706	1,020	20 site visits at \$51.00 to 30/6/2014

The estimated cost to waive fees for 2014/15 is \$3,213 and 2015/16 is forecast to be \$3,375. These costs are proposed to be considered for inclusion in the non statutory donations-fee waiver (account 631445) in the annual budget process.

**STRATEGIC IMPLICATIONS**

This item is relevant to the Council’s approved Strategic Community Plan 2012-2022 and Corporate Business Plan 2012-2016. In particular the Operational Plan 2013-2014 provided for this activity:

- Our Program:           1.f.4.2                   Provide support to local community groups and local service providers for community engagement events, projects, programs and activities
- Our Program:           1.f.5.3                   Develop and support initiatives that help reduce litter
- Our Services:          1.f.5.3.2               Continue to schedule and promote regular Shire-wide litter clean up events to promote community/business involvement in litter initiatives

**RISK MANAGEMENT CONSIDERATIONS**

There are no risk management considerations applicable.

**IMPACT ON CAPACITY**

There is no impact on capacity or resourcing to carry out the Officer’s recommendation.

**RELEVANT PRECEDENTS**

Council has previously supported similar events by way of fee waivers.

**VOTING REQUIREMENTS**

Absolute and Simple Majority

**OPTIONS:**

Option 1

As per Officer’s recommendation.

Option 2

That Council by SIMPLE Majority pursuant to Section 6.12 of the *Local Government Act 1995* RESOLVES to NOT APPROVE to waive fee.

**CONCLUSION**

The Murujuga Aboriginal Corporation is a not for profit organisation providing a valuable service to the community by managing the Murujuga National Park. They are requesting assistance from the Shire to waive fees for disposing of rubbish at the 7 Mile Waste Facility.

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**OFFICER’S RECOMMENDATION**

1. That Council by Absolute Majority pursuant to Section 6.12 of the *Local Government Act 1995* RESOLVES to APPROVE to waive fees for the Murujuga Aboriginal Corporation for the approximate value of \$1020 up to the 30 June 2014 as follows;

Acc No	Job No	Account/Job Description	Current Budget (2013/14)	Expenditure to date	Additional Expenditure	Reason
314200	631445	Non Statutory Donations-Fee waiver	20,000	6,706	1,020	20 site visits at \$51.00 to 30/6/2014

2. That Council by Simple Majority pursuant to Section 6.12 of the *Local Government Act 1995* RESOLVES to CONSIDER a waiver of fees for the Murujuga Aboriginal Corporation for disposal of rubbish as part in the 2014/15 Budget.



## **13 ITEMS FOR INFORMATION ONLY**

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** Minute Secretary

**Disclosure of Interest:** Nil

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### **PURPOSE**

To advise Council of the information items for January 2014.

### **VOTING REQUIREMENTS**

Simple Majority.

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### **RECOMMENDATION**

That Council note the following information items:

- 13.1 Shire President's Mail
- 13.2 Register of Documents Stamped with the Shire's Common Seal
- 13.3 Non-Statutory Donations
- 13.4 Building Statistics
- 13.5 Planning Decisions Issued
- 13.6 Joint Development Assessment Panel Applications
- 13.7 Ranger Statistics
- 13.8 Environmental Health Statistics
- 13.9 Waste Services Data
- 13.10 Economic Development Update

**13.1 SHIRE PRESIDENT’S MAIL**

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** EA to CEO & Shire President

**Disclosure of Interest:** Nil

**PURPOSE**

To advise Council of the incoming correspondence for the Shire President

Date	From	Subject Details
14/01/2014	WALGA - Council Services Division	Freight Policy Forum - seeking Shire's input to the development of appropriate terms of reference - in this complex environment it is important that local government is able to establish a clear, evidence-based position on key freight related matters that impact directly on Local Governments - WALGA
15/01/2014	Minister of Transport	Concerns about pedestrian safety on the Dampier Highway adjacent to the Karratha Senior High School and Leisureplex - pedestrian facilities are installed by Main Roads on state roads subject to funding available, warrants and priorities - three crossing points along the 800 metre section of Dampier Highway of concern - traffic signals is being considered as the long term treatment - interim measures by using variable message boards - does not support any roadside drop off facilities for children - Minister of Transport
20/01/2014	Shire of Ashburton	Invitation to Shire President to attend the Official Opening of the Clem Thompson oval and sports pavilion; 13/02/2014.

**13.2 REGISTER OF DOCUMENTS STAMPED WITH THE SHIRE OF ROEBOURNE COMMON SEAL**

**Responsible Officer:** Chief Executive Officer

**Reporting Author:** EA to CEO & Shire President

**Disclosure of Interest:** Nil

**PURPOSE**

To advise Council of documents, as listed below, that have been stamped with the Common Seal of the Shire of Roebourne since the last Council Meeting.

DATE	DOCUMENT
25/01/2014	Local Government Reform Program Workforce Planning Capacity Building Grant Agreement between the Department of Local Government and the Shire of Roebourne.

**13.3 NON STATUTORY DONATIONS FOR PERIOD ENDING 31 JANUARY 2014**

**File No:** JAN14  
**Responsible Officer:** Director Corporate Services  
**Author Name:** Management Accountant  
**Date of Report:** 23 January 2014  
**Disclosure of Interest:** Nil

**PURPOSE**

To provide Council with a summary of Non Statutory Donations made during the specified period. The original budget amounts for 2013/14 were adopted in Council Res No. 152557 Municipal Fund Budget 2013/14.

<b>Shire of Roebourne</b>	<u>Current Budget</u>	<u>Actual YTD</u>	<u>Funds Remaining</u>
<b>Non Statutory Donations</b>	\$	\$	\$
<b>For the Period Ending 31 January 2014</b>			
Contribution - Dampier Community Assoc	\$ 100,000	\$ 23,536	\$ 76,464
Contribution - Pt Samson Community Assoc	\$ 100,000	\$ 30,000	\$ 70,000
Contribution - Roebourne Advisory Group	\$ 100,000	\$ 17,035	\$ 82,965
Contribution - Wickham Community Assoc	\$ 100,000	\$ -	\$ 100,000
Contribution - Karratha Community Assoc (to be CFWD)	\$ -	\$ 11,441	-\$ 11,441
Ex Gratia Contribution - Dampier Community Assoc	\$ 100,000	\$ -	\$ 100,000
Ex Gratia Contribution - Wickham Community Assoc	\$ 250,000	\$ 165,000	\$ 85,000
Ex Gratia Contribution - Roebourne Advisory Group	\$ 125,000	\$ -	\$ 125,000
Ex Gratia Contribution - Pt Samson Community Assoc	\$ 125,000	\$ -	\$ 125,000
Karratha Dampier Lions Club - Fenacng	\$ -	\$ -	\$ -
Nor West Jockey Club (to be CFWD)	\$ -	\$ 2,188	-\$ 2,188
Pilbara Multicultural Assoc	\$ 10,000	\$ 2,500	\$ 7,500
The Salvation Army	\$ 13,000	\$ 4,940	\$ 8,060
St John'S Ambulance (Roebourne)	\$ 15,000	\$ 4,259	\$ 10,741
School Awards	\$ 2,000	\$ 600	\$ 1,400
Christmas Lights Competition	\$ 2,000	\$ -	\$ 2,000
Walkington Awards	\$ 5,500	\$ 5,145	\$ 355
Community And Youth Training Services Inc.	\$ 43,800	\$ 10,950	\$ 32,850
David Wirrpanda Foundation	\$ 25,000	\$ -	\$ 25,000
Karratha Bikers Association	\$ 1,500	\$ 1,390	\$ 110
Karratha Community House Inc.	\$ 24,285	\$ 6,071	\$ 18,214
Karratha Falcons Football & Sporting Club Inc.	\$ 5,000	\$ -	\$ 5,000
Karratha Golf Club	\$ 5,000	\$ -	\$ 5,000
Local Information Network Karratha (Link)	\$ 5,280	\$ 4,237	\$ 1,043

