



## ORDINARY COUNCIL MEETING

# MINUTES

The Ordinary Meeting of Council was held  
in the Council Chambers, Welcome Road, Karratha,  
on 19 April 2010 at 6.30pm

  
Collene Longmore  
CHIEF EXECUTIVE OFFICER

# TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
<b>1</b>	<b>OFFICIAL OPENING .....</b>	<b>1</b>
<b>2</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>1</b>
11.1.2	LOTS 3 & 4 CHERRATTA ROAD, KARRATHA INDUSTRIAL ESTATE - ..	21
<b>3</b>	<b>RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE...3</b>	
<b>4</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS.....</b>	<b>4</b>
11.1.3	INITIATION OF PROPOSED SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO. 8 AMENDMENT 19.....	4
11.1.6	PROPOSED SHORT-STAY SERVICED APARTMENTS DEVELOPMENT - LOT 1090 KARRATHA ROAD, STOVE HILL (FORMER DRIVE IN SITE) ...	8
<b>5</b>	<b>CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS .....</b>	<b>30</b>
<b>6</b>	<b>ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION .....</b>	<b>31</b>
<b>7</b>	<b>CHIEF EXECUTIVE OFFICER &amp; EXECUTIVE SERVICES .....</b>	<b>32</b>
7.1	CHIEF EXECUTIVE OFFICER .....	32
7.1.1	PILBARA TO PARLIAMENT .....	32
7.1.2	KARRATHA SERVICE WORKERS ACCOMMODATION MANAGEMENT COMMITTEE. ....	36
7.1.3	ANNUAL GENERAL MEETING .....	39
7.2	EMERGENCY SERVICES.....	41
7.2.1	SHIRE OF ROEBOURNE EVACUATION PLAN .....	41
<b>8</b>	<b>CORPORATE SERVICES .....</b>	<b>43</b>
8.1	CORPORATE .....	43
8.1.1	NAMING OF LINK ROAD - STRICKLAND TO BROADHURST .....	43
8.1.2	LOCAL GOVERNMENT REFORM - REGIONAL COLLABORATIVE GROUP .....	47
8.1.3	AUDIT COMMITTEE - 15 MARCH 2010.....	49
8.2	FINANCE.....	61
8.2.1	LIST OF ACCOUNTS MARCH 2010.....	61
8.2.2	FINANCIAL STATEMENT FOR PERIOD ENDING 28 FEBRUARY 2010 ..	72
8.2.3	WRITE OFF SUNDRY DEBTORS REPORT .....	88
8.2.4	VARIOUS BUDGET AMENDMENTS AND WRITE OFF OF PLAYGROUND EQUIPMENT .....	90
<b>9</b>	<b>COMMUNITY SERVICES .....</b>	<b>95</b>
9.1	COMMUNITY SERVICES.....	95
9.1.1	TENDER FOR SHIRE GRAFFITI REMOVAL SERVICE .....	95

9.1.2	ROEBOURNE ADVISORY COMMITTEE MINUTES .....	99
9.2	<i>RANGER SERVICES</i> .....	107
9.2.1	SHIRE OF ROEBOURNE PARKING AND PARKING FACILITIES LOCAL LAW 2010.....	107
<b>10.</b>	<b>TECHNICAL SERVICES.....</b>	<b>112</b>
10.1	<i>AIRPORT</i> .....	112
10.1.1	RFT KAP04-09/10 PROVISION OF SECURITY SERVICES - KARRATHA AIRPORT.....	112
10.1.2	REASSIGNMENT OF LEASE OF LOTS 32 & 33 - KARRATHA AIRPORT.... .....	115
10.1.3	TENDER KAP05-09/10- KARRATHA AIRPORT CAR PARK EXPANSION ... .....	123
10.1.4	TENDER KAP06-09/10- LEASING OF LOT M1 (PART) AT KARRATHA AIRPORT.....	126
10.1.5	AIRNORTH - REQUEST FOR FINANCIAL SUPPORT FOR OPERATIONS INTO KARRATHA AIRPORT .....	129
<b>11.</b>	<b>DEVELOPMENT SERVICES.....</b>	<b>135</b>
11.1	<i>PLANNING SERVICES</i> .....	135
11.1.1	TAXI SERVICE DEPOT LOT 1779 (2) TRUSLOVE WAY, PEGS CREEK	135
11.1.2	LOTS 3 & 4 CHERRATTA ROAD, KARRATHA INDUSTRIAL ESTATE -	146
11.1.3	INITIATION OF PROPOSED SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO. 8 AMENDMENT 19.....	147
11.1.4	REDEVELOPMENT OF CARAVAN PARK - LOT 1060 MOOLIGUNN ROAD, KARRATHA INDUSTRIAL ESTATE .....	148
11.1.5	NGARLUMA ABORIGINAL SUSTAINABLE HOUSING (NASH) ESTATE DEVELOPMENT PLAN.....	153
11.1.6	PROPOSED SHORT-STAY SERVICED APARTMENTS DEVELOPMENT - LOT 1090 KARRATHA ROAD, STOVE HILL (FORMER DRIVE IN SITE)	161
11.1.7	INITIATION OF PROPOSED SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO. 8 AMENDMENT 11.....	162
11.1.8	REQUEST TO EXCISE PORTION OF SHIRE RECREATION AND DRAINAGE RESERVE TO FACILITATE MULTIPLE STOREY MIXED USE DEVELOPMENT.....	166
11.1.9	STATE ADMINISTRATIVE TRIBUNAL MEDIATION - SEA CONTAINER WITHIN FRONT SETBACK - LOT 2231 (2) STANBRIDGE WAY, MILLARS WELL.....	174
<b>12</b>	<b>ITEMS FOR INFORMATION ONLY.....</b>	<b>180</b>
12.1	<i>CEO &amp; EXECUTIVE SERVICES</i> .....	180
12.1.1	INFORMATION ONLY ITEMS - APRIL 2010 .....	180
12.1.2	SHIRE PRESIDENT'S MAIL 4/3/10 to 8/4/10.....	182
12.1.3	REGISTER OF DOCUMENTS STAMPED WITH THE SHIRE OF ROEBOURNE COMMON SEAL .....	184
12.1.4	COUNCILLOR REPRESENTATIVES ON ORGANISATIONS.....	185
12.1.5	TABLED CORRESPONDENCE.....	186
12.2.	<i>CORPORATE SERVICES</i> .....	187
12.2.1	BUDGET AMENDMENTS FOR THE PERIOD ENDING 15 MARCH 2010 .... .....	187
12.2.2	NON STATUTORY DONATIONS FOR PERIOD ENDING 31 MARCH 2010 . .....	189
12.3.	<i>COMMUNITY SERVICES</i> .....	190

12.3.1	K2020 PROJECTS PUBLIC ART .....	190
12.4	<i>DEVELOPMENT SERVICES</i> .....	198
12.4.1	BUILDING STATISTICS FOR THE MONTH OF MARCH 2010 .....	198
12.4.2	PLANNING DECISIONS ISSUED - 3 MARCH TO 6 APRIL 2010 .....	199
<b>13</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>201</b>
<b>14</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....</b>	<b>201</b>
<b>15</b>	<b>URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION .....</b>	<b>201</b>
15.1	HUMAN RESOURCES OFFICE SPACE .....	201
<b>16</b>	<b>CLOSURE &amp; DATE OF NEXT MEETING.....</b>	<b>203</b>

## 1 OFFICIAL OPENING

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on 19 April 2010 was declared open at 6.30pm. Cr Lockwood also acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

## 2 PUBLIC QUESTION TIME

Note: This is not a verbatim record of questions asked and answers given. It is a summary only.

**Mr Ray Ward.**

1. Has the Shire got a water strategy in place and if so what is it?
2. Does the Shire has a sub-committee or does it discuss this on a regular basis?
3. Has the Shire had discussions with Water Corporation regarding the water?
4. Is the Shire aware of carting water at night-time and wasting water on dust suppression?

### **Response by Shire President Nicole Lockwood:**

No we don't take a lead role in water provision. The Department of Water take the lead role in water provision. The Shire takes every opportunity to drive discussion on water provision.

The Department of Water is responsible, the Shire can only lobby for adequate water and represent the people here, which they do.

It is in the agenda to discuss this with Water Corporation regarding Rio and BHP, and desalination which is a topic the Shire is active on.

### **Response by Executive Manager Technical Services:**

The water sustainability group meets quarterly to discuss the sustainability and standard of water.

The Shire does not supply the water used for dust suppression.

**Mr Mick Joyce, Karratha Sport and Recreation Club.**

1. Why was the transformer upgrade at KEC required?
2. Does the Shire have a report showing the transformer was required?
3. Why was Karratha Sport and Recreation Club made to have an audit and who is going to pay for the thousands of dollars damage to the air conditioning?

### **Response by Executive Manager Community Services:**

The transformer upgrade was required.

Take the question on notice and get back to Mr Joyce.

### **Response by Shire President Nicole Lockwood:**

The Shire staff were acting in accordance with the advice they received.

### **Response by Cr Des Rothe:**

There is a gray area as to whether this audit was required as it has been going on for three months.

**Response by Shire President Nicole Lockwood:**

Can you please provide the documentation you have and Shire staff will get back to you.

**Mr Mike Hicks**

Mr Hicks did not have a question. He wished to agree to conformance issues as requested by the Planning Department in relation to file P2150, Lots 3 and 4 Cherratta Road, Karratha Industrial Estate, and requested conditional approval for DA.

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

**Councillors:** Cr Nicole Lockwood [President]  
 Cr John Lally [Deputy President]  
 Cr Ben Lewis  
 Cr Jo Pritchard  
 Cr Des Rothe  
 Cr Evette Smeathers  
 Cr Sharon Vertigan  
 Cr Fiona White-Hartig

**Staff:**

Collene Longmore	Chief Executive Officer
Ray McDermott	Exec Manager Corporate Svces
Simon Kot	Exec Manager Community Svces
Joel Gajic	A/Exec Manager Development Svces
Troy Davis	Exec Manager Technical Svces
Paul Anderson	Assistant to CEO
Bobbie Laine	Minute Secretary

**Apologies:** Cr Fay Cechner and Cr Harry Hipworth

**Absent:**

**Leave of Absence:** Cr Garry Bailey

**Members of Public:** Mike Hicks, John Delaurant, Angus Murray, John Lillywhite, Mick O’Shea, Daniel LeProvost, Ray Ward, Steven Dhu, Mick Joyce, Steve Honicke.

**Members of Media:**

#### **4 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Representatives from Transpacific, General Manager Mr John Lilywhite and Mr Daniel Le Provost made a presentation to Council in regards to Item 11.1.3 Initiation of Proposed Shire of Roebourne Town Planning Scheme No. 8 Amendment 19.

---

#### **COUNCIL RESOLUTION**

**Res No** : **15048**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Lewis**

**That Council move item number 11.1.3 forward in the agenda to be discussed**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

#### **11.1.3 INITIATION OF PROPOSED SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO. 8 AMENDMENT 19**

**File No:** LP.69  
**Attachment(s)** Draft Scheme Amendment Report  
**Responsible Officer:** A/Executive Manager Development Services  
**Author Name:** A/Manager Planning Services  
**Disclosure of Interest:** Nil

---

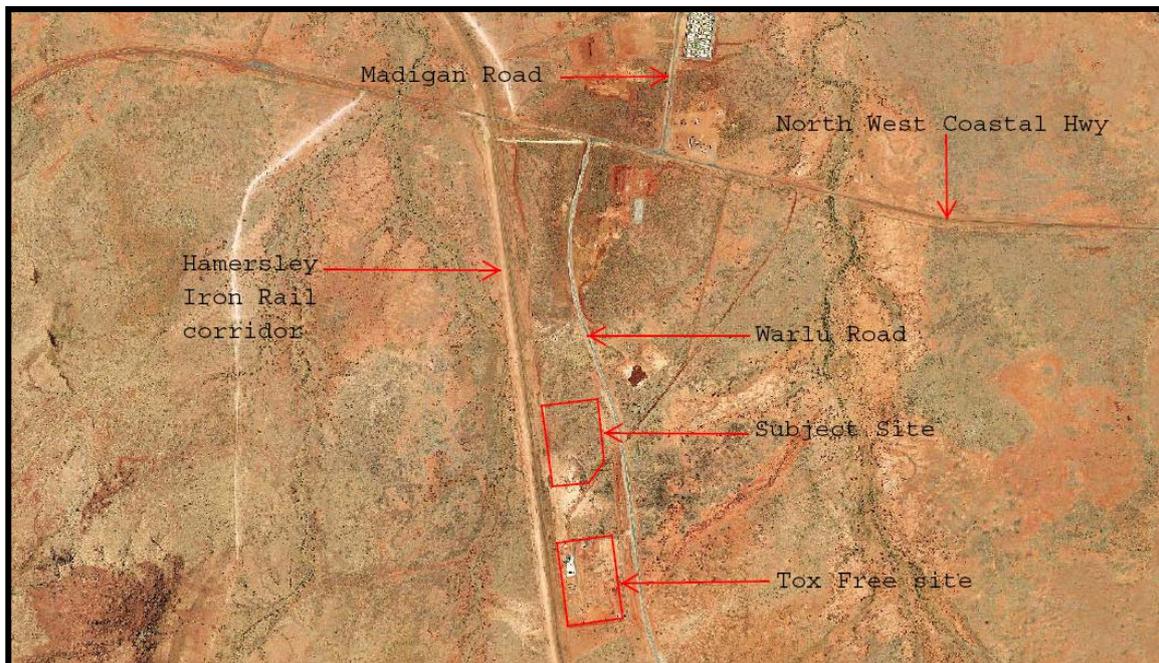
#### **REPORT PURPOSE**

For the Council to consider a request to initiate an amendment to the *Shire of Roebourne Town Planning Scheme No. 8* (TPS8) to add a portion of Reserve 42726 (part lot 258 on Deposited Plan 188814) to Appendix 6 – Additional Uses table of TPS8 with the nominated use being ‘Industry – Noxious (restricted)’. The development proposal, if approved, would result in the creation of a noxious industry (liquid waste facility, solid waste depot and chemical and/ or oil recycling and incidental uses being waste transfer facility and transient workforce accommodation).

#### **Background**

Amendment No. 19 has been lodged to create an opportunity to develop an industrial liquid waste treatment facility and a waste transfer station. The proponent, Transpacific Cleanaway Pty Ltd (TPC) has entered into an agreement with the ‘landowner’ Ngarluma Aboriginal Corporation (Ngarluma) to lease the subject site for 25 years with an option to extend the

lease for a further 10 years. The site is a 10.0ha parcel of land located approximately 11km south west of the Karratha city centre, adjacent to and on the eastern side of the Hamersley Iron rail corridor.



The proposed development will provide waste management services to major industries in the locality including offshore oil and gas industries. It will compete with the nearby facility operated by Tox Free Solutions Limited and ensure competitive pricing for these services in the West Pilbara.

Under the *Shire of Roebourne Town Planning Scheme No. 8 (TPS 8)*, the proposed land use is classified as Industry - Noxious, which is a use that is not permitted under the 'Infrastructure' reservation which currently applies to this land. Proposed Amendment No. 19 is; therefore, required to provide the Additional Use of Industry – Noxious (restricted) for the site in Appendix 6 – Additional Uses of TPS8.

The remote location of the Site and the similarity of the proposed use to that being undertaken on Lot 126 (the Tox Free Solutions Pty Ltd site) suggests that the proposed use is likely to be able to operate in an environmentally sustainable and responsible manner, subject to conditions which are likely to be imposed by the Environmental Protection Authority and licensing conditions of the Department of Environment and Conservation.

## Issues

### Grouping of Land Uses

The location of the proposed facility is deemed appropriate given its isolation from urban areas and sensitive land uses, its proximity to an approved industrial waste treatment and transfer facility (the Tox Free site), and frontage a major transport route (Warlu Road) providing direct access to North West Coastal Highway.

### Environmental Management

If approved, environmental management of the proposed development is required to be undertaken in accordance with licensing and registration requirements of the Department of

Environment and Conservation, and other legislative requirements i.e. the *Explosives and Dangerous Goods Act 1961*.

Under the *Environmental Protection Regulations 1987*, the proposed uses on the site are deemed to be 'Prescribed Premises' and the ultimate production design capacity will fall within the parameters requiring both registration and licensing.

### Indigenous Heritage

The proponent has agreed with Ngarluma that it will undertake a comprehensive Indigenous Heritage Survey. Should archaeological or ethnographic pieces be evident, TPC will undertake the required management practices as required by the *Aboriginal Heritage Act 1972*.

### **Options**

Council has the following options available:

1. To initiate proposed Amendment No. 19 to TPS to add the additional use of Industry – Noxious (restricted) to Appendix 6 of TPS8.
2. Not to initiate proposed Amendment No. 19 to TPS to add the additional use of Industry – Noxious (restricted) to Appendix 6 of TPS8.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

Administration and advertising costs will be recovered in accordance with the *Planning and Development Regulations 2009*.

### **Conclusion**

Any issues regarding the proposed amendment and subsequent development of the site will be determined during the public advertising period and referral to relevant statutory authorities and other agencies. The Council is not obliged to ultimately support a final adoption of the amendment or any future application for development approval under TPS8 unless it is determined that the use is appropriate in its location and compliant with relevant planning and environmental controls.

The proposed amendment is supported in principle by Planning Services and; therefore, it is recommended that the Council initiate the amendment and request the Chief Executive Officer to refer it to the Environment Protection Authority.

### **Voting Requirements**

Simple.

---

**COUNCIL RESOLUTION**

**Res No** : 15049  
**MOVED** : Cr Smeathers  
**SECONDED** : Cr White-Hartig

**That Council –**

1. **Initiate the proposed *Shire of Roebourne Town Planning Scheme No. 8* Amendment 19 to add a portion of Reserve 42726 (part lot 258 on Deposited Plan 188814) to Appendix 6 – Additional Uses table of TPS8 with the nominated use being ‘Industry – Noxious (restricted)’ pursuant to Part 5 of the *Planning and Development Act 2005*.**
2. **Subject to the advice from the Environmental Protection Authority that under s.48A of the *Environmental Protection Act 1986* the Amendment is not subject to formal environment assessment, instructs that the Chief Executive Officer advertises the Amendment in accordance with the requirements of the *Town Planning Regulations 1967* for a period of 42 days.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

A representative from Greenvalley Asset Pty Ltd, Mr Angus Murray, made a presentation to Council in regards to Item 11.1.6 Proposed Short-Stay Serviced Apartments Development – Lot 1090 Karratha Road, Stove Hill (former drive-in site).

---

**COUNCIL RESOLUTION**

**Res No** : **15050**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Pritchard**

**That Council move item number 11.1.6 forward in the agenda to be discussed.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**11.1.6 PROPOSED SHORT-STAY SERVICED APARTMENTS DEVELOPMENT - LOT 1090 KARRATHA ROAD, STOVE HILL (FORMER DRIVE IN SITE)**

**File No:** P2171, A31160

**Attachment(s)** Development plans, Tourism WA submission, application form, City-wide Growth Strategy

**Responsible Officer:** A/Executive Manager Development Services

**Author Name:** A/Manager Planning Services

**Disclosure of Interest:** Nil

---

**REPORT PURPOSE**

For the Council to consider and make determination on an application for planning approval (P2171) that proposes the development of 98 single bedroom and 5 two bedroom (dual key) short-stay self contained serviced apartments, a managers residence, store, swimming pool and ancillary structures and amenities at lot 1090 Karratha Road, Stove Hill (former drive-in cinema site).

**Background**

Planning application P2171 was received on 26 November 2009. A detailed summary of the application is as follows:

1. 98 single bedroom self contained serviced apartments.
  2. 5 two bedroom (dual key) self contained serviced apartments.
  3. Swimming pool.
  4. Two bedroom manager's residence.
  5. Store (shop), office and reception area.
  6. Barbecue areas and gazebos.
  7. 132 parking bays including a universally accessible (disabled) and oversized bays.
-

8. Fish cleaning station.
9. Landscaped gardens.

Under the *Shire of Roebourne Town Planning Scheme No. 8* (TPS8), lot 1090 is zoned 'Tourism'. The site comprises 2.2662ha and is bound by Karratha Road to the west, and Unallocated Crown Land reserved for 'Conservation, Recreation and Natural Landscapes'.

On 4 April 2008 planning approval PA1764 was granted for the site for the development of 148 self contained serviced apartments comprising single, two bedroom and two bedroom dual key apartments, a managers residence, shop, reception area, swimming pool, gymnasium and ancillary amenities and structures. This approval has now expired.

In accordance with Tourism Western Australia (Tourism WA) policy and reiterated through the endorsed management statement, planning approval PA1764 applied a stay restriction of 3 months in a 12 month period to all apartments in the facility. However, after a request from the applicant and given recognition to the extreme shortage of accommodation in Karratha at the time, Planning Services waived the stay restriction condition for a period of 5 years.

The Western Australian Planning Commission (WAPC) has given the direction to refer all applications for planning approval in Tourism zones to Tourism WA (Planning Bulletin 83/2009 June 2009). This is in recognition that Tourism WA is the principal tourism authority in Western Australia. Following referral of P2171 to Tourism WA a submission was subsequently received on 17 March 2010 (attached).

The recommendations forming part of this report are provided subsequent to an assessment of the application against the following development controls:

1. *The Shire of Roebourne Town Planning Scheme No. 8* (including the proposed 'Omnibus' Amendment No. 18).
2. Local planning policy DP13 – Tourism Zone Development Requirements (including draft amended DP13 – Tourism Zone and Short-Stay Development Requirements).
3. Western Australian Planning Commission Planning Bulletin 83/2009 June 2009.
4. *Tourism WA Minimum Standards for Management Agreements Strata Titled Tourist Accommodation*.
5. *Tourism WA Strata Titled Tourist Accommodation Developments Attributes for Success*.

## **Issues**

### Karratha City of the North Strategic Plan

The currently exhibited City-wide Growth Strategy (Strategy) which provides for the future strategic development of land within the Karratha town site identifies the former drive-in cinema site and land to its west as 'Institutional'. Tourism uses, adventure tour buses and short stay accommodation compatible with the Stove Hill power station are the stated preferred land uses. The development of short-stay serviced apartments with suitable noise attenuation materials and design response is considered consistent with this Strategy. It is noted that permanent residential occupation (dwellings) are not presently supported by the exhibited Strategy.

### Length of Stay Restrictions

As detailed above; it is a requirement of the WAPC to refer all applications for planning approval to Tourism WA for comment and advice. Tourism WA guidelines stipulate that a stay restriction shall apply to all units within strata titled tourist developments that are regarded as

being strategically located. Sites zoned Tourism which are located in areas without strategic tourism benefit, a stay restriction shall apply to at least 75% of all accommodation units. Lot 1090 Karratha Road is a non-strategic tourist site.

With the endorsement of the WAPC Tourism WA has imposed the practice of requiring stay restrictions in order to protect the integrity of tourist developments from being strata subdivided, sold off and permanently occupied at the expense of both genuine tourists seeking short stay accommodation and local industries benefitting from tourism. Contrary to some perceptions, Karratha is a destination visited by tourists not only from overseas and interstate but from surrounding regional towns for example, families visiting Karratha to attend regional sporting carnivals, fishing competitions or other festivals. Advice received from the Karratha Visitors Centre is that legitimate vacant short-stay tourist accommodation is difficult to book for clients due to most accommodation in Karratha being occupied by transient workers.

The previous application for planning approval (PA1764) was referred to Tourism WA which provided comment on 27 November 2007 (attached). As stated, Tourism WA has also provided comment regarding this application. On both occasions the agency has recommended that stay restrictions apply. Should Council approve the application without applying a stay restriction; there is precedent to suggest that the WAPC will impose the restrictions through future strata subdivision approval regardless and in accordance with Tourism WA policy.

Notwithstanding the recommendations from Tourism WA, at the March 2010 Ordinary Council Meeting, it was resolved by the Council to endorse for advertising the TPS8 'Omnibus' Amendment No. 18 and amended local planning policy DP13 – Tourism Zone and Short-Stay Development Requirements.

The TPS8 Omnibus amendment proposes the inclusion of the following definitions:

*“Short stay accommodation - premises used for accommodation that may be occupied by the same person(s) for a maximum period of three months within any twelve month period, and are not subject to a residential tenancy agreements (residential leases).*

*Tourist resort - one or more commercial accommodation units together with a wide range of recreational and/or cultural facilities in a resort style setting. It may also include associated facilities such as a restaurant, bar or functions room whether or not licensed under the Liquor Licensing Act 1988, which may be used by the occupants of the premises but, which are also available for use by non occupant members of the public.”*

The applicant has applied for short-stay accommodation (see attached application form). Although the applicant has stated that development will be high quality including the provision of extensive landscaping in a “resort style setting”, the development cannot reasonably be described as a tourist resort due to a lack of onsite facilities and recreational amenity. A stay restriction in accordance with the Scheme definition for short-stay accommodation should then apply.

The draft local planning policy DP13 – Tourism Zone and Short-Stay Development Requirements contains the following provision:

*“A maximum 25% of the total number of accommodation units for non-strategic tourist sites may be approved for permanent residential occupation.”*

The applicant has argued that the development is not commercially viable if stay restrictions apply to the greatest majority of apartments as financial institutions are reluctant to lend to borrowers investing in properties where length of stay restrictions apply. There are no

provisions contained with TPS8, the Shire's local planning policies, WAPC planning bulletins or development control policies or Tourism WA guidelines that an authority should make a determination of a development proposal based on its perceived commercial viability or the developer's financial circumstances. It is strongly recommended that the Council discount any argument based on profitability.

The applicant has requested the Council to waive stay restrictions for all apartments. Following negotiation, the applicant was prepared to apply stay restrictions to 20 of the 108 (total rooms). This concession is not deemed adequate by Planning Services, nor is it consistent with Tourism WA guidelines and the understood terms of WAPC strata subdivision approval for non-strategic sites.

In accordance with Tourism WA policy and the supported policy position of the Council, it is recommended that the Council apply a three [3] in twelve [12] month stay restriction to 75% of all apartments including the two bedroom (dual key) apartments (81 rooms in total). Given the precedence that has been set by the conditions of planning approval PA1764, the stay restriction is encouraged to be waived for five [5] years from the commencement of occupation for any apartment.

Furthermore, the Council should apply the stay restriction, thus preventing the permanent residential occupation of the development on the following additional grounds:

1. The site is relatively isolated and there are no existing pedestrian or cycle links providing permanent residents access to services within the City Centre or public open space in close proximity. Permanent residents would have a reasonable expectation for the Council to provide improved access to or greater amenity.
2. Given the current demographic of Karratha, the likelihood that apartments will be permanently occupied by transient workers is high and the facility may well practically operate as a transient workforce camp without the prescribed level of recreational amenity that would otherwise be required by local planning policy.
3. Permanent residential development is inappropriate on the site due to its close proximity to the Karratha Industrial Estate and the Atco power station on Stove Hill Road. Short-stay visitors have the option of finding alternative accommodation should noise impact on their stay, whereas permanent residents would have an expectation that the Shire monitor noise and control any such perceived nuisance.

#### On-Site Management

PA1764 included the endorsement of a detailed management statement (*Annexure "E" Management Statement for "The Ranges – Karratha"*) that set out specific provisions including those relating to servicing, stay restrictions, the roles and responsibilities of the on-site manager, and letting arrangements. Planning Services is yet to receive a management statement for this revised proposal. It is recommended the applicant provide to Planning Services for approval a management statement prepared generally in accordance the document titled *Annexure "E" Management Statement for "The Ranges – Karratha"*.

#### Design of Internal Roads

The internal road network requires modification in order to allow sufficient area for vehicles, particularly large service and emergency vehicles, to safely manoeuvre. The following amendments to the design of the internal road network are recommended:

1. A modified intersection at the entrance to the site to enable traffic to safely access and exit the site reducing the risk that stacking distances will back up traffic and affect Karratha Road.

2. A modified road system circulating around the oversize vehicle parking bays that allows two-way traffic flow in all directions.
3. Cul-de-sac ‘T’ or ‘Y’ heads or dedicated turning bays at the western termination of internal roads sufficiently designed to allow a minimum 12.5m long heavy rigid vehicle enough to turn (minimum 12.5m radius including swept paths).

**Car Parking**

The application provides for 132 parking bays comprising 118 standard, eight [8] oversized (trailer, boat, caravan) and six [6] disabled parking bays.

The current local planning policy DP13 applies the following parking requirements:

Number of Bedrooms	Number of Parking Bays per Unit/Apartment
One [1]	1.33
Two [2]	1.75
Three [3]	2.0
Four [4]	2.25

There is a deficit of 8 bays when assessed against the current policy provisions. However, the draft amended DP13 applies the following parking requirements in recognition that short-stay accommodation facility (including serviced apartments) will not generate additional parking demand that a tourist resort would:

Number of Bedrooms	Number of Parking Bays per Unit/Apartment
One [1]	1.25
Two [2]	1.5
Three [3]	1.75
Four [4]	2.0

Based on 98 single bedroom apartments and five [5] two bedroom (dual key) 130 bays are required. The provision of on site parking is deemed to reasonably satisfy the draft policy requirements. It is recommended that two [2] bays be nominated for the exclusive use of the manager’s residence, a service vehicle bay be nominated (minimum 6.4m long for cleaners, landscape gardeners and maintenance contractors etc.), in addition to a bus parking/ drop bay located in close proximity to the reception area (minimum 15m long by 3.5m wide to accommodate a 14.5m long coach bus).

**Entry Statement**

The Council has indicated the desire for an attractive entry statement to be provided in the south east corner of the site that would not advertise the facility, but would also provide Karratha with an appealing northern entry statement to the town site. The applicant has submitted plans that depict a 2000mm high rendered masonry and pool fence corner wall with some graphical signage. It is the opinion of Planning Services that the proposed entry statement is inadequate and it is recommended that the Council continue negotiations with the applicant regarding its design including the use of materials, graphics, colours and landscaping.

**Options**

Council has the following options available:

1. Approve application P2171 as submitted.

2. Approve application P2171 subject to any combination of the following conditions and additional requirements.
  - i. Application of a stay restriction to 75% of apartments waived for the first five [5] years.
  - ii. Submission of a Management Statement to the satisfaction of Planning Services.
  - iii. Submission of an amended site plan to the satisfaction of Planning Services having regard to an amended internal road design and designation of parking bays.
  - iv. Submission of detailed stormwater drainage plans to the satisfaction of Planning and Technical Services.
  - v. Submission of elevation plans for all buildings and structures where required by, and to the satisfaction of Planning Services.
  - vi. Submission of plans detailing a revised entry statement to the satisfaction of the Council and Planning Services
3. Refuse the application on the grounds that the proposal is non compliant with Tourism WA guidelines, draft local planning policy DP13, and the draft Omnibus amendment to TPS8.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

In accordance with the Shire of Roebourne Fees and Charges Schedule 2009/ 2010, the applicant made payment of a \$22,100 application fee based on a stated development cost of \$14,000,000.

### **Conclusion**

From early 2007 (when the property was on the market) Planning Services have advised potential purchasers that development of the site for permanent residential accommodation was not supported due to its zoning, separation from services and facilities provided in the City Centre and close proximity to the Karratha Industrial Estate. Should the Council support the lion's share of accommodation units not having a stay restriction, it is essentially endorsing a grouped dwelling development that is non complaint with the *Residential Design Codes of Western Australia*. Furthermore, the development would also would disregard the professional advice and recommendations provided by Tourism WA based on state accepted guidelines.

As the site is the only completely undeveloped parcel in Karratha zoned Tourism, it should be protected from the potential predominant occupation by transient workers or exclusive use by major resource companies. There is an opportunity for the Council to approve a medium quality short-stay serviced apartment development that may assist in partially satisfying the accommodation needs of genuine tourists, and may further support Karratha and its environs as a tourist destination.

It is recommended that the application be approved subject to a stay restriction of three [3] months in twelve [12] months being applicable to at least 75% of all accommodation units.

## Voting Requirements

Simple.

---

## RECOMMENDATION

That the Council –

Approve planning application P2171 for the development of 98 single bedroom and five [5] two bedroom (dual key) self contained serviced apartments, a managers residence, store, swimming pool and ancillary structures and amenities at lot 1090 Karratha Road, Stove Hill subject to:

1. After a period of five [5] years from the date of any apartment being occupied for the first time, no individual shall occupy any of 81 nominated apartments (this includes all two bedroom apartments) on the site for a period longer than three [3] consecutive (or cumulative) months in any twelve [12] month period.  
Note: Planning Services will advise the Western Australian Planning Commission of this condition when responding to any future strata subdivision referral.
2. Submission to Planning Services for approval a Management Statement prepared generally in accordance with the previously endorsed document titled *Annexure “E” Management Statement for “The Ranges – Karratha”* especially having regard to, but not limited to the following:
  - i. Notification of stay restrictions.
  - ii. The site shall be singly managed and singularly serviced.
  - iii. As a minimum all apartments shall be serviced including the provision of linen at least once per week and at the completion of any period of occupation.
  - iv. The facility manager and/ or future strata manager shall maintain a register of occupancy of all apartments within the development. The register shall be made available for inspection at any time by the Shire of Roebourne.
  - v. Details of the provision of management services.
3. Submission to Planning Services for approval an amended site plan demonstrating:
  - i. Denotation of which 81 apartments (including all two bedroom apartments) that the stay restriction applies to.
  - ii. A modified intersection at the entrance of the site to enable traffic to safely access and exit the site without potential stacking distances backing up onto Karratha Road (round-a-bout recommended).
  - iii. A modified road system circulating around the oversize vehicle parking bays allowing two way traffic flow in all directions.
  - iv. Cul-de-sac heads or turning bays at the western termination of internal roads sufficiently designed to allow a minimum 12.5m long rigid vehicle enough area to turn around (minimum 12.5m radius including swept paths).  
Note: Turning templates may be required to demonstrate sufficient turning area.
  - v. A minimum fifteen [15] metre long and 3.5 metre wide bus parking/ drop off bay located in close proximity to the reception area.

**Note: Turning templates may be required to demonstrate sufficient turning area.**

- vi. **A nominated service vehicle parking bay in close proximity to the store (minimum 6.4m long).**
  - vii. **Two [2] standard vehicle parking bays nominated for the exclusive use of the manager.**
- 4. Submission to and endorsement by Planning Services of a detailed stormwater disposal plan designed to accommodate a minimum 10 ARI rainfall event and demonstrating the following:**
- i. **Existing and finished design levels to a minimum 0.5% longitudinal fall to approved points of stormwater outfall.**
  - ii. **The location and design of erosion control devices at approved points of stormwater outfall.**
- Note: The written consent of the Department of Regional Development and Lands is required in order to permit the discharge of stormwater onto Unallocated Crown Land.**
- 5. Submission to Planning Services of turning templates demonstrating sufficient area to safely manoeuvre a 12.5m long heavy rigid vehicle accessing the refuse area and to negotiate the bends at either end of the oversize vehicle parking bays (minimum 12.5m radius including swept paths).**
- 6. Submission to and endorsement by Planning Services of elevation plans of the following buildings and structures:**
- i. **Carports.**
  - ii. **First aid room and store adjacent the swimming pool area.**
  - iii. **Store rooms.**
  - iv. **Gazebos.**
- 7. Submission to and endorsement by Planning Services for plans demonstrating an attractive and enhanced entrance statement in the south eastern corner of the site. The entrance statement shall be designed to include a combination of signage, a feature wall(s) and landscaping all to the satisfaction of Planning Services.**
- 8. Other conditions as typically applied by officers under delegated authority.**

---

**COUNCIL RESOLUTION**

**Res No : 15051**  
**MOVED : Cr Smeathers**  
**SECONDED : Cr Vertigan**

**That Council suspend Standing Orders to allow for open discussion of this item.**

**CARRIED**

---

**FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig**  
**AGAINST : Nil**

Cr Rothe left Chambers at 7.20pm.  
Cr Rothe returned to Chambers at 7.21pm.

---

**COUNCIL RESOLUTION**

Res No : 15052  
MOVED : Cr Vertigan  
SECONDED : Cr Smeathers

That Council reinstate Standing Orders.

**CARRIED**

---

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
AGAINST : Nil

**Amendment to the Recommendation****Reason:**

Notwithstanding the Tourism WA guidelines the Council agreed that the position of this proposal was not a strategic tourism site and amended the resolution to reflect this position.

---

**COUNCIL RESOLUTION**

Res No : 15053  
MOVED : Cr White-Hartig  
SECONDED : Cr Pritchard

That the Council –

Approve planning application P2171 for the development of 108 single bedroom, 10 of which are interconnected as on the plan, self contained serviced apartments, a managers residence, store, swimming pool and ancillary structures and amenities at lot 1090 Karratha Road, Stove Hill subject to:

1. Application of a three [3] in twelve [12] month stay restriction to 25% of all apartments inclusive of dual key units.
2. Submission to Planning Services for approval a Management Statement prepared generally in accordance with the previously endorsed document titled *Annexure "E" Management Statement for "The Ranges – Karratha"* especially having regard to, but not limited to the following:
  - vi. Notification of stay restrictions.
  - vii. The site shall be singly managed and singularly serviced.
  - viii. As a minimum all apartments shall be serviced including the provision of linen at least once per week and at the completion of any period of occupation.
  - ix. The facility manager and/ or future strata manager shall maintain a register of occupancy of all apartments within the development. The register shall be made available for inspection at any time by the Shire of Roebourne.
  - x. Details of the provision of management services.

3. **Traffic management issues to be resolved to the satisfaction of the CEO.**
4. **Submission to and endorsement by Planning Services of a detailed stormwater disposal plan designed to accommodate a minimum 10 ARI rainfall event and demonstrating the following:**
  - iii. **Existing and finished design levels to a minimum 0.5% longitudinal fall to approved points of stormwater outfall.**
  - iv. **The location and design of erosion control devices at approved points of stormwater outfall.**

**Note: The written consent of the Department of Regional Development and Lands is required in order to permit the discharge of stormwater onto Unallocated Crown Land.**
5. **Submission to and endorsement by Planning Services of elevation plans of the following buildings and structures:**
  - v. **Carports.**
  - vi. **First aid room and store adjacent the swimming pool area.**
  - vii. **Store rooms.**
  - viii. **Gazebos.**
6. **Submission to and endorsement by Planning Services for plans demonstrating an attractive and enhanced entrance statement in the south eastern corner of the site. The entrance statement shall be designed to include a combination of signage, a feature wall(s) and landscaping all to the satisfaction of Planning Services through negotiation with staff.**
7. **Other conditions as typically applied by officers under delegated authority.**

**CARRIED**

---

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Cr Pritchard and Cr Rothe

Reasons: Cr Rothe considered 18% stay restriction was sufficient.  
 Cr Pritchard considered resolution went against council policy.

**ATTACHMENT 2 ITEM 11.1.6 LETTER FROM TOURISM WA**

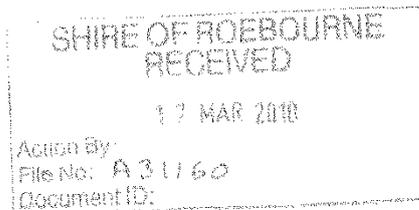


Our Ref: D10/02264  
 Tourism WA File #PD/0749  
 Your Ref: P2171

2 Mill Street  
 PERTH WA 6000  
 GPO Box X2261  
 PERTH WA 8847

Telephone +61 8 9262 1700  
 Facsimile +61 8 9262 1702  
 info@westernaustralia.com  
 westernaustralia.com

Patrick McClure  
 A/Manager, Planning Services  
 Shire of Roebourne  
 PO Box 219  
 KARRATHA WA 6714



Dear Patrick

**Development Application - Lot 1090 Karratha Road, Stove Hill**

Thank you for your email correspondence to Vaughan Davies on 25 February 2010, referring the development application for the subject property to Tourism Western Australia (Tourism WA) for comment.

The application proposes the development of 108 single bedroom serviced apartments, with a managers residence and limited common facilities. The subject lot is the former drive-in site and is currently zoned 'tourist' under the Shire of Roebourne Town Planning Scheme.

Tourism WA has previously provided comments in relation to the development of this site. Please find attached correspondence to the Shire dated 27 November 2007. I have also included Tourism WA's submission on the strata application to the Department of Planning dated 5 November 2008.

You have specifically requested Tourism WA's comment on the request of the applicant for the removal of the 3 month in 12 use restriction, and whether the development meets the minimum standards for resort style tourist accommodation.

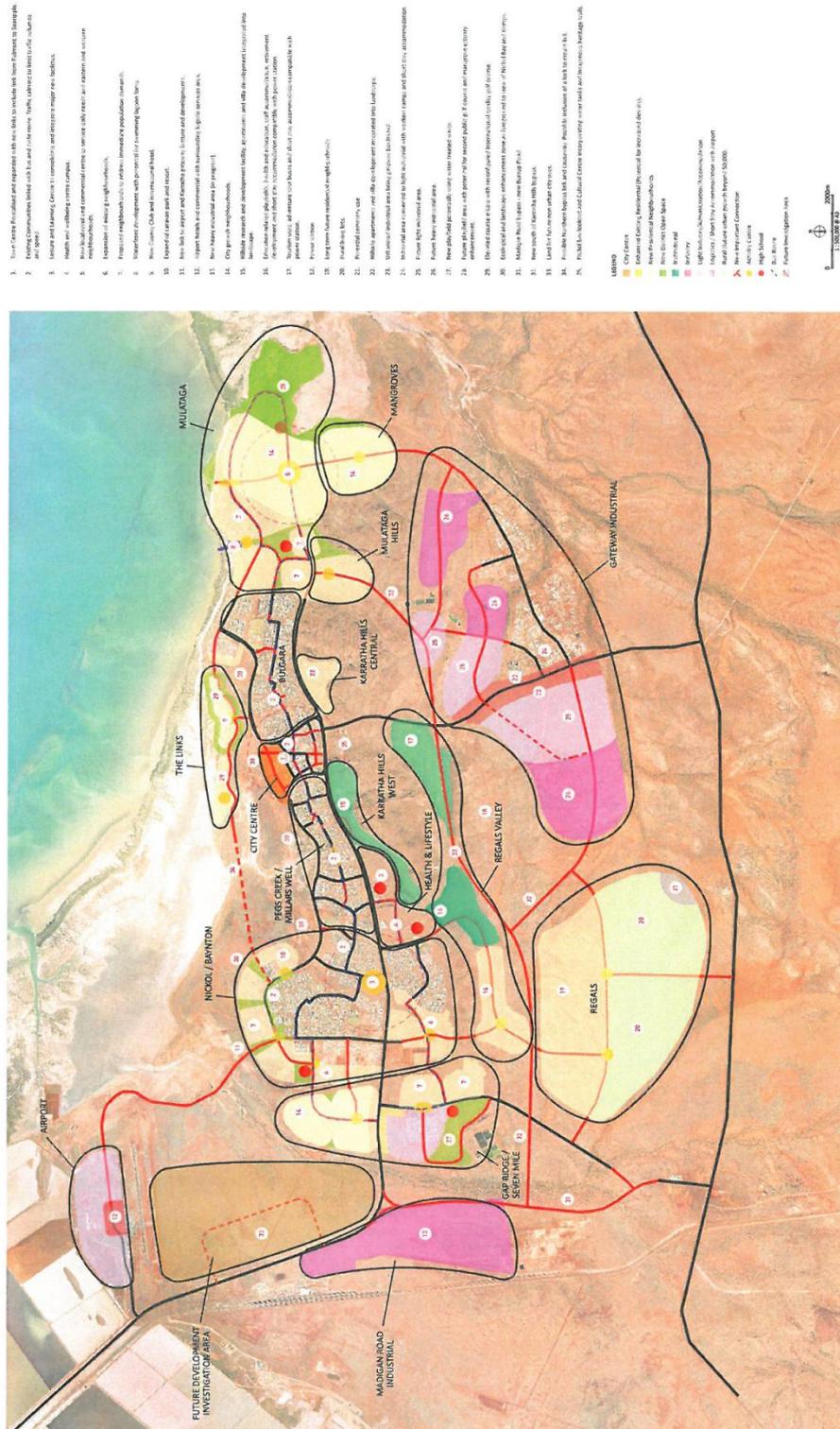
**Use Restriction**

The 3 months in 12 maximum occupation is used to define short stay use. It is Tourism WA's view that a length of stay restriction can assist the local government with ensuring compliance with an approval, by providing a measurable definition of what constitutes short stay use. Whilst it is acknowledged this condition is not always enforced, should it not be imposed and approval is given for short stay accommodation, the local government will need to otherwise define short stay use, particularly if it is necessary to monitor compliance with an approval. A condition such as 'the units shall not be permanently lived in' may not be as easy to administer.

Tourism WA has in the past commented that the subject site does not have high tourism value given its distance from any townsites or attractions. It is however of concern that removal of this restriction on a tourist zoned site, despite it not being a desirable location, may create a precedent for other higher value tourism sites. Therefore based on the current state policy relating to development of tourism zoned land, it is considered that if the proposed development is to be approved for short stay purposes, there should be a 3 month restriction on length of stay imposed.



**ATTACHMENT 3 ITEM 11.1.6 GROWTH PLANS**



1. The City Centre is identified and supported with a mix of residential, commercial, office, and public facilities.
2. Existing Commercial Areas will be redeveloped to meet the needs of the City Centre.
3. Future Commercial Areas will be developed to meet the needs of the City Centre.
4. Future Commercial Areas will be developed to meet the needs of the City Centre.
5. Future Commercial Areas will be developed to meet the needs of the City Centre.
6. Future Commercial Areas will be developed to meet the needs of the City Centre.
7. Future Commercial Areas will be developed to meet the needs of the City Centre.
8. Future Commercial Areas will be developed to meet the needs of the City Centre.
9. Future Commercial Areas will be developed to meet the needs of the City Centre.
10. Future Commercial Areas will be developed to meet the needs of the City Centre.
11. Future Commercial Areas will be developed to meet the needs of the City Centre.
12. Future Commercial Areas will be developed to meet the needs of the City Centre.
13. Future Commercial Areas will be developed to meet the needs of the City Centre.
14. Future Commercial Areas will be developed to meet the needs of the City Centre.
15. Future Commercial Areas will be developed to meet the needs of the City Centre.
16. Future Commercial Areas will be developed to meet the needs of the City Centre.
17. Future Commercial Areas will be developed to meet the needs of the City Centre.
18. Future Commercial Areas will be developed to meet the needs of the City Centre.
19. Future Commercial Areas will be developed to meet the needs of the City Centre.
20. Future Commercial Areas will be developed to meet the needs of the City Centre.
21. Future Commercial Areas will be developed to meet the needs of the City Centre.
22. Future Commercial Areas will be developed to meet the needs of the City Centre.
23. Future Commercial Areas will be developed to meet the needs of the City Centre.
24. Future Commercial Areas will be developed to meet the needs of the City Centre.
25. Future Commercial Areas will be developed to meet the needs of the City Centre.
26. Future Commercial Areas will be developed to meet the needs of the City Centre.
27. Future Commercial Areas will be developed to meet the needs of the City Centre.
28. Future Commercial Areas will be developed to meet the needs of the City Centre.
29. Future Commercial Areas will be developed to meet the needs of the City Centre.

ATTACHMENT 4 ITEM 11.1.6 APPLICATION



**TOWN PLANNING SCHEME NO 8  
APPLICATION FOR  
DEVELOPMENT APPROVAL**

**PROPERTY DETAILS:**

Lot No (s): 1090 Strata Plan No (if applicable) -  
 House/Street No (s) - Street Name: KARRATHA ROAD STOVE HILL  
 Does a restrictive covenant or easement affect the property? yes  no  unsure   
 Note: if yes or you are unsure, a current copy of the title (with plan) must be provided.

**OWNER DETAILS:**

Note: Applications will not be processed without the landowner(s) signature(s).  
 Note: A copy of endorsed plans will only be provided to the Applicant.  
 Contact Name(s) ANGUS MURRAY  
 Company: GREENVALLEY ASSET P/L  
 Postal Address: PO Box 726  
Claremont WA Post Code 6910  
 Telephone (w): (08) 9383 2066 (home) - (fax) (08) 9286 3501  
 Mobile: 0418 938 102 E-mail: angus@prd.com.au  
 Signature: [Signature] - Director Date: 12/11/2009  
 Signature: \_\_\_\_\_ Date: 1/12

**APPLICANT DETAILS: (To be completed only if the applicant is NOT the owner)**

Contact Name(s) ANGUS MURRAY  
 Company: GREENVALLEY ASSET P/L  
 Postal Address PO Box 726  
Claremont WA Post Code 6910  
 Telephone (w): (08) 9383 2066 (h) - (fax) (08) 9286 3501  
 Mobile: 0418 938 102 E-mail: angus@prd.com.au  
 Signature: [Signature] Date: 12/11/2009

Note: A copy of relevant plans may be provided to affected parties if your application is advertised.

**PLANNING INFORMATION:**

Existing Land/Building Use Vacant (Former drive in cinema site)  
 Proposed Development & Use of Land Short stay accommodation  
 Cost of Development: \$ 14,000,000 Date of Completion: 1/1/TBA

Note: Your Application will NOT be processed until the fee is paid.

**PLANNING APPLICATION FEES [office use only]**

Application Fee \$ 22,100  
 Planning Officer pm Date Received 26/11/2009 Application Ref No. P.2171  
 Assessment Number A31160 RN 174466 Received By Kim

ase note: A search of plans held by Council that can often assist in preparing your application can be undertaken subject to lodgement of an application form and \$60 fee. This form and information sheets and policies for specific zones and types of development is available on the Shire's website [www.roebourne.wa.gov.au](http://www.roebourne.wa.gov.au)

PTO

---

**COUNCIL RESOLUTION**

**Res No** : **15054**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Lally**

**That Council move item number 11.1.2 forward in the agenda to be discussed.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**11.1.2 LOTS 3 & 4 CHERRATTA ROAD, KARRATHA INDUSTRIAL ESTATE -**

**File No:** P2150  
**Attachment(s)** Selected Plans  
**Responsible Officer:** A/ Executive Manager Development Services  
**Author Name:** Planning Officer  
**Disclosure of Interest:** Nil

---

**REPORT PURPOSE**

For Council to determine an application for a 98-room Transient Workforce Accommodation facility at Lots 3 and 4 Cherratta Road, Karratha Industrial Estate.

**Background**

**Locality:** Karratha Industrial Estate  
**Applicant:** Michael Hicks  
**Owner:** Maurice Anthony Whittles  
**Zoning:** Transient Workforce Accommodation

Planning Application (P2150) was lodged on 21 October 2009 and the full fee receipted on 2 April 2010, a formal request for additional information was drafted on 27 January and amended plans subsequently lodged on the 3<sup>rd</sup> and 31<sup>st</sup> March. It is noted that prior to the receipt of full fees and the drafting of the further information request the assessing officer and Acting Executive Manager was involved in ongoing discussions with the proponent.

**Issues**

Compliance with the Shire of Roebourne Town Planning Scheme No. 8 (TPS 8)

The relevant Karratha Precinct Objectives include:

*“Facilitate the continued growth of Karratha as the regional centre of the West Pilbara, in accordance with the Karratha Townsite Structure Plan (as amended).*

*Develop Karratha as the tourist entry for the West Pilbara built upon and taking into account the levels of commercial travellers associated with resource developments.*

*Encourage residential development that will accommodate a greater range of lifestyles and needs to reflect the broadening population base.*

*Retain the Karratha Industrial Estate as the regional service industry centre whilst improving its presentation as part of the entry statement to Karratha.”*

The proposed development is not considered to compromise any of the above objectives. It is; however, noted that the current strategic planning policy with particular regard to the location, layout and provision of amenities, and community benefit obtained from such facilities will shortly be reviewed.

In accordance with clause 4.1.1 of the Shire of Roebourne Town Planning Scheme No. 8 (TPS8) the planning approval of Council is required for all development including building, works, changes in use and new uses on zoned and reserved land within the scheme.

The site currently is being used to store shipping containers, transportable accommodation units, and motor vehicles a road train is also located within the abutting drainage reserve. It is considered that the land is being used as a storage facility/depot/lay down area as referred to and defined in the Scheme. Planning approval has not been given and cannot be granted for this prohibited use. Should approval not be granted for a Transient Workforce Accommodation Facility at this time, enforcement action should be taken.

#### Amalgamation of Lots

As the development is contained on two separate titles, an amalgamation of the land prior to the issue of a building licence is required. Amalgamation is subject to the approval of the Western Australian Planning Commission.

#### Compliance with Local Planning Policy DP10 ‘Transient Workforce Accommodation’

Local Planning Policy DP10 has the objective of ensuring a high level of amenity for transient workers and residents, during and after the construction of the transient workforce accommodation facility. The northern and western boundaries are not considered to provide an appropriate landscaped buffer to the abutting properties. The applicant has stated, “we request retention of the proposed dimensions to the northern (and western boundaries) as we feel we have demonstrated our ability to sufficiently screen sites to provide adequate privacy and aesthetic appeal.” Whilst, it is acknowledged that the applicant may have provided sufficient and often high quality landscaping for other accommodation facilities, it is recommended that Council consider this development on its merits. Consideration should be given to whether the landscaping provided on site will be maintained in perpetuity, particularly should another service provider operate the site. Should Council consider that a landscaping buffer of 1.5 metres for common boundaries is excessive, further advice is sought as to what is considered an appropriate width so as to reflect this in the forthcoming policy review.

Local Planning Policy DP 10 has the objective of providing a functional living environment. A minimum of 49 car parking bays in addition to bays for over-sized vehicles and buses are required in accordance with Local Planning Policy DP 10. The applicant has provided 53 parking bays, seven [7] of which are for over-sized vehicles including a ‘long vehicle’ bay which severely compromises the extent of landscaping, two [2] for the parking of motorcycles,

and one [1] universally assessable bay. Given the likelihood of the over-sized parking bays being used to park boats, caravans and trailers, there is some risk that tenants will park within the abutting road reserves. It is noted; however, that the proposed bus parking bay and sound management of the use of over-sized parking bays in accordance with the submitted Tenancy Agreement can mitigate this risk. Should Council consider that it is not appropriate to allow over-sized parking bays to be counted in the overall number of car parking bays, or that a minimum percentage of over-sized parking bays be required, this direction is sought so as to reflect this in the forthcoming policy review.

Local Planning Policy DP 10 requires that buildings be setback a minimum 7.5 metres from the front property boundary. This set back distance typically allows for substantial landscaping and to reduce the impact of building bulk on the streetscape. The proposed development relies on the accommodation units being set back between 4.913 metres and six [6] metres. Given the lack of landscaping and two-storey configuration of the accommodation units which present a featureless wall to the street, the prescribed 7.5 metre set back should be adhered to.

#### Earthworks and Stormwater Drainage

The applicant has not provided sufficient plans demonstrating the extent of earthworks and the design and layout of the stormwater drainage and disposal system to be assessed. Should Council approve the application prior to the commencement of any approved works it is recommended that a detailed earthworks and stormwater drainage plan be provided and endorsed. It is noted that it is not ideal to issue such conditional approvals as there is the risk that the design and layout of the development will need to change to facilitate retention and stabilisation of soil or the retention and disposal of stormwater, in addition to requiring additional human resources to process the submission and endorsement of plans post determination.

#### Traffic Management

Local Planning Policy DP 10 has the objective of providing a safe and functional living environment. It is noted that the design and layout of the parking and manoeuvring areas is not compliant with DP10 or the applicable Australian Standards.

(i) **Dimensions of Bays**

The standard parking bays will need to be widened by 200 mm which will result in the loss of at least two [2] parking bays in addition to landscaping and over-sized parking bays being replaced with standard bays. Should no landscaping or over-sized bays be lost, five [5] parking bays will be lost.

The universally accessible (disabled) parking bay does not accord to Australian Standard AS2890.6, it is also unclear whether the abutting pedestrian walkway is at grade with this bay.

The motorcycle bays are peculiarly long and not designated by directional signage; therefore, they are likely to be accessed by a car.

(ii) **Access to Bays**

The 'long vehicle' parking bay, included as part of the revised submission, is dimensioned to be used by 12.5 metre long heavy rigid vehicles (HRV's). HRV's are unable to exit the site from this bay at present.

(iii) **Roadway Width**

The circulation roadway at the northern roadway adjacent to Blocks H and I, will need to be widened to 3500mm in accordance with Australian Standard AS2890.2 as it will be used by HRV's and not solely standard vehicles.

(iv) **Protection of Motorcycle Bays**

Exposed parking bays are required to be separated from trafficable areas through the use of physical controls (kerbing or other protective devices). The northernmost motorcycle bay requires such protection.

#### On-street Bus Parking Bay

The applicant has provided a bus parking bay within the road reserve. The design, levels, pedestrian connectivity and impact on the roadside drainage system is unable to be ascertained due to a lack of detail. It is also unclear why an 8.6 metre by 7.5 metre concrete pad and pick up area has been provided adjacent to the bus bay. The applicant will be required to construct, maintain and indemnify the Shire against insurance claims pertaining to the on-bus parking bay and, if required, remove it at no cost to Council. It is the practice of Planning Services in such cases to require a Section 70A Notification under the *Land Administration Act* to be placed on title advising future owners of these requirements. It is noted that the Shire reserves the right to remove the on-street bus parking bay at its discretion.

#### Emergency Management Plan

Local Planning Policy DP 10 has the objective of ensuring all workers are able to be safely sheltered during a cyclone and that best practice emergency management procedures are employed.

An emergency management plan has been submitted; however, is considered to lack the prescribed detail. It is recommended that the applicant provide an amended emergency management plan.

#### Service of Alcohol

Local Planning Policy DP 10 has the objective of controlling the service of alcohol so as not to adversely impact on residents or the community. The Shire of Roebourne also supports the responsible service of alcohol and, in accordance with the Roebourne Liquor Accord 2007, the provision of a safe, healthy and exciting environment inside and outside licensed premises. It is recommended that the applicant provide a Liquor Management Plan.

#### Tenancy Agreement

There are some minor issues regarding the clarification and omission of information contained in the tenancy agreement. These issues are relatively minor and can be resolved as conditions of a planning approval.

#### Delegated Authority Register

Officers do not have the delegated authority to determine development applications for Transient Workforce Accommodation facilities within 20km of gazetted townships.

#### **Options**

Council has the following options available:

1. To defer determination of P2150 until such time as further information and clarification has been provided by the applicant and is able to be assessed by Planning and Technical Services and a further report can be considered at a forthcoming Ordinary Council Meeting.

2. To refuse P2150 on the grounds that the development does not comply with the provisions of Local Planning Policy DP10 with particular regard to the setback of buildings to Cherratta Road, lack of peripheral landscaping and insufficient detail pertaining to earthworks and drainage retention and disposal, does not comply with Australian Standards pertaining to off-street parking, and other grounds to be determined by Council.
3. To approve the application P2150 subject to planning conditions as outlined by this report and determined by delegated officers.

### **Policy Implications**

Policy number DP 10 titled Transient Workforce Accommodation is relevant to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

Administration and advertising costs will be recovered in accordance with the Planning and Development (Fees) Regulations.

### **Conclusion**

It is the view of Planning Services that that as there is insufficient detailed information to undertake a complete assessment of the proposal and that that any determination at this stage would be premature. The layout of the development will need to be substantially altered to achieve compliance with local planning policy and Australian Standards pertaining to off-street car parking. Given the proponent has expressly requested that the application be determined at the April Ordinary Council Meeting the alternative to deferring the determination should be to refuse the application.

Whilst the number of car parking/over-sized vehicle bays is considered appropriate, there is likely to be an unacceptable number of bays lost due to incorrect sizing, and the potential for further bays to be lost should minimum front building set back distances be applied and perimeter landscaping be widened.

The circulation roadway must be widened to a minimum 3.5 metres and further turning templates be provided or the manoeuvring areas redesigned to demonstrate safe egress from the 'long vehicle' parking bay in accordance with the Australian Standard AS2890.2.

An earthworks and stormwater drainage plan must be lodged to the specification and satisfaction of the Shire of Roebourne's Technical Service Department. Further detail must also be provided with specific engineering design for works within the King Way road reserve so as not to compromise road side drainage and ensure a segregated pedestrian path is provided from the bus parking bay to the facility.

Landscaping should also be increased to a minimum 1.5 metre buffer between adjoining land uses.

It is recommended that Council defer a decision on planning application P2150 until such time as sufficient detail is provided as outlined in this report.

### **Voting Requirements**

Simple.

**RECOMMENDATION**

That Council –

1. Defers determination of P2150 until such time as further information and clarification has been provided by the applicant and is able to be assessed by Planning and Technical Services and a further report can be considered at a forthcoming Ordinary Council Meeting.
2. Supports the applicant being further advised that the development must demonstrate compliance with Local Planning Policy DP10 and Australian Standards AS2890.1 and AS2890.2 with particular regard to perimeter landscaping, bay dimensions and building setback distances to King Way.
3. Directs the initiation of enforcement action to bring the use of the site in conformity with the Shire of Roebourne No. 8 Town Planning Scheme and to remove unauthorised development in accordance with Part 13 of the *Planning and Development Act 2005*.

**COUNCIL RESOLUTION**

Res No : 15055  
 MOVED : Cr White-Hartig  
 SECONDED : Cr Smeathers

That Council suspend Standing Orders to allow for open discussion of this item.

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Nil

Cr Vertigan left Chambers at 7.45pm.  
 Cr Vertigan returned to Chambers at 7.48pm.

**COUNCIL RESOLUTION**

Res No : 15056  
 MOVED : Cr Lewis  
 SECONDED : Cr Lally

That Council reinstate Standing Orders.

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Nil

**Amendment to the Recommendation****Reason:**

**Council considered that due to the time frames associated with this issue it would be beneficial to the applicant if notification in writing of the issues to be addressed was provided to assist their preparation of an application to be submitted to the May meeting of Council.**

---

**COUNCIL RESOLUTION**

**Res No : 15057**  
**MOVED : Cr Rothe**  
**SECONDED : Cr White-Hartig**

**That Council –**

- 1. Administration advise the proponent within 48 hours in writing the outstanding planning issues that the proponent is required to address in relation to Development Application P1250.**
- 2. That a further report be presented to Council at the 17 May 2010 Ordinary Council Meeting.**

**CARRIED**

---

**FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig**  
**AGAINST : Nil**

---

**COUNCIL RESOLUTION**

**Res No : 15058**  
**MOVED : Cr Rothe**  
**SECONDED : Cr Vertigan**

**That Council adjourned the meeting at 8pm for a period of 5 minutes.**

**CARRIED**

---

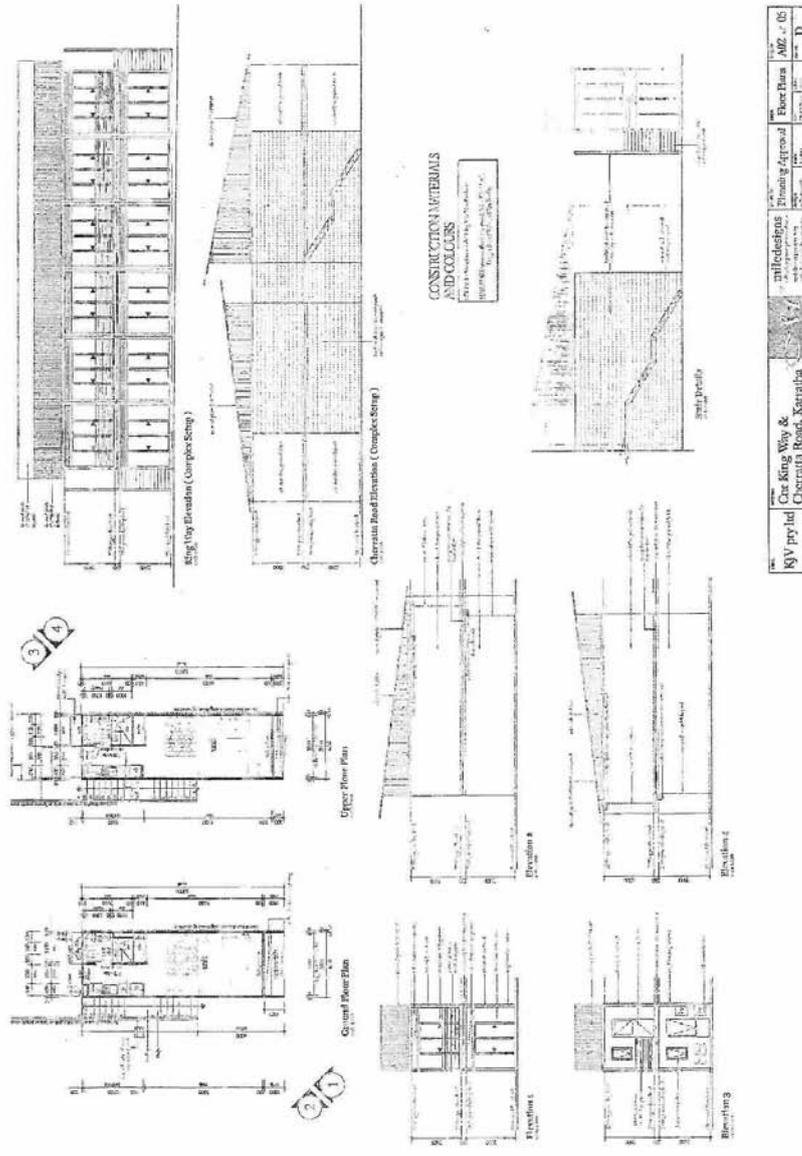
**FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig**  
**AGAINST : Nil**

**The meeting resumed at 8.05pm with the following members present.**

**Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Smeathers, Cr Vertigan and Cr White-Hartig.**

**Cr Rothe left Chambers at 8pm.**





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

---

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : 15059  
**MOVED** : Cr Vertigan  
**SECONDED** : Cr Smeathers

**That the Minutes of the Ordinary Meeting of Council held on 15 March 2010, be confirmed as a true and correct record of proceedings.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

Cr Rothe did not vote as he was absent from Chambers.

**Cr Rothe returned to Chambers at 8.11pm.**

## **6 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

- 17/03/10 Meeting with Nicole Lockwood and Hamid - Water Corp, Shire offices.
- 18/03/10 Meeting with Nicole Lockwood and Greg Deller – FMG, Shire offices.  
Meeting with Nicole Lockwood and Tim Triton – CECK, Shire offices.  
CleanSweep Taskforce Meeting, Shire offices.
- 19/03/10 Meeting with Nicole Lockwood and Allan Blake, Bristows.  
Meeting with Nicole Lockwood and Susan Ardagh - Aust Institute of Company Directors, Shire offices.
- 22/03/10 Karratha Revitalisation Project - Project Reference Group Meeting  
MOU Meeting between Shire and LandCorp, Redgum, 10 William Street.  
Wickham Crime and Safety Meeting,
- 23/03/10 Meeting with Nicole Lockwood and Lord Mayor Lisa Scaffidi, Council House, Perth.  
Collene Longmore and Cossack Working Group, Albert Facey House, Perth.
- 24/03/10 Meeting with Nicole Lockwood, Collene Longmore and Jenny Fisher - Chevron re: Pilbara to Parliament, Shire offices.  
Meeting with Nicole Lockwood, Collene Longmore and Stephen Dhu and Brooke St James - Ngarluma Aboriginal Corporation, Shire offices.  
Collene Longmore and National Trust, CEO office  
Nicole Lockwood, Collene Longmore and Jenny Fisher - Chevron re: Pilbara to Parliament, Shire offices.
- 25/03/10 Collene Longmore Service Workers Accommodation  
Meeting with Collene Longmore Wickham Visioning Workshop
- 26/03/10 Collene Longmore - PICILO Meeting, Kangaroo Hill camp.  
Collene Longmore and Adrian Buoy and Rowan Chalmers – Qantas
- 29/03/10 Meeting with Nicole Lockwood, Collene Longmore and DSD re: Anketell, Level 6, 1 Adelaide Tce, East Perth.  
Meeting with Nicole Lockwood, Collene Longmore and Wolfgang Jovanich - Burrup Fertilizers, Level 8, 225 St George's Tce, Perth.  
PRC Meeting, Seasons Hotel.
- 30/03/10 Civic Reception - Deputy Prime Minister, Shire offices.
- 31/03/10 PDC meeting, Karratha.
- 01/04/10 Meeting with Nicole Lockwood, Simon Kot and Graeme Searle - DG Department of Housing re: Housing issues in Roebourne, Shire offices.
- 06/04/10 Karratha Community Association Meeting, Lotteries House.
- 23/03/10 Collene Longmore and Cossack Working Group, Albert Facey House, Perth.
- 24/03/10 Collene Longmore and National Trust, CEO office  
Nicole Lockwood, Collene Longmore and Jenny Fisher - Chevron re: Pilbara to Parliament, Shire offices.  
Nicole Lockwood, Collene Longmore and Stephen Dhu and Brooke St James - Ngarluma Aboriginal Corporation, Shire offices.
- 31/03/10 CEDA meeting Brendon Grylls, Perth.

## **7 CHIEF EXECUTIVE OFFICER & EXECUTIVE SERVICES**

### **7.1 CHIEF EXECUTIVE OFFICER**

#### **7.1.1 PILBARA TO PARLIAMENT**

**File No:** CR.6

**Responsible Officer:** Chief Executive Officer

**Author Name:** Chief Executive Officer

**Disclosure of Interest:** Chief Executive Officer is Chairperson of Regional Development Australia, a proposed partner in this event.

---

#### **REPORT PURPOSE**

To seek endorsement to adopt the position of lead agency for *Pilbara to Parliament* on June 15th 2010 in Canberra with principal partner Pilbara Regional Council (PRC) and to seek interest from Councillors to attend the event in Canberra.

#### **Background**

Since the New Year the Shire of Roebourne has been working on developing the Pilbara to Federal Parliament concept. The concept was initially raised by Senator Chris Back early last year and during a recent visit by the Senator to Karratha he and his colleagues Senators Cormann and Cash reiterated support for the concept to be realised.

The Shire of Roebourne has pursued the concept and has booked the Mural Hall at Parliament house for the 15th June 2010 and has garnered considerable regional, state and industry support.

The Pilbara Regional Council met on March 29th and members discussed the concept. Town of Port Hedland and the Shire of East Pilbara indicated a desire for the PRC to lead the event but acknowledge there is no staff in place for this to be achieved. Both indicated a desire for the event to be badged as a PRC initiative regardless. The Shire of Ashburton acknowledged the work to date of the Shire of Roebourne and supported the branding of the Shire of Roebourne as the initiators of the event and were comfortable with the PRC as principal partners.

The Shire of Roebourne has rebadged the event to take our logo off the front page and have created a partners and sponsors back page. Our logo is still under an 'initiative of'.

#### **The Event**

On June 15<sup>th</sup> 2010 the Shire of Roebourne, in partnership with the Town of Port Hedland, the Shire of Ashburton and the Shire of East Pilbara through our Pilbara Regional Council and Regional Development Australia – Pilbara will lead a delegation of people from the Pilbara, along with our industry partners to Federal Parliament for a day of debate, culture and discovery of the region that is driving the nation's prosperity.

*Pilbara to Parliament* is designed to introduce the Pilbara to the nation, to provide context about who we are, what we do and to start a dialogue about the untapped potential of the region. It will give our community the chance to communicate our shared vision for regional growth and prosperity with the nation's decision-makers, highlighting the huge benefits for all Australians in investing in the Pilbara. It will also provide opportunity to publicly

---

champion/advocate the State Government's "Pilbara Cities" plan which is actively supported by all local government associations partnering this historic initiative.

*Pilbara to Parliament* will raise awareness of the huge benefits for all Australians in investing in our region and the risks to our national prosperity if we do not invest in the region. The rapid growth of the Pilbara has placed pressure on our local communities and this in turn is placing pressure on the region's ability to meet growing demand.

*Pilbara to Parliament* will allow for a conversation to be had around the benefits of:

- building a significant population base in the Pilbara;
- the opportunities that exist for the nation in diversifying the economy, in investing in defence capabilities, in exploring the region's capability to become a hub for education and training to address the skills shortage;
- the tourism and cultural opportunities that exist in the Pilbara that remain undiscovered;
- the need for the local indigenous community to turn the region's riches into real returns for their people – better educational outcomes for their children and improved health and living conditions for all; and
- to highlight the opportunity for the Pilbara to act as a gateway to the international markets.

The *Pilbara to Parliament's* program of events includes:

#### Pilbara Insights Forum

Renowned Australian journalist and broadcaster, Geraldine Doogue, will facilitate an insightful, invitation-only panel discussion with six of the country's brightest minds, including key political figures such as and respected social and economic commentators. The forum will encourage an active dialogue between expert panel and select audience members that will prompt conversation about the role of the Pilbara in Australia's future in terms of population and economic growth.