<b>Shire of Roebourne</b>	<u>Current Budget</u>	<u>Actual YTD</u>	<u>Funds Remaining</u>
<b>Non Statutory Donations</b>	\$	\$	\$
<b>For the Period Ending 31 January 2014</b>			
The Luke Adams Foundation	\$ 50,000	\$ 27,289	\$ 22,711
Pilbara Community Legal Services	\$ 50,000	\$ 12,500	\$ 37,500
Terre Rouge Ballet Inc.	\$ 5,000	\$ 1,250	\$ 3,750
Wickham Youth Group	\$ 25,500	\$ 10,340	\$ 15,160
State Emergency Services	\$ 9,610	\$ 3,379	\$ 6,231
Yaandina Family Centre Inc.	\$ 50,000	\$ 12,500	\$ 37,500
Sundry Donations To Community Groups	\$ -	\$ 5,876	-\$ 5,876
Fee Waiver	\$ 20,000	\$ 6,706	\$ 13,294
	<b>1,367,475</b>	<b>369,133</b>	<b>998,342</b>

**13.4 MONTHLY BUILDING STATISTICS - JANUARY 2014**

**File No:** GR.27  
**Responsible Executive Officer:** Director Building Services  
**Reporting Author:** Coordinator Building Services  
**Date of Report:** 31 January 2014  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

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**PURPOSE**

To provide Council with the Building Statistics for the period specified.

	<b>2013 Monthly Statistics Attached for Comparison</b>											
<b><u>BUILDING PERMITS</u></b>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Dwellings	16	8	6	2	12	92	88	21	67	20	18	57
Alterations & Additions	1	2	3	0	4	4	3	5	3	1	2	0
Swimming pools & Spa	8	2	7	5	8	6	1	6	7	3	4	2
Outbuildings	37	30	35	14	23	38	45	44	17	32	35	21
Group Development	3	1	1	1	1	2	2	1	5	0	2	0
Number of Sole Occupancy Units - Group Development	13	23	10	8	8	32	24	8	50	0	216	0
Commercial	9	8	5	9	5	5	8	10	9	8	2	4
<b><u>Monthly Total</u></b>	<b>87</b>	<b>74</b>	<b>67</b>	<b>39</b>	<b>61</b>	<b>179</b>	<b>171</b>	<b>95</b>	<b>158</b>	<b>64</b>	<b>279</b>	<b>84</b>
Demolition Permits	1	5	13	1	3	2	1	0	0	3	1	0
<b><u>Building Approval Certificates</u></b>												
Dwellings	0	0	0	0	0	0	0	0	3	0	0	0
Alterations & Additions	2	0	0	0	0	0	0	0	0	0	0	0
Swimming pools & Spa	0	0	0	0	0	1	0	0	0	0	0	0
Outbuildings	4	1	1	0	1	1	2	0	0	0	0	1
Group Development	0	0	0	0	0	0	0	0	0	0	0	0
Number of Sole Occupancy Units - Group Development	0	0	0	0	0	0	0	0	0	0	0	0
Commercial	0	0	0	0	0	0	1	2	0	0	0	0
<b><u>Monthly Total</u></b>	<b>7</b>	<b>6</b>	<b>14</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>
<b>Total \$ Construction Value</b>	\$44,375,192	\$23,774,432	\$17,866,845	\$16,885,383	\$27,868,983	\$70,899,842	\$87,711,260	\$28,249,968	\$68,744,289	\$20,838,631	\$67,166,175	\$43,553,575
<b>YTD Total Number Building Permits Issued</b>	<b>1358</b>											
<b>YTD Total Number Demolition Permits Issued</b>	<b>30</b>											
<b>YTD Total Number Building Approval Certificates Issued</b>	<b>50</b>											
<b>YTD Construction Value</b>	<b>\$517,934,575</b>											

<b>BUILDING PERMITS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Dwellings	24											
Alterations & Additions	0											
Swimming pools & Spa	7											
Outbuildings	18											
Group Development	0											
Number of Sole Occupancy Units - Group Development	0											
Commercial	2											
<b>Monthly Total</b>	<b>51</b>	<b>0</b>										
Demolition Permits	5											
<b>Building Approval Certificates</b>												
Dwellings												
Alterations & Additions												
Swimming pools & Spa												
Outbuildings	8											
Group Development												
Number of Sole Occupancy Units - Group Development												
Commercial												
<b>Monthly Total</b>	<b>8</b>	<b>0</b>										
<b>Total \$ Construction Value</b>	\$16,690,647											
<b>YTD Total Number Building Permits Issued</b>	<b>51</b>											
<b>YTD Total Number Demolition Permits Issued</b>	<b>5</b>											
<b>YTD Total Number Building Approval Certificates Issued</b>	<b>8</b>											
<b>YTD Construction Value</b>	<b>\$16,690,647</b>											

**13.5 PLANNING DECISIONS ISSUED 14 JANUARY 2014 - 3 FEBRUARY 2014**

**File No:** TA/1/1  
**Responsible Officer:** Director Development Services  
**Author Name:** Planning Administration Officer  
**Disclosure of Interest:** Nil

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**PURPOSE**

To advise Council of the following planning decisions issued for the above period.

APP	DECISION	OWNER	APPLICANT	ADDRESS	APP TYPE	DEVELOPMENT
P3440	APPROVED DELEGATE	CRAIG A JEFFS	CRAIG A JEFFS	LOT 227 DUGALD WAY, BULGARRA	R-CODE VARIATION	OUTBUILDING: VARIATION TO THE HEIGHT AND SIDE BOUNDARY SET BACK
P3311	WAPC APPROVED	OTAN KARRATHA PTY LTD	PINDAN PTY LTD	LOT 9006 BUTCHERBIRD DRIVE, NICKOL	SUBDIVISION	APPROVED SUBDIVISION WAPC 148008 DP400261
DA14015	CANCELLED	BHP PETROLEUM PTY LTD & WOODSIDE	PETER FOWLER	LOT 2408 (9) BATEMAN COURT, MILLARS WELL	R-CODE VARIATION	OUTBUILDING WITH REDUCED BOUNDARY SETBACK

**13.6 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATIONS  
14 JANUARY 2014 – 03 FEBRUARY 2014**

**File No:** TA/1/1  
**Responsible Officer:** Director Development Services  
**Author Name:** Planning Administration Officer  
**Disclosure of Interest:** Nil

**PURPOSE**

To advise Council a status of the current JDAP Applications.

APPL. #	LODGEMENT DATE	OWNER	APPLICANT	ADDRESS	DESCRIPTION	JDAP MEETING DATE
P3393	30/08/2013	CHEEDITHA GROUP ABORIGINAL CORPORATION	PORTSIDE ENTERPRISES PTY LTD	LOT 48 NORTH WEST COASTAL HIGHWAY, ROEBOURNE	300 PERSON TRANSIENT WORKFORCE ACCOMMODATION	29 JANUARY 2014
P3441	04/12/2013	CORCOM INVESTMENTS PTY LTD	SCRIBE DESIGN GROUP	LOT 155 SEARIPPLE ROAD, BULGARRA	SINGLE LEVEL RESIDENTIAL MULTI DWELLING DEVELOPMENT	MARCH 2014

**13.7 MONTHLY RANGER STATISTICS – JANUARY 2014**

**File No:** LE.245  
**Responsible Executive Officer:** Director Development Services  
**Reporting Author:** Manager Regulatory Services  
**Date of Report:** 3 February 2014

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**PURPOSE**

To provide Council with the Ranger Statistics for the period specified.

	Central Zone (B/PC/MW/KIE)	West Zone (N/NW/B/BW/GRIE/D)	East Zone (R/W/PS/C)	Total
Activities on Shire Properties	0	0	0	<b>0</b>
Abandoned vehicles	10	9	2	<b>21</b>
Animal (dogs/other)	11	16	14	<b>41</b>
Cats	8	7	3	<b>18</b>
Camping	0	0	0	<b>0</b>
Cyclone	1	1	0	<b>2</b>
Fire	1	0	1	<b>2</b>
Litter	2	5	3	<b>10</b>
Parking	16	3	0	<b>19</b>
Off Road Vehicles	0	0	0	<b>0</b>
<b>Total Action requests</b>	<b>49</b>	<b>41</b>	<b>23</b>	<b>113</b>

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No applications to keep 3 or more dogs on a residential property were received this month.

Annual statistics on following page.

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For this month there was 114 calls forwarded from our after hours call centre. 55 of those calls required an immediate after hour's response.

<b>CATEGORY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
<b>Inspections/reinspections/audits</b>													
Activities on Shire Properties	0												0
Abandoned vehicles	21												21
Animal (dogs/etc)	41												41
Cats	18												18
Camping	0												0
Cyclone	2												2
Fire	2												2
Litter	10												10
Parking	19												19
Off Road Vehicles	0												0
<b>Monthly total</b>	<b>113</b>												<b>113</b>
<b>Infringements issued</b>													
Bushfire add as needed	3												3
Activities on Shire Properties	0												0
Animal (dogs/cats/etc)	3												3
Camping	0												0
Litter	3												3
Parking	17												17
<b>Monthly total</b>	<b>26</b>												<b>26</b>
<b>Impounded dogs</b>													
CENTRAL	13												13
EAST	8												8
WEST	12												12
<b>Monthly total</b>	<b>29</b>												<b>29</b>
RELEASED TO OWNER	10												10
REHOMED TO SAFE	8												8
EUTHED BY RANGER	7												7
EUTHED AT VETS	0												0
<b>Monthly total</b>	<b>29</b>												<b>29</b>

<b>CATEGORY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
<b>Impounded Cats</b>													
CENTRAL	2												2
EAST	16												16
WEST	4												4
<b>Monthly total</b>	<b>22</b>												<b>22</b>
RELEASED	0												0
REHOMED TO SAFE	4												4
EUTHED	18												18

**13.8 MONTHLY HEALTH STATISTICS – JANUARY 2014**

**File No:** LE.288  
**Responsible Officer:** Director Development Services  
**Reporting Author:** Manager Regulatory Services  
**Date of Report:** 31 January 2014  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

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**PURPOSE**

To provide Council with the Health Statistics for the period specified.

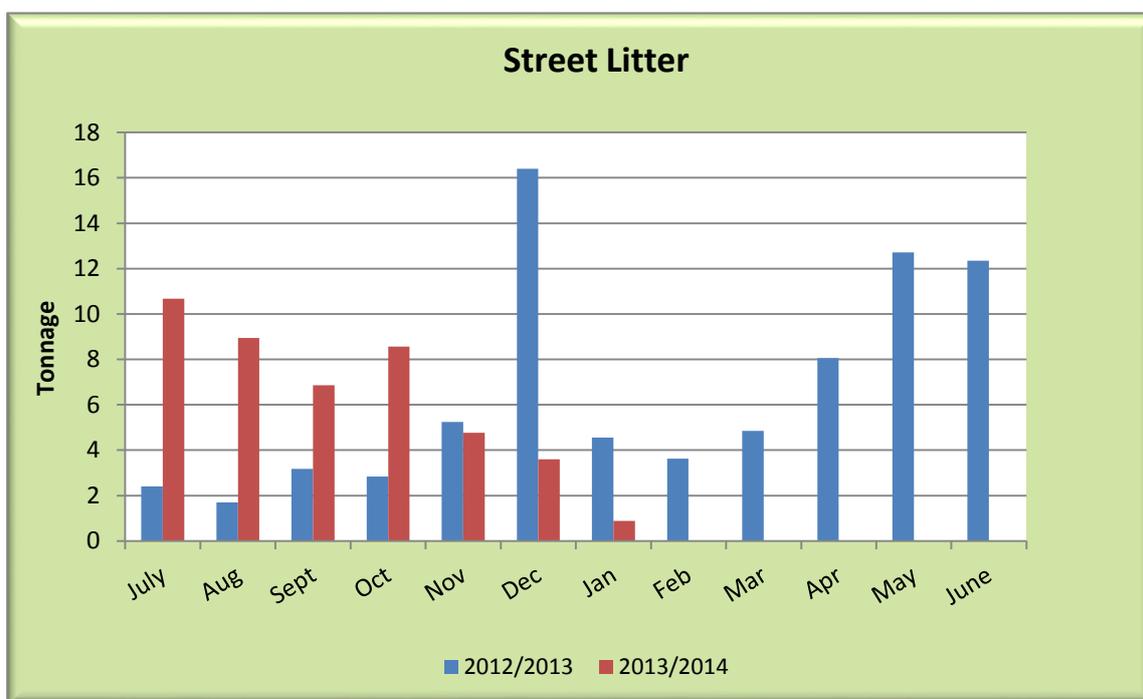
Environmental Health Statistics													Environmental Health Statistics													
2014													2013													
CATEGORY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	2013 - YTD	JAN 2013	FEB 2013	MAR 2013	APR 2013	MAY 2013	JUN 2013	JUL 2013	AUG 2013	SEP 2013	OCT 2013	NOV 2013	DEC 2013
<b>Inspections/reinspections/audits</b>													<b>Inspections/reinspections/audits</b>													
Food premises inspection/reinspection	11												11	136	24	7	1	36	0	0	0	8	9	12	34	5
Lodging house inspection	0												0	41	0	0	0	1	0	0	34	6	0	0	0	0
Camping/caravan park inspection	0												0	7	0	0	0	0	0	0	7	0	0	0	0	0
Public building inspection	0												0	0	0	0	0	0	0	0	0	0	0	0	0	0
Swimming pool inspection	1												1	28	0	0	0	0	0	0	0	0	0	28	0	0
Hairdressers inspection	5												5	3	0	0	0	0	0	0	0	1	1	0	1	0
Beauty therapy/skin penetration inspection	3												3	9	0	0	0	0	0	0	0	1	0	2	5	1
Septic tank inspections													0	0												
Closed premises	8												8	23	3	0	0	0	7	0	0	3	8	0	2	0
<b>Monthly total</b>	<b>28</b>	<b>0</b>	<b>28</b>	<b>247</b>	<b>27</b>	<b>7</b>	<b>1</b>	<b>37</b>	<b>7</b>	<b>0</b>	<b>41</b>	<b>19</b>	<b>18</b>	<b>42</b>	<b>42</b>	<b>6</b>										
<b>Health nuisances/complaints investigated</b>													<b>Health nuisances/complaints investigated</b>													
Air Pollution	0												0	11	0	1	3	1	0	0	1	0	0	1	3	1
Building & Accommodation	1												1	26	1	1	3	3	4	3	2	0	2	1	6	0
Effluent & Water Pollution	2												2	0	0	0	0	0	0	0	0	0	0	0	0	0
Food Safety	0												0	44	5	7	9	13	5	2	1	0	0	1	0	1
Noise Pollution	1												1	37	4	2	2	6	5	6	2	2	3	3	0	2
Nuisance	3												3	28	0	1	1	1	4	1	2	1	9	6	0	2
Pest Control	2												2	34	8	3	4	4	4	3	0	0	1	1	5	1
Refuse & Litter	1												1	10	1	1	1	0	1	2	0	0	2	1	0	1
Skin Penetration	1												1	2	0	0	0	0	1	1	0	0	0	0	0	0
Stallholders & Traders	0												0	6	0	0	0	0	0	0	3	2	0	1	0	0
Other	0												0	66	5	14	17	15	4	11	0	0	0	0	0	0
<b>Monthly total</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>264</b>	<b>24</b>	<b>30</b>	<b>40</b>	<b>43</b>	<b>28</b>	<b>29</b>	<b>11</b>	<b>5</b>	<b>17</b>	<b>15</b>	<b>14</b>	<b>8</b>										
<b>Notifiable infectious diseases</b>													<b>Notifiable infectious diseases</b>													
Ross River Virus (RRV)	0												0	4	0	0	0	2	2	0	0	0	0	0	0	0
Barmah Forest Virus (BFV)	0												0	12	0	0	5	2	2	0	0	0	0	3	0	0
Salmonellosis	2												2	4	0	0	0	3	0	0	0	0	0	0	1	0
Campylobacteriosis	3												3	1	0	0	0	0	0	0	0	0	0	0	1	0
Cryptosporidiosis	0												0	3	0	0	0	3	0	0	0	0	0	0	0	0
Positive isolates													0	0												
<b>Monthly total</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>										
<b>Other health</b>													<b>Other health</b>													
Assess development applications	3												3	61	3	9	5	7	7	10	11	3	0	2	3	1
Assess building applications	0												0	3	1	1	1	0	0	0	0	0	0	0	0	0
Respond to swimming pool positive detections	3												3	9	0	0	0	2	0	0	0	2	3	0	2	0
Healthy dog day	0												0	4	0	1	0	0	1	0	0	1	0	0	1	0
Chicken bleeding	2												2	24	2	2	2	3	2	2	2	2	2	2	1	1
<b>Monthly total</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>101</b>	<b>6</b>	<b>13</b>	<b>8</b>	<b>12</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b>7</b>	<b>2</b>										