#### Exhibition at Mural Hall

An afternoon exhibition in Mural Hall for up to 15 invited exhibitors from industry, business and government. A highlight will be the "artists in residence" program showcasing a group of the region's best-known Aboriginal artists and an intimate collection of works from across the Pilbara.

#### Keynote Speakers

A program of keynote speakers will be invited to address topics such as indigenous employment and engagement strategies and the importance of regional economic diversification and downstream processing.

#### Cocktail Reception

A cocktail reception for 100 invited guests will be held in Mural Hall to close the day's events.

**Conclusion**

Council has indicated that it is supportive of the *Pilbara to Parliament* approach to date and has identified funds from Corporate Services to scope the event and progress to this stage of the initiative.

To date sponsorship commitment has been received from Rio Tinto, Woodside Energy, Citic Pacific Mining, Australian Petroleum Production & Exploration Association, Regional Development Australia Pilbara and the Pilbara Regional Council. The Pilbara Development Commission is considering partnership possibilities.

The initiative is strongly supported by regional, state and industry organisations and the momentum to achieve a very strong showing in Canberra to the benefit to the Pilbara region is growing on a daily basis. The initiative was launched at a civic event for the Deputy Prime Minister on March 30th and the feedback from the forum was extremely positive.

**Options**

Council has the following options available:

1. To adopt the position of lead agency for *Pilbara to Parliament* on June 15th 2010 in Canberra with partner's Pilbara Regional Council and Regional Development Australia Pilbara; or
2. To amend the initiative scope.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

*Pilbara to Parliament* is being managed as a balanced budget initiative. If Council endorses the *Pilbara to Parliament* concept it will be required to contribute \$30,000 this financial year and a budget amendment will be required. As Council is awaiting advice on partner and sponsor contributions it is recommended that any formal budget amendment to meet these costs would be considered at the May Council meeting.

**Voting Requirements**

Simple.

**COUNCIL RESOLUTION**

**Res No** : **15060**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Smeathers**

**That Council resolves to:**

- 1. Endorse participation in and adopt the position of lead agency for *Pilbara to Parliament* on June 15th 2010 in Canberra with partner's Pilbara Regional Council and Regional Development Australia Pilbara;**
- 2. Notify the Chief Executive Officer of councillors ability to attend the event in Canberra on June 15th 2010.**

---

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
**AGAINST** : Nil

**7.1.2 KARRATHA SERVICE WORKERS ACCOMMODATION MANAGEMENT COMMITTEE.**

**File No:** A31398  
**Responsible Officer:** Chief Executive Officer  
**Author Name:** Chief Executive Officer  
**Disclosure of Interest:** Nil

---

**REPORT PURPOSE**

To endorse the appointment of a councillor representative on the Karratha Service Workers Accommodation Management Committee.

To endorse the appointment of the Executive Manager Community Services on the Karratha Service Workers Accommodation Management Committee.

**Background**

The State government has identified the need to establish a Service Workers Accommodation Precinct in Karratha in response to exceptionally high demands for housing and subsequent high rentals being experienced in Karratha as a result of resource sector growth in the region.

It has been identified that the high demands on the housing sector is forcing lower income earners out of the market causing local commercial and not-for-profit enterprise to contract.

The State, through Landcorp, has awarded an Expression of Interest to National Lifestyle Villages to progress the development of the Karratha Service Workers Accommodation facility of some 100 residential dwellings. The key development objectives to be achieved include:

1. Provide affordable accommodation for Service Workers that will address the shortfall in availability of accommodation for this market through the provision of quality subsidised housing that is not targeted at single transient workforces.
2. Accommodation for Service Workers through the provision of 100 dwellings in a central, highly accessible location in town.
3. Provides accommodation mix of 1, 2 and 3 bedroom homes which may be of modular construction but is not temporary or donga style accommodation.
4. Provide accommodation to a restricted market in such a way that the open market, largely driven by the demands of resource sector growth, does not force pricing up.

The Service Workers Accommodation Project is at the stage of earthworks on-site and development approval for the site is to be finalised by May 2010. The timeframe for completion of this project is early December 2010.

National Lifestyle Village plans to advertise the availability of accommodation and eligibility criteria to organisations in June 2010. The Management and Allocation Policy is in final stages of completion and the draft would be made available to the endorsed Councillor.

The National Lifestyle Village (NLV) will be responsible for providing an on-site manager for the duration of the Service Workers Accommodation Project. NLV will be responsible for the ongoing administration of the Service Workers Accommodation site, including the initial and ongoing accommodation allocation, various management policies and the tenancy agreements on behalf of the State Government. That will include ongoing auditing of compliance to the eligibility criteria.

Allocation of the accommodation will be via application. Both an organisation and an individual may apply but must comply with all aspects of the eligibility criteria.

The assessment of all applications and any significant issues arising from management of the village will be reviewed by the Management Committee. This Committee will have the following membership:

- Pilbara Development Commission (1 board member, 1 staff member)
- Karratha Districts Chamber of Commerce and Industry (1 board member, 1 staff member)
- Shire of Roebourne (1 Councillor, 1 staff member)
- National Lifestyle Villages (1 Director)

The on-site Manager will compile the applications, assess for compliance and report recommendations to the Management Committee for their determination. The on-site manager will provide quarterly reports on pending and approved applications and compliance of the allocations and will also report of matters arising from the residents as appropriate.

## **OPTIONS**

Council has the following options available:

1. To endorse a councillor and administration representative to sit on the Karratha Service Workers Accommodation facility Management Committee; or
2. To not support the request for a Councillor and administration representative on the Karratha Service Workers Accommodation facility Management Committee.

## **Policy Implications**

There are no relevant policy implications pertaining to this matter.

## **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

## **Financial Implications**

The financial implication to Council will be the commitment of staff resourcing of approximately four hours per month.

## **Voting Requirements**

Simple.

**COUNCIL RESOLUTION**

**Res No** : 15061  
**MOVED** : Cr White-Hartig  
**SECONDED** : Cr Vertigan

**That Council resolves to:**

- 1. Endorse the appointment of Cr White-Hartig as the Shire of Roebourne’s Council Representative on the Karratha Service Workers Accommodation facility Management Committee.**
  
- 2. Endorse the appointment of the Executive Manager of Community Services as the Shire of Roebourne’s Administration Representative on the Karratha Service Workers Accommodation facility Management Committee.**

---

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
**AGAINST** : Nil

**7.1.3 ANNUAL GENERAL MEETING**

<b>File No:</b>	<b>FM.3</b>
<b>Attachment(s)</b>	<b>Minutes of Meeting</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Author Name:</b>	<b>Assistant to the CEO</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**REPORT PURPOSE**

For council to consider the Minutes and Decisions of the 2008/2009 Annual General Meeting of Electors in accordance with the provisions of the Local Government Act.

**Issues**

The Annual General Meeting of Electors relating to the financial year ended June 30 2009 was held on Monday 15 March 2010. A copy of the minutes of the meeting are attached.

Section 5.32 (b) of the Local Government Act 1995 requires the Chief Executive Officer to *“ensure that copies of the minutes are available for inspection by members of the public before the Council meeting at which decisions made at the Electors meeting are first considered.”*

The minutes have been made available for inspection.

The Act also requires the decisions of the Electors meeting to be considered by the Council (Section 5.33) at its next ordinary meeting where practicable. The act states:

- “5.33 (1) All decisions made at an Electors meeting are to be considered at the next ordinary Council meeting or, if that is not practicable,
- (a) At the first ordinary Council meeting after that meeting, or
  - (b) At a special meeting called for that purpose, whichever happens first.
- (2) if at a meeting of the Council a Local Government makes a decision in response to a decision made at an Electors meeting, the reasons for the decision are to be recorded in the minutes of the Council meeting.”

There were no resolutions or decisions adopted at the meeting that required the attention of the council

**Options**

Council has the following options available:

1. Confirm the minutes and report on the annual electors meeting and note that there were no decisions that required consideration by Council.
2. Amend the minutes and report of the Annual General Meeting.

**Policy Implications**

There are no relevant Council policy implications pertaining to this matter.

**Legislative Implications**

Section 5.32 and 5.33 of the Local Government Act 1995 as amended applies.

**Financial Implications**

There are no financial implications associated with this report.

**Conclusion**

The Council only needs to note the minutes and the report of the Annual General Meeting as no decisions that require consideration were made.

**Voting Requirements**

Simple.

---

**COUNCIL RESOLUTION**

**Res No** : **15062**  
**MOVED** : **Cr Lally**  
**SECONDED** : **Cr Pritchard**

**The Minutes and Report on the Annual Electors Meeting for the 2008/09 year held on 15 March 2010 be confirmed as a true and correct record of proceeding and it be noted that there were no decisions that required consideration by the council.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

## 7.2 EMERGENCY SERVICES

### 7.2.1 SHIRE OF ROEBOURNE EVACUATION PLAN

<b>File No:</b>	<b>EO/1/21</b>
<b>Attachment(s)</b>	<b>Shire of Roebourne Evacuation Plan</b>
<b>Responsible Officer:</b>	<b>Emergency Management Officer</b>
<b>Author Name:</b>	<b>Emergency Management Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

#### REPORT PURPOSE

The purpose of this report is to seek Council's endorsement of the Shire of Roebourne Evacuation Plan.

#### Background

The Shire of Roebourne is required under legislation to have an Evacuation Plan as part of the requirements of the *Emergency Management Act 2005* and the *State Emergency Management Policy 4.7 – Community Evacuation*. As the Shire had no such plan in place this document was produced. This plan is a sub plan under the Shire of Roebourne Local Community Emergency Management Arrangements.

#### Issues

Nil

#### Options

Council has the following options available:

1. Endorse the Shire of Roebourne Evacuation Plan.
2. Modify the Shire of Roebourne Evacuation Plan.

#### Policy Implications

There are no relevant Policy implications pertaining to this matter.

#### Legislative Implications

Under the *Emergency Management Act 2005* and the *State Emergency Management Policy No 4.7 – Community Evacuation*, the Shire of Roebourne is required to have evacuation arrangements in place for the community.

The Shire of Roebourne Evacuation Plan will be open for public viewing.

#### Financial Implications

There are no financial implications resulting from this report.

**Conclusion**

The plan was written in conjunction with the Department for Child Protection as the Hazard Management Agency and has been reviewed and is supported by the Local Emergency Management Committee (LEMC), the District Emergency Management Committee (DEMC) and is written in consultation with Fire and Emergency Services Authority (FESA) and prepared in accordance with the *Emergency Management Act 2005*.

**Voting Requirements**

Simple.

---

**COUNCIL RESOLUTION**

**Res No** : **15063**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr White-Hartig**

---

**In accordance with the legislative requirements of the Emergency Management Act 2005 and the *State Emergency Management Policy No 4.7*, the Shire of Roebourne Evacuation Plan be endorsed and adopted.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

---

## **8 CORPORATE SERVICES**

### **8.1 CORPORATE**

#### **8.1.1 NAMING OF LINK ROAD - STRICKLAND TO BROADHURST**

**File No:** RD.57

**Attachment(s)** Deposited Plan 62476

**Responsible Officer:** Executive Manager Corporate Services

**Author Name:** Executive Manager Corporate Services

**Disclosure of Interest:** Nil

---

#### **REPORT PURPOSE**

For Council to consider the naming of the unnamed Link Road between Strickland Drive and Broadhurst Road as shown on Deposited Plan 62476 and that Council consider naming the Link Road in honour of former Karratha Senior Constable Don Everett now deceased.

#### **Background**

The naming of the road depicted on Deposited Plan 62476 is an outstanding issue that the Geographic Names Committee is requesting resolution of.

Council resolved, Resolution 14941, at its Ordinary Council Meeting 14 December 2009:

*“Reserves naming of a future road at Karratha Airport in honour of fallen Police Officer, Donald Everett.”*

#### **Issues**

There are no current proposals for the construction of new roads at the airport. The renaming of roads is typically discouraged by the Geographic Names Committee and the streets at the Karratha Airport were named after local residents who had a significant impact on the local area.

While WA Police would prefer the naming of a road which is more closely connected with the airport, in principle support has been provided by Police Superintendent John Ballantyne for Council to consider the naming of the Link Road between Strickland Drive and Broadhurst Road, as shown on Deposited Plan 62476, Everett Link.

The proposed name, Everett Link, is consistent with the naming convention of surrounding streets as shown on the attached plan.

#### **Options**

Council has the following options available:

1. To support the proposed name and advise the Geographic Names Committee
2. To propose an alternative name and advise the Geographic Names Committee

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

Local Government (Administration) Regulations 1996 clause (10) Revoking or changing decisions made at council or committee meetings — s. 5.25(1)(e) requires one third of councillors for the reconsideration of a Council resolution.

**Financial Implications**

Costs associated with the supply and installation of street signs would be incurred.

**Conclusion**

It is recommended that the road name, Everett Link, be supported and referred to the Geographic Names Committee

**Voting Requirements**

- Item 1. One Third
- Item 2. Absolute Majority
- Item 3 Simple

**COUNCIL RESOLUTION**

**Res No** : **15064**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr White-Hartig**

**That Council resolves to**

1. **To consider the rescission of Resolution 14941 from the ordinary Council meeting 14 December 2009 in accordance with Government (Administration) Regulations 1996 clause (10).**

**CARRIED BY ONE THIRD**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**COUNCIL RESOLUTION**

**Res No** : **15065**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Lally**

**That Council resolves to**

2. **Rescind resolution 14941 from the ordinary Council Meeting 14 December 2009.**

**CARRIED BY ABSOLUTE MAJORITY**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

---

**COUNCIL RESOLUTION**

**Res No** : **15066**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Pritchard**

**That Council resolves to**

- 3. Support the naming of the unnamed Link Road between Strickland Drive and Broadhurst Road as depicted on Deposited Plan 62476 as Everett Link and seek its approval from the Geographic Names Committee.**

---

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil



**8.1.2 LOCAL GOVERNMENT REFORM - REGIONAL COLLABORATIVE GROUP**

<b>File No:</b>	<b>GR.20</b>
<b>Attachment(s)</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Executive Manager Corporate Services</b>
<b>Author Name:</b>	<b>Executive Manager Corporate Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**REPORT PURPOSE**

To reaffirm Council's position regarding participating in a Regional Collaborative Group (RCG) following regional discussions at the Pilbara Regional Council (PRC) meeting held 29<sup>th</sup> March 2010.

**Background**

At its ordinary Council meeting held 15<sup>th</sup> March 2010 Council resolved in resolution 15020 to:

- "1. Adopt the Pilbara Regional Council as its preferred Regional Collaborative Grouping.*
- 2. Advise the Minister that the Shire of Roebourne is supportive of continued resource sharing initiatives and will work closely with the Pilbara Regional Council to identify and initiate further opportunities.*
- 3. Seek a one (1) month extension from the requested 26<sup>th</sup> March 2010 deadline in order for the matter of Regional Collaborative Groups to be discussed at the Pilbara Regional Council meeting 29<sup>th</sup> March 2010 and then reconsidered by Council at its 19 April 2010 Ordinary Council Meeting."*

**Issues**

No response has been received from the Minister of Local Government Heritage Citizenship and Multicultural Interest in response to Council's request.

Regional Collaborative Group's were discussed at the Pilbara Regional Council Meeting held 29<sup>th</sup> March 2010. All four of the Pilbara Council's have adopted the Pilbara Regional Council as their preferred Regional Collaborative Grouping and have provided their response's to the Minister.

The matter is now brought back before Council for reaffirmation.

**Options**

Council has the following options available:

1. To reaffirm Council's preferred position of adopting the PRC as Council's Regional Collaborative Group.
2. To reconsider other options for participation in a Regional Collaborative Group.

**Policy Implications**

There is significant policy implications dependant upon which option Council chooses to take.

The PRC , if accepted by the Minister to fulfil the role of the proposed RCG's, will continue to develop policies on strategic and community planning and the social and economic development of communities.

The Council can then give consideration to the adoption of policies or otherwise of the policy applicable to its communities.

**Legislative Implications**

The proposed RCG's have no statutory roles or obligations under the Local Government Act as opposed to the PRC which is established under the provisions of the Local Government Act 1995.

**Financial Implications**

In his letter dated 2 February 2010, Minister Castrilli has indicated that a funding request has been lodged to assist Local Government reform in the 2010/11 State Budget for the purposes of assisting RCG's with the development of a regional business plan (detailed template to be provided by the Department of Local Government).

Given it is proposed that the RCG for the Pilbara region is to be the PRC, Council would need to agree to continue funding this body. The regional business plan would be undertaken by the PRC and funding is to be sought from Government for the completion of this document.

**Conclusion**

As part of the Local Government Reform process Council has adopted its preferred collaborative model, which is to continue its membership of the PRC. This is the supported view of the other 3 Pilbara Council's.

The Shire of Roebourne, as an active participant of the PRC, continues to strongly demonstrate its ongoing support for the development of regional initiatives and efficiencies.

**Voting Requirements**

Simple.

**COUNCIL RESOLUTION**

**Res No** : **15067**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Vertigan**

**That Council reaffirms the Pilbara Regional Council as its preferred Regional Collaborative Grouping in accordance with Resolution 15020 of the 15<sup>th</sup> March 2010 ordinary Council meeting and advise the Minister of Local Government, Heritage, Citizenship and Multicultural Interest accordingly.**

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**8.1.3 AUDIT COMMITTEE - 15 MARCH 2010****File No:****Attachment(s)**                      **Unconfirmed Audit Committee Minutes 15 March 2010****Responsible Officer:**              **Executive Manager Corporate Services****Author Name:**                      **Executive Manager Corporate Services****Disclosure of Interest:**          **Nil**

---

**REPORT PURPOSE**

To consider the minutes of the Audit Committee meeting held 15<sup>th</sup> March 2010 and any business arising out of the minutes.

**Background**

The Audit Committee presently considers the Shire's audit finding and endorses the audit as part of the Annual Report.

**Issues**

The attached Audit Committee minutes outline the broader role the audit committee can undertake beyond financial risk to include other organisation risks (i.e. Disaster Recovery Plans).

**Options**

Council has the following options available:

1. Adopt the unconfirmed audit committee minutes and the recommendations contained within.
2. Adopt the unconfirmed audit committee minutes with amendments to the recommendations contained within the minutes.

**Policy Implications**

The addition of other organisational risk to the scope of the Audit Committee will lead to the development of policies created to mitigate the level of risk exposure to Council through its operations.

**Legislative Implications**

Section 5.8 of the Local Government Act 1995, Establishment of Committees - requirement for Absolute Majority.

**Financial Implications**

In addressing other organisational risks and the development of associated policies future financial cost will be incurred through staff time and implementation of risk mitigation strategies.

**Conclusion**

The expansion of the terms of reference of the Audit Committee to include Organisational Risk will enhance the operations of Council by formally addressing risk exposure across the organisation.

**Voting Requirements**

Simple

---

**COUNCIL RESOLUTION**

**Res No** : **15068**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Lally**

**That Council resolve to:**

1. **Adopt the unconfirmed minutes of the Audit Committee meeting 15<sup>th</sup> March 2010.**
2. **Expand the terms of reference of the Audit and Organisational Risk Committee.**
3. **That Cr Pritchard be appointed to the Audit and Organisational Risk Committee.**
4. **Endorse the commencement of a review of Financial Policies and Procedures, in accordance with Local Government (Financial Management) Regulations 1996 (2) Financial management duties of the CEO, with the initial scope to focus on Accounts Payable, Accounts Receivable, Investments and Rates.**
5. **The funding be included in the Draft 2010/2011 Budget deliberations for the establishment of an organisational Risk Management policy and investigation into areas deemed high risk to the organisation.**

---

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**ATTACHMENT ITEM 8.1.3 - UNCONFIRMED AUDIT COMMITTEE MINUTES 15 MARCH 2010**

Ordinary Council Meeting – Agenda

19 April 2010

**ATTACHMENT ITEM 8.1.3 - UNCONFIRMED AUDIT COMMITTEE MINUTES 15 MARCH 2010**



**AUDIT COMMITTEE**

**MINUTES**

NOTICE IS HEREBY GIVEN that an Audit Committee Meeting was held in the Executive Meeting Room, Shire Office, Welcome Road, Karratha on Monday, 15 March 2010 at 5.00pm

  
Ray McDermott  
EXECUTIVE MANAGER, CORPORATE SERVICES



*Powerhouse of the Pilbara*

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: \_\_\_\_\_

**Mr R McDermott, Executive Manager Corporate Services**

**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 s.5.69(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.

### TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OFFICIAL OPENING .....	3
2	RECORD OF ATTENDANCES AND APOLOGIES .....	3
3	CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....	3
4	ITEMS FOR DISCUSSION .....	4
4.1	2008/2009 Response to Independent Audit Report and Management Report .....	4
4.2	Audit Committee – Expansion of Terms of Reference to Audit and Organisational Risk Committee .....	6
5	CLOSURE & DATE OF NEXT MEETING.....	9

## MINUTES

### 1 OFFICIAL OPENING

The Meeting was officially opened at 5.10pm.

### 2 RECORD OF ATTENDANCES AND APOLOGIES

Committee Members: Cr Nicole Lockwood  
 Cr John Lally  
 Cr Evette Smeathers (5.15pm)

Staff	Collene Longmore Paul Anderson Ray McDermott Lynette Reeves	Chief Executive Officer Personal Assistant to the CEO Exec Manager, Corporate Services Manager Financial Services
-------	--	--

Apologies:

### 3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RES NO : AOR 001/10  
 MOVED : Cr Lockwood  
 SECONDED : Cr Smeathers

That the Minutes of the Audit Committee Meeting held on 15 February 2010, as amended, be confirmed as a true and correct record of proceedings.

**CARRIED**

FOR : Cr Lockwood, Cr Smeathers, Cr Lally.  
 AGAINST : NIL

**4 ITEMS FOR DISCUSSION**

**4.1 2008/2009 Annual Report**

**File No:** FM1

**Attachments:** Response to Independent Audit Report and Management Report findings

**Responsible Officer:** Ray McDermott  
Executive Manager Corporate Services

**Author Name:** Ray McDermott  
Executive Manager Corporate Services

**Disclosure of Interest:** Nil

**REPORT PURPOSE**

To present the response to matters raised in the Independent Audit Report and Management Report by UHY Haines Norton.

**BACKGROUND**

The Audit Committee at its 15 February 2010 meeting, where it accepted the Annual Report with minor variation, requested a report responding to the matters raised in the Independent Audit Report and Management Report and how they are proposed to be addressed.

**ISSUES**

The requested report responding to the Independent Audit Report and Management Report is provided as an attachment.

In addition, a review of Council's Financial Procedures and Policies will be undertaken prior to 30 June 2010.

**OPTIONS**

Council has the following options available:

1. Accept the report
2. Send the report back to staff with recommended changes

**POLICY IMPLICATIONS**

There are no relevant Policy implications pertaining to this matter.

**LEGISLATIVE IMPLICATIONS**

Part 7 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996

**FINANCIAL IMPLICATIONS**

There are no Financial implications resulting from this report.

**CONCLUSION**

The actions outlined in the report and ongoing process improvements

**STAFF RECOMMENDATION**

The Committee note and endorse:

1. The response to the Independent Audit Report and Management Report findings for 2008/09.
2. The response and actions undertaken in relation to the conduct and management of report for the 2008/09 audit be noted and endorsed.

**RECOMMENDATION/ RESOLUTION**

RES NO : AOR 002/10  
 MOVED : Cr Lockwood  
 SECONDED : Cr Lally

That Committee note and endorse:

1. The response to the Independent Audit Report and Management Report findings for 2008/09.
2. The response and actions undertaken in relation to the conduct and management of report for the 2008/09 audit be noted and endorsed.

**CARRIED**

FOR : Cr Lockwood, Cr Smeathers, Cr Lally.  
 AGAINST : NIL

Audit Committee Meeting – Minutes

15 March 2010

**4.2 Audit Committee – Expansion of Terms of Reference to Audit and Organisational Risk Committee**

**File No:** FM1  
**Responsible Officer:** Ray McDermott  
 Executive Manager Corporate Services  
**Author Name:** Ray McDermott  
 Executive Manager Corporate Services  
**Disclosure of Interest:** Nil

**REPORT PURPOSE**

To broaden the terms of reference of the Audit Committee to include Organisational Risk.

**BACKGROUND**

The Audit Committee presently considers the Shire's audit findings and endorses the audit as part of the Annual Report.

**ISSUES**

The Audit Committee is able to fulfil a broader role in assessing the risk of Council beyond financial risk. The committee members also discussed the appointment of additional members due to the expansion of scope and propose to recommend an additional councillor appointment to the Committee.

Council has the option of broadening the terms of reference of the Committee to cover areas of Risk (i.e. Disaster Recovery Plans) which inevitable will impact upon Corporate finances.

In anticipation of the expansion of the scope of the Committee it is also recommended to commence the process of risk mitigation through the endorsement of an independent review of the financial policies and procedures of the council commencing with the areas of accounts payable, accounts receivable, investments, and rates.

**OPTIONS**

Council has the following options available:

1. Accept the recommendation
2. Accept the recommendation with changes
3. Not accept the recommendation

**POLICY IMPLICATIONS**

There are no relevant Policy implications pertaining to this matter.

**LEGISLATIVE IMPLICATIONS**

Part 7 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996  
 Local Government (Financial Management) Regulations 1996 (2) Financial management duties of the CEO

**FINANCIAL IMPLICATIONS**

There is budget funding of \$30,000.00 to facilitate a commencement of this project.

**CONCLUSION**

To enhance the operations of the Council it is imperative that risk across the organisation is addressed formally. Expanding the terms of reference for the Audit Committee represents a logical way of introducing measures to report to the council the measures being undertaken and seek sufficient resources reduce Council's exposure to Risk.

**STAFF RECOMMENDATION**

The Committee resolves to:

1. Expand the terms of reference of the Audit Committee to include Organisational Risk.
2. That Cr ..... be appointed to the Audit and Organisational Risk Committee.
3. Endorse the commencement of a review of Financial Policies and Procedures, in accordance with Local Government (Financial Management) Regulations 1996 (2) Financial management duties of the CEO, with the initial scope to focus on Accounts Payable, Accounts Receivable, Investments and Rates.

**RECOMMENDATION/ RESOLUTION**

RES NO : AOR 003/10  
 MOVED : Cr Lockwood  
 SECONDED : Cr Lally

The Committee resolves to:

1. Expand the terms of reference of the Audit Committee to include Organisational Risk.
2. That Cr ..... be appointed to the Audit and Organisational Risk Committee.
3. Endorse the commencement of a review of Financial Policies and Procedures, in accordance with Local Government (Financial Management) Regulations 1996 (2) Financial management duties of the CEO, with the initial scope to focus on Accounts Payable, Accounts Receivable, Investments and Rates.
4. That funding be included in the Draft 2010/2011 Budget deliberations for the establishment of an organisational Risk Management policy and investigation into areas deemed high risk to the organisation

**CARRIED**

FOR : Cr Lockwood, Cr Smeathers, Cr Lally.  
 AGAINST : NIL

**5 CLOSURE & DATE OF NEXT MEETING**

The Meeting closed at 5.30pm and the date of the next meeting will be advised.

---

I, the Presiding Member, **Evette Smeathers**, of the Shire of Roebourne, hereby declare on behalf of the Councillors of the Shire of Roebourne that the enclosed Minutes are a true and accurate record of the Audit Committee meeting held on 15 March 2010.

---

Signed

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## 8.2 FINANCE

### 8.2.1 LIST OF ACCOUNTS MARCH 2010

**Attachment(s)** NIL

**Responsible Officer:** Executive Manager Corporate Services

**Author Name:** Creditors Officer

**Disclosure of Interest:** NIL

---

#### REPORT 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 electronic lodgement.

#### Issues

None.

#### Options

Council has the following options available:

1. That Voucher numbers 68508, 72289 and 72317 (Cancelled Cheques), 72351 - 72458, EFT5819 – EFT6044, and Payroll Cheques inclusive, totalling \$6,904,907.27 submitted and checked with vouchers, be passed for payment.
2. That Voucher numbers 68508, 72289 and 72317 (Cancelled Cheques), 72351 - 72458, EFT5819 – EFT6044, and Payroll Cheques inclusive, totalling \$6,904,907.27 submitted and checked with vouchers, be passed for payment with amendment.
3. That Voucher numbers 68508, 72289 and 72317 (Cancelled Cheques), 72351 - 72458, EFT5819 – EFT6044, and Payroll Cheques inclusive, totalling \$6,904,907.27 submitted and checked with vouchers, NOT be passed for payment.

#### Policy Implications

There are no relevant policy implications pertaining to this matter.

#### Legislative Implications

There are no relevant legislative implications pertaining to this matter.

#### Financial Implications

A budget amendment resolved by Absolute Majority will be required.

#### Conclusion

None.

#### Voting Requirements

Simple.

**COUNCIL RESOLUTION**

**Res No** : **15069**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr White-Hartig**

**That Voucher numbers 68508, 72289 and 72317 (Cancelled Cheques), 72351 - 72458, EFT5819 – EFT6044, and Payroll Cheques inclusive, totalling \$6,904,907.27 submitted and checked with vouchers, be passed for payment.**

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

Chq/EFT	Date	Name	Description	Amount
EFT5819	26/02/2010	Commander Australia Limited	Commander Service Assurance BCM 21.02.10-20.03.10	172.30
EFT5820	26/02/2010	Traci-Anne Moon	Travel Assistance Trust Withdrawal	320.00
EFT5821	26/02/2010	Philip Morris Limited	TTI - Cigarette stock	940.63
EFT5822	26/02/2010	TNT Express	Freight	614.98
EFT5823	26/02/2010	Centurion Transport Co Pty Ltd	Freight	1601.88
EFT5824	26/02/2010	Pirtek	Hose	224.48
EFT5825	02/03/2010	Colin Wilkinson Developments Pty Ltd	Progress Claim 7 -Construction of Shire Housing	972605.24
EFT5826	04/03/2010	Australian Clearinghouse for Youth Studies	Youth Studies Australia Subscription Renewal	88.00
EFT5827	04/03/2010	Corporate Express Australia Limited	Stationery Supplies	2205.43
EFT5828	04/03/2010	Drake Australia Pty Ltd	TTI Casual Staff	11748.70
EFT5829	04/03/2010	Global Environmental Modelling Systems	Final Report GIS Database	25850.00
EFT5830	04/03/2010	Karratha Florist	TTI Flowers	180.00
EFT5831	04/03/2010	Karratha Amateur Swimming Club	Litter Initiative x 248 Bags Collected	1488.00
EFT5832	04/03/2010	Karratha Tile Centre	RAC - Repairs to Vandalised Pool	810.70
EFT5833	04/03/2010	Staff Reimbursement	Reimbursement for accommodation - 11.02.10	239.00
EFT5834	04/03/2010	Karratha Tavern	TTI Alcohol	7166.10
EFT5835	04/03/2010	Market Creations Pty Ltd	Advertising	1265.00
EFT5836	04/03/2010	Staff Reimbursement	Relocation Payment 2nd Year Anniversary	1000.00
EFT5837	04/03/2010	Signswest, Stick With Us Sign Studio	Information Sign for Airport Carpark	3118.50
EFT5838	04/03/2010	Reliance Petroleum	Diesel	20713.38
EFT5839	04/03/2010	Whelans	GPS Survey of Whelan Park	10928.50
EFT5840	04/03/2010	Watton, Peter	Mitre 10 Reimbursement - Ladder	175.00
EFT5841	04/03/2010	Worksense Safety & Workwear	Safety Clothing	1230.14
EFT5842	04/03/2010	Avdata Australia	AvData Billing Fees ABR Transcription	4236.43
EFT5843	04/03/2010	Australian Property Consultants	Reserve 48796 Gawthorne Drive, Millars Well	825.00
EFT5844	04/03/2010	BOC Limited	RAC - Rental Oxygen Bottles	187.20
EFT5845	04/03/2010	BEST Consultants	Bulgarra Sports Precinct Floodlighting and Electrical Upgrade Consulting Services	5445.88
EFT5846	04/03/2010	Cape Byron Imports	KAC - 5 x Toddler Seats	85.40

EFT5847	04/03/2010	Fire And Emergency Services Authority	ESL Quarter 3 2009/10	259204.44
EFT5848	04/03/2010	Karratha Smash Repairs	Insurance Excess x 3, Replace 2 x Windscreens	1780.00
EFT5849	04/03/2010	Manus Consulting	HR Consultant Services - February 2010, Airfares & Accommodation	12859.39
EFT5850	04/03/2010	Northwest Copier & Fax Services	Service Call - 05/012010 Printer Model (Konica Minolta C450)	209.00
EFT5851	04/03/2010	Pilbara Aboriginal Church	Litter Collection x 22 Bags	132.00
EFT5852	04/03/2010	Parking Consultants International	Study of Proposed Carparking Charges	5335.00
EFT5853	04/03/2010	Roebourne Dingo Hire	Mulching at Catrall Park, Removal of Goal Posts Bulgarra Oval	770.00
EFT5854	04/03/2010	UFL Airports Australia Pty Ltd	4 Beam Seating for Karratha Airport	38692.50
EFT5855	04/03/2010	Versatile Building Products	Bucket & Watering Cans	84.60
EFT5856	04/03/2010	WorleyParsons Services	Karratha Effluent Reuse Asset Audit	8927.44
EFT5857	04/03/2010	Staff Reimbursement	Reimbursement of Home Office Expenses 2.11.09-2.02.10	779.13
EFT5858	04/03/2010	Debra Woods	Reimbursement - Woolworths	64.71
EFT5859	05/03/2010	WALGA (Marketforce)	Advertising	19673.08
EFT5860	10/03/2010	Australian Taxation Office	Payroll Deductions	123375.44
EFT5861	10/03/2010	Child Support Agency	Payroll Deductions	290.01
EFT5862	05/03/2010	Dept Of Housing & Works-Douglas Rent,	Payroll Deductions	250.00
EFT5863	05/03/2010	Dept Of Housing & Works-Hughes Rent,	Payroll Deductions	760.00
EFT5864	05/03/2010	Dept Of Housing & Works-hicks Rent,	Payroll Deductions	564.60
EFT5865	05/03/2010	Staff Reimbursement	Reimburse Conference Expenses	158.65
EFT5866	05/03/2010	Staff Reimbursement	Reimburse Conference Expenses	158.65
EFT5867	08/03/2010	Parry's Merchants	TTI, KAC, RAC Kiosk Stock	17459.95
EFT5868	08/03/2010	British American Tobacco Australia Ltd	TTI Cigarettes	3123.43
EFT5869	08/03/2010	Statewide Equipment Hire	Karratha Airport - Hire of Scissor Lift to Change Fluoro Lights	383.42
EFT5870	09/03/2010	Staff Reimbursement	Travel Assistance Trust Withdrawal	1440.00
EFT5871	11/03/2010	British American Tobacco Australia Ltd	TTI Cigarettes	2149.40
EFT5872	11/03/2010	GHD Pty Ltd	Progress Claim - 3 Concept Designs for Karratha Airport	40206.93
EFT5873	11/03/2010	Philip Morris Limited	TTI Cigarettes	1201.00
EFT5874	11/03/2010	OPUS International Consultants Ltd	Karratha Airport - Carpark Concept & Detailed Design	11395.40
EFT5875	11/03/2010	Woolworths (WA) Ltd	TTI Kiosk Stock, Supplies for Concept BBQ, Food for Extraordinary Election 25.02.10, Refreshments for Civic Reception, Dinner for Special Council Meeting 01.03.10	1916.94
EFT5876	12/03/2010		Cancelled EFT	
EFT5877	12/03/2010	Karratha Contracting Pty Ltd	Qtrly Testing & Tagging, Bulgarra Oval Pump Replacement, KAC Replacement Glass Doors, Create New EA Office Space, Forklift Shelter, KEC Rear Entry Works, Shire House Improvements, Roebourne Community Hall Upgrade, Hydraulic Repair & Kitchen Upgrade.	478847.14
EFT5878	16/03/2010	Allied Pickfords-Karratha	Removal Costs - 38 Nelley Way to 54 Sholl St	2574.00