**13.9 WASTE SERVICES DATA**

**File No:** WM.2  
**Responsible Executive Officer:** Director Strategic Projects & Infrastructure  
**Reporting Author:** Waste Services Office Supervisor  
**Date of Report:** 30 January 2014  
**Disclosure of Interest:** Nil  
**Attachment(s)** Nil

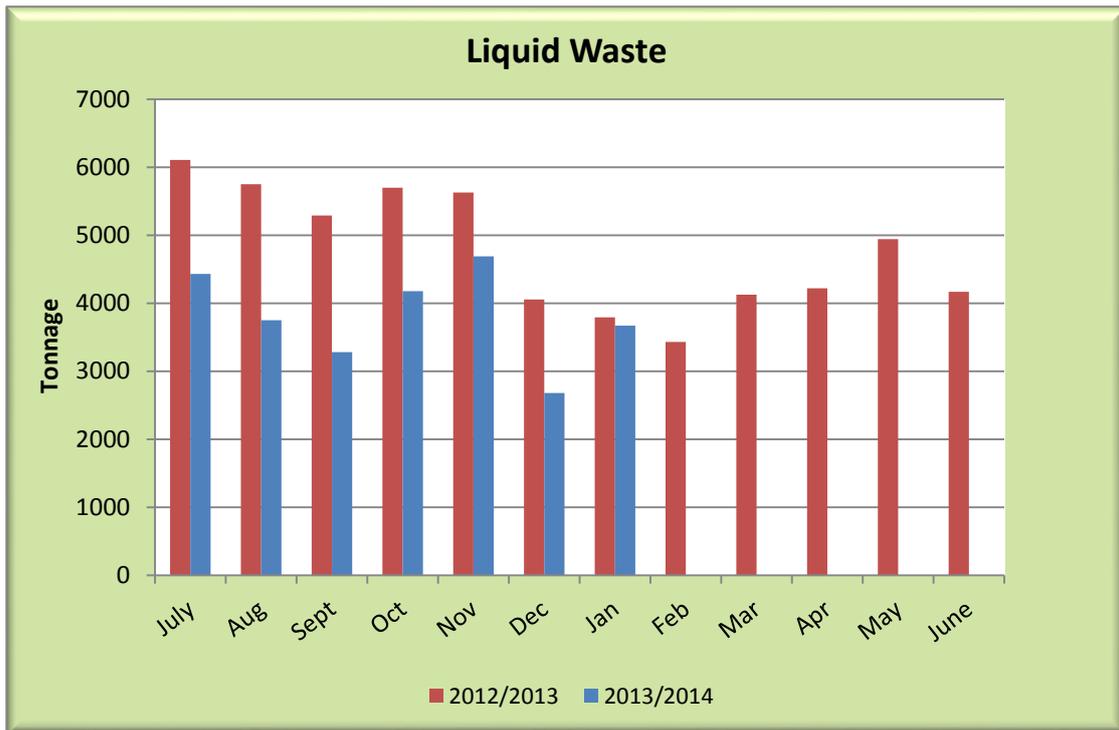
**PURPOSE**

To provide an illustration of Waste Services data collected for the current month, including a comparison with the 2012/13 financial year data.

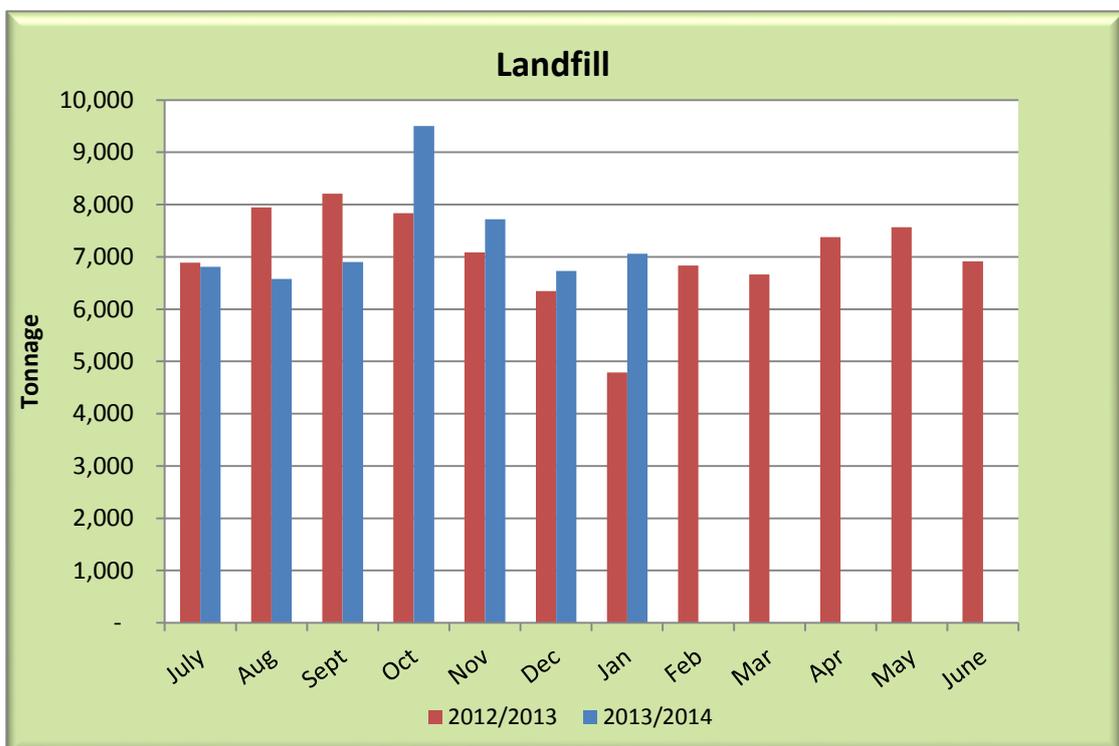


Street Litter collected from Karratha, Dampier, Roebourne, Wickham, Cossack and Point Samson and delivered to the 7 Mile Waste Facility.

Drop in January 2014 street litter tonnage result of deployment of Litter Crew to Cyclone Christine clean up.

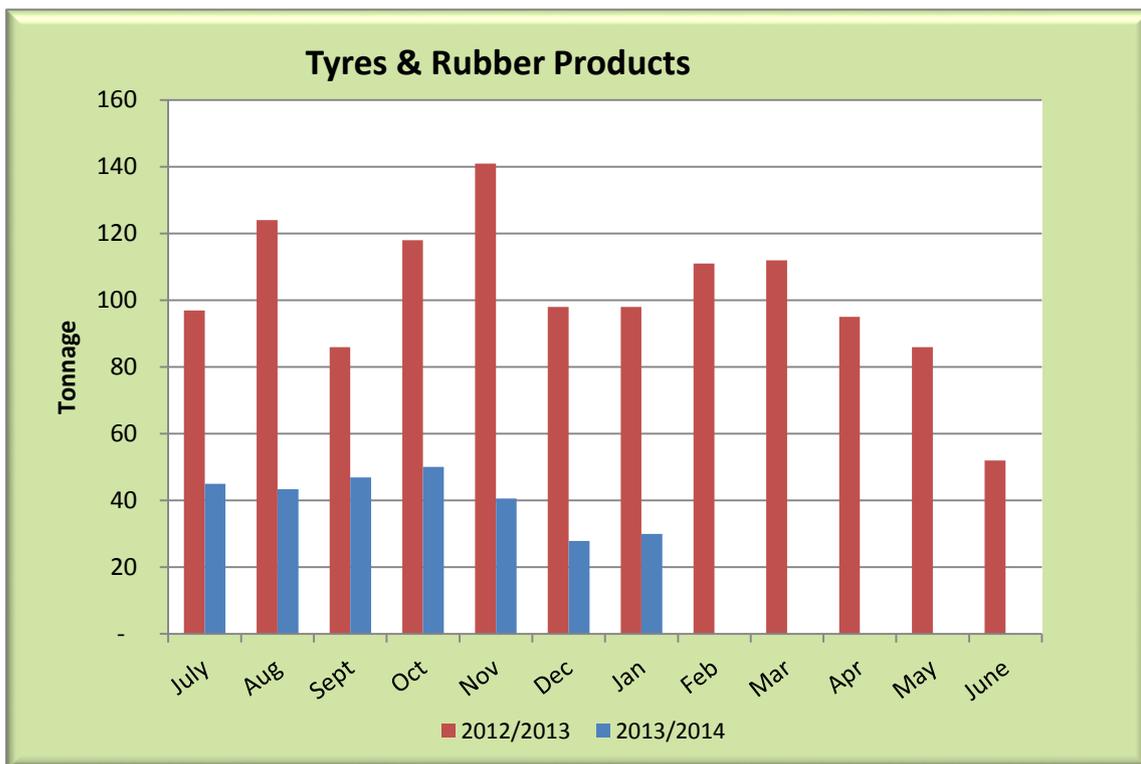


Liquid Waste delivered to the 7 Mile Waste Facility

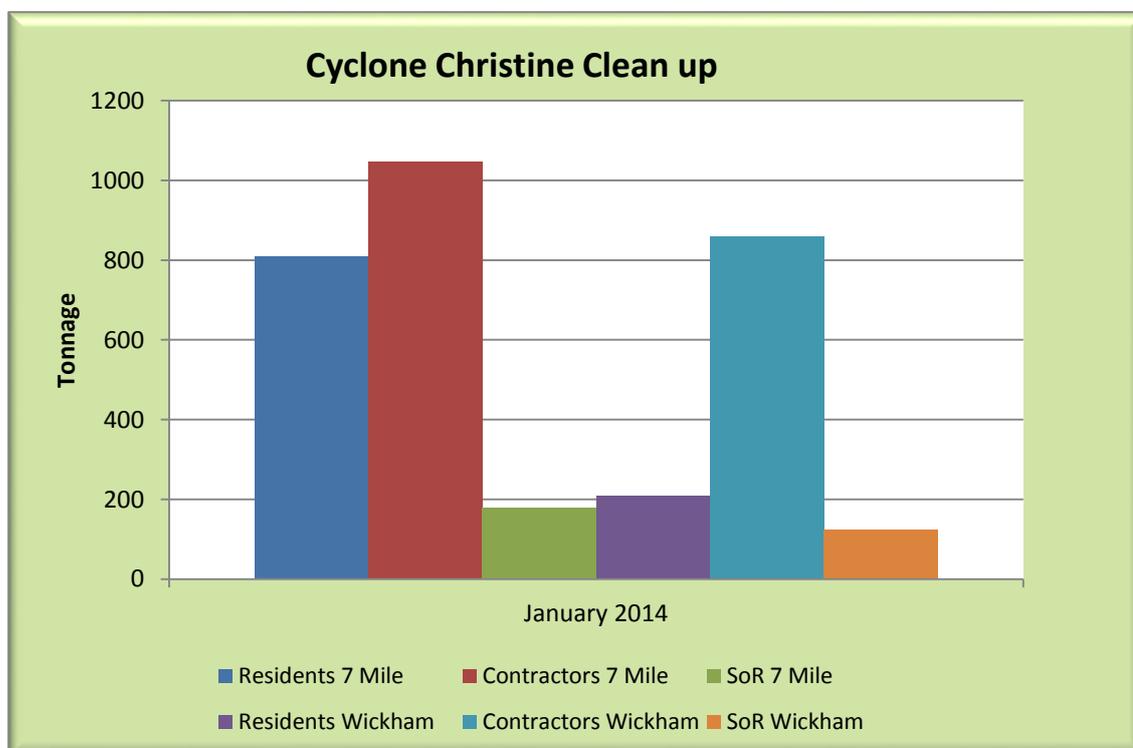


Total waste, excluding liquid waste and clean fill, delivered to the 7 Mile Waste Facility. Cyclone.