EFT5879	16/03/2010	A.R.B. General Services Pty Ltd	Karratha Airport - Highline Cleaning & Carpet Cleaning	7867.00
EFT5880	16/03/2010	Baker's Temptation	TTI Bread Rolls - February 2010	1834.50
EFT5881	16/03/2010	Chemsearch Australia	Yield Aerosol Penetrating Agent	806.63
EFT5882	16/03/2010	Corrigan, William Edward	Pre-paid Rates refund for assessment A3951 - 14 Harding St Roebourne	1300.00
EFT5883	16/03/2010	Corporate Express Australia Limited	Stationery Supplies, Office Chairs	5463.23
EFT5884	16/03/2010	Transpacific Cleanaway	Karratha Airport & Wickham Library - Supply of Bins & Collection of Waste	1036.18
EFT5885	16/03/2010	James Cutfield	Twilight Tunes at Walkington Amphitheatre 14/03/10	1540.00
EFT5886	16/03/2010	Compe, Paul	Paul Compe Study Assistance 2010	2000.00
EFT5887	16/03/2010	Drake Australia Pty Ltd	TTI Temp Staff	19232.85
EFT5888	16/03/2010	Westralia Airports Corporation Pty Ltd	ASIC Production x 9	450.00
EFT5889	16/03/2010	Forte Airport Management	Karratha Airport BMR Roof Stage 2	13607.53
EFT5890	16/03/2010	GHD Pty Ltd	Water Balance Study for ERSR Project	17945.95
EFT5891	16/03/2010	Harlen, Gai	Reimbursement - 4 x Scale Rulers	107.80
EFT5892	16/03/2010	Hicks, Sharon	January School Holiday Program Refund	191.98
EFT5893	16/03/2010	Independent Valuers Of Western Australia	Karratha Airport Valuations	4950.00
EFT5894	16/03/2010	Karratha Newsagency	TTI Newspapers & Magazines	14083.28
EFT5895	16/03/2010	Karratha Alternative Carriers	Transport Chlorine	792.00
EFT5896	16/03/2010	Karratha Tavern	TTI Alcohol	13207.05
EFT5897	16/03/2010	Leisure Institute Of WA Aquatics (inc)	LIWA Aquatics Membership. Expiry 31.08.10	90.00
EFT5898	16/03/2010	Lockwood, Nicole	Reimbursement - Flight Change Costs & Meeting Room Hire	439.70
EFT5899	16/03/2010	Department Of Sport And Recreation WA	Training Seminar on Open Space Planning	50.00
EFT5900	16/03/2010	New Wave Caterers	Catering - OCM 15.02.10, Council Briefing 25.02.10, Lunch & Morning Tea 02.02.10	1132.00
EFT5901	16/03/2010	Water2Water	Exec. Kitchen Filtered Water Repairs	595.30
EFT5902	16/03/2010	Perth Irrigation Centre	Reticulation Supplies	1003.20
EFT5903	16/03/2010	Poinciana Nursery	Karratha Airport - Mulch Bags	1095.00
EFT5904	16/03/2010	Risk Management Technologies	Chem Alert System License Renewal 09.04.10 - 09.04.11	5472.50
EFT5905	16/03/2010	Signswest, Stick With Us Sign Studio	Self Adhesive Reception Sign	137.50
EFT5906	16/03/2010	Shell Company Of Australia	Diesel	8543.94
EFT5907	16/03/2010	SAI Global Ltd	Australian Standard Internet Download	74.47
EFT5908	16/03/2010	Reliance Petroleum	Petrol	1805.02
EFT5909	16/03/2010	Sealanes	Admin Office Tea Room Supplies	366.29
EFT5910	16/03/2010	Technical Irrigation Imports	Overhaul & Service Controller	121.00
EFT5911	16/03/2010	Travelworld Karratha	Flights	3594.00
EFT5912	16/03/2010	Truck Centre (WA) Pty Ltd	Steering Box, Kit Rocker Cover Gaskets, Filters	4845.65
EFT5913	16/03/2010	URS Australia Pty Ltd	Upgrade of Design for Johns Creek Boat Ramp	1724.31
EFT5914	16/03/2010	Visimax	Postage	49.00
EFT5915	16/03/2010	Whelans	Survey Of Lots 250 & 500 On Dp 65962 At Millars Well, Provide Proposed Road & Lease Lot Drawings for Karratha Country Club	6292.00

EFT5916	16/03/2010	Worksense Safety & Workwear	Safety Clothing	297.44
EFT5917	16/03/2010	Atkins Carlyle Ltd	Safety Gloves	254.38
EFT5918	16/03/2010	Airservices Australia	ERSA Loose Leaf with RDS - 12 Month Amendment Service Only	91.55
EFT5919	16/03/2010	Auslec	General Electrical Hardware supplies - Karratha Airport Maintenance	117.49
EFT5920	16/03/2010	Computelec Pty Ltd	Symantec Backup Exec Server 12.5 Win Per Server	984.56
EFT5921	16/03/2010	Protector Alsafe	Safety Clothing	3616.34
EFT5922	16/03/2010	Applicon Australia Pty Ltd	Office Handsets, Endpoint Electronic Authorisation Licence, MOTWB2857 PTP 58500 Full Integrated - Link Complete	22781.00
EFT5923	16/03/2010	A & P Transport	Chicky Starter Crumbles, Sunflower Seeds	140.00
EFT5924	16/03/2010	SGS Australia Pty Ltd	7 Mile Landfill Septic Effluent Testing, Groundwater Monitoring & Pond Testing, Water Analysis For Washpad at Depot	5839.90
EFT5925	16/03/2010	AEC Systems	AutoCAD Courses	1760.00
EFT5926	16/03/2010	Attorney-General's Department	Auschecks February 2010	1144.00
EFT5927	16/03/2010	Artcraft Pty Ltd	Chlorine Signs	258.50
EFT5928	16/03/2010	Abbott & Co Printers	Sets of Agenda Dividers - 7 Tabs	1500.00
EFT5929	16/03/2010	Austasia Commodities Pty Ltd	4ft Windsock, Stainless Steel Swivel & Freight	577.13
EFT5930	16/03/2010	BP Roebourne	Fuel	444.15
EFT5931	16/03/2010	Beaurepaires	Replace & Repair Tyres, Rim & Tyre Assembly	7871.54
EFT5932	16/03/2010	BC Lock & Key	Padlock Stamping, Lock Repairs, Key Cutting	504.02
EFT5933	16/03/2010	Wickham Service Station	Fuel	360.89
EFT5934	16/03/2010	Bent Logic	KAC - 600 Membership Tags for Centaman	214.50
EFT5935	16/03/2010	BEST Consultants	Stage 1 Investigation - Bulgarra Sports Precinct, Floodlighting & Electrical Upgrade, Airfares and Car Hire	13891.85
EFT5936	16/03/2010	Centurion Transport Co Pty Ltd	Freight	1766.66
EFT5937	16/03/2010	Coates Hire Operations	Plant Hire	38480.32
EFT5938	16/03/2010	Coca-Cola Amatil (Holdings) Ltd	KEC, TTI & RAC Kiosk Stock	16034.65
EFT5939	16/03/2010	Coventrys	2 Way Radio	569.11
EFT5940	16/03/2010	Cape Byron Imports	RAC Kiosk Stock - Aqua Shoes	22.18
EFT5941	16/03/2010	Cable Logic	TTI - Install 4 x Double Data Ports for POS	5445.50
EFT5942	16/03/2010	CCS Strategic Management	Various Emails & Teleconference Nov/Dec 09	5912.50
EFT5943	16/03/2010	Coda Studio Pty Ltd	Bulgarra Community Centre & Baynton West Family Centre Schematic Design Development, Traffic Management Plan	82293.97
EFT5944	16/03/2010	Shontay Louise Cardew	Final payment For Completion of Baynton West Family Centre Document	1000.00
EFT5945	16/03/2010	Dexion	Loop Racks	383.71
EFT5946	16/03/2010	Department Of Environment & Conservation	Controlled Waste Tracking Forms	112.50
EFT5947	16/03/2010	Darwin Airport Shuttle	Bus Charter Darwin - Economic Development Tour	500.00
EFT5948	16/03/2010	E & MJ Rosher Pty Ltd	Hub Assembly, Fuel Filter	945.05
EFT5949	16/03/2010	Emeco International Pty Ltd	Off Hire Cleaning & Repairs of D9R	5827.20
EFT5950	16/03/2010	Ezy-Drive	Guide Post	8800.00

EFT5951	16/03/2010	Farinosi and Sons (Rtl) Pty Ltd	Star Pickets	318.00
EFT5952	16/03/2010	Chubb Fire Safety Ltd	Planned Maintenance on Karratha Airport Fire System, Hydrant Repairs	732.55
EFT5953	16/03/2010	Fire And Emergency Services Authority	Underpayment on ESL 2009/10 Charges on VEN	43.00
EFT5954	16/03/2010	Gas City Pest Control	Termite Spot Treatment On Side of Council Chambers	654.50
EFT5955	16/03/2010	Gemini Medical Services	Pre-Employment Medicals	1171.50
EFT5956	16/03/2010	Home Hardware	Step Ladder, Garden Hose Kit, General Hardware	284.75
EFT5957	16/03/2010	Karratha Cad Centre	A0 Photocopying	360.36
EFT5958	16/03/2010	Karratha Auto Electrics	Airconditioner Repairs	957.00
EFT5959	16/03/2010	Kadmos Group	Cost To Deliver MSIS - Project Review	6600.00
EFT5960	16/03/2010	Kookaburra Tours & Charters Pty Ltd	Airport Transfers - Economic Development Tour	220.00
EFT5961	16/03/2010	Lyons & Peirce	Karratha Airport - Emergency Water Cartage	7623.00
EFT5962	16/03/2010	Loscam Limited	TTI - Hire Of Pallets	15.59
EFT5963	16/03/2010	Staff Reimbursement	Conference Expenses - Coast to Coast Economic Development Tour	479.70
EFT5964	16/03/2010	Macdonald Johnston Engineering	Channel Brush Poly	59.70
EFT5965	16/03/2010	Media Monitors Australia Pty Ltd	Media Monitoring Service	1288.47
EFT5966	16/03/2010	Mike Allen Planning	Provide a Range of Strategic & Statutory Planning Services	11963.25
EFT5967	16/03/2010	Manus Consulting	Week 7 - HR Review Project	1326.61
EFT5968	16/03/2010	MSA Family Trust	Contract Building Surveyor 15-18/02 & 22-25/02	6517.50
EFT5969	16/03/2010	NBS Signmakers	Back Beach Signage	2475.00
EFT5970	16/03/2010	Northwest Copier & Fax Services	Printer Ink	153.02
EFT5971	16/03/2010	Broadcast Australia Pty Ltd	Facilities Leasing Mt Welcome	138.25
EFT5972	16/03/2010	Noone Imagewear	Cancellation Fee For SK11026L	198.00
EFT5973	16/03/2010	Nickol Bay Jewellers	Gift Voucher for Tew Nugent - Length of Service Award	500.00
EFT5974	16/03/2010	Orica Australia Pty Ltd	Chlorine Gas, Cylinder Hire	3086.99
EFT5975	16/03/2010	OPUS International Consultants Ltd	Karratha Airport - Investigation Into Landside Electrical Services	7759.29
EFT5976	16/03/2010	Pilbara Tafe	Walkington Theatre 50% Contribution Operating Costs & Karratha Library Operating Costs - Feb 10, Payroll Officer Course Book	73806.73
EFT5977	16/03/2010	Pilbara Echo	Advertising	484.00
EFT5978	16/03/2010	Perth Petroleum Services	Trailer	15742.10
EFT5979	16/03/2010	P&G Body Builders	Grid Mesh	660.00
EFT5980	16/03/2010	Parking Consultants International	Karratha Airport - Review of Paid Parking Equipment	5280.00
EFT5981	16/03/2010	The Roo Group	Medication & Veterinary Fees	394.65
EFT5982	16/03/2010	Red 11 Pty Ltd	Printer Ink, Printhead, Cleaner	1062.94
EFT5983	16/03/2010	Skipper Truck Parts	Filters	179.89
EFT5984	16/03/2010	Sigma Chemicals	RAC - 5m Grating (Pool Edge)	542.50
EFT5985	18/03/2010		Cancelled EFT	
EFT5986	16/03/2010	Statewide Turf Services	Mowing Services	9883.25
EFT5987	16/03/2010	Total Eden Watering Systems Pty Ltd	2 Station Reticulation Module	6812.21
EFT5988	16/03/2010	Tox Free (Karratha) Pty Ltd	Pick Up & Disposal Of Chemicals	320.10

EFT5989	16/03/2010	UDLA	Redevelopment of Catral Park	10934.00
EFT5990	16/03/2010	Versatile Building Products	Karratha Airport General Hardware	72.70
EFT5991	16/03/2010	Westrac Equipment Pty Ltd	Cutting Edge	289.53
EFT5992	16/03/2010	Wormald Australia Pty Ltd	Fire Panel Inspections & Report	185.63
EFT5993	16/03/2010	Wurth Australia Pty Ltd	Workshop Consumables	1159.33
EFT5994	16/03/2010	WorleyParsons Services	Asset Audit For ERSR Project	2344.49
EFT5995	18/03/2010	Karratha First National Real Estate	Shire Housing Rent	24011.97
EFT5996	18/03/2010	Karratha City Real Estate	Shire Housing Rent	7014.29
EFT5997	18/03/2010	North West Realty	Shire Housing Rent	17685.46
EFT5998	18/03/2010	Pilbara Real Estate	Shire Housing Rent	25419.64
EFT5999	18/03/2010	LJ Hooker Karratha	Shire Housing Rent	5200.00
EFT6000	18/03/2010	Paintball Eruption	50% Deposit For Paintball For Make A Move Youth Plan 2010	8525.00
EFT6001	19/03/2010		Cancelled EFT	
EFT6002	19/03/2010	Staff Reimbursement	Conference Expense Reimbursement	310.75
EFT6003	19/03/2010	Dept Of Housing & Works-Douglas Rent,	Payroll Deductions	250.00
EFT6004	19/03/2010	Dept Of Housing & Works-Hughes Rent,	Payroll Deductions	760.00
EFT6005	19/03/2010	Dept Of Housing & Works-hicks Rent,	Payroll Deductions	564.60
EFT6006	19/03/2010	Staff Reimbursement	Conference Expense Reimbursement	310.75
EFT6007	19/03/2010	Staff Reimbursement	Conference Expense Reimbursement	200.90
EFT6008	22/03/2010	Seek Limited	Seek. Com. Au Advert - Minute Secretary	220.00
EFT6009	24/03/2010	Australian Taxation Office	Payroll Deductions	129986.80
EFT6010	24/03/2010	Child Support Agency	Payroll Deductions	290.01
EFT6011	29/03/2010	Commonwealth Bank Of Australia	Loan No. 93 Payment - Wickham Transfer Station	82258.98
EFT6012	29/03/2010	Western Australian Treasury Corp	Loan No. 92 Payment - Construct 6 Aged Persons Homes	15446.26
EFT6013	29/03/2010		Cancelled EFT	
EFT6014	29/03/2010	Westpac Corporate Credit Cards	Monthly Credit Card Payment	789.03
EFT6015	29/03/2010	Western Australian Treasury Corp	Loan No. 97 Payment - Hampton Harbour Boat & Sailing Club	6063.82
EFT6016	29/03/2010	Western Australian Treasury Corp	Loan No. 86A Payment - Hampton Harbour Boat & Sailing Club	1683.50
EFT6017	29/03/2010	Western Australian Treasury Corp	Loan No. 94 Payment - New Staff Housing	117515.47
EFT6018	29/03/2010	Western Australian Treasury Corp	Loan No. 98 Payment - Airport Upgrade	637645.46
EFT6019	29/03/2010	Western Australian Treasury Corp	Loan No. 88 Payment - Chamber of Commerce	3429.17
EFT6020	29/03/2010	British American Tobacco Australia Ltd	TTI Cigarettes	3478.15
EFT6021	29/03/2010	Commander Australia Limited	Commander Service Assurance BCM (March)	155.80
EFT6022	29/03/2010	Harvey World Travel	Flights	3141.02
EFT6023	29/03/2010	ISPX	Domain Hosting 16/02/2010 - 15/02/2011, Roebourne.wa.gov.au Hosting 22/03/10 - 21/03/11	330.00
EFT6024	29/03/2010	Karratha Tavern	TTI Alcohol	8369.25
EFT6025	29/03/2010	Les Mills Aerobics Australia	KEC Fitness Licenses	953.17
EFT6026	29/03/2010	Philip Morris Limited	TTI Cigarettes	1090.76

EFT6027	29/03/2010	Parry's Merchants	TTI, KAC & KEC Kiosk Stock	18588.35
EFT6028	29/03/2010		Cancelled EFT	
EFT6029	29/03/2010	TNT Express	Freight	1030.72
EFT6030	29/03/2010	Atom Supply	Fuel Nozzle Handpiece	303.25
EFT6031	29/03/2010	Centurion Transport Co Pty Ltd	Freight	794.15
EFT6032	29/03/2010	Cabcharge Australia Pty Ltd	Cabcharge Vouchers 07.03.10	888.69
EFT6033	29/03/2010	Manus Consulting	HR Review Project Completion	11534.65
EFT6034	29/03/2010	MSA Family Trust	Contract Building Surveyor F.E. 12.03.10	6682.50
EFT6035	29/03/2010	Pilbara Echo	Advertising	911.49
EFT6036	29/03/2010	Red 11 Pty Ltd	40 x HP Computers, 80 x HP Monitors, Freight	65699.04
EFT6037	29/03/2010	Seek Limited	Seek.Com.Au Ad Senior Ranger 16/3/2010	198.00
EFT6038	29/03/2010	Dept. Of Treasury & Finance - Shared Services	Recoveries of Lost Books - Dampier Library	33.00
EFT6039	29/03/2010	Telephone Techniques Training	Telephone Techniques Training	1575.00
EFT6040	29/03/2010	Woolworths (WA) Ltd	TTI & RAC Kiosk Stock, Refreshments for Council Barfridge	2299.98
EFT6041	29/03/2010	Karratha Contracting Pty Ltd	Upgrade Karratha Country Club Electrical Supply, Karratha Airport Signage Installation & Water Main Repairs, 54 Sholl St & 4 McRae Court Refurbishment, Office Upgrade, Fix Dog Pound Water Supply, Replace Brick Lights, A/C Repairs, Building Maintenance	254147.43
EFT6042	30/03/2010	Toll Express	Freight	16.67
EFT6043	30/03/2010	Colin Wilkinson Developments Pty Ltd	Progress Claim 8 - Construction of Shire Housing	1044691.84
EFT6044	30/03/2010	Centurion Transport Co Pty Ltd	Freight	1924.04
68508	22/04/2008	Benjamin Taylor	Cancelled Cheque	-245.45
72289	16/02/2010	St John Of God Pathology	Cancelled Cheque	-93.40
72317	17/02/2010	Wickham Skydivers Club	Cancelled Cheque	-94.00
72351	26/02/2010	Ray White Real Estate	Shire Housing Bond & Rent	16164.29
72352	26/02/2010	Telstra	Shire Telephone / Internet Use	716.86
72353	26/02/2010	Horizon Power	Shire Electricity Use	162971.88
72354	04/03/2010	Australia Post	Renewal of SOR Administration Office & Dampier Library Post Office Boxes	280.50
72355	04/03/2010	Building And Construction Industry Training Fund (BCITF)	BCITF Levy Collected for December 2009	37551.60
72356	04/03/2010	Department of Transport	Transfer Fee for P8808 - Side Loading Refuse Compactor	14.70
72357	04/03/2010	Karratha & Dampier Tee Ball Asscn.	KEC 50% Reimbursement of Light Tokens 2009	78.00
72358	04/03/2010	LINK (Local Information Network Karratha) Inc.	Community & Cultural Grant	1000.00
72359	04/03/2010	Telstra	Shire Alarm Monitoring Lines & Telephone Lines	99.31
72360	04/03/2010	Horizon Power	Shire Electricity Use	9686.16
72361	04/03/2010	West Pilbara Softball Organisation	Refund Inv# 39697 (\$726.00) & 49558 (\$1771.44)	2497.44
72362	04/03/2010	Builders Registration Board of WA	November 2009 BRB Receipts	3070.50
72363	04/03/2010	Byford Settlements	Rates refund for assessment A87982 19 Marniyarra Loop Baynton	495.89
72364	04/03/2010	Karratha Kart Club	Rates refund for assessment A30944 L1048 Anderson Rd, Karratha	43.00

72365	04/03/2010	Live In Balance	Bond Refund - Millars Well Pavilion	100.00
72366	04/03/2010	Misco Investments Pty Ltd	Rates refund for assessment A57984 10 Church Way Baynton	877.03
72367	04/03/2010	Pilbara Community Legal Service	Community & Cultural Grant	4000.00
72368	04/03/2010	PRP Pty Ltd	Bond Refund - Millars Well Pavilion	100.00
72369	04/03/2010	K Mart Karratha	KEC & KAC Stationery	335.79
72370	04/03/2010	Seek Limited	Seek. Com. Au Job Listing - Finance Officer	198.00
72371	04/03/2010	Thomasbuilt Pty Ltd	Refund Building Application Fees B/L 2010050	2226.18
72372	04/03/2010	WA Library Supplies	Fabric Covered Tri Tower with Spinner	1010.00
72373	04/03/2010	Woodside Burrup PTY LTD	Vehicle Crossover Subsidies	20682.75
72374	05/03/2010	Shire Of Roebourne	Payroll Deductions	2506.15
72375	10/03/2010		Cancelled Cheque	
72376	10/03/2010		Cancelled Cheque	
72377	10/03/2010		Cancelled Cheque	
72378	10/03/2010		Cancelled Cheque	
72379	10/03/2010		Cancelled Cheque	
72380	10/03/2010		Cancelled Cheque	
72381	10/03/2010		Cancelled Cheque	
72382	10/03/2010		Cancelled Cheque	
72383	10/03/2010		Cancelled Cheque	
72384	10/03/2010		Cancelled Cheque	
72385	10/03/2010		Cancelled Cheque	
72386	10/03/2010		Cancelled Cheque	
72387	10/03/2010		Cancelled Cheque	
72388	10/03/2010		Cancelled Cheque	
72389	10/03/2010		Cancelled Cheque	
72390	10/03/2010		Cancelled Cheque	
72391	10/03/2010		Cancelled Cheque	
72392	10/03/2010		Cancelled Cheque	
72393	10/03/2010		Cancelled Cheque	
72394	10/03/2010		Cancelled Cheque	
72395	10/03/2010		Cancelled Cheque	
72396	10/03/2010		Cancelled Cheque	
72397	10/03/2010		Cancelled Cheque	
72398	10/03/2010		Cancelled Cheque	
72399	10/03/2010	Australian Super	Superannuation contributions	1050.39
72400	10/03/2010	Asset Super	Superannuation contributions	1193.96
72401	10/03/2010	Colonial First State Firstchoice Super	Superannuation contributions	480.19
72402	10/03/2010		Cancelled Cheque	
72403	10/03/2010	WA Local Govt Superannuation Plan	Superannuation contributions	134437.43
72404	10/03/2010	Australian Services Union (Asu/Meu Div.)	Payroll Deductions	340.20
72405	10/03/2010	AMP Life Limited	Superannuation contributions	846.06
72406	10/03/2010	AXA Australia	Superannuation contributions	480.20
72407	10/03/2010	BT Super For Life	Superannuation contributions	504.32

72408	10/03/2010	First State Super	Superannuation contributions	218.63
72409	10/03/2010	Health Super	Superannuation contributions	710.88
72410	10/03/2010	LG Super	Superannuation contributions	516.57
72411	10/03/2010	LGRCEU	Payroll Deductions	82.00
72412	10/03/2010	MTAA Superannuation Fund	Superannuation contributions	1941.10
72413	10/03/2010	MLC Nominees Pty Ltd	Superannuation contributions	266.58
72414	10/03/2010	Navigator Australia Limited (Aviva Investment Services)	Superannuation contributions	996.04
72415	10/03/2010	Rest Superannuation	Superannuation contributions	2134.40
72416	10/03/2010	Superwrap Personal Super Plan	Superannuation contributions	555.00
72417	10/03/2010	TWUSUPER	Superannuation contributions	493.47
72418	10/03/2010	Westscheme	Superannuation contributions	903.99
72419	16/03/2010	Shire Of Roebourne	Petty Cash Reimbursement	1050.00
72420	16/03/2010	Tennant Australia	Footpath Sweeper	170720.98
72421	16/03/2010	Australia Post	Postage February 2010	1677.94
72422	16/03/2010	All Seasons Karratha	Staff & Consultant Accommodation	1353.60
72423	16/03/2010	Children's Services Support Unit We (Inc)	Garden Refurbishment at Wickham Childcare	2375.00
72424	16/03/2010	MTU Detroit Diesel Australia Pty Ltd	Filter	136.64
72425	16/03/2010	Hathaway's Lubricants	Grease Cartridge	150.00
72426	16/03/2010	Karratha Adventure Sports	KAC - Hire of Oxygen and Scuba Equipment	60.00
72427	16/03/2010	Karratha BMX Club	Sports Funding Grant Scheme	1000.00
72428	16/03/2010	Lil's Retravision Karratha	Fridge, Microwave, Toaster & Multi Oven	1012.00
72429	16/03/2010	Angus And Robertson Karratha	3 Books for Senatorial Visit	224.97
72430	16/03/2010	CD's Confectionery Wholesalers	RAC Kiosk Stock	1560.80
72431	16/03/2010	Dampier Mets Softball Club	Bond Refund	100.00
72432	16/03/2010	Fire And Safety We	Windmate 300	297.00
72433	16/03/2010	Ilha Pty Ltd	Refund of Two Parking Infringements - Ilha Pty Ltd	70.00
72434	16/03/2010	Jas Building Contractors	Refund Overpayment	123.20
72435	16/03/2010	Keyspot Services	Name Badges	1190.00
72436	16/03/2010	McLeods & Co Barristers And Solicitors	Legal Advice - Treated Waste Water, Burrup Fertilisers, Karratha Air Logistics, New Title Application for Shire Housing, Governance Advice	13832.51
72437	16/03/2010	Machin	Unsuccessful Plan Search	90.00
72438	16/03/2010	Polar Aviation Pty Ltd	Refund Overpayment	49.50
72439	16/03/2010	Statewide Bearings	Bearings, Bottle Jack	429.52
72440	16/03/2010	K Mart Karratha	Roebourne Library - Assorted Books, DVD's and Cod's, Admin Building Cleaning Goods	422.61
72441	16/03/2010	Triangle Filtration	Dump Valve Diaphragm, Exchange Rinse Control	1335.18
72442	16/03/2010	Tradelink Plumbing Supplies	Karratha Airport Plumbing Supplies, Clamp Repairs	167.20
72443	16/03/2010	Shire Of Roebourne	ATM Cash Replenishment	74000.00
72444	18/03/2010	Ray White Real Estate	Shire Housing Rent	42447.06
72445	18/03/2010		Cancelled Cheque	
72446	18/03/2010	3 Hutchison Telecommunications Aust.	3 Messaging Service 26/02/10 - 25/03/10	188.21

72447	18/03/2010	Horizon Power	Shire Electricity Use	25736.34
72448	18/03/2010	Water Corporation	Shire Water Use	11765.50
72449	18/03/2010	Benjamin Taylor	Reissue of Stale Chq 68508 Dated 22/04/08 - A/24288 Refund Overpayment Rates	245.45
72450	18/03/2010		Cancelled Cheque	
72451	18/03/2010	Telstra	Shire Telephone / Internet Use	6157.79
72452	18/03/2010	Telstra	Damage to Cable - Roebourne Oval & Roebourne Primary School	3725.96
72453	19/03/2010	Shire Of Roebourne	Payroll Deductions	2700.72
72454	24/03/2010	Shire Of Roebourne	ATM Cash Replenishment	74000.00
72455	29/03/2010	Australia Post	Roebourne Library - Renewal of Post Office Box	50.00
72456	29/03/2010	Telstra	Shire Telephone / Internet Use	7660.39
72457	29/03/2010	Horizon Power	Shire Electricity Use	77624.65
72458	29/03/2010	Water Corporation	Shire Water Use	24507.75

6,148,983.52

	04/03/2010	Shire of Roebourne	Payroll F/E 03.03.10	364,808.21
	08/03/2010	Staff	Wages	2,617.07
	05/03/2010	Shire of Roebourne	Payroll Deductions	1,891.90
	09/03/2010	Staff	Wages	211.20
	09/03/2010	Staff	Wages	3,066.87
	18/03/2010	Shire of Roebourne	Payroll F/E 17.03.10	372,656.09
	19/03/2010	Staff	Wages	4,926.63
	19/03/2010	Staff	Wages	5,745.78

755,923.75

**Total Payments**

**6,904,907.27**

**8.2.2 FINANCIAL STATEMENT FOR PERIOD ENDING 28 FEBRUARY 2010****Attachment(s)**                      **NIL****Responsible Officer:**            **Executive Manager Corporate Services****Author Name:**                    **Manager Of Finance****Disclosure of Interest:**        **Nil**

---

**REPORT PURPOSE**

To provide Council with a summary of the financial position as at the specified period.

**Background**

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.

In accordance with the regulations, a report must be compiled on variances greater than the materiality threshold adopted by Council (10% or \$10,000).

With this report being composed at programme level, only a general comment can be made regarding the variances.

The Act states that a statement of financial activity, and accompanying documents, are to be;

1) presented to the Council;

(a) at the next ordinary meeting of council following the end of the month to which the statement relates; or

(b) if the statement is not prepared in time to present it to the meeting referred to in (a) above, to the next meeting of Council after that meeting; and

2) recorded in the minutes of the meeting at which it is presented.

Note that the Budget Amendments resulting from the Budget Review are not included in these statements, as they were adopted by Council on 1 March, 2010.

**Options**

1. That the Financial reports for the period ending 28 February 2010 be received.
2. That the Financial reports for the period ending 28 February 2010 be received with amendments.
3. That the Financial reports for the period ending 28 February 2010 NOT be received.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

As per section 34 of the Local Government (Financial Management) Regulations 1996.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

None

**Voting Requirements**

Simple.

---

**COUNCIL RESOLUTION**

**Res No** : **15070**  
**MOVED** : **Cr Lally**  
**SECONDED** : **Cr Lewis**

**That the Financial reports for the period ending 28 February 2010 be received.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
**AGAINST** : Nil

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**for the period 1 July 2009 to 28 February 2010**

	Original Budget	Amended Budget	Year to Date Amended Budget	Year To Date Actual	Material Variance >=10%	\$10,000 or more
	\$	\$	\$	\$	%	\$
<b>Rate Setting Statement</b>						
<b>Operating</b>						
<b>Revenues (Sources)</b>						
General Purpose Funding (excluding Rates)	5,309,174	5,309,174	2,192,197	2,697,043	23.03%	-504,846
Governance	122,549	122,549	83,124	247,127	197.30%	-164,003
Law, Order And Public Safety	186,862	186,862	155,943	95,045	-39.05%	60,898
Health	45,166	85,166	43,227	55,955	29.44%	-12,728
Education and Welfare	1,088,849	1,088,849	50,118	43,593	-13.02%	-
Housing	2,032,719	2,903,128	1,644,456	1,678,742	-	-34,286
Community Amenities	6,129,415	6,130,173	4,592,950	6,384,600	39.01%	-1,791,650
Recreation And Culture	4,930,912	4,943,427	1,604,037	1,472,672	-	131,365
Transport	17,433,254	17,433,254	10,201,822	12,329,952	20.86%	-2,128,130
Economic Services	2,089,430	2,089,430	708,053	733,027	-	-24,974
Other Property And Services	97,281	97,381	64,600	(46,749)	-172.37%	111,349
	39,465,611	40,389,393	21,340,527	25,691,007	20.39%	-4,350,480
<b>Expenses (Applications)</b>						
General Purpose Funding	(456,541)	(526,869)	(376,208)	(383,652)	-	-
Governance	(2,077,967)	(2,077,967)	(1,099,146)	(1,065,606)	-	-33,540
Law, Order And Public Safety	(1,339,206)	(1,340,469)	(833,294)	(744,743)	-10.63%	-88,551
Health	(1,118,373)	(1,118,373)	(708,270)	(530,259)	-25.13%	-178,011
Education and Welfare	(320,859)	(320,859)	(199,179)	(147,028)	-26.18%	-52,151
Housing	(713,893)	(723,893)	(412,748)	(441,489)	-	28,741
Community Amenities	(6,776,815)	(6,777,368)	(4,269,907)	(3,524,585)	-17.46%	-745,322
Recreation And Culture	(13,059,034)	(13,199,127)	(8,583,950)	(6,921,504)	-19.37%	-1,662,446
Transport	(14,144,581)	(14,570,588)	(6,325,312)	(5,597,153)	-11.51%	-728,160
Economic Services	(1,180,276)	(1,144,867)	(758,694)	(821,153)	-	62,459
Other Property And Services	570,748	570,268	296,983	(1,030,027)	-446.83%	1,327,010
	(40,616,797)	(41,230,112)	(23,269,725)	(21,207,199)	-	-2,062,526
<b>Capital</b>						
<b>Revenue</b>						
Proceeds From Disposal Of Assets	2,395,200	3,680,950	621,550	334,273	-46.22%	287,277
Tsf From Aerodrome Reserve	3,614,325	4,014,325	0	0	-	-
Tsf From Airconditioning Reserve	117,833	117,833	0	0	-	-
Tsf From MSIS Reserve	160,259	160,259	0	0	-	-
Tsf From Plant Replacement Reserve	1,506,500	1,506,500	0	0	-	-
Tsf From Dampier Drainage Reserve	0	0	0	0	-	-
Tsf From Infrastructure Reserve	4,358,050	4,358,050	0	0	-	-
Tsf From Waste Management Res	2,637,008	2,637,008	0	0	-	-
Tsf From Housing Reserve	5,647,446	5,647,446	0	0	-	-
Tsf From Parks, Ovals & Rec Facilities	0	0	0	0	-	-
Tsf From Information Technology Res	109,273	109,273	0	0	-	-
New Loans Raised	0	0	0	0	-	-
Repayments Of Self Supporting Loans	11,206	11,206	10,076	9,137	-	-
Repayments Of Interest Free Loans To Local Groups	135,536	135,536	133,024	132,499	-	-
	20,692,636	22,378,386	764,650	475,908	-37.76%	288,742

## Shire Of Roebourne

### Statement Of Financial Activity (con't)

for the period 1 July 2009 to 28 February 2010

	Original Budget	Amended Budget	Year to Date Amended Budget	Year To Date Actual	Material Variance >=10%	\$10,000 or more
	\$	\$	\$	\$	%	\$
<b>Expenses</b>						
Purchase Of Assets - Land	0	(65,395)	(65,395)	(62,282)	-	-
Purchase of Assets - Artwork	(10,000)	(10,000)	0	0	-	-
Purchase Of Assets - Buildings	(14,669,920)	(14,733,840)	(9,898,814)	(6,255,470)	-36.81%	-3,643,344
Purchase Of Assets - Equipment	(460,950)	(456,064)	(454,400)	(56,712)	-87.52%	-397,688
Purchase Of Assets - Furniture & Equip	(593,150)	(622,350)	(497,100)	(406,622)	-18.20%	-90,478
Purchase Of Assets - Plant	(5,603,500)	(5,705,650)	(4,575,500)	(1,732,105)	-62.14%	-2,843,395
Purchase Of Assets - Infrastructure	(14,902,014)	(14,896,277)	(10,125,274)	(2,074,162)	-79.52%	-8,051,112
Loan Principal Repayments	(1,728,120)	(1,728,120)	(1,309,165)	(1,309,034)	-	-
Tsf To Aerodrome Reserve	(576,230)	(576,230)	0	(105,895)	-	105,895
Tsf To Airconditioning Reserve	(5,303)	(5,303)	0	(1,008)	-	-
Tsf To Dampier Drainage Reserve	(1,435)	(1,435)	0	(272)	-	-
Tsf To Plant Replacement Reserve	(880,816)	(880,816)	0	(15,373)	-	15,373
Tsf To Walkington Theatre Reserve	(185)	(185)	0	(36)	-	-
Tsf To Workers Compensation Res	(257,117)	(257,117)	0	(8,969)	-	-
Tsf To Infrastructure Reserve	(4,357,488)	(4,357,488)	0	(64,728)	-	64,728
Tsf To Waste Management Reserve	(364,679)	(364,679)	0	(45,378)	-	45,378
Tsf To Housing Reserve	(254,135)	(1,544,135)	0	(118,682)	-	118,682
Tsf To Parks, Ovals & Rec Facilities	(302)	(302)	0	(64)	-	-
Tsf To Aged Persons Home Reserve	(13,321)	(13,321)	0	(500)	-	-
Tsf To Information Technology	0	0	0	(942)	-	-
Tsf To Junior Sport Reserve	(2,686)	(2,686)	0	(573)	-	-
Tsf To Public Open Space Reserve	(23,819)	(23,819)	0	(4,528)	-	-
Tsf To Mosquito Control Reserve	(572)	(572)	0	(14)	-	-
Tsf To History & Cultural Publications Reserve	(2,131)	(2,131)	0	(405)	-	-
Tsf To Medical Services Assistance Package Reserve	(10,319)	(10,319)	0	(2,845)	-	-
Interest Free Loan Principal	(222,000)	(222,000)	(222,000)	(222,000)	-	-
Income Set Aside As Restricted Funds	(741,000)	(741,000)	0	0	-	-
	(45,681,192)	(47,221,234)	(27,147,648)	(12,488,599)	-54.00%	-14,659,049
<b>Adjustment For Non Cash Items</b>						
Depreciation	6,648,955	6,648,955	0	0		
Amounts Set Aside To Provisions	392,491	392,491	0	0		
Accrued Loan Interest	(22,127)	(22,127)	0	0		
(Profit) / Loss On Disposal Of Assets	(293,106)	(1,163,515)	0	(334,273)		
	6,726,213	5,855,804	0	(334,273)		
<b>Surplus Brought Forward 1 July</b>	3,473,372	3,442,594	3,442,594	3,442,594		
<b>Amount Raised From Rates</b>	16,090,709	16,090,709	15,855,709	16,149,088	-	-293,379
<b>Surplus / (Deficit)</b>	<b>150,552</b>	<b>(294,460)</b>	<b>(9,013,893)</b>	<b>11,728,526</b>		

This statement is to be read in conjunction with the accompanying notes.