January 2014 landfill tonnage total includes Cyclone Christine clean up waste delivered to the 7 Mile Waste Facility (approx. 2035 tonnes)



Tyres and Rubber products delivered to the 7 Mile Waste Facility. Noted reduction in the year to date volumes potentially as a consequence of introducing new fees and charges which subsequently reduces the impact on landfill.



Cyclone Christine Clean up to date (commenced 6/1/14). Waste was delivered to the 7 Mile Waste Facility and Wickham Transfer Station.

**13.10 ECONOMIC DEVELOPMENT UPDATE**

<b>File No:</b>	<b>ED.</b>
<b>Responsible Executive Officer:</b>	<b>Director Development Services</b>
<b>Reporting Author:</b>	<b>Economic Development Advisor</b>
<b>Date of Report:</b>	<b>3 February 2014</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachment(s)</b>	<b>Nil</b>

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**PURPOSE**

To inform Council of economic development activities for the month of January.

**BACKGROUND**

Council's Strategic Theme Two: Our Economy has as its goal a well managed and diversified economy to maximise the benefits of growth in the region. Our response is a range of economic initiatives, projects and partnerships.

**REPORT****1. Economic and Demographic information provision**

For the month of January, the Economic Development Advisor has provided economic, demographic and project briefings, report or advice to:

- Business Development Manager, Karratha Village;
- Project Manager and Construction Manager, Doric Constructions;
- Officer In Charge, Karratha Police Station;
- Manager, WA Demography Program, Australian Bureau of Statistics;
- Director Knowledge, Pilbara Development Commission.

**2. Economic Development – Draft Strategic Directions**

A draft Economic Development strategy has been prepared as one of the major technical papers and pieces of evidential analysis underpinning the shire's development of its Local Planning Strategy (LPS). It will compliment the wide body of research and planning that has already been undertaken. The economic strategy will be further refined and finalised through the course of the formulation of the LPS. The Economic Development Advisor has provided local knowledge and input throughout the process plus provided on the ground assistance to visiting consultants including the provision of on-site visitation support during economic analysis of settlements in the eastern corridor. Work on the economic development strategy has highlighted the need for the Pilbara Development Commission to coordinate a joint approach particularly as it applies to individual components such as the development of a digital strategy, tourism strategy and strategies to diversify the regional economy which will provide greater clarity of what can reasonably be implemented at a Shire level.

**3. Small Business Centre West Pilbara Report**

The Shire has a funding agreement with the Small Business Centre West Pilbara (SBCWP) in which the SBCWP:

- Hosts a Home Based Business Network on behalf of the Shire;
- Provides data on the number of small businesses that enter and exit the Shire;

- Provide data and database of home based businesses that the SBCWP becomes aware of during its workshops and day to day client contact sessions.

The SBCWP has been fully compliant with its funding agreement in providing the services as indicated and reporting thereon at the half yearly point of the 2013/14 agreement.

**Small Business Issues**

<b>Issue Type</b>		Industrial Relations or HR	6
Business Planning	71	Taxation	6
Financial Management	38	Buying or Selling	4
Licensing or Registration	37	E-Commerce	2
Marketing	30	Dispute (non-lease)	1
Regulatory Compliance	14	Franchising	
Funding	7	Leasing	1

The top five areas of concern for small business are business planning, financial management, licensing/registration, marketing and regulatory compliance.

<b>Industry Type</b>	<b>6 Month Total - New Business Client Sessions</b>	<b>6 Month Total - Existing Business Client Sessions</b>	<b>6 Month Total - New Business Start Ups+</b>
Agriculture, Forestry and Fishing			
Mining	4		
Manufacturing		2	
Electricity, Gas, Water and Waste Services			
Construction	6	4	1
Wholesale Trade	2		
Retail Trade	12	5	1
Accommodation and Food Services	8	1	1
Transport, Postal and Warehousing	1	3	1
Information Media and Telecommunications	1	2	1
Financial and Insurance Services		2	
Rental, Hiring and Real Estate Services	2	4	
Professional, Scientific and Technical Services	5	2	1
Administrative and Support Services	2	1	
Public Administration and Safety			
Education and Training		2	
Health Care and Social Assistance	4	1	1
Arts and Recreation Services	7	3	4
Other Services	8	4	

The most popular new businesses are in retail trade; accommodation and food services; arts and recreation; construction and professional, scientific and technical services.

#### **4. Warambie Estate Service Worker Accommodation Report**

##### **Background**

Warambie Estate is a highly successful R4R funded project providing 100 units of affordable accommodation to key service workers in Karratha. The Shire along with the Pilbara Development Commission and Karratha and Districts Chamber of Commerce and Industry provide an elected member and an officer as representatives on the Allocation Committee for Warambie Estate.

##### **Current Situation**

The Estate is at close to full occupancy with just a few vacancies currently. The new onsite Manager, Bronwyn Serjeant, is currently negotiating with the next available applicants of the waiting list to facilitate new leases. The vacancy rate averages one or two per month. The Allocation Committee has fully vetted a short list of 20 applicants which the manager works through as vacancies become available. The EOI process is still live so prospective companies can register at any time. When the short list diminishes with applicants taking up leases, the allocation committee will reconvene and thoroughly vet a revised list of applicants. In this fashion any vacancies can be filled effectively. Currently there are about 120 on the waiting list.

##### **Issues**

Two dwellings were originally provided for the purposes of providing family day care. The original tenant/operator was Embracing Children who last year decided to discontinue the service. After considering the demand and levels of interest the committee recommended resuming the service with only one dwelling with the other being returned to the general pool due to the large waiting list. The remaining family day care dwelling has been offered to CSSU, a proven child care provider in the region, to recommence the service.

From time to time there are issues with parking and failure to observe the speed limit. These are dealt with by the estate manager with warning letters being sent to the offending residents.

Another ongoing issue has been the light pollution emanating from Pelago East affecting adjacent residents in Warambie Estate. This has been taken up with Finbar project management to try and resolve and minimise the impact

During 2013 a number of break-ins and thefts have occurred which were referred to the Police. Discussion of the potential use of CCTV took place with the estate manager subsequently obtaining quotations for installation of equipment. It was recommended to discuss with the Cleansweep Taskforce in case there may be synergies with the CCTV rollout being undertaken more broadly in Karratha. This will be followed up in 2014.

In respect to the Seniors Village component collocated with Warambie Estate, the Allocation Committee does not have a role in the allocation of residents (This is handled by the Department of Housing) however advice is provided to the Estate Manager in relation to any issues arising.