Operating revenue is over the year to date budget by \$4,350,480 which represents a variance of 20.39%.

Operating Expenditure is under the year to date budget by \$2,062,526 which represents a variance of 8.86%.

From an end of year position Council has received 59.71% of its annual amended budgeted revenue. In relation to expenditure, Council has expended 47.85% of its annual amended budgeted expenditure.

In accordance with the materiality threshold adopted by Council for the reporting of variances by programme in the Statement of Financial Activity, the following comments are made to provide an explanation of the above variances.

#### General Purpose Funding

##### *Revenue*

Revenue up 23.03% (\$504,846) due to interest on reserves brought to account before budgeted.

##### *Expenditure*

Expenditure is showing a variance up of 1.98% (\$7,444) which is below the threshold to report.

#### Governance

##### *Revenue*

Revenue is up 197.30% (\$164,003) which is due to earlier than expected sale of vehicles.

##### *Expenditure*

Expenditure is down 3.05% (\$33,540) which is due to audit fees not yet invoiced (\$19,350) and lower than expected Non-Statutory Donations (\$10,583)

#### Law, Order and Public Safety

##### *Revenue*

Revenue is down by 39.05% (\$60,898) which is mainly due to:

- 1) \$37,574 down on FESA contributions for Bushfire & SES units
- 2) \$8,000 Govt Grant from FESA for Fire Breaks not yet received
- 3) \$8,000 reimbursement for removal of cyclone hazards not received

Expenditure is down 10.63% (\$88,551) which is due to:

- 1) \$28,790 down on Cyclone Preparation
- 2) \$18,055 down on Karratha SES Building/Surrounds Mtce
- 3) \$11,463 down on Rangers Employment Costs
- 4) \$11,530 down on Other Control Expenses
- 5) \$9,000 down on cyclone hazard removal costs
- 6) \$8,000 down on town fire breaks funded by FESA

#### Health

##### *Revenue*

Revenue is up 29.44% (\$12,728) which is mainly due to the proceeds of sale of vehicle earlier than expected.

*Expenditure*

Expenditure is down 25.13% (\$178,011) which is due to:

- 1) \$33,334 MSIS Retention payments lower than expected
- 2) \$42,920 down on MSIS Employment costs
- 3) \$33,144 down on Compliance Auditing & Inspections
- 4) \$24,523 down on Mosquito Management – season drier than usual
- 5) \$15,615 down on Health Services employment costs
- 6) \$9,080 down on Karratha Clinic Building costs
- 7) \$7,891 down on Millars Well Clinic Building costs
- 8) \$6,229 down on Health Office expenses

Education and Welfare*Revenue*

Revenue is showing a variance of down 13.02% (\$6,525) due to lower than expected reimbursement received for Aged Persons Homes (Units 1-5).

*Expenditure*

Expenditure is showing a variance of down 26.18% (\$52,151) which is due to:

- 1) \$21,859 down on Millars Well Day Care Building
- 2) \$17,020 down on Wickham Day Care Building
- 3) \$11,223 down on Early Learning Community Scholarships
- 4) \$11,256 down on Aged Persons Homes (Units 1-5) contribution
- 5) \$6,329 up on School Maintenance Assistance

Housing*Revenue*

Revenue is showing a variance up of 2.08% (\$34,286) which is due to extra Royalties for Regions received.

*Expenditure*

Expenditure is up 6.96% (\$28,741) which is due to:

- 1) \$19,091 up on Staff Housing operating costs
- 2) \$8,226 up Sundry Expenses (furnishing transit housing)

Community Amenities*Revenue*

Revenue has a variance up of 39.01% (\$1,791,650) mainly due to:

- 1) \$883,998 up on Liquid Waste disposal fees
- 2) \$840,773 up on Industrial/Commercial Refuse disposal fees
- 3) \$231,234 up on Hazardous Waste Disposal fees
- 4) \$100,000 Grant for Effluent System upgrade not yet received
- 5) \$42,496 down on Town Planning fees – anticipate budgeted amount to be received by end of financial year
- 6) \$16,121 down on Domestic/Industrial/Commercial Refuse collection fees

*Expenditure*

Expenditure is showing a variance down of 17.46% (\$745,322). The main variances are as follows:

- 1) \$183,528 down on Drainage Mtce – lower costs than expected
- 2) \$178,869 down on Domestic Refuse Collection – vacant positions in this area
- 3) \$129,681 down on Litter Control – reduced staff numbers
- 4) \$120,221 down on Refuse Site-7 Mile – reduced staff numbers
- 5) \$98,332 down on Karratha City of the North expenses (some costs incorrectly allocated – will be adjusted in March)
- 6) \$50,000 down on Local Planning Strategy
- 7) \$43,600 down on Cemetery Maintenance – further works pending

- 8) \$41,211 down on Bin Repairs/Maintenance
- 9) \$12,541 down on Drainage – further works pending
- 10) \$78,439 up on Trade Commercial Refuse costs
- 11) \$24,996 up on Town Planning Employment costs – additional planner employed.
- 12) \$12,500 up on contribution to PRC Waste Management co-ordinator costs – timing difference
- 13) \$11,295 up on Planning Office Expenses

### Recreation and Culture

#### *Revenue*

Revenue has a variance down of 8.19% (\$131,365). The variance is due to:

- 1) \$169,741 income not yet received from the Education Dept (Roebourne Pool)
- 2) \$135,000 Govt Grant for Roebourne Hall not yet received
- 3) \$53,656 down on Grants & Contributions – Ovals
- 4) \$20,424 down on Karratha Golf Course fees
- 5) \$20,000 down on Grant-Walkington Theatre
- 6) \$16,461 down on Youth Festival income
- 7) \$16,258 down on Grants & Subsidies
- 8) \$12,515 down on Grant-Cossack Archaeological Cyclone Impact Survey
- 9) \$193,431 up on Grants – Karratha Learning & Leisure Precinct – Interest earned
- 10) \$26,680 up on income from KAC – entry, lessons & merchandise
- 11) \$23,047 up on Cossack income
- 12) \$21,131 up on KEC programme income
- 13) \$16,000 up on Special Youth Projects income

#### *Expenditure*

Expenditure has a variance of down 19.37% (\$1,662,446). The main variances are as follows:

- 1) \$363,615 down on Parks & Gardens Mtce – due to staff shortages
- 2) \$114,019 down on Consultants-Recreation Facilities Planning & Management
- 3) \$107,241 down on Employment Costs-Community Development, KAC, Local History, RAC, Libraries
- 4) \$97,377 down on Oval Mtce
- 5) \$80,998 down on Effluent Tank Mtce
- 6) \$70,419 down on Open Space/Drainage Reserve Mtce- 30% staff shortage for 3 months
- 7) \$69,219 down on RAC programme expense
- 8) \$56,440 down on Boat Ramp Mtce
- 9) \$49,377 down on Boat Ramp Mtce (orders issued)
- 10) \$45,992 down on Roebourne Aquatic Centre Building Mtce
- 11) \$42,813 down on KEC Programmes
- 12) \$37,192 down on Karratha Aquatic Centre Mtce
- 13) \$33,694 down on Cossack Café Expenses
- 14) \$32,731 down on Dalgety House Building/Surrounds Mtce
- 15) \$31,741 down on Dampier Pavilion Mtce
- 16) \$30,423 down on Karratha Golf Course/Bowling Green Mtce
- 17) \$30,144 down on Transmitter Operating Costs
- 18) \$28,978 down on Cossack Mtce costs
- 19) \$25,826 down on Sports Funding Scheme
- 20) \$24,427 down on Roebourne Recreation Club Building
- 21) \$23,475 down on Wickham Library Mtce
- 22) \$20,929 down on Karratha Library contribution – not yet invoiced
- 23) \$22,037 down on Playground Mtce
- 24) \$20,000 down on Carpark Mtce-Pavilions
- 25) \$18,291 down on Pegs Creek Pavilion Mtce
- 26) \$18,285 down on Community & Cultural Scheme
- 27) \$17,793 down on Hardcourt Mtce
- 28) \$17,729 down on Cossack Art Awards Expenses

- 29) \$17,242 down on Community Bus
- 30) \$16,717 down on KEC Building Mtce
- 31) \$16,389 down on Roebourne Community Centre Building
- 32) \$16,144 down on Sporting Facilities – Lighting
- 33) \$15,000 down on Regional Parks Planning
- 34) \$14,081 down on Wickham Skate Park Mtce
- 35) \$13,142 down on Beach Maintenance
- 36) \$11,490 down on Youth Festival
- 37) \$11,000 down on RAC – Contribution to Building Assets
- 38) \$11,000 down on Cossack Signage
- 39) \$10,501 down on Special Youth Projects
- 40) \$30,667 up on Contribution to Walkington Theatre
- 41) \$13,360 up on KAC Merchandise Purchases (matched by increased income)

### Transport

#### *Revenue*

Revenue shows a variance of up 20.86% (\$2,128,130). The main variances are as follows:

- 1) \$1,745,854 up on Karratha Airport income (including leases)
- 2) \$545,923 up on Tien Tsin Inne income
- 3) \$95,949 up on Roads to Recovery Grants – timing difference
- 4) \$27,335 up on Airport Reimbursement income
- 5) \$100,000 up on Funding for Footpath Cleaning Program – addressed in Budget Review
- 6) \$203,393 down on Road Project Grants
- 7) \$65,000 down on Grant Income-Roebourne Airport

#### *Expenditure*

Expenditure has a variance of down 11.51% (\$728,160). The main variances are as follows:

- 1) \$327,664 down on TTI café expenses-stock costs not yet applied
- 2) \$244,609 down on Other Road & Street Mtce – further works pending
- 3) \$168,556 down on Airport Security
- 4) \$145,544 down on Karratha Terminal Building Mtce
- 5) \$134,623 down on Footpath Mtce
- 6) \$103,905 down on Street Cleaning Mtce
- 7) \$66,664 down on Karratha Drainage Study
- 8) \$44,395 down on Airport office expenses
- 9) \$37,952 down on Reseal Roads
- 10) \$31,800 down on Karratha Airport-Sewerage Ponds Mtce
- 11) \$28,252 down on Flight Display System Mtce
- 12) \$28,419 down on Median Strip Mtce
- 13) \$26,809 down on Airside/Landside Mtce-Karratha Airport
- 14) \$25,388 down on Upgrade Street Lights-not shire
- 15) \$21,770 down on Traffic Signs & Control-Rural & Urban
- 16) \$16,455 down on TTI Building Mtce
- 17) \$12,889 down on Tree Mtce (Town & Street)
- 18) \$424,290 up on TTI Employment costs – contract labour not budgeted (addressed in Budget Review)
- 19) \$74,539 up on Asphalt Overlays
- 20) \$57,044 up on Pastoral Access Road Mtce
- 21) \$53,302 up on Depot Mtce
- 22) \$52,401 up on Sheeting Roads
- 23) \$48,084 up on Consultants for Studies - Airport
- 24) \$27,770 up on Street Lights-Electricity
- 25) \$15,742 up on Street Sign Mtce

### Economic Services

*Revenue*

Revenue has a variance of up 3.53% (\$24,974). The variance is due to Building Inspection fees increased income (\$4,908) and increased income from Camping Fees at Cleaverville & 40 Mile (\$18,274).

*Expenditure*

Expenditure has a variance of up 8.23% (\$62,459). The main variances are as follows:

- 1) \$49,341 up on Building Control employment costs-contract building surveyor
- 2) \$23,123 up on Building Office expenses

Other Property and Services*Revenue*

Revenue has a variance down of 172.37% (\$111,349) which is mainly due to accrued income not yet received from insurance claims and diesel fuel rebate.

*Expenditure*

Expenditure has a variance up of 446.83% (\$1,327,010). This is mainly due to:

- 1) \$730,188 up on employment costs & allocations
- 2) \$533,152 up on plant operating costs & allocations
- 3) \$30,568 up on Administration costs

Capital*Revenue*

Capital Revenue shows a variance down of 37.76% (\$288,742) mainly due to delay in sale of assets.

*Expenditure*

Capital expenditure shows a variance of down 54.00% (\$14,659,049). This is mainly due to expense being down in the following areas:

- 1) \$6,130,581 Karratha Airport – Buildings & Infrastructure
- 2) \$2,217,518 Vehicles & Plant – Plant, Transfer to Reserve & Equipment
- 3) \$2,195,213 Landfill Operations – Plant, Equipment, Infrastructure & Buildings
- 4) \$1,001,597 Beaches, Boat Ramps & Jetties - Infrastructure
- 5) \$1,000,000 Cossack Infrastructure Project
- 6) \$602,091 Depot – Buildings, Infrastructure
- 7) \$476,833 Roads & Streets - Infrastructure
- 8) \$370,115 Town Beautification - Infrastructure
- 9) \$360,289 Effluent Re-Use Scheme - Infrastructure
- 10) \$328,504 Staff Housing – Buildings, Equipment, Land
- 11) \$291,884 Ovals & Hardcourts – Infrastructure
- 12) \$258,500 Playgrounds - Infrastructure
- 13) \$215,129 Corporate Services –Plant, Buildings, Infrastructure & Furniture
- 14) \$184,554 Drainage – Infrastructure
- 15) \$172,759 Parks & Gardens – Infrastructure & Equipment
- 16) \$138,152 Pavilions & Halls – Buildings
- 17) \$103,824 Karratha Aquatic Centre – Buildings, Furniture & Equipment
- 18) \$102,279 Karratha Entertainment Centre – Buildings & Furniture
- 19) \$84,279 Tech Services – Plant & Equipment
- 20) \$65,208 Public Toilets – Buildings
- 21) \$65,000 Roebourne Airport - Infrastructure
- 22) \$50,503 Recreation Projects – Plant, Buildings, Infrastructure
- 23) \$35,000 Other Buildings – Buildings
- 24) \$34,330 Ranger Services – Buildings
- 25) \$18,000 Tien Tsin Inne - Furniture
- 26) \$16,664 Karratha Bowling & Golf – Infrastructure

- 27) \$10,816 Child Health Clinics – Buildings
- 28) \$10,112 Libraries - Buildings
- 29) \$359,875 up Transfers to Reserve of interest earned – brought to account before budgeted.
- 30) \$135,060 up on Staff Housing
- 31) \$107,257 up on Footpaths & Bike Paths - Infrastructure
- 32) \$58,470 up on Waste Collection - Plant
- 33) \$39,176 up on Health – Plant – timing difference

#### Rates

Variance shown is up 1.85% (\$293,379) due to interim rating.

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**for the period ending 28 February 2010**

**Note 1. Net Current Assets**

	Note	Year To Date Actual \$	Brought Forward 1 July \$
<b>Current Assets</b>			
Cash and Cash Equivalents - Unrestricted	1	7,473,995	1,221,515
Cash and Cash Equivalents – Restricted – Reserves, LSL & R4R	2	56,499,781	58,836,043
Trade and Other Receivables	3	8,649,614	7,059,704
Inventories		1,213,913	728,361
Total Current Assets		73,837,302	67,845,623
<b>Current Liabilities</b>			
Trade and Other Payables		2,780,458	5,536,730
Bank Overdraft		0	0
Short Term Borrowings		419,004	1,728,038
Short Term Provisions		1,781,296	1,781,296
Total Current Liabilities		4,980,758	9,046,064
<b>Net Current Assets</b>		68,856,544	58,799,559
<b>Plus (Minus) Items To Be Excluded</b>			
Take Out Reserve Funds		(35,704,630)	(35,334,417)
Take Out Restricted Cash - LSL & R4R		(23,501,626)	(23,501,626)
Add Back Non Cash Provisions		1,781,296	1,781,296
Take Out Restricted Cash - Roebourne Pool		(23,024)	(23,024)
Add Back Debtors Transferred to Deferred		0	11,441
Add Back Current Borrowings		419,004	1,728,038
Take Out Non Current Receivables		(99,038)	(18,673)
<b>Net Current Asset Position</b>		11,728,526	3,442,594
Note Explanation:			
1) Includes amounts received for:			
- unspent loan monies		942,220	
- PDC Hydrology Grant		40,000	
- Nickol West Skate Park		225,200	
- Wickham Skate Park		56,000	
- Hillcrest Footpaths		14,345	
- Roebourne Enhancement Scheme		111,909	
- Baynton West Family Centre		929,516	
		2,319,190	

***Shire Of Roebourne***  
**Statement Of Financial Activity (con't)**  
**for the period ending 28 February 2010**

2) Reserves, Long Service Leave and Royalties for Regions (R4R - Leisure & Learning Precinct) are Cash Backed

3) Includes amounts invoiced for:

- BGC Contracting	23,488
- Bristow Helicopters	215,666
- Carr Civil Contracting	99,594
- Martins Mining & Civil	72,160
- Pilbara Iron Services	32,295
Total Sundry Debtors Outstanding (includes above)	5,740,782
Total Rates Debtors Outstanding	2,908,831

**Shire Of Roebourne**  
**Balance Sheet**  
**for the period ending 28 February 2010**

<b>Note 2: Balance Sheet</b>	<b>2009/10</b>
	<b>\$</b>
<b>Current Assets</b>	
Cash On Hand	84,790
Cash and Cash Equivalents - Unrestricted	7,389,205
Cash and Cash Equivalents - Restricted	56,499,781
Trade and Other Receivables	8,649,614
Inventories	1,213,913
<b>Total Current Assets</b>	<u>73,837,302</u>
<b>Non Current Assets</b>	
Trade and Other Receivables	97,332
Property, Plant And Equipment	130,962,896
<b>Total Non Current Assets</b>	<u>131,060,229</u>
<b>Total Assets</b>	<u>204,897,531</u>
<b>Current Liabilities</b>	
Bank Overdrafts	0
Trade and Other Payables	2,780,458
Short Term Borrowings	419,004
Short Term Provisions	1,781,296
<b>Total Current Liabilities</b>	<u>4,980,758</u>
<b>Non Current Liabilities</b>	
Long Term Borrowings	18,188,610
Long Term Provisions	233,485
<b>Total Non Current Liabilities</b>	<u>18,422,095</u>
<b>Total Liabilities</b>	<u>23,402,853</u>
<b>Net Assets</b>	<u><u>181,494,678</u></u>
<b>Equity</b>	
Accumulated Surplus	134,109,037
Asset Revaluation Reserve	11,681,010
Reserves	35,704,631
<b>Total Equity</b>	<u><u>181,494,678</u></u>

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**for the period ending 28 February 2010**

**Note 3: Cash and Cash Equivalents**

	\$
<b>Municipal Fund Bank</b>	
Cash On Hand	84,790
Westpac on call	2,640,126
Term deposits – Westpac / WATC	4,749,078
	<u>7,473,995</u>
<b>Reserves Fund Bank</b>	
Westpac on call & Term Deposits	35,650,833
Westpac -Maxi Reserve	20,848,949
	<u>56,499,781</u>
<b>Total Cash</b>	<u><u>63,973,776</u></u>

## Shire Of Roebourne

### Statement Of Financial Activity

#### by Divisions by Activities

#### for the period ending 28 February 2010

#### Note 4

	2009/2010 Budget	2009/2010 Amended	2009/2010 Year To Date Amended Budget	2009/2010 Actual To Date
	\$	\$	\$	\$

Note: Material Variance is Year to Date Amended Budget to Year to Date Actual ( => 10% or => \$10,000)

#### CORPORATE SERVICES

Net (Cost) Revenue to Council for Rates	15,887,604	15,817,276	15,661,305	16,128,527
Net (Cost) Revenue to Council for General Revenue	(1,578,423)	(982,827)	1,923,006	1,876,897
Net (Cost) Revenue to Council for Corporate Services	(737,929)	(1,334,005)	(1,528,389)	(987,390)
Net (Cost) Revenue to Council for Information Services	(394,919)	(394,919)	(306,510)	(282,492)
Net (Cost) Revenue to Council for Television & Radio Services	(60,475)	(60,475)	(45,460)	(16,123)
Net (Cost) Revenue to Council for Members of Council	(443,612)	(443,612)	(385,742)	(355,958)
Net (Cost) Revenue to Council for Emergency Services	0	0	27,018	(970)
Net (Cost) Revenue to Council for Cossack Infrastructure Project	(720,792)	(720,792)	(1,054,269)	(54,269)

#### COMMUNITY SERVICES

Net (Cost) Revenue to Council for Cossack Art Awards	(19,480)	(19,480)	(15,898)	(5,484)
Net (Cost) Revenue to Council for Tourism/Visitors Centres	(511,732)	(476,323)	(324,224)	(331,063)
Net (Cost) Revenue to Council for Aged Persons Housing	(56,333)	(56,333)	(38,359)	(20,444)
Net (Cost) Revenue to Council for Youth Development	(59,319)	(59,319)	(24,229)	3,613
Net (Cost) Revenue to Council for Other Culture	(139,769)	(139,769)	(108,716)	(38,037)
Net (Cost) Revenue to Council for Community Development	(736,838)	(736,838)	(513,538)	(448,062)
Net (Cost) Revenue to Council for Walkington Theatre	(197,876)	(197,876)	(140,248)	(190,915)
Net (Cost) Revenue to Council for Community Sponsorship	(289,959)	(289,959)	(140,967)	(89,212)
Net (Cost) Revenue to Council for Daycare Centres	864,497	864,497	(121,496)	(74,170)
Net (Cost) Revenue to Council for Child Health Clinics	(170,613)	(170,613)	(145,437)	(117,993)
Net (Cost) Revenue to Council for Karratha Entertainment Centre	(1,368,793)	(1,368,793)	(975,704)	(808,915)
Net (Cost) Revenue to Council for Karratha Aquatic Centre	(904,158)	(907,158)	(649,699)	(445,923)
Net (Cost) Revenue to Council for Roebourne Aquatic Centre	(357,231)	(360,231)	(235,149)	(259,127)
Net (Cost) Revenue to Council for Libraries	(1,138,203)	(1,172,123)	(808,288)	(752,643)
Net (Cost) Revenue to Council for Cossack Operations	(347,536)	(347,536)	(230,351)	(138,995)
Net (Cost) Revenue to Council for Ovals & Hardcourts	(1,007,582)	(1,014,360)	(963,157)	(565,139)
Net (Cost) Revenue to Council for Karratha Bowling & Golf	(337,552)	(337,552)	(230,996)	(198,861)
Net (Cost) Revenue to Council for Pavilions & Halls	61,615	61,615	(709,141)	(586,004)
Net (Cost) Revenue to Council for Recreation Projects	(1,707,472)	(1,834,472)	(1,273,685)	(1,131,296)
Net (Cost) Revenue to Council for Playgrounds	(33,334)	(733,334)	(280,724)	(187)
Net (Cost) Revenue to Council for Medical Services	0	0	(81,089)	(31,562)
Net (Cost) Revenue to Council for Other Buildings	(208,259)	(208,259)	(139,189)	(29,269)
Net (Cost) Revenue to Council for Karratha Youth Centre	0	0	0	0
Net (Cost) Revenue to Council for Leisure & Learning Precinct	0	0	0	193,431
Net (Cost) Revenue to Council for Economic Development	0	0	0	(697)
Net (Cost) Revenue to Council for Ranger Services	(1,205,959)	(1,207,222)	(819,828)	(732,303)
Net (Cost) Revenue to Council for Camping Grounds	15,590	15,590	29,600	42,967

## Shire Of Roebourne

### Statement Of Financial Activity (con't)

by Divisions by Activities  
for the period ending 28 February 2010

	2009/2010 Budget	2009/2010 Amended	2009/2010 Year To Date Amended Budget	2009/2010 Actual To Date
	\$	\$	\$	\$
<b>DEVELOPMENT SERVICES</b>				
Net (Cost) Revenue to Council for Building Control	1,488,860	1,488,860	304,855	235,404
Net (Cost) Revenue to Council for Health Services	(698,640)	(688,640)	(472,609)	(438,599)
Net (Cost) Revenue to Council for Town Planning	(655,305)	(655,305)	(426,679)	(334,401)
<b>TECHNICAL SERVICES</b>				
Net (Cost) Revenue to Council for Staff Housing	1,011,829	946,434	(4,657,766)	(4,384,103)
Net (Cost) Revenue to Council for Waste Collection	(1,256,552)	(1,372,852)	211,020	335,408
Net (Cost) Revenue to Council for Landfill Operations	1,256,552	1,256,757	(1,751,468)	2,471,774
Net (Cost) Revenue to Council for Public Services Overheads	0	0	(4,968)	284,049
Net (Cost) Revenue to Council for Waste Overheads	0	0	(8,770)	572,560
Net (Cost) Revenue to Council for Depots	(428,884)	(428,884)	(701,405)	(180,129)
Net (Cost) Revenue to Council for Vehicles & Plant	(143,400)	(143,400)	(1,991,882)	(469,612)
Net (Cost) Revenue to Council for Roads & Streets	(3,096,098)	(3,099,143)	(2,561,090)	(2,093,974)
Net (Cost) Revenue to Council for Parks & Gardens	(2,132,718)	(1,432,718)	(980,262)	(446,029)
Net (Cost) Revenue to Council for Drainage	(760,749)	(760,749)	(503,824)	(56,537)
Net (Cost) Revenue to Council for Footpaths & Bike Paths	(1,168,150)	(1,168,150)	(593,969)	(466,603)
Net (Cost) Revenue to Council for Effluent Re-Use Scheme	(487,150)	(493,527)	(682,161)	(340,874)
Net (Cost) Revenue to Council for Cemeteries	(107,390)	(107,390)	(71,838)	(30,533)
Net (Cost) Revenue to Council for Public Toilets	(278,899)	(278,899)	(219,157)	(147,892)
Net (Cost) Revenue to Council for Beaches, Boat Ramps, Jetties	(492,228)	(492,228)	(1,111,022)	(37,927)
Net (Cost) Revenue to Council for Roebourne Enhancement Scheme	0	0	0	0
Net (Cost) Revenue to Council for Town Beautification	(1,453,383)	(1,453,383)	(1,232,123)	(636,394)
Net (Cost) Revenue to Council for Private Works & Reinstatements	2,500	2,500	6,664	(8,369)
Net (Cost) Revenue to Council for Works Overheads	0	0	(79,482)	(87,048)
Net (Cost) Revenue to Council for Parks & Gardens Overheads	0	0	(31,981)	407,133
Net (Cost) Revenue to Council for Karratha Airport	3,674,069	3,669,107	(1,946,901)	5,962,848
Net (Cost) Revenue to Council for Tien Tsin Inne	561,180	543,180	350,203	817,367
Net (Cost) Revenue to Council for Other Airports	(92,072)	(92,072)	(20,690)	(6,966)
Net (Cost) Revenue to Council for Tech Services	(161,350)	(161,350)	(184,678)	(1,945,260)
Net (Cost) Revenue to Council for Tech Services Overheads	0	0	0	(241,293)

**8.2.3 WRITE OFF SUNDRY DEBTORS REPORT**

**File No:** AA/6/2  
**Attachment(s)** Nil  
**Responsible Officer:** Executive Manager Corporate Services  
**Author Name:** Debtors Officer  
**Disclosure of Interest:** Nil

---

**REPORT PURPOSE**

For Council to consider writing off sundry debts on various Sundry Debtors amounting to \$339.30.

**Background**

As part of our ongoing review of all debts, the following debts have been found to be unrecoverable.

**Issues**

Following is a short comment on each of the debts requested for write off:

**AMOUNTS TO BE WRITTEN OFF – COUNCIL MEETING APRIL 2010**

ID	NAME	INV#	NET	GST	AMOUNT	W/OFF TO :	REASON-(RAISED IN ERROR)
W018	Woodside Eny.Ltd.	50661	\$100.55	\$10.06	\$110.61	404411	Unknown vehicle deposited waste
T120	Truckmart-DMH	50654	\$207.90	\$20.79	\$228.69	404411	Liquidated-no prospect of recovery
			<b>\$308.45</b>	<b>\$30.85</b>	<b>\$339.30</b>		

Council has the following options available.

1. Write off the debts as listed
2. The debts to remain outstanding

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

Local Government Act 1985 s6.12(1)(c) states that “a local government may write off any amount of money”.

**Financial Implications**

The write off of a debt is effectively an expense to the Council as the money has been shown as income in a previous year therefore it will have a negative effect on the surplus/deficit position.

**Conclusion**

The items listed for write off are unrecoverable and therefore are now to be considered outstanding.

**Voting Requirements**

Absolute.

---

**COUNCIL RESOLUTION**

**Res No** : 15071  
**MOVED** : Cr Vertigan  
**SECONDED** : Cr White-Hartig

**That Council write off the following debts amounting to \$339.30 that are unrecoverable and amend the Write-off expense accounts listed below.**

ID	NAME	INV#	NET	GST	AMOUNT	W/OFF TO :	REASON
W018	Woodside Eny.Ltd.	50661	\$100.55	\$10.06	\$110.61	404411	Unknown vehicle deposited waste
T120	Truckmart-DMH	50654	\$207.90	\$20.79	\$228.69	404411	Liquidated-no prospect of recovery

**\$308.45      \$30.85      \$339.30**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**8.2.4 VARIOUS BUDGET AMENDMENTS AND WRITE OFF OF PLAYGROUND EQUIPMENT**

**File No:** APRIL 2010

**Responsible Officer:** Executive Manager Corporate Services

**Author Name:** Manager Financial Services

**Disclosure of Interest:** Cr White-Hartig declared an impartiality in the following matter, 8.2.4 Various Budget Amendments and Write Off of Playground Equipment.  
**Nature of Interest:** Member of the organising committee for the WAFL match.

**REPORT**

For Council to approve of various amendments to the budget, as listed below, and write off various playground equipment assets as listed.

**Background**

The table below lists the adjustments required.

Acc #	Account Description	Current Budget	Inc/Dec	New Budget Total	Reason
		\$	\$	\$	
314200	Non Statutory Donations	(354,374)	147,187	(207,187)	1) (\$177,187) double up at Budget Review 2) \$30,000 WAFL match-see note below***
644200	Open Space/Drain Reserve Mtce	(718,338)	70,000	(648,338)	1) \$20,000 t/fer to a/c 944200 2) \$50,000 t/fer to a/c 642802
642802	Footpath Sweeping	0	(50,000)	(50,000)	T/fer fr a/c 644200
944200	Major Road Tree Planting	0	(20,000)	(20,000)	Incorrectly adjusted at budget review-t/fer fr a/c 644200
202200	Aware Programme	0	(26,400)	(26,400)	Community Emergency Risk Management Survey
202700	Grant-Aware Programme	0	26,400	26,400	Grant-Community Emergency Risk Management Survey
		<b>Increase to surplus</b>	<b>147,187</b>		

\*\*\*The North West Football League in conjunction with the Department of Sport and Recreation and Swan Districts Football Club is hosting a WAFL match on Saturday 3<sup>rd</sup> of July at Windy Ridge Oval in Dampier. To assist with the development of the match day activities and provision of temporary infrastructure for the match, the organising committee have requested from the Shire support through a cash donation to assist with a post match community function and in kind support through the provision of portable toilets and extra bins. It is estimated that the cost of the in kind support is \$15,000. Typically these requests are dealt with through the Annual Community Sponsorship or One-Off Donation process. An opportunity has presented itself whereby a duplication of funds has been allocated to the Non-

Statutory Account (account number 314200) and a reallocation of these funds is to occur. It is suggested that a Cash Contribution of \$30,000 be allocated from the Non- Statutory Donation account and be provided to the organising committee as an upfront contribution to enable the event to proceed, thereby removing any need for future in- kind support for the match.

Various items of playground equipment are being replaced requiring the existing equipment to be written off.

	<b>Opening WDV 1/7/09</b>	<b>Depreciation to 31/3/10</b>	<b>WDV 31/3/10</b>
<b>Ausburn Place Park</b>			
Play Equipment	984.00	108.00	876.00
Play Equipment	7,544.55	387.75	7,156.80
<b>Malster Park</b>			
Playground	10,440.00	1,620.00	8,820.00
<b>Watters Park (Frinderstein Way Park)</b>			
Play Equipment	1,400.00	180.00	1,220.00
Play Equipment	5,635.50	290.25	5,345.25
<b>TOTAL</b>	<b>26,004.05</b>	<b>2,586.00</b>	<b>23,418.05</b>

### Issues

The current position is as follows:

Budget Amendments as at 15 March 2010	\$ 62,075
Changes as a result of this item	<b>\$147,187</b>
New Surplus	\$209,262

### Options

Council has the following options available:

- 1) to adopt the budget amendments
- 2) not to adopt the budget amendments
- 3) approve the write off of various playground equipment as listed

### Policy Implications

There are no relevant policy implications pertaining to this matter.

### Legislative Implications

1. As per Local Government Act 1995 sec 6.8 changes to budgets need to be authorised in Advance by resolution.
2. Local Government Act Section 3.58 Disposing of property and Local Government (Functions and General) Regulations 1996 Regulation 30(3) – Disposition of property to which section 3.58 of Act does not apply.

- (3) A disposition of property other than land is an exempt disposition if —
- (a) its market value is less than \$20,000; or
  - (b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50,000.

**Financial Implications**

The financial implications of this report are that the existing surplus of \$62,075 will be replaced with a surplus of \$209,262.

**Conclusion**

The budget amendments listed in this report reflect Council's operations for the remainder of the year and therefore can be resolved accordingly.

The playground equipment will be replaced with new equipment.

**Voting Requirements**

Absolute

**COUNCIL RESOLUTION**

**Res No** : 15072  
**MOVED** : Cr White-Hartig  
**SECONDED** : Cr Smeathers

1. That Council adopt the following budget amendments which will result in the current surplus of \$62,075 being replaced with a \$209,262 surplus.

Acc #	Account Description	Current Budget	Inc/Dec	New Budget Total	Reason
		\$	\$	\$	
314200	Non Statutory Donations	(354,374)	147,187	(207,187)	1) (\$177,187) double up at Budget Review 2) \$30,000 WAFL match
644200	Open Space/Drain Reserve Mtce	(718,338)	70,000	(648,338)	1) \$20,000 t/fer to a/c 944200 2) \$50,000 t/fer to a/c 642802
642802	Footpath Sweeping	0	(50,000)	(50,000)	T/fer fr a/c 644200
944200	Major Road Tree Planting	0	(20,000)	(20,000)	Incorrectly adjusted at budget review-t/fer fr a/c 644200
202200	Aware Programme	0	(26,400)	(26,400)	Community Emergency Risk Management Survey
202700	Grant-Aware Programme	0	26,400	26,400	Grant-Community Emergency Risk Management Survey
		<b>Increase to surplus</b>	<b>147,187</b>		

2. That Council approve the disposal of the following playground equipment.

	Opening WDV 1/7/09	Depreciation to 31/3/10	WDV 31/3/10
<b>Ausburn Place Park</b>			
Play Equipment	984.00	108.00	876.00
Play Equipment	7,544.55	387.75	7,156.80
<b>Malster Park</b>			
Playground	10,440.00	1,620.00	8,820.00
<b>Watters Park (Frinderstein Way Park)</b>			
Play Equipment	1,400.00	180.00	1,220.00
Play Equipment	5,635.50	290.25	5,345.25
<b>TOTAL</b>	<b>26,004.05</b>	<b>2,586.00</b>	<b>23,418.05</b>

**CARRIED**

---

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
AGAINST : Nil

## **9 COMMUNITY SERVICES**

### **9.1 COMMUNITY SERVICES**

#### **9.1.1 TENDER FOR SHIRE GRAFFITI REMOVAL SERVICE**

**Attachment(s)** Graffiti Removal Contract Draft Scope of Works

**Responsible Officer:** Executive Manager Community Services

**Author Name:** Executive Manager Community Services  
and Manager Community Facilities

**Disclosure of Interest:** Cr Lewis declared a financial interest in the following matter.  
**9.1.1 Tender for Shire Graffiti removal service.**  
**Nature of Interest: Employee of company with intent of submitting a tender.**  
**Cr Lewis left Chambers at 8.26pm.**

---

#### **REPORT PURPOSE**

To seek Council endorsement for the scope of works for a Graffiti Removal Service Contract for Council owned assets to enable progression of a tender for the service contract.

#### **Background**

In August 2009, the Shire of Roebourne undertook an inaugural community satisfaction survey to gauge community perceptions on areas of importance. The highest priority area indicated by the community requiring improvement was graffiti and antisocial behavior.

The Shire, in partnership with WA Police (WAPOL), established a taskforce which currently consists of the Shire President and Chief Executive Officer, the District Superintendent of WAPOL and/or Inspector and senior officers from WAPOL Karratha, Executive Manager Community Services and designated staff.

The taskforce, titled the "Cleansweep", has developed a strategy document that sets out the key initiatives, considerations, actions, responsibilities and resource requirements. Graffiti removal, management and education is a key initiative of the strategy.

At its December 2009 meeting Council adopted a Graffiti Management Policy (CS17). This policy defines the Shire's role in reducing the incidence and visibility of graffiti and additionally minimising the social, environmental and economic impacts of graffiti within the Shire of Roebourne. This objective is complimentary to the Shire's desire to create aesthetically attractive and vibrant towns as identified in Councils Strategic Plan 2009 - 2013.

Council Officers and Taskforce members have reviewed various approaches to Graffiti removal and agreed that a specialized contract service would best suit the Shire and its current needs. Prompt graffiti removal is seen as best practice as it diminishes the level of recognition and reward achieved by graffiti vandals and a specialist contract that focuses in this field has the potential to achieve far greater response times than an internal Shire service.

A draft scope of works has now been prepared to outline the intended approach to the service and is attached for Councilor information.

#### **Issues**

**Scope of Works**

The Graffiti Removal scope of works covers graffiti removal for all council assets and any asset that is privately or publically owned that abut or are wholly located on Council land.

The scope calls for one or more experienced contractor/s to provide rapid removal of graffiti to either one or more of each of the Shire's towns and outlines the Contractor's requirement to meet the removal timeframes set within the Shire's approved Graffiti Management Policy. The contract is recommended to be for a two year period.

The key performance indicators in the contract are principally to ensure compliance with the Shire of Roebourne's Graffiti Management Policy, including set timeframes for removal of graffiti depending on the priority. e.g. Priority 1 cases are obscene or offensive cases of graffiti and will be required to be removed within the same working day, 100% of the time of being reported. The Contractor/s will also be required to report on a monthly basis all cases of graffiti including photographic evidence and confirmation of meeting the set removal timeframes.

**Cost of the Contract**

Council Officers estimate that the value of the contract could be in the order of \$500,000 over a 2 year period. At the March 2010 Special Meeting, Council resolved to submit a submission to the State government seeking reallocation of funds for priority community projects. Included in the submission was the request for funds to provide the rapid graffiti removal contract. Notification of the Shires request to reallocate funds is imminent.

At the time of preparing this report, the Shire is not in a position to call tenders for the service until such time as notification of the Shires submission for funding reallocation has been approved by the State Government. It is therefore recommended that Council consider the scope of works as outlined in the attachment and delegate authority to the Chief Executive Officer to call tenders for the Graffiti Removal Service upon receiving a favourable response from the State government to the reallocation of funds.

Council should also note that if tenders are called and received that a detail evaluation report will be presented for formal Council endorsement that will further refine the anticipated cost of the service for the 2 year contract period.

**Strategic implications**

Council has identified as a priority the need to address anti social behaviour including graffiti management and education in the 2009 Annual Community Survey.

This initiative is complimentary to the Shire's desire to create aesthetically attractive and vibrant towns as identified in Councils Strategic Plan 2009 - 2013.

**Options**

Council has the following options available:

Agree to the Graffiti Removal Contract Draft Scope of Works as attached, and

Delegate Authority to the Chief Executive Officer to call tenders for the Graffiti Removal Contract upon notification of the successful reallocation of funds by the State Government to priority community projects including this service.

Or

Agree to the Graffiti Removal Contract Draft Scope of Works as amended, and

Delegate Authority to the Chief Executive Officer to call tenders for the Graffiti Removal Contract upon notification of the successful reallocation of funds by the State Government to priority community projects including this service.

Or

Resolve not to call tenders for the Graffiti Removal Contract.

**Policy Implications**

Policy number CS17 titled Graffiti Management Policy is relevant to this matter.

**Legislative Implications**

Section 3.57 of the Local Government Act 1995 and ‘Part 4’ of Local Government (Functions and General) Regulations 1996 is applicable to this matter.

**Financial Implications**

At present Council has not allocated any funds to the provision of this contract service however has made a submission seeking reallocation of \$16m from secured Royalties for Regions funding to priority community projects including funds to address anti social behaviour that includes a graffiti removal contract.

Upon notification, and pending the success of this application, Council will need to resolve formal budget amendments to those projects not currently listed in the Shires Budget including funding for this contract. The estimated value of this contract for a 2 year period is \$500,000.

In the mean-time Council Officers estimate it will take 40 Shire Officer hours to prepare the formal tender documentation in readiness for tender.

**Conclusion**

The Graffiti Removal Contract is identified as one of the high priorities for the “Clean Sweep” taskforce, designed to respond to the communities concerns with anti social behaviour.

At present the Shire has determined that it does not have the internal capacity to deliver the specified works outlined in the contract hence an external contract is recommended.

**Voting Requirements**

Simple.

---

**RECOMMENDATION**

1. **Agree to the Graffiti Removal Contract Draft Scope of Works as attached.**
2. **Delegate Authority to the Chief Executive Officer to call tenders for the Graffiti Removal Contract upon notification of the successful reallocation of funds by the State Government to priority community projects including this service.**

---

**COUNCIL RESOLUTION**

**Res No** : 15073  
**MOVED** : Cr White-Hartig  
**SECONDED** : Cr Lally

1. **Agree to the Graffiti Removal Contract Draft Scope of Works as attached with amendment 1.16 Methods for Reporting Graffiti.**
2. **Delegate Authority to the Chief Executive Officer to call tenders for the Graffiti Removal Contract upon notification of the successful reallocation of funds by the State Government to priority community projects including this service.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**Cr Lewis returned to Chambers at 8.35pm.**

**9.1.2 ROEBOURNE ADVISORY COMMITTEE MINUTES**

**Attachment(s)**                      **Minutes of Roebourne Advisory Committee meeting held 24<sup>th</sup> March 2010**

**Responsible Officer:**              **Executive Manager Community Services**

**Author Name:**                      **Executive Manager Community Services**

**Disclosure of Interest:**        **Nil**

---

**REPORT PURPOSE**

To receive the minutes of the Roebourne Advisory Committee meeting held 24<sup>th</sup> March 2010 and consider any issues emanating from those minutes.

**Background**

The inaugural Roebourne Advisory Committee Meeting was held on the 24<sup>th</sup> March 2010.

The draft minutes of the meeting are provided as an attachment to this report.

**Issues**

At the inaugural meeting of the Roebourne Advisory Committee, several procedural and information only matters were dealt with including the election of Cr Bailey as Chair of the Committee, a review of the Council endorsed terms of reference for the Committee and determination that meetings will be held on the third Thursday of each Month. Additionally the meeting provided an update on a series of current projects and areas of Council support in and around Roebourne.

As part of the Agenda, the Committee also provided advice on infrastructure, services and programs for consideration in Council's 2010/2011 Budget. At this stage investigations are required in to these items and Council Staff will need time to prepare sufficient detail for Councils Budget deliberations. The items raised for further investigation are included in section 3.6 of the attached minutes. Should Council not agree with any items listed in the minutes it would be prudent for these items to be removed from the list and advice provided to the Roebourne Advisory Committee as to the reasons why.

It was also noted that a series of items were identified that required Shire action or maintenance requests. These items are referred to in section 3.7 of the minutes. As these items are maintenance related, these will be forwarded to the relevant internal Division for response and maintained as an action list for future Advisory Committee meetings.

**Options**

Council has the following options available:

That Council receive the minutes of the Roebourne Advisory Committee meeting held 24<sup>th</sup> March 2010; and

That Council note that the items raised by the Roebourne Advisory Committee in section 3.6 of the attached meeting minutes will be further investigated, scoped and costed by Council Officers for consideration in Councils 2010 / 2011 Draft Budget deliberations.

That Council received the minutes and amend the items included in section 3.6 of the minutes.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

The impact of the minutes of the meeting will require the time of Councils Officers from Technical Services and Community Services to investigate various issues and prepare estimates for Councils budget deliberations.

**Conclusion**

The inaugural meeting of the Roebourne Advisory Council has provided Council with some guidance on the issues that the Roebourne community feel need to be addressed as priority maintenance items and those issues that should be considered in Councils Budget deliberations.

**Voting Requirements**

Simple.

---

**COUNCIL RESOLUTION**

**Res No** : **15074**  
**MOVED** : **Cr White-Hartig**  
**SECONDED** : **Cr Pritchard**

**That Council**

- 1. Receive the minutes of the Roebourne Advisory Committee held 24<sup>th</sup> March 2010; and**
- 2. Notes the items raised by the Roebourne Advisory Committee in section 3.6 of the attached meeting minutes will be further investigated, scoped and costed by Council Officers for consideration in Councils 2010 / 2011 Draft Budget deliberations.**

---

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**9.1.2 ATTACHMENT - MINUTES OF ROEBOURNE ADVISORY COMMITTEE MEETING  
HELD 24 MARCH 2010**



**Roebourne Advisory Committee  
MEETING**

***MINUTES***

The Roebourne Advisory Committee Meeting was held  
at the Roebourne Hospital, Hampton St South, Roebourne  
on 24th March 2010 at 5.10pm

\_\_\_\_\_  
Collene Longmore  
CHIEF EXECUTIVE OFFICER

## **TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE NO</b>
<b>1</b>	<b>OFFICIAL OPENING .....</b>	<b>3</b>
<b>2</b>	<b>RECORD OF ATTENDANCES / APOLOGIES.....</b>	<b>3</b>
<b>3</b>	<b>AGENDA ITEMS DISCUSSED .....</b>	<b>4</b>
<b>4</b>	<b>CLOSURE &amp; DATE OF NEXT MEETING.....</b>	<b>6</b>

**1 OFFICIAL OPENING**

The Roebourne Advisory Committee Meeting held at Roebourne Hospital, Hampton St South, Roebourne, on 24th March 2010 was declared open at 5.10pm.

The meeting was opened by Mr Simon Kot.

**2 RECORD OF ATTENDANCES / APOLOGIES**

**Councillors:**

Cr Garry Bailey  
Cr Fiona White-Hartig  
Cr Joanne Pritchard

**Community Representatives:**

Ms Marion Cheedy  
Ms Josie Alec  
Ms Jan Kapetas  
Ms Elizabeth Smith  
Ms Maureen Whitby

**Staff:**

Simon Kot Executive Manager Community Services  
Kristy-Lee Cooke Community Development Coordinator

**Apologies:**

Mr. Jack Shaw

### **3 AGENDA ITEMS DISCUSSED**

#### **3.1 Election of Chair**

Nominations were called for the Chairperson role.

Cr Gary Bailey nominated and was seconded by Cr Fiona White-Hartig

No further nominations were received.

Cr Gary Bailey was elected unopposed and assumed the role of Chairperson.

#### **3.2 Confirmation of Terms of Reference**

The Terms of Reference were reviewed and no further changes recommended.

#### **3.3 Meeting date and times**

Meetings will be scheduled on the 3<sup>rd</sup> Thursday each month commencing at 5pm.

#### **3.4 Setting of date for Roebourne Visioning Session**

The committee considered dates, with preference for the 2<sup>nd</sup> week of May.

Shire of Roebourne to follow up availability of facilitator and coordinate.

**Action:** Shire of Roebourne staff to investigate availability of Facilitator and venues for Visioning Session.

#### **3.5 Update and Overview of Current Projects**

Council officers provided a brief overview of current projects and services in Roebourne.

##### **3.5.1 Infrastructure- Community**

Roebourne Community Centre - Air-conditioning, kitchen, roof, and toilet upgrade is near completion.

Roebourne Community Centre – investigation into needs of future redevelopment to occur between April and June.

Shire of Roebourne is supporting Juluwarlu building extension- Juluwarlu is awaiting LotteryWest application to progress.

Council has sought State Government approval to reallocate \$1m to support Yaandina Youth Centre development.

Roebourne Pool Design/Redevelopment. \$1m secured. Planning to commence 2010/2011 Financial Year.

Dalgety House conservation planning. Shire of Roebourne is in discussion with the National Trust to progress planning and associated works.

Shire of Roebourne is considering the use of old Shire of Roebourne office, currently being used by Ngarluma Yindjibarndi Foundation.

##### **3.5.2 Services- Community**

Communities for Children have tendered for Mobile Youth Hubs. The Shire of Roebourne is a consortium partner in the Communities for Children initiative. The tender for mobile youth hubs is to provide activities for youth across the Shire of Roebourne.

Council continues to support the Minga Patrol.

Council has provided \$20,000 to Yaandina to support Youth programs.

**3.6 Issues for Consideration for Council Budget 2010/2011**

Budget Considerations	Action Required	By Whom
Car removal program to be established.	Investigations and costing required	
Numbering of streets/houses	Investigations and costing required	
Footpaths to/from school priority- Sherlock, Harding, Crawford suggested	Investigations and costing required	
Banner poles – main street	To be consistent with all Shire towns, costing required.	
Kerb maintenance program	Investigations required and costing required if deemed not to be maintenance items.	
Town notice board	Investigations into preferred location and costing required.	
Cemetery - Interpretive signage project	Investigation and costing required.	
Basketball court surface replacement	Prepare scope of works and seek cost estimate.	
Entry statement	To be consistent with Shire towns. Needs scope of works and cost.	
Indoor court/hall	Investigations required as part of needs analysis for redevelopment of Community centre	
Village Park Enhancement	Shire of Roebourne to follow up with Marmda Mia in regard to progress on park planning and determine level of Shire support of otherwise.	

**3.7 Other Issues**

Other Issues	Action Required	By Whom
Shire to reconvene Roebourne Youth Coordination Network	Shire of Roebourne to facilitate meeting of youth service providers.	
Use of Prisoners for litter pick	Commence discussions with Prison and identify sites.	
Standards of main street trees	Inspection required and attention to any maintenance items.	
Various derelict houses condition	Inspection required and action needed where applicable.	
Street lighting- condition/maintenance	Investigations and maintenance program required	
Tree verge maintenance on entrance to town	Investigations and maintenance program required	
Signage on North West Coastal Highway approach to Roebourne to direct traffic	Shire to contact Main Roads to progress	

**4 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 6.35pm.

The next Roebourne Advisory Committee meeting is to be held in the Boardroom of the Marnda Mia Offices (45 Roe St, Roebourne) on Tuesday 27th April 2010 at 5.00pm.

## 9.2 RANGER SERVICES

### 9.2.1 SHIRE OF ROEBOURNE PARKING AND PARKING FACILITIES LOCAL LAW 2010

**File No:** LE.1

**Attachment(s)** Parking and Parking Facilities Local Law 2010 Comparison table of modified penalties.

**Responsible Officer:** Executive Manager Community Services

**Author Name:** Ranger Services Coordinator

**Disclosure of Interest:** Nil

---

#### REPORT PURPOSE

For Council to adopt the Shire of Roebourne Parking and Parking Facilities Local Law 2010.

#### Background

At the Ordinary Council Meeting held on 14 December 2009 the draft Parking and Parking Facilities Local Law 2010 was presented at which time it was resolved to release the draft Parking and Parking Facilities Local Law 2010 for public consultation. The local law was subsequently advertised in accordance with section 3.12 of the *Local Government Act 1995* on the 6 January 2010. Copies of the draft local law were also sent to the Department of Local Government.

At the conclusion of the 42 days of public consultation being 18 February 2010, the only submission received was from the Department of Local Government. The Department of Local Government requested that only the formatting be amended to reflect current requirements. This request was considered and amendments have been made to the original document.

#### Issues

The proposed major changes between the 2003 local law and the 2010 local law are:

- To rationalise the Shire of Roebourne's parking laws;
- Provide a fairer and more consistent approach to parking management within the Shire of Roebourne;
- Increase modified penalties;
- Increase the penalties for parking offences of a dangerous nature to present a greater deterrent for those offences;
- Include clauses in relation to impounding vehicles obstructing public places;
- Seniors and Parents with Prams parking; and
- To facilitate the proposed management of the new technology that is to be installed.

As the Shire continues to grow, parking offences will rise and without significant penalties to reflect the serious nature of dangerous parking, offences will continue. All modified penalties have increased such as parking in a 'No Stopping' area has increased from \$35 to the proposed modified penalty of \$100 and parking on footpaths has increased from \$45 to \$100. (See attached table of offences). In order to act as a deterrent to stop motorists from contravening the parking local laws, the modified penalties need to reflect the serious nature of illegal parking.

---

The proposed redevelopment to the Shire's airport could include new technology for paid parking. The current parking law does not have any clauses in relation to offences such as 'damage to a ticket machine' or use of incorrect currency in the ticket machine. These and other possible offences have been identified and included into the new 2010 local law.

Furthermore, provisions are also included in the proposed amendments for the removal and impounding of vehicles obstructing the lawful use of a road or a public place, seniors parking and parking for Parents. The proposed amendments will enable enforcement of these offences.

The Parking and Parking Facilities Local Law 2010 has been finalised and reviewed by Council's Lawyers, McLeods, and the Department of Local Government.

### **Options**

Council has the following options available:

1. Agree to adopt the Parking and Parking Facilities Local Law 2010(as attached) in accordance with Section 3.12 of the Local Government Act 1995 and adopt the modified penalties.

OR

2. Not to proceed with the adoption of the Parking and Parking Facilities Local Law 2010.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

The making of the proposed Shire of Roebourne's Parking and Parking Facilities 2010 has been undertaken in accordance with section 3.12 of the *Local Government Act 1995* and the process after adoption by Council will continue to be undertaken in accordance with Part 3, Division 2 of the *Local Government Act 1995*.

The gazettal process of the Parking and Parking Facilities Local Law 2010 is pursuant to section 3.14 of the *Local Government Act 1995*. Sections 3.5 & 3.12 of the Local Government Act 1995 applies.

### **Financial Implications**

The expenditure is in accordance with the budget.

Staff time in preparation of new local law is 40 hours; legal advice and advertising requirements is \$650.00

### **Conclusion**

The review undertaken of the parking local law identified that the current parking local law does not have provisions to facilitate the management of new technology such as paid parking and related offences. Should Council install paid parking facilities at the airport, the proposed changes to update the parking local law to include clauses and definitions will enable parking offences to be enforced.

Furthermore, provisions have been included in the proposed amendments for the removal and impounding of vehicles obstructing the lawful use of a road or a public place, seniors parking and parking for Parents with Prams. The proposed amendments will enable enforcement of these offences and provide a more consistent approach to parking management with the Shire of Roebourne.

The proposed major changes between the 2003 local law and the 2010 local law are:

- To rationalise the Shire of Roebourne’s parking laws;
- Provide a fairer and more consistent approach to parking management within the Shire;
- Increase modified penalties;
- Increase the penalties for parking offences of a dangerous nature to present a greater deterrent for those offences;
- Include clauses in relation to impounding vehicles obstructing public places;
- Seniors and Parents with Prams parking; and
- To facilitate the proposed management of the new technology that is to be installed.

### **Voting Requirements**

Absolute.

The Shire President to read aloud the Purpose and Effect.

“Purpose: the purpose of this local law is to review the 2003 Local Law, amend and include new technologies, rationalise the Shire of Roebourne Parking Local Law.

Effect: the effect of this local law is to control the parking within the Shire of Roebourne for the benefit of the community”.

---

### **COUNCIL RESOLUTION**

**Res No** : **15075**  
**MOVED** : **Cr Lally**  
**SECONDED** : **Cr White-Hartig**

**That Council:**

1. **Adopt the proposed Shire of Roebourne Parking and Parking Facilities Local Law 2010 made in accordance with the procedures under section 3.12 of the *Local Government Act 1995* thereby repealing the previous Parking and Parking Facilities Local Law 2003;**
2. **Adopt the proposed modified penalties appended in Schedule 2 in the new local law;**
3. **Authorise the affixing of the Shire’s common seal to the local law, to be witnessed, signed and dated by the Shire President and Chief Executive Officer;**
4. **In accordance to section 3.12 (5) of the Act, give a copy to the Minister and publish the adopted local law in the *Government Gazette*; and**
5. **In accordance to section 3.12(6) of the Act, give public notice with the purpose and effect of the local law summarised in the notice, specify the date on which the local law comes into operation and have copies of the adopted local law available for distribution.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**ATTACHMENT 2 ITEM 9.3.2 COMPARISON TABLE OF MODIFIED PENALTIES.**

Description of Offence	2003 Modified Penalty \$	2010 Modified Penalty \$
Unauthorised signs and defacing signs	New	200
Failure to park wholly within parking stall	35	80
Failure to park wholly within parking area	35	80
Causing obstruction in parking station	45	80
Parking contrary to sign in parking station	45	80
Parking contrary to directions of authorised person	45	100
Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	35	80
Parking by vehicles of a different class	35	80
Parking by persons of a different class	40	80
Parking during a prohibited period	40	80
Parking contrary to signs or limitations	35	80
Parking vehicle in motor cycle only area	35	80
Parking motor cycle in stall not marked "M/C"	35	80
Parking without permission in an area designated for "Authorised Vehicles Only"	40	100
Failure to park with and adjacent to the boundary of carriageway	35	100
Parking contrary to direction of traffic on carriageway	40	100
Causing obstruction	45	100
Failure to park at approximate right angle	35	80
Failure to park at an appropriate angle	35	80
Double parking	40	100
Parking on or adjacent to a median strip	35	100
Denying access to private drive or right of way	40	100
Parking beside excavation or obstruction so as to obstruct traffic	45	100
Parking within 10 metres of traffic island	40	100
Parking on footpath/pedestrian crossing	45	100
Parking contrary to continuous line markings	40	100
Parking on intersection	40	100
Parking within 1 metre of fire hydrant or fire plug	45	100
Parking within 3 metres of public letter box	40	100
Parking within 10 metres of intersection	40	100
Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	45	100
Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	45	100
Parking contrary to direction of authorised person	45	100
Moving vehicle to avoid time limitation	35	100
Parking unlicensed vehicle in thoroughfare	35	100
Parking or stopping on private property	35	100
Driving or parking on reserve	35	100

Description of offence	2003 Modified Penalty \$	2010 Modified Penalty \$
Stopping or parking on a verge	35	100
Stopping or parking in a disabled parking bay	120	500
Stopping contrary to a "no stopping" sign	35	100
Parking contrary to a "no parking" sign	35	100
Stopping within continuous yellow lines	35	100
Stopping unlawfully in a loading zone	35	100
Stopping unlawfully in a taxi zone or bus zone	35	80
Stopping unlawfully in a mail zone	35	80
Stopping near an obstruction	40	100
Stopping on a bridge or tunnel	35	100
Stopping on crests/curves etc	50	100
Stopping near fire hydrant	50	100
Stopping near bus stop	40	100
Stopping on path, median strip or traffic island	35	100
Obstructing path, a driveway etc	35	100
Stopping near letter box	35	80
Stopping in seniors parking area	New	120
Stopping in parents with prams parking area	New	100
Damage to ticket issuing machine	New	500
Signs on ticket issuing machine	New	500
Use of coin in ticket issuing machine	New	500
Misuse of ticket issuing machine	New	500
Hindrance of authorised person	New	200
Removal of notices from vehicle	30	100
Leaving vehicle so as to obstruct a public place	New	100
Interfere or damage a display panel or transmitting device	New	500
Causing damage to local government property	New	500
All other offences not specified	30	80

## **10. TECHNICAL SERVICES**

### **10.1 AIRPORT**

#### **10.1.1 RFT KAP04-09/10 PROVISION OF SECURITY SERVICES - KARRATHA AIRPORT**

<b>File No:</b>	<b>KAP04-09/10</b>
<b>Attachment(s)</b>	<b>Confidential evaluation report</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Acting Airport Manager</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

#### **REPORT PURPOSE**

The purpose of this report is for Council to consider entering into a contract for the provision of security services at Karratha Airport.

#### **Background**

Council currently provides the Tien Tsin Inne (TTI) café and bar facility within the Karratha Airport Terminal. The Manager of the TTI is the nominated licensee. All of the staff are required to and receive appropriate training in the form of duty manager or responsible service of alcohol certification.

The Karratha Airport has recently recorded significant passenger growth through the airport the bar is a popular place for people to spend time prior to departing on flights.

Staff concerns have been raised due to a lack of security presence within the terminal, particularly during the peak times of 1200-1900 hours where the majority of sales are recorded from the bar.

An interim security service arrangement was implemented in October 2009 pending formal requests for tender to provide security services to assist airport management prevent and control incidents pertaining to drinking, littering, anti-social behaviour and unauthorised kerbside vehicle parking. The customer friendly security presence at the airport has seen a reduction in the need for policing.

#### **Issues**

The Shire of Roebourne has a duty of care to the staff working within the bar, to ensure that they are working in a safe environment. From 1700-1900 hours key airport staff have often left the building, leaving 4 female staff working in the bar alone, serving customers. It should also be noted that Shire staff are not trained in providing security services.

MSS Security currently staff the screening point and checked baggage X-Ray machine, but they are contracted directly to Qantas and their jurisdiction does not extend to other terminal functions.

Like any licensed establishment, there is an obligation for the protection of staff and other patrons. WA Police response times to an incident within the terminal are approximately 15 minutes, dependent on other operational priorities.

The main issues staff currently face during peak times are outlined below:

- Public drinking at front of the terminal, outside of the licensed area.
  - Patrons bringing in own alcohol to licensed area.
  - General antisocial behaviour.
  - Abusive patrons.
- The prime recourse for staff is to refuse service, which happens frequently and is recorded within the TTI log book. Unfortunately, this method is usually met unfavourably by the affected patron and can lead to further disturbance.

It is also proposed that this security service will cover the front of house parking control during peak periods, providing relief to the Ranger Services team.

Eight (8) tenders were received of which five (5) were assessed as capable of undertaking the work.

Webset Security ranked highest in all qualitative assessment categories and were also the lowest priced compliant offer. Webset Security's experience is very relevant to guarding and public interface duties sought by the airport.

Second ranked on price, MSS Security intended to establish the contracted services under the aviation security management division. Whereas this presents cost savings, the nature of the security services provided for passenger security screening are very different to those required under this contract, namely security guarding, traffic management and infringement notice, oversight of money transfers and dealing with anti-social behaviour.

### **Options**

Council has the following options available:

1. Accept the tender from Webset Security to provide security services at Karratha Airport for a period of two years at the fixed rate price, discounted by a further 2%.
2. Do not accept any tender.
3. Select an alternative tender.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

Tenders were called in accordance with the requirements of section 3.57 of the local Government Act and associated Local Government (Functions and General) Regulations.

### **Financial Implications**

A budget amendment for 2009/10 has been accepted by Absolute Majority at the February 2010 Council meeting. An allocation for security service provision has been put forward in the 2010/11 budget.

### **Conclusion**

The growing nature of the Karratha Airport and the busy operation of the Council operated Tien Tsin Inne has seen an increase in anti social behaviour which has presented the Shire of Roebourne with an increased risk to staff and patrons of the Airport. Provision of a security service will assist in reduction of this risk, and the protection of staff and patrons.

**Voting Requirements**

Absolute.

---

**COUNCIL RESOLUTION**

Res No : 15076  
MOVED : Cr Vertigan  
SECONDED : Cr Lally

The recommendation submitted by the Executive Manager Technical Services in the confidential evaluation report for Tender KAP04-09/10 Provision of Security Services-Karratha Airport be considered.

*Recommend the appointment of Webset Security for the schedule of prices submitted to the estimated annual value of \$214,032. Webset Security has provided the most advantageous Tender and best value for money to the Shire of Roebourne based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under KAP04-09/10 Provision of Security Services-Karratha Airport.*

---

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Smeathers, Cr Vertigan and  
Cr White-Hartig  
AGAINST : Cr Rothe

**10.1.2 REASSIGNMENT OF LEASE OF LOTS 32 & 33 - KARRATHA AIRPORT**

<b>File No:</b>	<b>TT.62/TT.75</b>
<b>Attachment(s)</b>	<b>Letter from Jayrow Helicopters and CHC Helicopters</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Acting Airport Manager</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**REPORT PURPOSE**

The purpose of this report is for Council to consider a request received by Jayrow Helicopters Pty Ltd and CHC Helicopters for the lease of Lots 32 and 33 at Karratha Airport to be reassigned from Jayrow Helicopters to CHC Helicopters (Australia).

**Background**

Correspondence has been received from Mr Ian McBeath from Jayrow Helicopters Pty Ltd on the 1<sup>st</sup> April 2010 requesting that Council consider a request to reassign the lease held by Jayrow on Lots 32 & 33 at Karratha Airport over to CHC Helicopters in accordance with Clause 9 of the lease.

Jayrow Helicopters are currently in breach of the conditions of their lease as they have failed to complete construction of their hangar facility by 1 January 2010 as was stipulated in the lease. Jayrow have been in discussion with CHC Helicopters who, upon successful completion of their due diligence process will enter into a collaborative agreement with Jayrow whereby CHC Helicopters will take ownership of the partially completed hangar and, pending Council's approval, the lease on Lots 32 & 33.

CHC Helicopters are the largest commercial helicopter operator in the world located in over 30 countries with 95 bases of operation worldwide and are seeking to build up their business in Karratha. Their primary business is offshore oil and gas helicopter transportation, search and rescue, emergency medical services and repair and overhaul for civilian and military helicopter fleets.

Mr Kevin Ball from CHC Helicopters has provided correspondence on 1 April 2010, requesting that Lots 32 & 33 be reassigned to them and that they enter into a lease agreement with the Shire of Roebourne.

**Issues**

As Jayrow are in breach of the conditions of the lease, reassignment of the lease to another party is in the best interests of Council. Clause 9 of the lease allows for reassignment without Council having to undergo the normal requirements of the disposal of property under Section 3.58 of the Local Government Act (1995). Jayrow have advised that they take full responsibility for and will pay Council any outstanding monies due for the Lease Agreement on the day of reassignment to CHC Helicopters, as per legal advice from Woodhouse Legal.

**Clause 9      ASSIGNMENT AND SUBLETTING****Assignment and subletting**

- (1) Subject to clause 9.2 the Lessee must not without the consent of the Lessor assign, sublet, transfer or part with possession of the whole or any part of the Leased Land or the benefit of this Lease or any estate or interest in the Leased Land or this Lease.
- (2) The provisions of sections 80 and 82 of the Property Law Act 1969 do not apply to this Lease.

**Conditions applying to assignment and sub-letting**

The Lessor will not unreasonably withhold consent under clause 9.1(1) to an assignment or sublease of the whole of the Leased Land if:

- (a) the Lessee proves to the satisfaction of the Lessor that the proposed sublessee or assignee is a respectable, responsible and solvent person capable of adequately carrying on the business permitted to be carried on in the Leased Land and capable of complying with all the Lessee's Covenants;
- (b) in the case of a proposed sublease the Lessee proves to the satisfaction of the Lessor that the proposed sublease is at a rent which is not more than the Rent payable under this Lease and on terms and conditions which are not more favourable to the proposed sublessee than the Lessee's Covenants;
- (c) all Rent and other money (including interest) then due and payable by the Lessee under this Lease have been paid;
- (d) there is not at either or both of the time the consent is sought and at the date any sublease or assignment is to take effect any subsisting breach of any of the Lessee's Covenants;
- (e) the Lessee has procured the execution by the Lessee and the proposed assignee or sub-lessee and any guarantors referred to in paragraph (g) of a deed of assignment of this Lease or a sublease (as the case may be) to which the Lessor is a party and which is in a form prepared by the Lessor's solicitors and has delivered that deed or sublease to the Lessor;
- (f) the Lessee pays to the Lessor all costs and expenses including legal costs, administrative costs, stamp duty and other disbursements incurred or to be incurred by the Lessor in respect of:
  - (i) the deed of assignment or the sublease; and
  - (ii) any enquiries and investigations which are made by or on behalf of the Lessor as to the respectability solvency and suitability of any proposed assignee or sublessee; and
- (g) where any proposed sublessee or assignee is a Corporation its directors and principal shareholders at their expense execute and complete a deed of guarantee and indemnity in a form approved by the Lessor's solicitors in favour of the Lessor in respect of:

- (i) in the case of an assignment the payment by the proposed assignee of all Rent and other money and interest which becomes due from and including the assignment date and the observance and performance by the proposed assignee of all of the Lessee's Covenants which are due to be observed and performed from and including the assignment date; and
- (ii) in the case of a sublease the payment by the proposed sublessee of all rent and other money and interest which becomes due under the sublease and the observance and performance by the proposed sublessee of all of the terms covenants and conditions which are due to be observed and performed by the proposed sublessee.

#### Change of shareholding

An assignment of this Lease requiring the consent of the Lessor in the terms of clause 9.2 will be deemed to occur when:

- (a) any change in the principal shareholders of any corporate Lessee (which is not a public listed company) occurs which has the effect of altering the effective control of the Lessee; or
- (b) the Lessee has executed this Lease as the trustee of a trust and any change in the persons beneficially entitled (or who may become beneficially entitled) to the trust assets occurs or in the case of a unit trust any units are transferred or any units (in addition to those issued at the Commencement Date) are issued.

#### Lessee's liabilities to continue

- (1) The covenants and agreements on the part of any assignee or sublessee expressed or implied in any deed of assignment or sublease and in favour of the Lessor are supplementary to those contained in this Lease and do not in any way relieve the Lessee from the Lessee's Covenants.
- (2) Despite any assignment by the Lessee of the benefit of this Lease the Lessee will remain liable to observe and perform all of the Lessee's Covenants throughout the balance of the Term.

#### Costs payable in any event

The Lessee must pay to the Lessor on demand all costs and expenses incurred by the Lessor in relation to clauses 9.2 and 9.3 even if:

the Lessor refuses to consent to the proposed assignment or proposed lease; and

the proposed assignment or proposed sublease is not completed for any reason (other than the default of the Lessor).

#### No mortgage or charge

The Lessee must not without the consent of the Lessor mortgage, charge or otherwise encumber the interest of the Lessee under this Lease.

CHC Helicopters is seeking to take over the existing lease and partially constructed hangar on Lots 32 & 33 suitable for helicopter storage and aviation business support at the current terms. As a helicopter operator, CHC's business is in line with Council's intention to confine rotary wing operations to the western end of the aerodrome. CHC Helicopters has reached an agreement with the company constructing the hangar. The builder has advised that the estimated completion of the hangar would be within 16 weeks from site access. An agreed extended date of construction completion will be included as the current lease calls for construction by 1 January 2010. CHC shall also provide a copy of the sublease to Council for review by our legal representation prior to final approval.

If Council opt not to reassign the lease, Council will terminate the lease and take possession of the lots with a partially completed hangar. The normal process for disposal of property would have to be followed resulting in a loss of income to Council over that time.

### **Options**

Council has the following options:

1. a) Reassign the lease for Lots 32 & 33 to CHC Helicopters (Australia);
- b) Include within the lease a clause that construction of the hangar must be completed by a date to be confirmed;
- c) Jayrow to be released from all responsibilities of the current lease upon reassignment and once all outstanding monies are received.
- d) Upon reassignment, approve CHC Helicopters (Australia) to enter into a sublease agreement with Jayrow Helicopters once review of the sublease by our legal representation has been undertaken

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

The proposed lease will be required to comply with the Local Government Act (1995), Section 3.58 Disposal of Property and Section and 6.12 Power to defer, grant discounts, waive or write off debts.