##### **Conclusion**

In general the estate is operating well with tenants very happy with the accommodation. A substantial waiting list exists which further justifies additional capacity being planned for The Quarter Development.

## 5. Karratha and Districts - Housing and Land Development Update – 30 Jan 2013

### 5.1 Housing Development Summary

Development / Estate	Description	Proponent /Agent	Total Dwellings	Estimated Residents
<b>Jingarri Estate</b>	<ul style="list-style-type: none"> <li>Located off Dampier Rd, adjacent to Nickol West (Karratha)</li> <li>195 single lots – final 20 lots now selling</li> <li>75 houses built with further dwellings under construction</li> <li>Estate also includes 6 group dwelling sites</li> </ul>	Pindan Realty Pty Ltd Ray White Karratha	330	960
<b>Pelago Apartment Development</b>	<ul style="list-style-type: none"> <li>Located at Cnr Warambie Rd and Sharp Ave, Karratha</li> <li>Pelago West 114 apartments</li> <li>Pelago East 170 apartments</li> </ul>	Finbar	284	825
<b>The Baynton Karratha</b>	<ul style="list-style-type: none"> <li>Located at 55 Gardugarli Drive, Baynton West (Karratha)</li> <li>80 apartments (2 &amp; 3 bedroom)</li> <li>Complex completed and now selling some with corporate leases in place</li> </ul>	Mindaroo Pty Ltd Crawford Property Group	80	230
<b>Madigan Estate</b>	<ul style="list-style-type: none"> <li>Located on Madigan Rd and adjacent to Baynton West</li> <li>Stage One completed with 234 lots for sale</li> <li>22 sales to date</li> <li>Housing construction on some lots commenced</li> </ul>	Landcorp Pilbara Estate Real	234	680
<b>Tambrey, Balmoral Road</b>	<ul style="list-style-type: none"> <li>House and land packaged development bounded by Balmoral Road, Bowerbird Drive, Manta Ray Loop and Bluebone Street, Nickol (Karratha)</li> <li>First stage of 41 dwellings completed and now selling/leasing</li> <li>Second stage yet to commence construction</li> </ul>	Alcock Neaves Ray Karratha Brown Group White	80	230
<b>Yaburriji Estate (Ngarluma Sustainable Housing Project)</b>	<ul style="list-style-type: none"> <li>New estate located on corner of North West Coastal Highway and Point Samson Rd, Roebourne</li> <li>First 99 residential lots completed and for sale</li> <li>Eventual yield expected of up to 400 lots</li> </ul>	Ngarluma Aboriginal Corporation Ray Karratha White	99	290
<b>Mulataga</b>	<ul style="list-style-type: none"> <li>New suburb located to the east of Bulgarra (Karratha) bounded by Mystery, Maitland and Millstream Roads</li> <li>Construction to commence in January, 2014</li> <li>First stage of 75 lots to be completed by August 2014</li> <li>Estimated yield of 250 lots by end of 2015, 350 lots by mid 2015 and 400-500 lots by end 2016</li> </ul>	Mirvac	250	725
<b>The Quarter</b>	<ul style="list-style-type: none"> <li>Located at the corner of Sharp Ave and Barlow Place, Karratha CBD</li> <li>50 service worker apartments</li> <li>Construction from May 2014 - completed by July 2015</li> </ul>	Mirvac	50	145
<b>Karratha Lazy Lands Program</b>	<ul style="list-style-type: none"> <li>61 parcels of land throughout Karratha and suburbs to be offered to the local market</li> <li>Stage One – 7 parcels of more than 3.2 ha</li> <li>Stage One estimated to provide 200 dwellings – due for completion by 2014</li> </ul>	Questus, Sulcon, Blue Waters Development Corporation, Big Wig Enterprises	200	580
<b>Wickham South</b>	<ul style="list-style-type: none"> <li>200 + lots and houses</li> <li>3 and 4 bedroom houses</li> <li>estimated 500 - 800 residents</li> </ul>	Rio Tinto	200	580
<b>Total Estimated Residents</b> (Based on 2.9 persons per dwelling average from ABS 2011 Census)				5245

**Commentary:**

Housing within the Karratha and Districts market has reached levels of availability and affordability not seen for many years. With a range of styles from modern bedsits, luxury apartments, townhouses and family style housing to choose from the market is now well catered for and augurs well for future growth.

**5.2 Residential Homes and Apartments For Sale**

Location	Number	Min \$	Max \$	Avg \$
<b>Karratha For Sale</b>				
One Bedroom	9	\$ 182,000	\$ 659,000	\$ 420,500
Two Bedroom	14	\$ 379,000	\$ 615,000	\$ 497,000
Three Bedroom	104	\$ 429,000	\$ 895,000	\$ 662,000
Four Bedroom +	78	\$ 555,000	\$ 1,150,000	\$ 852,500
<b>Karratha Total</b>	<b>205</b>			
<b>Dampier For Sale</b>				
One Bedroom	0			
Two Bedroom	0			
Three Bedroom	7	\$ 690,000	\$ 1,150,000	\$ 920,000
Four Bedroom +	5	\$ 910,000	\$ 1,100,000	\$ 1,005,000
<b>Dampier Total</b>	<b>12</b>			
<b>Wickham For Sale</b>				
One Bedroom	0			
Two Bedroom	0			
Three Bedroom	1	\$ 490,000	\$ 490,000	\$ 490,000
Four Bedroom +	0			
<b>Wickham Total</b>	<b>1</b>			
<b>Point Samson For Sale</b>				
One Bedroom	0			
Two Bedroom	0			
Three Bedroom	1	\$ 799,000	\$ 799,000	\$ 799,000
Four Bedroom +	2	\$ 900,000	\$ 980,000	\$ 940,000
<b>Point Samson Total</b>	<b>3</b>			

**Commentary:**

The number of properties for sale in Karratha has decreased from a figure of 294 in the December 2013 Quarter to 205 at the end of January, 2014. The availability of one and two bedroom dwellings has remained constant but the biggest movement has been in three bedroom dwellings (140 down to 104) and four+ bedroom dwellings (125 down to 78). If these figures have been translated into sales rather than just removal from the market it is a indicator of a reversal of the previously slow market experienced during the early part of 2013. Anecdotal evidence from local mortgage brokers and real estate agents suggests increased interest from local owner/occupiers as opposed to investors.

**5.3 Residential Land Availability**

Location	Number	Min \$	Max \$	Avg \$
Point Samson	2	\$ 415,000	\$ 415,000	\$ 415,000
Roebourne (Yaburriji Estate)	60	\$ 119,000	\$ 141,500	\$ 130,250
Roebourne (Other)	2	\$ 235,000	\$ 730,000	\$ 482,500
Wickham	1	\$ 340,000	\$ 340,000	\$ 340,000
Pegs Creek	1	\$ 950,000	\$ 950,000	\$ 950,000
Millars Well	2	n/a	n/a	n/a
Jingarri Estate, Nickol	20	\$ 275,000	\$ 395,000	\$ 335,000
Madigan Estate, Gap Ridge	200+	\$ 200,000	\$ 335,000	\$ 267,500
Baynton West	6	\$ 244,000	\$ 430,000	\$ 337,000
Total Blocks Available	294+			

**Commentary:**

Availability of residential land in Karratha and Roebourne is close to its peak for a number of years and currently exceeding demand at this time. Baynton West is pretty well sold out with the exception of several blocks which have been returned to the market. Lot 365, a sizable multi-dwelling site held by Auzcorp and earmarked for the Eagles Grove development of 245 dwellings is yet to progress. Jingarri Estate has sold well with the remaining lots now being marketed. Sales have commenced at Madigan Road Estate and are progressing, however there is still plenty of availability. An official sod turning at Mirvac's Mulataga Development late last year signified the commencement of that new high quality estate and the first 75 lots are anticipated to be ready by August 2014 providing a range of housing styles and lot sizes for prospective residents and investors.