### **Financial Implications**

Financial implications to the Shire could be incurred should Jayrow remain as the lessee. A decision not to reassign the lease may result in a loss of income while Council works through the process of advertising for disposal of the property.

## Conclusion

The proposal outlined above will release Jayrow Helicopters from the breach of conditions as well as securing a long term lease on Lots 32 & 33 and seeing construction of the hangar completed within an agreed timeframe.

As Jayrow is in breach of the conditions of the Lease for Lots 32 & 33 it would appear reasonable that Council approve the following arrangements:

1. a) Reassign the lease for Lots 32 & 33 to CHC Helicopters (Australia);
- b) Include within the lease a clause that construction of the hangar must be completed by a date to be confirmed;
- c) Jayrow to be released from all responsibilities of the current lease upon reassignment and once all outstanding monies are received.
- d) Upon reassignment, approve CHC Helicopters (Australia) to enter into a sublease agreement with Jayrow Helicopters once review of the sublease by our legal representation has been undertaken

## Voting Requirements

Absolute Majority.

---

## COUNCIL RESOLUTION

**Res No** : 15077  
**MOVED** : Cr Rothe  
**SECONDED** : Cr White-Hartig

**That upon the receipt of all outstanding monies, that Council approves Jayrow Helicopters Pty Ltd be released from all responsibilities of the current lease;**

**AND**

**That Council approves the reassignment of the lease for Lots 32 & 33 from Jayrow Helicopters Pty Ltd to CHC Helicopters (Australia);**

**AND**

**That Council approves CHC Helicopters (Australia) to enter into a sublease agreement with Jayrow Helicopters Pty Ltd once review of the sublease by our legal representation has been undertaken.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**ATTACHMENT 1 ITEM 10.1.2 LETTER FROM JAYROW HELICOPTERS**

1 April, 2010

Mr Allan Wright  
Acting Airport Manager – Karratha Airport  
PO Box 219  
Karratha  
WA 6714

Dear Sir

**Subject: Request to Shire of Roebourne to Reassign our Lease of Land on Karratha Airport.**

Jayrow has entered into a Lease Agreement with Shire of Roebourne for land described as Lots 32 & 33 at Karratha Airport. The Lease Agreement is dated 18 May, 2009. Jayrow Helicopters has commenced construction of a hangar facility approved by council on the said leased land however, we are in breach of the conditions of the Lease in that this construction was not completed by 1 January, 2010.

In order to rectify this Breach, Jayrow Helicopters wishes to apply to Council to have the said Lease reassigned in accordance with Clause 9 of the Lease, to CHC Helicopters (Australia). If Council views this request favourably and having the Lease reassigned, CHC Helicopters and Jayrow Helicopters have entered into a collaborative agreement whereby CHC Helicopters will take ownership, and complete construction of the hangar in a timely manner. It will then be requested that Council approve of an arrangement whereby CHC Helicopters will Sublease an area of the hangar and office facilities to Jayrow for a predetermined period.

Please be advised that Jayrow takes full responsibility for and will pay Council any outstanding monies due for the Lease Agreement of Lots 32 & 33 on the day of reassignment to CHC Helicopters.

Jayrow looks forward to Council's favourable consideration of this request.

Yours sincerely

A handwritten signature in black ink, appearing to be "Ian McBeath", written over a white background.

Ian McBeath  
General Manager  
Jayrow Helicopters

---

Jayrow Helicopters Pty Ltd Chifley Business Park Level 2, 3 Joseph Avenue, Mentone Vic 3194  
T.0385511500 F. 0385511599 E. [enquire@jayrow.com.au](mailto:enquire@jayrow.com.au)

---

**ATTACHMENT 2 ITEM 10.1.2 LETTER FROM CHC HELICOPTERS**

Ordinary Council Meeting – Agenda

19 April 2010

**ATTACHMENT 2 ITEM 10.1.2 LETTER FROM CHC HELICOPTERS**

[On CHC Helicopters Australia Letterhead]

6 April 2010

Shire of Roebourne  
PO Box 219  
Karratha, Western Australia 6714

Attention: Mr. Allan Wright  
Acting Airport Manager - Karratha Airport

**Re: Lease of Lots 32 and 33, Karasek Road, Karratha Airport dated May 18, 2009 between Shire of Roebourne, as Lessor, and Jayrow Helicopters Pty. Ltd., as Lessee, (the "Lease")**

Dear Mr. Wright:

As you may know, CHC Helicopters Australia is a member of the CHC Helicopter Group of Companies. CHC has been in business for more than sixty years and currently works in more than 35 countries, operating one of the largest and most modern fleet of civilian helicopters servicing the off-shore oil and gas and search and rescue markets. CHC Helicopters (Australia) has been in business in Australia for more than 35 years and is one of the largest operators of medium and heavy helicopters in the country.

Further to our recent telephone discussions about our expansion plans in Karratha, CHC Helicopters (Australia) is holding discussions with Jayrow and both parties are undertaking a due diligence process with the intention that CHC will receive an assignment of the Lease. The company, Lloyd Helicopters (Pty) Ltd. (trading as CHC Helicopters Australia), with the support of Jayrow, wishes to apply to the Shire of Roebourne for an assignment of this Lease to itself (or one of its subsidiaries). As the formal request for this assignment must come from the existing Lessee, we understand Jayrow's letter of application will be submitted to you contemporaneously. Please note that our request to this assignment remains subject to the satisfactory completion of our on-going negotiations with both the Lessee and the building contractor and our due diligence on the property. Currently we anticipate that the due diligence process will be completed in April 2010.

As a condition of approving such assignment, CHC would undertake to: (1) bring the Lease into good-standing by paying all outstanding rent (or as part of the assignment process causing the current Lessee to do the same); and (2) takeover development of the existing unfinished hangar structure on the property and use all reasonable efforts to complete the structure in a timely manner. In the event that the proposed assignment is approved by the Shire, CHC Helicopters Australia would agree to relinquish any rights it

may have to lease adjacent lot numbers 35 and 36 at Karratha Airport. For good order, we would also require an estoppel certificate at the time of executing the assignment to confirm that the Lease is not in default. Finally, following an assignment of the Lease we would like to discuss with the Shire our request for some modest amendments to the existing terms of the Lease, including: (1) options to renew the term of Lease for up to an additional 25 years at then-current rates based on two ten-year and one five-year extension periods; and (2) amendment to the clause which mandates that we totally dismantle the hangar at the end of the Lease, to something less onerous but which is subject to the Lessor's approval.

Subject to CHC and Jayrow satisfactorily completing due diligence and reaching agreement, it is CHC's intention to grant Jayrow a sublease for no more than 50% of the hangar space and associated area. CHC seeks the Shire's approval (in principle) for a sublease and will provide the Shire with a plan (delineating the subleased area) and any other relevant documentation when we have finished our due diligence and negotiations with Jayrow.

We would be delighted to provide you with any further information or answer any questions you may have in connection with our application.

We look forward to hearing favourably from you.

Yours truly,

**CHC Helicopters Australia**

Kevin Ball  
Chief Financial Officer

cc Tina Beattie, Chairman, Jayrow Helicopters Pty. Ltd., Mentone, Vic.  
Jan McBeath, Managing Director, Jayrow Helicopters Pty Ltd, Mentone Vic.  
Christine Baird, President, CHC Global Operations, Vancouver, B.C.  
Stuart Edgar, Oil & Gas General Manager, CHC Helicopters (Australia), Perth, WA.

**10.1.3 TENDER KAP05-09/10- KARRATHA AIRPORT CAR PARK EXPANSION**

<b>File No:</b>	<b>TT.80</b>
<b>Attachment(s)</b>	<b>Confidential Evaluation Report</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Manager Technical Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**REPORT PURPOSE**

To seek Councils endorsement of a successful Tenderer for Tender KAP05-09/10 – Karratha Airport Car Park Expansion.

**Background**

At the Council meeting of 20 July 2009 Council reviewed the Airport Master Plan and resolved the following:

***“That Council receive the 2009 Karratha Airport Master Plan and progress the..... review and upgrade the car parking and traffic management arrangements, as required....”***

This resolution is also reflected in Council’s Strategic Plan 2009-2013 Key goal Two – Delivering of Services where a priority for 2009/2010 is to “Redevelop the Karratha Airport car park....”

**Issues**

Technical Services engaged Opus International Consultant (PCA) Ltd in August 2009 to design the car park expansion and develop the specification. The tender was advertised in the West Australian on Saturday the 15<sup>th</sup> March 2010 and the Pilbara News and the Pilbara Echo on Wednesday the 3<sup>rd</sup> March and Wednesday 10<sup>th</sup> March 2010 and had the following scope of works:

- Geotechnical investigation to verify pavement design and compaction requirements;
  - Clearing, removal and spoiling of vegetation, rubbish and existing waste materials prior to the commencement of earthworks and drainage;
  - Construction of temporary car parking areas for the duration of the works;
  - Earthworks including cut to fill, cut to spoil, embankment foundation preparation and embankments construction for roadwork and car park layout;
  - Construction of a new car park and installation of associated lighting, parking control system, signs and pavement marking works;
  - Disconnection and removal of all redundant pipe work and materials;
  - Supply and installation of drainage infrastructure including pipes, side entry pits, manholes and table drains;
  - Service relocations as required;
  - Construction of a new access road into the car park and associated footpath and kerbing;
  - Verge construction, including supply of topsoil, backfilling of kerbs, raking and seeding;
  - Landscaping as per Shire’s recommendations; and
  - Liaison with stakeholders (Shire of Roebourne, Horizon Power, Telstra and Water Corporation).
- Survey control of works
  - Carry out all necessary incidental works eg traffic management
-

- As constructed survey
- Staging of works to minimize disruption to the operation of the airport.

Eight (8) tenders were received prior to the closing date and time of Wednesday 31<sup>st</sup> March at 2pm

Tenders were evaluated by a three person panel comprising of:

- Executive Manger Technical Services
- Manager Infrastructure
- Manger Technical Services

The tenders were first assessed for compliance with the tender documents. The tenders were then assessed against the qualitative criteria that were weighted.

The criteria and associated weightings were:

Relevant Experience	10%
Key Personnel and Experience	10%
Tenderer's Resources	20%
Demonstrated Understanding	30%
Price	30%

A copy of the evaluation and recommendation report is attached.

### **Options**

Council has the following options available:

1. Accept the recommended tender
2. Accept an alternate tender
3. Not accept any tender

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

An amount of \$1,000,000 is allocated this financial year. It is anticipated the project will continue into next financial year so the remainder will be need to be budgeted next financial year.

### **Conclusion**

This tender has elicited a good response from the market with a total of eight (8) tenders received. The tenders were very competitive and the Evaluation Panel believes that the selected tenderer provides a value for money outcome for Council.

### **Voting Requirements**

Simple.

**COUNCIL RESOLUTION**

Res No : 15078  
MOVED : Cr Vertigan  
SECONDED : Cr Lally

1. That the Recommendation submitted by the Executive Manager Technical Services in the confidential evaluation report for Tender KAP05-09/10 be considered.

*The Evaluation Panel recommends the appointment of Griffin Plant hire Pty Ltd T/A Griffin Civil ABN 23 075 834 963 for the lump sum of price submitted of \$4,938,643.83 (excl GST). Griffin Civil have provided the most advantageous Tender and best value for money to the Shire of Roebourne based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under KAP05-09/10 – Karratha Airport Car Park Expansion.*

2. Funding of \$4million be included in the 2010/11 draft budget deliberations to fund the works to be carried out in accordance with the Karratha Airport car park expansion.

---

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
AGAINST : Nil

**10.1.4 TENDER KAP06-09/10- LEASING OF LOT M1 (PART) AT KARRATHA AIRPORT**

<b>File No:</b>	<b>TT.82</b>
<b>Attachment(s)</b>	<b>Confidential Evaluation Report</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Acting Airport Manager</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**REPORT PURPOSE**

For Council to consider the outcome of Tender KAP 06 – 09/10, for the leasing of Part of Lot M1 at Karratha Airport.

**Background**

Lot M1 has been made available for lease within the Karratha Airport Terminal. The lot is 29m<sup>2</sup> and has been partitioned to form two leased areas, the portion of which is being considered for lease is 13.4m<sup>2</sup>. The remaining portion is utilised by the Tien Tsin Inne for storage of consumables. This site has been valued as part of an airport rental valuation conducted 15 February 2010 and has been allocated a rental value of \$15,480 p.a. (GST exclusive).

Due to the known potential for interest from multiple parties, expressions of interest to tender for this site were called for.

Tenders were called and advertised in the West Australian on 27 March 2010 and the Pilbara News on 31 March 2010.

Tenders closed at 2pm on Wednesday 14 April 2010.

Two (2) responses were received:

1. Jayrow Helicopters
2. Formula Aviation

**Issues**

The leasing of this area is a short term option for both parties. Jayrow are looking for office space as their planned hangar space on the Airport's rotary GA apron is incomplete and their current arrangement within the terminal is part of the upgrade to the check-in and baggage handling facilities.

Formula Aviation are looking to enter the Karratha market and are interested in the terminal GA tenancies where Virgin currently operate from however these will not be available until the aforementioned upgrade.

**Options**

The options for Council are:

1. Accept the preferred tender;
2. Accept an alternate tender; or
3. Reject all tenders.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

Local Government Act (1995) Section 3.58 regarding the disposal of property.

**Financial Implications**

Council will realise unbudgeted income from this lease.

**Conclusion**

It is the opinion of the Evaluation Group that the best option for Council is to enter into a lease with Jayrow Helicopters who are existing tenants on the airport precinct. Further lease options for new tenants will be available once building works are completed.

**Voting Requirements**

Simple

**COUNCIL RESOLUTION**

**Res No** : 15079  
**MOVED** : Cr Smeathers  
**SECONDED** : Cr Lally

**That the Recommendation submitted by the Executive Manager Technical Services in the confidential evaluation report for Tender KAP06-09/10 be considered.**

**Recommend that Council approves a lease of Part Lot M1 by Jayrow Helicopters for a period of twelve (12) months for the amount of \$27,500 p.a. (+GST).**

---

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
**AGAINST** : Nil

### **10.1.5 AIRNORTH - REQUEST FOR FINANCIAL SUPPORT FOR OPERATIONS INTO KARRATHA AIRPORT**

**File No:**

**Attachment(s)**                      **Airnorth Application Letter**

**Responsible Officer:**              **Executive Manager Technical Services**

**Author Name:**                      **Acting Airport Manager**

**Disclosure of Interest:**          **Nil**

---

#### **REPORT PURPOSE**

The purpose of this report is to consider a recent application, received 19 March 2010, from Airnorth, requesting financial support in the introduction of E170 Jet services into Karratha from Darwin via Broome and Port Hedland.

#### **Background**

Airnorth is a major aviation operator in Northern Australia. The company operates 156 scheduled departures weekly, servicing 12 destinations including Maningrida, Milingimbi, Elcho Island, Gove [Nhulunbuy], Groote Eylandt and McArthur River in the Northern Territory, Kununurra, Broome and Perth in Western Australia, Mount Isa and the Gold Coast in Queensland and Dili in Timor-Leste.

Airnorth carries in excess of 250,000 passengers annually and employs more than 180 staff in Darwin.

In addition to scheduled departures, Airnorth operates contract and ad-hoc charter services for a wide variety of companies undertaking mining, defence and government activity.

Airnorth has corporate alliance with Qantas Airways which includes the hosting of all flights in the Amadeus global distribution system, inclusion in the Qantas Frequent Flyer program, electronic ticketing and baggage checks as well as joint marketing activities.

Airnorth is in the final stages of approving an expansion of their E170 jet services into the Pilbara region and propose to commence twice weekly operations from mid May. The service will operate from Darwin – Broome – Karratha – Port Hedland – Broome – Darwin.

As these are new sectors to the market, Airnorth seek support in the form of a 12 month dispensation from landing fees and passenger facilitation charges (in the form of marketing support) at Karratha Airport.

#### **Issues**

It is reasonable to consider that the commencement of new sectors into the market take time to build before becoming self sustaining.

Airnorth's request is for a 12 month dispensation from landing fees at Karratha Airport for the bi-weekly service. Should additional services be provided within the additional 12 month period, dispensation for these services is also sought.

Airnorth further seek marketing support in an amount equivalent to 50% of the passenger facilitation charge for both arriving and departing passengers. This would not need to be prefaced by dollar for dollar spending.

Subsidising a twice weekly E170 at 80% load factor assumed would amount to Council forgoing approximately \$166,400 in income over a 12-month period for landings and equivalent to approximately \$67,600 in passenger charges (therefore 50% is \$33,800) in marketing support. These figures would increase if additional services operated within the initial 12 month period.

Previously, Council has only approved a dispensation on landing fee charges for Christmas Island Aviation in 2002.

Airnorth will be utilising Qantas check-in counters through their corporate alliance so there will be no impact on counter allocations during the period of check-in redevelopment to commence in April 2010.

### **Options**

Council has the following options available:

1. Offer Airnorth a 12 months dispensation on landing fees only.
2. Offer Airnorth marketing support equivalent to 50% of passenger charges over a 12 month period only.
3. Offer Airnorth a 12 month dispensation on landing fees and marketing support to 50% of passenger charges over a 12 month period.
4. Offer Airnorth a percentage of the request for dispensation, to be determined by Council.
5. Not approve any financial support to Airnorth.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

Will be required to comply with the Local Government Act (1995), 6.12 Power to defer, grant discounts, waive or write off debts.

### **Financial Implications**

Based on 80% load factors, the cost of providing dispensation on landing fees would amount to approximately \$166,400. A 50% dispensation to passenger charges would amount to approximately \$33,800.

Neither of these income streams were budgeted in 2009/10 nor have they been included in the 2010/2011 draft budget therefore there is no requirement to amend the budget.

### **Conclusion**

Attracting additional operators and service routes is paramount to any airport business's survival and future development. The ability to offer alternative destinations to Karratha residents is also of benefit and enhances Karratha Airport as a major regional hub within Western Australia. Provision of 12-month dispensation on associated landing and passenger fees could provide long-term benefits to the airport.

While Airnorth have also requested similar dispensation on additional flights, it may be prudent for Council to reserve its right to consider this request as the flights are proposed and based on the status of the currently proposed schedule.

### **Voting Requirements**

Absolute Majority

---

### **RECOMMENDATION**

**That Council:**

- 1. Approves a twelve month dispensation on landing fee charges at Karratha Airport to Airnorth for the scheduled bi-weekly service.**
- 2. Approves 50% dispensation on passenger servicing charges for a twelve month period, as marketing support for the scheduled bi-weekly service.**

---

### **COUNCIL RESOLUTION**

**Res No : 15080**  
**MOVED : Cr Smeathers**  
**SECONDED : Cr Lewis**

**That Council suspend Standing Orders to allow for open discussion of this item.**

**CARRIED**

---

**FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig**  
**AGAINST : Nil**

---

### **COUNCIL RESOLUTION**

**Res No : 15081**  
**MOVED : Cr Lewis**  
**SECONDED : Cr Lally**

**That Council reinstate Standing Orders.**

**CARRIED**

---

**FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig**  
**AGAINST : Nil**

**Amendment to the Recommendation****Reason:**

**Council indicated support for the provision of the service but felt that there was a need to substantiate a dispensation of the fees for a period greater than six months.**

---

**COUNCIL RESOLUTION**

**Res No : 15082**  
**MOVED : Cr Vertigan**  
**SECONDED : Cr Pritchard**

**That Council:**

- 1. Approves a six month dispensation on landing fee charges at Karratha Airport to Airnorth for the scheduled bi-weekly service with the option to extend a further six months to be reviewed by Council.**
- 2. Approves 50% dispensation on passenger servicing charges for a six month period, as marketing support for the scheduled bi-weekly service.**
- 3. Airnorth to provide co-branding opportunities for the launch and other media events.**

---

**CARRIED**

**FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig**  
**AGAINST : Nil**

ATTACHMENT ITEM 10.1.5 LETTER FROM AIRNORTH

Ordinary Council Meeting – Agenda

19 April 2010

ATTACHMENT ITEM 10.1.5 LETTER FROM AIRNORTH



Allan Wright  
Acting Airport Manager  
Karratha Airport  
PO Box 219  
Karratha WA 6714

15 March 2010

Dear Allan

I am very happy to advise that Airnorth is in the final stages of approving an expansion to our current network of E170 Jet services into the Pilbra region.

The new route will involve the extension of Airnorth services, from Darwin, via Broome to Port Hedland and Karratha. The services are planned to launch from mid May, twice per week, each Tuesday and Friday. Please find below the provisional planned schedule (subject to any regulatory or slot approvals).

Tuesday					Friday				
TL354	DRW	BME	1345	1400	TL352	DRW	BME	0730	0745
	BME	KTA	1445	1555		BME	PHE	0815	0910
	KTA	PHE	1625	1700		PHE	KTA	0940	1015
TL355	PHE	BME	1730	1825	TL353	KTA	BME	1045	1155
	BME	DRW	1910	2225		BME	DRW	1240	1555

As this service will introduce new sectors that are not currently serviced by another airline it is our expectation that the markets will take a period of time to build. In the interest of maintaining consistency of services throughout the year Airnorth is seeking dispensation and support from The Shire of Roebourne for a period of 12 months.

The support we are seeking will help to facilitate the above services, not only in the initial six months of operation to November 2010, but also throughout the wet season period continuing through to May 2011 at which time it is envisaged that these services will become self sustaining.

- Landing Fees** – We are seeking a 12 month dispensation from landing fees at Karratha Airport for the bi-weekly service. If the community and market conditions require, or can sustain additional frequency of services within the initial 12 months, then we would also be seeking dispensation on any additional services introduced for a period of 12 months from commencement.

PO Box 39546 Winnellie NT 0821 | Phone: +61 (8) 8920 4000  
Fax: +61 8920 4095 | airnorth.com.au | Esplair Limited | ABN 74 008 137 659

2. **Passenger Facilitation Charges** (excluding any safety & security taxes/components) - We are seeking marketing support, which would not need to be prefaced by dollar for dollar spending, in an amount equivalent to 50% of QR head taxes, for both arriving and departing passengers, for a period of 12 months.

We are currently looking at launching to the media on approximately the 22<sup>nd</sup> March 2010. I understand that the frequency of council meetings may be a constraining factor so please feel free to call and discuss not only this but any other comments or suggestions in relation to the above proposals.

I look forward to working with you and the community of Karratha.

Regards



Simone Saunders

## **11. DEVELOPMENT SERVICES**

### **11.1 PLANNING SERVICES**

#### **11.1.1 TAXI SERVICE DEPOT LOT 1779 (2) TRUSLOVE WAY, PEGS CREEK**

**File No:** 1795D

**Attachment(s)** site plan, written submission, letters of support, four [4] letters of objection

**Responsible Officer:** Acting Executive Manager Development Services

**Author Name:** Planning Officer

**Disclosure of Interest:** Nil

---

#### **REPORT PURPOSE**

For Council to determine an application for planning approval for a 'taxi service depot' (the application) at Lot 1779 [HN 2] Truslove Way, Pegs Creek. The application has been referred to Council for determination as the use is not deemed to be consistent with the objectives and purposes of the residential zone and letters of objection have been received and; therefore; in accordance with the Shire's Delegated Authority Register cannot be determined by officers.

#### **Background**

**Applicant:** Attard Australia Pty Ltd (Margaret and Ray Attard)  
**Owner:** Attard Australia Pty Ltd  
**Suburb:** Pegs Creek  
**Zoning:** Residential R20

The application was submitted for a 'Home Occupation'. Given the scale staffing and nature of the operation the use is considered not to be in accordance with the definition of a home occupation contained within the Shire of Roebourne No 8 Town Planning Scheme (TPS8) and is; therefore, considered an unspecified use. There is no building works proposed as part of this application although a transportable outbuilding was approved in 19 January 2008 and was acknowledged on 20 February 2007 as being used unlawfully. The taxi service depot has been operating from the site since early 2007 without planning approval.

The application was supported with a written submission, an Apparatus Licence from the Australian Communications and Media Authority, photographs, and three [3] letters of non objection from adjoining land owners.

In accordance with clause 4.3 of TPS8 the application was advertised for a 14-day period to landowners and occupiers in Truslove Way. Site visits were also carried out with particular regard to the parking and movement of vehicles, appearance of the site and noise.



Aerial Photography taken in 2008, the transportable outbuilding used as an office is located to the right of the dwelling near the property boundary abutting Galbraith Road.

## Issues

### Defining the Development

Although the applicant applied for a home occupation, it was determined that the use was not in accordance with the definition.

A home occupation is defined as:

*“A business or activity carried out within a dwelling house or the curtilage of a house by a person resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant that:*

- a. *Entails the conducts of a business, office and/or workshop and does not entail the retail sale or display of goods of any nature.*
- b. *Does not cause injury to or prejudicially affect the amenity of the neighbourhood.*
- c. *Does not detract from the residential appearance of the dwelling house or domestic outbuilding.*
- d. *Does not entail employment of any person (not a member of the occupier’s household).*
- e. *Does not occupy an area greater than 20sqm.*

- f. *Does not display a sign exceeding 0.2sqm in area.*
- g. *In the opinion of the Council is compatible with principal uses to which the land in the zone in which it is located may be put.*
- h. *Will not result in the requirement for a greater number of parking facilities than normally reserved for a single dwelling and will not result in a substantial increase in the amount of traffic in the vicinity.”*

The taxi service depot does not meet the above definition as it is not being carried out by a person resident in the dwelling and all criteria, with the exception of *‘not entailing the retail sale or display of goods of any nature’*, are not deemed to have been satisfied.

As a taxi service depot is not listed in the Zoning Table contained in TPS8, nor does it fit into any other definition including a ‘depot’, the use must be considered unspecified for the purposes of advertising and independently described.

### Public Submissions

Four [4] submissions were received objecting to the taxi service depot during the consultation period. The objections have been summarised under the following categories:

#### *Appropriateness*

The compatibility of the taxi service depot with residences has been questioned. The commercial nature of the use is considered to be in conflict with the residential zone. One submission also highlighted that the use is in breach of local planning policy DP 4 ‘Home Occupation’, in particular noting that at times a truck of around 6-8 tonne capacity is parked on the verge of the property in excess of the two [2] tonne tare weight permitted. Several of the objections also commented that there is adequately zoned commercial or industrial land in Karratha where a taxi service depot should be located.

#### *Residential Amenity*

All of the objections noted the adverse affect on the residential amenity of the locality was a concern. The amenity and character of the neighbourhood was considered to be compromised not only because of vehicles parked on the site and road verges but also due to repairs and servicing, vehicle washing, and the *‘used car yard appearance of the property’*. One submission also requested that the property not be rezoned due to the incompatibility of the use with the adjoining residential area.

#### *Traffic and Parking*

Due to the nature of the use and its operation, an increase in volume and type of traffic was an issue which was raised in all submissions. There is a lack of sufficient on site and off site parking for the number of vehicles which access the site. Safety was also raised in so far as there are a large number of vehicles which are parked on and around the property often close to the corner, in the middle of the road, and occasionally blocking access to the street.

### Safety

The increase in traffic was considered to affect the safety of the street. More specifically, the operations pose a safety risk to both traffic and pedestrians due to high volume of vehicle movements and reversing of vehicles such as mini buses with trailers attached which are unable to attain visual sightlines for oncoming traffic or pedestrians due to vehicles parked alongside. One objector stated *'I have, on a number of occasions times had to brake suddenly to avoid collision with reversing vehicles exiting this property as the driver has been oblivious to my presence and continued to reverse, trailer attached into the road'*. It was also observed that if a more suitably zoned piece of land was utilised safe and legal parking could be provided.

### Noise and Disturbance

Several submissions reflected on the noise and disruption that is caused by taxi vehicles, staff and maintenance being carried out at the residence. This is relevant not only for people adhering to a standard working day but also those who are involved in shift work. One submission claimed that the workers are often rude, loud and disruptive and that they also tend to stop their vehicles in the middle of the road to carry on conversation.

### Land Values

The reduction in land value of surrounding properties was also raised within several submissions.

In addition to the submissions received during advertising, three [3] letters of non objection were also received. However, it must be mentioned that these non objections were tick box forms with no additional comments provided.

### Consideration of Residential Amenity

In addition to the grounds stipulated in the letters of objection, Council must also consider the provisions of the TPS8 which prescribes that where a particular use is not specifically mentioned in the zoning table the objectives and purposes of the particular zone are to be considered. TPS8 also requires Council, in considering an application for planning approval, to have regard to the requirements of orderly and proper planning and the preservation of the amenity of the locality.

Although the TPS8 does not provide for an objective or purposes of the residential zone that is typically to provide a safe and attractive residential neighbourhood, the Karratha Objectives include the desire to:

*“Enhance the high level of residential amenity within Karratha in both existing suburbs and the residential expansion areas.”*

Ultimately, the taxi service depot is contrary to these objectives and is unsuitable within a residential zone.

### Options

Council has the following option available:

1. To refuse the application for a taxi service depot at 2 Truslove Way, Pegs Creek on the grounds that the use is not consistent with the objectives and purposes of the Residential zone and is; therefore, not permitted in accordance with TPS8.

2. To approve the application for a taxi service depot at 2 Truslove Way, Pegs Creek on the grounds that the use is consistent with the objectives and purposes of the Residential zone.

**Policy Implications**

A taxi service depot definition should be included as part of the omnibus scheme amendment likely to be exhibited shortly and, depending on the determination of Council, will either become an 'SA' or 'X' use in the Zoning Table for a Residential zone.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

The nature and scale of the development does not meet the requirements for a home occupation and, as it cannot reasonably be included in the definition of one of the development categories, must be dealt with as an unspecified use.

The assessment and advertising processes which were carried out determined that there are a number of negative impacts on surrounding residences, particular those on Truslove Way. Several common themes in the submissions were identified as issues which are a result of what can only be categorised as a commercial use currently operating in a Residential zone.

Council is requested to refuse the application for a taxi service depot on the basis that it is not a compatible use when considering the objectives and purposes of the Residential zone. Furthermore, it is having a detrimental affect on the amenity of the surrounding residences and is not in accordance with the requirements of orderly and proper planning.

**Voting Requirements**

Simple.

---

**COUNCIL RESOLUTION**

**Res No** : **15083**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Lewis**

**That Council suspend Standing Orders to allow for open discussion of this item.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

---

**COUNCIL RESOLUTION**

**Res No** : **15084**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Smeathers**

**That Council reinstate Standing Orders.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

---

**COUNCIL RESOLUTION**

**Res No** : **15085**  
**MOVED** : **Cr Lally**  
**SECONDED** : **Cr White-Hartig**

**That Council resolve to –**

1. **Refuse development application 1672D for a Taxi Service Depot at Lot 1779 [HN 2] Truslove Way, Pegs Creek on the following grounds:**
  - i. **That the use is inconsistent with the objectives and purposes of the Residential zone.**
  - ii. **That the use is not in accordance with the requirements of orderly and proper planning and the preservation of the amenity of the locality.**
2. **Issue a written direction to the property owner under section 214(2) of the *Planning and Development Act 2005* to cease the taxi service depot use within sixty (60) days from the date of the direction.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**ATTACHEMENT 1 ITEM 11.1.1 TAXI SERVICE DEPOT LOT 1779 (2) TRUSLOVE WAY, PEGS CREEK**





**ATTACHMENT 2 ITEM 11.1.1 SITE PLAN**

**ATTACHEMENT 2 ITEM 11.1.1 SITE PLAN**



**ATTACHMENT 3 ITEM 11.1.1 WRITTEN SUBMISSION**

Ordinary Council Meeting – Agenda

19 April 2010

**ATTACHEMENT 3 ITEM 11.1.1 WRITTEN SUBMISSION**

Your ref: EC/1/14(O70308)JGDT

13 December 2007

Shire Roebourne  
PO Box 219 Karratha  
Western Australia 6714Margaret Attard  
2 Truslove Way  
Karratha WA 6714  
Ph: 043 934 4436

Dear Ms Thomas

**HOME OCCUPATION 2 TRUSLOVE WAY KARRATHA**

Attard Australia Pty Ltd proposes to run their taxi and transit service base from 2 Truslove Way. At present we have a transportable office located on the premises where we are conducting the base operations and office work. The vehicles used to conduct the business are also housed on the premises. We envisage that there will be minimal impact on the noise level and traffic in the local vicinity.

As a rule our business commences at 7am Monday to Saturday and 8am on Sunday and concludes around 7pm each evening. On occasions especially Thursday evenings and occasionally Friday and Saturday evenings we may have one or two vehicles returning to the premises as late as 9pm. Security lights will come on for drivers to walk from the driveway to the office to lock up their keys but are situated in such a way that they are focused onto the pathway and not out into the yard. As there would be only one perhaps two vehicles returning outside of 7pm it would not have a significant impact on the noise level or greatly increase the volume of local traffic movement.

Vehicles are driven by self employed business owners, who once they have pick up a taxi remain on the road throughout the day until they have completed their days work. Generally they do not return to the base during the day but there are occasions where this is unavoidable and we do try to keep this to a minimum.

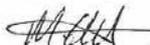
Signage indicating the nature of the business carried out on the premises consists of a 40cm X 60cm metal plaque attached to the front of the house. There are no other advertising materials displayed on the premises.

The transportable Office located on the premises is in the process of completing the approval process for a Non Approved Building. I have been dealing with Mr Steve Jones at the Shire of Roebourne, whom I am sure would be able to answer any questions you may have in regards to the building.

There will be no substantial increase to vehicular traffic in the area and all vehicles are able to be parked on site behind the building line. The business operation has a minimal impact on the residential appearance of the house and photos have been included that shows this.

Should you require any further information regarding the Home Occupation application please do not hesitate to contact us.

Yours faithfully



Margaret Attard



Donna Thomas  
Development Compliance Officer.  
Shire of Roebourne

03-05-2007

Home Occupation Application  
2 Truslove Way  
Karratha 6714

Regarding the building at 2 Truslove Way Karratha.

The building is to be used as a office for our business namely Premier Taxis  
Karratha.

There will NOT be an increase in traffic within the street and there will not  
be a procession of clients coming to or from our office. We do not sell  
anything from the premises.

The vehicles will be working in the manner that they are licensed to do so  
within the Shire of Roebourne.

Currently all vchicles are housed at 2 Truslove Way within the boundary of  
our premises and are unobtrusive to any passing traffic or pedestrian  
movement passed the premises.

You are free to inspect the premises at any time just call us to make sure  
someone is at the office or the house.

Yours Faithfully



Ray Attard

RECEIVED  
14 DEC 2007

**11.1.2 LOTS 3 & 4 CHERRATTA ROAD, KARRATHA INDUSTRIAL ESTATE -**

**File No:** P2150

**Attachment(s)** Selected Plans

**Responsible Officer:** A/ Executive Manager Development Services

**Author Name:** Planning Officer

**Disclosure of Interest:** Nil

---

This item was discussed and resolved at Section 4 of the minutes, Petitions/Deputations/Presentations.

**11.1.3 INITIATION OF PROPOSED SHIRE OF ROEBOURNE TOWN PLANNING SCHEME  
NO. 8 AMENDMENT 19**

**File No:** LP.69

**Attachment(s)** Draft Scheme Amendment Report

**Responsible Officer:** A/Executive Manager Development Services

**Author Name:** A/Manager Planning Services

**Disclosure of Interest:** Nil

---

This item was discussed and resolved at Section 4 of the minutes, Petitions/Deputations/Presentations.

**11.1.4 REDEVELOPMENT OF CARAVAN PARK - LOT 1060 MOOLIGUNN ROAD,  
KARRATHA INDUSTRIAL ESTATE**

<b>File No:</b>	<b>P2184</b>
<b>Attachment(s)</b>	<b>Selected Plans</b>
<b>Responsible Officer:</b>	<b>A/Executive Manager Development Services</b>
<b>Author Name:</b>	<b>Planning Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**REPORT PURPOSE**

For Council to determine an application to replace twenty [20] caravan sites with 86 transient workforce accommodation rooms and seven [7] two-bedroom holiday accommodation units at lot 1060 Mooligunn Road, Karratha Industrial Estate.