**5.4 Residential For Rent**

Location	Number	Min \$	Max \$	Avg \$
<b>Karratha For Rent</b>				
One Bedroom	56	\$ 350	\$ 875	\$ 613
Two Bedroom	27	\$ 500	\$ 875	\$ 688
Three Bedroom	109	\$ 500	\$ 1,750	\$ 1,125
Four Bedroom +	99	\$ 800	\$ 2,200	\$ 1,500
<b>Karratha Total</b>	<b>291</b>			

**Commentary:**

The number of rentals available has dropped off considerably since the December quarter from 446 to 291. Whilst the availability of one and two bedroom dwellings has remained relatively constant, three bedroom dwellings have decreased in availability from 175 in the December quarter to 109 at the end of January and for four bedroom and above dwellings from 179 down to 99. This would seem to indicate that the rental market has picked up again with over 150 properties being taken up over the last month or so.

**5.5 Overall Market Analysis**

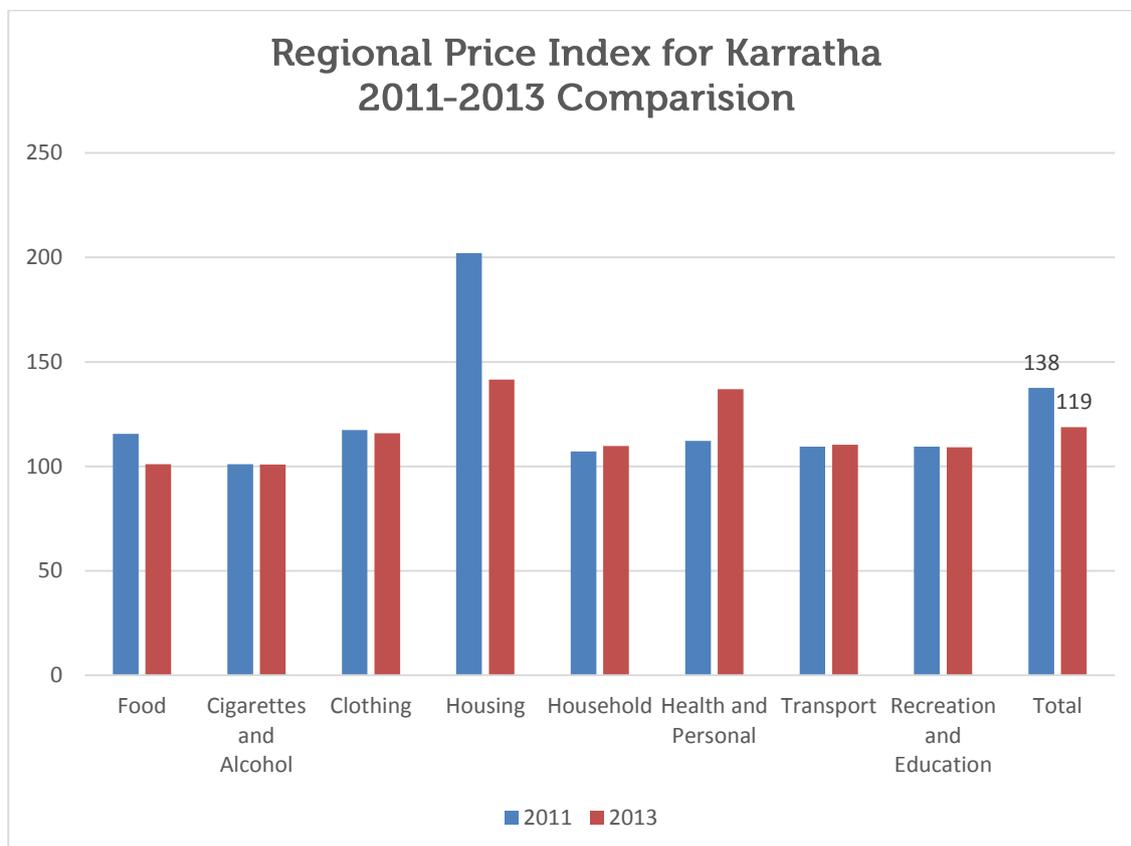
According to REIWA data on Karratha, annual turnover in 2013 was down 25% and fell to its lowest levels since 1991. The median sale price of \$660,000 for the December 2013 quarter was down 12% from December 2012. Karratha based realtors however have reported a notable increase in sales in the December quarter in comparison to earlier quarters of 2013. In conjunction with the apparent take up of rental properties it augurs well for a brighter start to 2014 for the property market in Karratha and Districts for both sales and rentals.

**5.6 Acknowledgements**

Pilbara Development Commission, REIWA, Ray White Karratha, Pilbara Real Estate, Mortgage Gallery Karratha.

**6. Regional Prices Index 2013**

Initiatives by key State Government Agencies and the Shire of Roebourne to improve housing affordability and regional livability appear to be coming to fruition as evidenced by the latest Regional Price Index report released by the Department of Regional Development, the Karratha results of which show an improvement of nearly 20% across the board.



This improvement can be primarily attributed to the 60% drop in housing costs since the 2011 report (From 202% to 142%). There was also a pleasing decrease of 16% in the price of food which shows that Karratha is virtually on parity with Perth on food prices. Most other cost areas have stayed pretty much the same. The only notably increase since 2011 has been health and personal items which increased from 112% in 2011 to 142% in 2013.

Access to the full report can be found at:

[www.drd.wa.gov.au/publications/.../Regional\\_Price\\_Index\\_2013.pdf](http://www.drd.wa.gov.au/publications/.../Regional_Price_Index_2013.pdf)



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

**15 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

**17 MATTERS BEHIND CLOSED DOORS**

CONFIDENTIAL ATTACHMENT TO ITEM 10.2 CULTURAL PRECINCT PROJECT CONCEPT PLAN

CONFIDENTIAL ATTACHMENTS TO LATE ITEM 16.1 RECONSIDERATION OF MATTERS PERTAINING TO A PROPOSED SOLAR PHOTOVOLTAIC ELECTRICITY GENERATION STATION AT KARRATHA AIRPORT

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**OFFICER'S RECOMMENDATION**

In accordance with Section 5.23 (2) (e) (iii) of the *Local Government Act 1995*, that Council move in camera to discuss Items:

**17.1 REQUEST FOR DELEGATION TO NEGOTIATE LEASE TERMS FOR NEW LOUNGES AT THE REDEVELOPED KARRATHA AIRPORT TERMINAL**

These matters if disclosed would reveal information about the business, professional, commercial or financial affairs of a person.

**18 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at \_\_\_\_\_.

The date of the next meeting is to be held on Monday 17 March 2014 at 6:30pm at Council Chambers - Welcome Road, Karratha.