**Background**

Locality: Karratha Industrial Estate  
Applicant: Tony Paduano, TPG Town Planning and Design  
Owner: Westate (Karratha #1) Pty Ltd  
Zoning: Transient Workforce Accommodation

Planning Application P2184 was received on the 10 December 2009 and payment for the application was receipted on the 22 December 2009. Council requested further information in respect to the receipted plans and management details on the 25 February 2010 and further amended plans and management details were received on the 19 March 2010.

**Issues**

Compliance with the Shire of Roebourne Town Planning Scheme No. 8 (TPS 8)

The relevant Karratha Precinct Objectives include to:

*“Facilitate the continued growth of Karratha as the regional centre of the West Pilbara, in accordance with the Karratha Townsite Structure Plan (as amended).*

*Develop Karratha as the tourist entry for the West Pilbara built upon and taking into account the levels of commercial travellers associated with resource developments.*

*Encourage residential development that will accommodate a greater range of lifestyles and needs to reflect the broadening population base.*

*Retain the Karratha Industrial Estate as the regional service industry centre whilst improving its presentation as part of the entry statement to Karratha.”*

The proposed development is not considered to compromise any of the above objectives. It is; however, noted that the current strategic planning policy with particular regard to the location, layout and provision of amenities, and community benefit obtained from such facilities will shortly be reviewed.

### Compliance with the Local Planning Policy DP 10 'Transient Workforce Accommodation'

A rubbish bin compound is proposed 1.5 metres from the front property boundary, within the prescribed 7.5 metre front setback distance. The reduced setback is not considered to have a significant impact on the streetscape amenity of the area given the width of the road reserve and ability to provide vegetative screening.

Although the proponent has included parcels of land that are not suitable for active or passive recreation due to their width, or do not form part of such allocation being part of the perimeter landscaping, sufficient open space has been provided which incorporate landscaping, barbecues and sheltered seating.

There is a need to provide further detail pertaining to:

- (i) Traffic management (modification to the flow of traffic and the location of directional signage and holding bars);
- (ii) The layout of external lighting;
- (iii) The provision of an additional universally accessible parking bay with an unobstructed path of travel to both a ground floor transient workforce accommodation unit and to the emergency shelter;
- (iv) An unobstructed path of travel from the proposed universally accessible parking bay to the shop;
- (v) Finished design levels for the parking and manoeuvring areas including the on-street parking area;
- (vi) Typical dimensions of parking bays (so as to be not less than 2700 mm in width and for the universally accessible parking bays to accord to Australian Standard AS2890.6); and
- (vii) The location and dimensions of concrete wheelie bin collection stands/areas.

The above additional information is not considered too substantive so as not to form part of a conditional of approval.

### Compliance with the *Caravan Parks and Camping Grounds Regulations*

The *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations) prescribes the necessary infrastructure and provides for an assessment criteria. As the site is proposed to incorporate two approved uses (a caravan park and transient workforce accommodation facility), an assessment must be undertaken against the Regulations for the 2.249ha portion of the site being a caravan park.

The proposed development is generally deemed to satisfy the Regulations with the exception of the requirement to allocate 10% of the site for communal open space, two thirds of which being in a single location. The applicant misinterpreted clause 18(2) of Schedule 7 of the Regulations and did not make an allowance for that portion of the site nominated as facility roads. As such the allocation of communal open space calculates to approximately 5.45% of the caravan park. Subject to the provision of covered seating and/or other elements to 'activate' the space, approximately 380m<sup>2</sup> of further land area could increase this allocation to approximately 5.56%.

Subject to Ministerial approval there is the ability under the Regulations to reduce the allocation of communal open space. As was the case with Aspen Parks' Balmoral Road Caravan Park redevelopment, the Shire supported a request to the Minister for a reduction in the allocation of communal open space to eight [8] percent.

Given the additional recreational amenity proposed (swimming pool, gymnasium and activity room), support of a reduction in communal open space to eight [8] percent in this case is also considered appropriate. It is envisaged that a number of caravan sites would need to be deleted and a slight modification be made to the internal road network in order to achieve eight [8] percent communal open space.

### Health Issues

The Shire of Roebourne's Environmental Health Department is aware that there are health related issues at the site. Although these issues are not specifically related to the proposed development application, the applicant and owner have been informed of such issues which may affect future further development of the site.

### Delegated Authority Register

Officers do not have the delegated authority to determine development applications for Transient Workforce Accommodation facilities within 20km of gazetted townships.

### **Options**

Council has the following options available:

1. To approve the application for transient workforce accommodation subject to planning conditions as stipulated in this report and those determined by the Manager of Planning Services.
2. To refuse the application for transient workforce accommodation on the ground that the development does not comply with the communal open space allocation as prescribed by the *Caravan Parks and Camping Grounds Regulations 1997* and/or other grounds to be determined by Council.

### **Policy Implications**

Policy number DP 10 titled Transient Workforce Accommodation is relevant to this matter.

### **Legislative Implications**

The *Caravan Parks and Camping Grounds Regulations 1997* are relevant to this matter.

### **Financial Implications**

Administration costs will be recovered in accordance with the *Planning and Development (Fees) Regulations*.

### **Conclusion**

The proposed development complies with the Shire of Roebourne Town Planning Scheme No. 8 and the policy provisions of local planning policy DP – 10 Transient Workforce Accommodation, and is generally compliant with the *Caravan Parks and Camping Grounds Regulations*. It is; therefore recommended that Council approve the proposed development (P2184) to replace twenty [20] caravan sites with 86 transient workforce accommodation rooms and seven [7] two-bedroom holiday accommodation units at lot 1060 Mooligunn Road, Karratha Industrial Estate subject to planning conditions as stipulated in this report and those determined by the Manager of Planning Services.

**Voting Requirements**

Simple.

---

**COUNCIL RESOLUTION**

**Res No** : **15086**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Lally**

That Council –

Approves planning application P2184 to replace twenty [20] caravan sites with 86 transient workforce accommodation rooms and seven [7] two-bedroom holiday accommodation units at lot 1060 Mooligunn Road, Karratha Industrial Estate subject to the following:

1. The area of communal open space for the caravan park site to be increased to a minimum of eight [8] percent or 1,800m<sup>2</sup> (whichever is the lesser) and be suitably ‘activated’ by the provision of infrastructure including, but not limited to, landscaping, covered seating and barbecues.
2. Prior to the issue of a Building Licence four [4] copies of an amended site plan generally in accordance with drawing number S01 revision A must be submitted to and endorsed by Planning Services. The amended plan must have regard to:
  - (i) Modification to the flow of traffic with particular regard to prohibiting vehicles exiting the site onto the road reserve within the ‘entry only’ crossover to Mooligunn Road and the location of directional signage and holding bars;
  - (ii) The layout and design of external lighting so as to ensure parking and manoeuvring areas are lit in accordance with Australian Standard AS1158;
  - (iii) The provision of an additional universally accessible parking bay in close proximity to a ground floor transient workforce accommodation unit with an unobstructed path of travel to the accommodation unit and to the emergency shelter;
  - (iv) Demonstration of an unobstructed path of travel from the proposed universally accessible parking bay to the shop (including pram ramps if required);
  - (v) The finished design levels at regular intervals for the parking and manoeuvring areas including the on-street parking area so as to achieve a minimum 0.5% longitudinal fall;
  - (vi) Typical dimensions of standard parking bays (being not less than 2700 mm in width and 5500 mm in length);
  - (vii) The dimensions for the universally accessible parking bays so as to generally accord with Australian Standard AS2890.6 (2400 mm in width in addition to a 2400 mm wide ‘shared area’ and 5500 mm in length); and

- (vii) **The location and dimensions of concrete mobile garbage bin collection stands/areas so as to accommodate all mobile garbage bins stored on the site.**

**Please note that all bins must be able to be secured either within the rubbish bin compound(s) and/or alternative approved location during cyclonic events to the satisfaction of Planning Services.**

- 3. Other 'standard' conditions as typically applied under delegated authority.**

**CARRIED**

---

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
AGAINST : Nil

**11.1.5 NGARLUMA ABORIGINAL SUSTAINABLE HOUSING (NASH) ESTATE DEVELOPMENT PLAN**File No: **LP.54**Attachment(s) **Draft Development Plan**Responsible Officer: **A/Executive Manager Development Services**Author Name: **A/Manager Planning Services**Disclosure of Interest: **Nil**

---

**REPORT PURPOSE**

For Council to make determination for a Development Plan (the Plan) that seeks to guide the subdivision and future development of approximately 56ha of land located at the intersection of Point Samson - Roebourne Road and the North West Coastal Highway, Roebourne.

**Background**

In 2007, the Minister for Housing established a steering committee comprising representatives from the Ngarluma Aboriginal Corporation (NAC) to help address the provision of housing in Roebourne. The steering committee investigated options for the development of a new neighbourhood, electing to support the subject site which was supported by both the NAC and Shire of Roebourne. Negotiations with the State Government were then pursued to achieve the 'option to acquire' the land.

To date, the subject land has NAC endorsement for urban development and has State Government support to ultimately transfer the site from Crown land to freehold status in favour of the Ngarluma Aboriginal Corporation.

**Development Plan Proposal**

Location: Point Samson - Roebourne Road and North West Coastal Highway, Roebourne

Land Description: Roebourne Town lot 567, (Reserve 33643), Roebourne Town lot 689 (Reserve 33250) and Unallocated Crown Land

TPS8 Classification: Rural zone and Parks, Recreation and Drainage Reserve

A summary of the land uses proposed by the Plan is as follows:

- (i) 240 x Residential R20 lots;
  - (ii) 35 x Residential R30 lots;
  - (iii) 19 x Residential R5 lots;
  - (iv) 3 x Residential R40 grouped housing lots totalling 1.4ha and yielding approximately 50 dwelling units;
  - (v) 1 x 1ha Residential R30/R60 grouped housing site potentially yielding 50 dwellings in the form of one or more of units, apartments, retirement living, a nursing home or worker's accommodation;
  - (vi) An expansion the existing Jager Street Mixed Business zone yielding approximately 18 lots;
-

- (vii) 1 x 2.5ha commercial site intended to cater for a mix of uses including commercial, short stay accommodation and permanent residential as well as possibly educational, welfare and community purposes;
- (viii) A total of 13.75ha of public open space distributed across 3 different areas; and
- (ix) A road, drainage and infrastructure network as required.

Shire of Roebourne Town Planning Scheme No. 8 (TPS8)

Council has previously considered TPS8 Scheme Amendment No.15 (the Amendment) to rezone and reclassify the subject land from Rural zone and Parks, Recreation and Drainage reserve to an Urban Development zone to facilitate the future urban development of the area. At the March 2010 Ordinary Council Meeting it was resolved:

*That Council –*

1. *Acknowledge the submissions received from the Department of Water, the Water Corporation, the Department of Indigenous Affairs, the Department for Regional Development and Lands - Lands Division, Telstra and the anonymous submission.*
2. *Finally adopt the Shire of Roebourne Town Planning Scheme No. 8 Amendment No. 15 to reclassify approximately 56ha of land at the intersection of Point Samson Roebourne Road and North West Coastal Highway comprising Unallocated Crown Land, Reserve 33250 and Reserve 33643 from 'Parks, Recreation and Drainage' reserve and 'Rural' zone to 'Urban Development' zone. (Res. No. 14986)*

All documents and a formal request have been forwarded to the Western Australian Planning Commission for the Minister for Planning to approve the Amendment.

**Advertising**

Planning Services exhibited the Plan for a period of twenty-eight [28] in accordance with the provisions of TPS8 on 20 January 2010. Exhibition included the publication of two [2] public notices in the *Pilbara News*. The submission period concluded on 17 February 2010. The Plan was also referred to eight key agencies and internally distributed to Technical and Community Services for assessment and to seek comment.

The following written submissions were received from four of the eight referral agencies:

<b>Agency</b>	<b>Summary of Response Received</b>
Water Corporation	Supports the Development Plan subject to the required funding for major amplification of Water and Wastewater infrastructure being available.
Department of Water	No objections subject to: The proponent preparing a Local Water Management Strategy in conjunction with the Development Plan. A commitment from the proponent that an Urban Water Management Plan be prepared at subdivision stage. The proponent committing to sustainable irrigation strategies with respect to irrigation of POS. The proponent liaising with the Water Corporation to secure water supply for this and future developments.
Department of Indigenous Affairs	Acknowledges that the Development Plan states that “no further heritage assessment has been requested or is required”. Notes the Ngarluma Aboriginal Corporation holds native title for the development area. DIA reminds the proponent its obligations to comply with the provisions of the

	Aboriginal Heritage.
Telstra	No objection subject to a major network extension will be required as present network will be inadequate to feed the new development. The owner/developer will have to submit an application as early as possible for shared trench arrangements and required services.
Horizon Power	No response received.
Main Roads WA	No response received.
Department of Environment and Conservation	No response received.
Department of Regional Development and Lands – Lands Division	No response received.

It should be noted that advertising of the Plan occurred immediately following the completion of advertising of the associated proposed Amendment. During the Amendment advertising period, submissions were received from Department of Water, the Water Corporation, the Department of Indigenous Affairs, the Department for Regional Development and Lands - Lands Division, Telstra and from an anonymous Roebourne resident.

## Issues

### Road Layout and Design and Stormwater Drainage Infrastructure Design

All issues relating to road design and layout and stormwater disposal design have been addressed through ongoing consultation with the proponent following the receipt of advice from Technical Services. The proponent should be aware that the submission of plans demonstrating detailed road design and layout and drainage plans, including stormwater volume calculations, will form part of any subsequent subdivision clearance. The proponent should also be advised that pedestrian paths will be required throughout the development on at least one side of all roads except where a dual use path is provided.

### Possible Impacts on the Roebourne Town Site

Notwithstanding an anticipated influx of additional residents, the existing 'Main Street' (Roe Street) will be subject to further economic pressure from competition resultant from the development of a new commercial precinct, thus restricting future expansion or renewal. This scenario should not be a determining factor for Council not to adopt the Plan. A new commercial centre will provide improved trading opportunities and for local residents to shop locally without having to travel to Karratha or Wickham. The Roebourne Cultural Complex proposed by the Foundation is also envisaged to assist the renewal of Roe Street.

### Local Water Management Strategy

The proponent has advised that it has engaged a consultant to prepare a Local Water Management Strategy (the Strategy) and that it shall be completed prior to, and form part of the future subdivision clearance. The Strategy is envisaged to include options for grey water reuse which is essential in order for the expansive principle area of public open space centred on the oval to be maintained in a cost-effective manner.

### Scheme Water Supply and Wastewater Disposal Infrastructure

Although central to the future sustainable development of the land, the supply of water and provision of waste treatment infrastructure are matters that fall outside of the authority of the Shire of Roebourne. As such the supply of water and provision of waste treatment infrastructure should not prohibit approval of the Plan. It is recommended that the proponent continue to negotiate with the Water Corporation regarding the existing and future water supply to the town site and necessary upgrades to the Roebourne Waste Water Treatment Facility.

### Pedestrian Safety

It is proposed that as part of any future subdivision approval, the applicant be required to submit a detailed design for the controlled pedestrian crossing. A reduction to the current 60km/h speed limit on the highway should also be investigated by Main Roads WA at the subdivision stage, and that the establishment of suitable traffic and pedestrian control mechanisms form a Local Government condition for subdivision approval.

### Management of Public Open Space

The provision of 10% public open space is a requirement for residential subdivisions under the *Planning and Development Act 2005*. The developer is responsible for developing the land with suitable infrastructure such as reticulation and play equipment. At the completion of the subdivision, the reserved land is ceded to the Crown and generally managed and maintained by the Local Government Authority.

Although the oval reserve (Crown Reserve 33643) is currently vested in the Shire of Roebourne for recreation purposes, through the subdivision process boundaries will be realigned, the reserve management order be extinguished, and a new order subsequently prepared. The proponent should be advised that it is responsible for upgrading and developing areas of public open space (reticulation, electrical transformer, play equipment, landscaping etc.) and maintaining such areas for at least 2 years after the approval by the WAPC of any Deposited Plan applicable over the land. Detailed infrastructure plans shall be submitted to the Shire for endorsement prior to clearance of the future subdivision.

### Provision of Community Facilities

There is an opportunity to redevelop the buildings located in the north eastern corner of the oval for community purposes. The Shire owns the buildings but presently leases them to the Roebourne Recreation Council Inc. Once the estate is completed the resident population will require sufficient facilities including, but not limited to; long day child care, out of school care and/or play group(s).

To ensure this site is safeguarded in perpetuity for community purposes, it is recommended that the Plan be amended to designate land in the north eastern corner of the oval reserve as a 'Community Purposes' reserve.

### Built Form

It is recommended that Design Guidelines be prepared by the proponent guiding residential development to ensure that the residential built form is sympathetic to the housing needs of residents and prevailing climatic conditions. The preparation and implementation (possible caveat on title or requirement under contract of sale) of Design Guidelines shall form part of the future subdivision clearance. Detailed Area Plans 'DAP's' should also be required for grouped dwelling sites as per current practice.

### Public Information Bay

The Plan demonstrates future residential development over a portion of the Roebourne Information Bay. The proponent should be advised that the relocation and upgrade of the information bay to the satisfaction of the Shire's Community and Technical Services Departments shall be a requirement of subdivision approval.

### **Options**

Council has the following options available:

1. To adopt the Plan without modification and request the WAPC also adopt the Plan.
2. To adopt the Plan and request the WAPC also adopt the Plan subject to:
  - i. The Development Plan being amended to demonstrate:
    - a. The north eastern corner of the public open space reserve (oval) being reserved for 'Community Purposes'; and
    - b. Dual Use paths being provided around the full extent of the principle public open space reserve (oval).
  - ii. The proponent being advised that prior to any future subdivision clearance, the following plans and information is required to be submitted to, and endorsed by the Shire's Technical and Planning Services Departments:
    - a. Detailed design of all roads and intersections and proposed traffic and pedestrian control devices and directional signage;
    - b. Detailed design of the stormwater disposal system including peak flow calculations; and
    - c. Design Guidelines for residential development and Detailed Area Plans for grouped dwelling sites.
  - iii. The landowner being advised that prior to the ceding of the public open space reservations to the Crown (the Shire as an agent of the Crown) it is responsible for all costs associated with the upgrade and maintenance of the facilities including, but not limited to, reticulation, landscaping, recreation facilities (active play equipment), power supply infrastructure (electrical transformer at oval) and the relocation/ redevelopment of the information bay.
  - iv. The landowner being advised that a Development Application must be sought and obtained to use areas of public open space for 'Public Recreation' that shall, as a minimum, detail reticulated landscaping and infrastructure (recreation equipment, external lighting, shade structures, pedestrian paths, car parking etc.).
3. To refuse to adopt the Development Plan.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

At the conclusion of assessment of the Plan, in accordance with the *Planning and Development Regulations 2009* Part 7 – Local Government planning charges, it is estimated that the applicant will be liable for payment to the Shire of approximately \$1250 total fees and charges.

**Conclusion**

The proponent has advised that the Plan is a legitimate attempt to address the housing, social and employment issues facing Roebourne with the vision being to create new opportunities for Roebourne and to demonstrate leadership by the community. It is supported by the Department of Housing and the Federal Government and funding shall assist in ensuring immediate opportunities for appropriate housing within the early stages of the development.

It is considered that the development will provide a significant opportunity for the revitalisation of Roebourne through the creation of local jobs and the provision of local trades and services. The provision of new housing and community, recreational and commercial facilities will also assist in rejuvenating the town site.

It is; therefore, recommended that the Council adopt the Plan subject to the conditions detailed in the officer's recommendation.

**Voting Requirements**

Simple.

---

**COUNCIL RESOLUTION**

**Res No** : 15087  
**MOVED** : Cr Lally  
**SECONDED** : Cr Vertigan

**That Council –**

**Adopt the Development Plan prepared over land described as Roebourne Town lot 567, (Reserve 33643), Roebourne Town lot 689 (Reserve 33250) and Unallocated Crown Land subject to:**

- i. The Development Plan being amended to demonstrate:**
  - a. The north eastern corner of the public open space reserve (oval) being reserved for ‘Community Purposes’; and**
  - b. Dual Use paths being provided around the full extent of the principle public open space reserve (oval).**
  
- ii. The proponent being advised that prior to any future subdivision clearance, the following plans and information is required to be submitted to, and endorsed by the Shire’s Technical and Planning Services Departments:**
  - a Detailed design of all roads and intersections and proposed traffic and pedestrian paths and control devices and directional signage;**
  - b. Detailed design of the stormwater disposal system including peak flow calculations; and**
  - c. Design Guidelines for residential development and Detailed Area Plans for grouped dwelling sites.**
  
- iii. The landowner being advised that prior to the ceding of the public open space reservations to the Crown (the Shire as an agent of the Crown) it is responsible for all costs associated with the upgrade and maintenance of the facilities including, but not limited to, reticulation, landscaping, recreation facilities (active play equipment), power supply infrastructure (electrical transformer at oval) and the relocation/ redevelopment of the information bay.**
  
- iv. The landowner being advised that a Development Application must be sought and obtained to use areas of public open space for ‘Public Recreation’ that shall, as a minimum, detail reticulated landscaping and infrastructure (recreation equipment, external lighting, shade structures, pedestrian paths, car parking etc.).**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**ATTACHMENT ITEM 11.1.5 - DRAFT DEVELOPMENT PLAN**



**11.1.6 PROPOSED SHORT-STAY SERVICED APARTMENTS DEVELOPMENT - LOT 1090  
KARRATHA ROAD, STOVE HILL (FORMER DRIVE IN SITE)**

**File No:** P2171, A31160

**Attachment(s)** Development plans, Tourism WA submission, application form, City-wide Growth Strategy

**Responsible Officer:** A/Executive Manager Development Services

**Author Name:** A/Manager Planning Services

**Disclosure of Interest:** Nil

---

This item was discussed and resolved at Section 4 of the minutes, Petitions/Deputations/Presentations.

**11.1.7 INITIATION OF PROPOSED SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO. 8 AMENDMENT 11**

**File No:** TS/2/4/11

**Attachment(s)** Draft Scheme Amendment Report, indicative subdivision concept

**Responsible Officer:** A/Executive Manager Development Services

**Author Name:** Planning Officer

**Disclosure of Interest:** Nil

---

**REPORT PURPOSE**

The purpose of this report is for Council to consider initiating Amendment No. 11 to the Shire of Roebourne Town Planning Scheme No.8 (TPS8).

**Background**

**Locality:** Nickol  
**Applicant:** TPG Town Planning and Design  
**Owner:** State of WA  
**Vesting:** Department of Education  
**TPS Reservation:** Public Purposes (Education)

The 11.06ha site aside for the Tambrey Primary School was originally set aside for a future district high school. A subsequent assessment of the site determined that a future district high school was not required, and that 5.7ha was sufficient for the primary school and proposed early learning/day care centre and future community uses.

At its meeting of 17 December 2007 Council resolved to:

*“Initiate an amendment to the Shire of Roebourne Town Planning Scheme No. 8 in accordance with the provisions of the Planning and Development Act 2005, to rezone portion of Reserve 40378 as is surplus to the needs of the Department of Education and Training from “Public Purposes, Other Public Purposes – Education” to “Urban Development”, subject to the final definition of the area and dimensions of the land being determined in liaison with the Department of Education and Training.”*

The land on the northern portion of the site contains the Tambrey Primary School and land being developed for an early learning/day care centre. The TPS8 amendment documentation defines the area of land surplus to the needs of the Department of Education; thereby, addressing the condition of the December 2007 resolution.

## Issues

### Suitability of the Proposed Zone

The proposed 'Urban Development' zone will facilitate the continued growth of Karratha and Tambrey Estate and will achieve the following Karratha Objectives contained in TPS8:

1. *“Enhance the high level of residential amenity within Karratha in both existing suburbs and the residential expansion areas; and*
2. *Encourage residential development that will accommodate a greater range of lifestyles and needs to reflect the broadening population base.”*

The proposed amendment will also assist in reducing the imbalance between residential property supply and demand, with the potential of lessening the cost of housing. The applicant has stated that the Department of Education is fully supportive of the amendment and have confirmed that the disposal of approximately 5.7ha vacant portion of the Tambrey Primary School site will adequately meet the needs of the Tambrey area and any future expansion of the Tambrey Primary School.

## Options

Council has the following options available:

1. To support the initiation of amendment 11 to TPS8 to reclassify approximately 5.36ha from 'Education' to 'Urban Development'.
2. To not support the initiation of amendment 11 to TPS8 to reclassify approximately 5.36ha from 'Education' to 'Urban Development'.

## Policy Implications

There are no relevant policy implications pertaining to this matter.

## Legislative Implications

Part 5 of the *Planning and Development Act 2005* enables Local Authorities to amend the Town Planning Scheme and sets out the process to be followed.

Should Council support the initiation of the proposed amendment for the purposes of public advertising, the proposed amendment is required to be referred to the Environmental Protection Authority (EPA) to decide whether or not a formal review is required. Should the EPA decide that an environmental review is not required, upon the Shire's receipt of written confirmation of this from the EPA, the Shire advertises the proposed amendment for 42 days.

Upon closure of the advertising period, Council considers all submissions received during the advertising period and would resolve to either grant final approval to the amendment with or without modifications, or refuse the amendment. The decision is then forwarded to the Western Australian Planning Commission, who makes a recommendation to the Minister for Planning. The Minister can either grant final approval to the amendment, with or without modifications or refuse the amendment.

## Financial Implications

Administration and advertising costs will be recovered in accordance with the *Planning and Development Regulations 2009*.

## Conclusion

The proposed reclassification of approximately 5.36ha of the site from 'Education' to 'Urban Development' is considered appropriate as the preparation and submission of a Development Plan is prescribed by TPS8 to facilitate development. This will ensure that future subdivision and redevelopment of the site occurs in a co-ordinated and integrated manner. The proposed amendment is consistent with the objectives defined in the TPS8 and may assist to lessen the cost of housing in Karratha.

It is recommended that the Council initiates the proposed amendment to the TPS8.

## Voting Requirements

Simple.

---

## COUNCIL RESOLUTION

Res No : 15088  
 MOVED : Cr White-Hartig  
 SECONDED : Cr Smeathers

---

## That Council –

1. Initiates the proposed Shire of Roebourne Town Planning Scheme No. 8 amendment No 11 to reclassify a portion of Reserve 40378, Tambrey Drive, Nickol from 'Public Purposes – Education' to 'Urban Development' pursuant to Part 5 of the *Planning and Development Act 2005*.
2. Subject to the advice from the Environmental Protection Authority that under s.48A of the *Environmental Protection Act 1986* the Amendment is not subject to formal environment assessment, direct the Chief Executive Officer to advertise the Amendment in accordance with the requirements of the *Town Planning Regulations 1967* for a period of 42 days.

**CARRIED**

---

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Nil

**ATTACHMENT 2 ITEM 11.1.7 SUBDIVISION CONCEPT**



**11.1.8 REQUEST TO EXCISE PORTION OF SHIRE RECREATION AND DRAINAGE RESERVE TO FACILITATE MULTIPLE STOREY MIXED USE DEVELOPMENT****File No:** A46579**Attachment(s)** Applicant written submission; Applicant written description of proposed development; Site plan of proposed mixed use development; Elevation plan of proposed mixed use development**Responsible Officer:** A/Executive Manager Development Services**Author Name:** A/Manager Planning Services**Disclosure of Interest:** Nil

---

**REPORT PURPOSE**

For the Council to consider, and make determination on a request received from Scribe Design Group on behalf of Kununurra Properties Pty Ltd for the Council to request the Department of Regional Development and Lands – Pilbara Lands Division to excise a portion of Crown Reserve 36458 currently vested in the Shire of Roebourne for the purposes of 'Parks and Recreation' and transfer to the proponent in order to assist the future development of a multiple storey mixed-use development.

**Background**

The proponent proposes the development of an eight storey mixed use development at lot 2638 Balmoral Road (Jasmine Restaurant site measuring 2885m<sup>2</sup>). In order for the development to meet the car parking requirements of the *Shire of Roebourne Town Planning Scheme No. 8* (TPS8) and the provisions of local planning policy DP9 'Town Centre Development Requirements' such as site coverage and plot ratio, the proponent requires 4629m<sup>2</sup> of the adjoining drainage reserve (extent indicated in red below).



Crown Reserve 36458 is vested to the Shire for the purposes of 'Parks and Recreation'. The land is reserved under TPS8 'Parks, Recreation and Drainage'. The drainage and recreation reserve contains a major primary drain designed to dispose of stormwater from a significant catchment area. The land surrounding the drainage channel acts as a floodway in addition to providing a buffer between residential neighbourhoods and the City centre.

The proponent has submitted a request for the Council to request the Department of Regional Development and Lands – Pilbara Lands Division to support the excision of the portion of Crown Reserve and subsequent transfer to freehold and sale to the developer.

### Process

In order for the portion of land to be formally excised from the Crown Reserve and transferred to freehold, the following process should be adhered to:

1. The Council resolves to support the excision of drainage reserve to the proponent only after the following information and advice is received:
  - i. Confirmation that the land has not been identified by the adopted Karratha City of the North Strategic Plan as serving any other function (i.e. public open space and/or drainage).
  - ii. The proponent submitting a report prepared by a suitably qualified hydrological engineer demonstrating that the development of the land will not impact on the function of the drain, or the subject and surrounding land be inundated during peak rainfall events.
  - iii. Technical and Community Services advising that the land is surplus for drainage purposes and that it holds no current or future recreational value.
2. The Council shall make a formal request to the Department of Regional Development and Lands – Pilbara Lands Division (DRDL) for the portion land to be excised.
3. The Minister for Lands (under delegation by DRDL officers) agrees to the transfer of land to free hold and administers the subdivision process and sale.
4. The proponent applies to the Council to initiate an amendment to the *Shire of Roebourne Town Planning Scheme No. 8* (TPS8) to reclassify the portion of drainage and recreation

reserve from 'Parks, Recreation and Drainage' to 'Town Centre' (or proposed 'City Centre' zone).

The proponent should be advised that until such time as the Council has resolved to support the relinquishment of the portion of drainage reserve, and the land is reclassified through an amendment to the TPS8 maps, the submission of a planning application that proposes the development over any part of the drainage reserve would be counter productive, as the development of Crown Reserves should only be undertaken in accordance with the 'Purpose' of the reservation. In the case of Reserve 36458, 'Parks and Recreation'.

## Issues

### Possible Disturbance to Drainage Function

The proponent has stated that the existing drainage channel and surrounding 'flood plain' may not be the optimum or safest solution for either public safety or potential damage to the asset (during peak rainfall events). Indeed the existing open grassed channel may not be the best method for disposing of stormwater; however, the existing channel and flood plain buffer to surrounding private land does serve an integral drainage function. Until such time that a comprehensive hydrological assessment of the entire catchment that the drain serves has been undertaken, the Council would remain uninformed as to the extent of land required to adequately dispose of stormwater during peak events.

The request to relinquish the drainage and recreation was referred to the Shire's Karratha drainage consultant at GHD who responded:

*"With respect to this site I would not recommend for Council to relinquish the portion reserve based upon a significant flooding risk, particularly during cyclonic events. Whilst the project and lot design is quite advanced and detailed it is basically impossible to recommend releasing this site based upon the current information. A complete hydrological study would be required prior to any further recommendations or assessment being made.*

*The site is located adjacent to a major "primary" drain within the Karratha townsite. There is a drainage corridor on either side of the drain that provides nearby lots and buildings with an additional "buffer" and protection from potential floodwaters. Most "primary" drains within Karratha townsite have been designed with these "buffer" corridors as means of protecting lots and buildings from the risks of flooding. Developing these corridors would be highly undesirable and I do not recommend or endorse such practices.*

*Should the Council endorse or accept the proposed excision and the developed property or other property becomes damaged or affected by floodwaters then it could potentially be liable for such damages. You should treat such proposals from developers with immense caution."*

If support is granted to the development of the drainage and recreation reserve including the maintenance of the drainage channel by constructing a culvert beneath a car park, the engineered design of the channel must be undertaken to ensure that no surrounding properties will be placed at greater risk through flooding. The Shire of Roebourne is the responsible authority for the disposal of urban stormwater. Should the Council support the excising of the portion drainage reserve and approve subsequent development and surrounding properties or persons be damaged through flooding, the Shire may liable for damages.

### Karratha City of the North City Centre Master Plan

Extensive work has been undertaken by various professional consultants on behalf of the Shire in preparing the current Karratha City of the North Strategic Plan and the City Centre Master Plan. At the March 2010 Special Council Meeting, the Council resolved to endorse the draft Karratha City Centre Master Plan for public comment. Through endorsing the Master Plan for advertising, it is considered that at this stage the Council supports its content. On the basis of what submissions are received by the completion of advertising, the Plan may be amended.

Currently the City Centre Master Plan clearly identifies the subject land as 'Open Space'. The request to relinquish the drainage and recreation reserve was referred to the Shire's strategic planning consultant at TPG who responded the following:

*"The simple answer to that question is that the identified future use is **open space**. This is consistent with:*

- 1 *The KOSS [Karratha Open Space Strategy] where this is identified as open space.*
- 2 *The Town centre design/ landscape vision where this is identified as open space as frame to the city and link from hill to bay*

*Is important also as*

- 1 *The neighbouring sites are shown as hotel uses with some commercial uses and should benefit from the amenity of upgraded POS.*

*May also be important for*

- 1 *Additional storm water when Balmoral is realigned slight west and the existing drain reserve east of Balmoral sold off potentially with reduced drainage capacity."*

Given the current drainage function of the reserve, the potential for the redevelopment of the land in the future for the purposes of providing a green belt buffer from the residential component of Pegs Creek to the City Centre.

### Displacement of Public Open Space

The Council has supported the intensification of residential development within the City Centre through its resolution to seek public comment on both the TPS8 'Omnibus' Amendment No. 18 and the draft local planning policy DP1 – Karratha City Centre Development Requirements. With respect to residential development in the City Centre, Amendment No. 18 proposes to remove the R40 density cap in order to facilitate high density (high rise) development. The subject site is located in the Accommodation Precinct (P4) proposed by the amendment. It is evident that there is currently a significant shortage of public open space within the City Centre; however, an intensification of urban development (especially residential occupation of land) will require sufficient open space in order to ensure the attractiveness and liveability of the City Centre.

### Potential Use of Proposed Carpark by the Shire as Paid Public Parking

The proponent has suggested that there may be an opportunity for the Shire to retain the subject portion of drainage and recreation reserve but still allow the development of the carpark. The proponent identifies that there is currently a shortage of parking in the City Centre which will only be exacerbated into the future as development intensifies. The intent would be for the Council to charge the public for parking during day time periods when the

restaurant and reception centre are unlikely to generate high volumes of cars. The developer would be responsible for its construction and potentially for ongoing maintenance.

Although cash-in-lieu is identified by the TPS8 as a means by which developers that cannot provide sufficient on-site parking can contribute to a fund to development public parking, paid public parking is not a matter that is addressed by TPS8 or by local planning policy. This option should be considered by the Council when making determination of this request.

### **Options**

Council has the following options available:

1. To not support the request to relinquish a portion of Reserve 36458 for the purposes of developing a car park on the grounds that given the strategic direction to intensify residential development in the City Centre, the optimal use of the land is for public open space.
2. To support the excision of the portion of Reserve 36458 and forward a request to the Department of Regional Development and Lands consider the proposal and commence negotiation with the proponent for its purchase subject to the proponent undertaking a comprehensive hydrological study of the drainage catchment to determine that the proposed design of the car park culvert will satisfactorily dispose of stormwater and that there is no likelihood of flooding of surrounding properties.
3. To support the excision of the portion of Reserve 36458 and forward a request to the Department of Regional Development and Lands to consider the proposal and commence negotiation with the proponent for its purchase.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

The financial implications are unclear at this stage as the Department of Regional Development and Lands are under no obligation to compensate the Shire for relinquishing vesting of the reserve, and it cannot be determined what (if any) additional community infrastructure contribution may be obtained from the development of lot 2638 Balmoral Road.

### **Conclusion**

It is recommended that areas of land within and on the periphery of the City Centre that are currently reserved for parks, recreation and drainage purposes be retained by the Shire should the Council and community value the sustainable future development of Karratha, let alone as a city of 50,000. Preservation of existing open space in these locations may ensure that Karratha evolves into an attractive, liveable city comparable to that experienced in other regional centres in Western Australia. The Council should be mindful that responding to developers seeking to acquire areas of public open space that have not been identified as surplus to the community's requirements may well compromise the strategic direction that is evolving through the Karratha City of the North strategic project.

Notwithstanding being inconsistent with the strategic direction of the Shire, there is no hydrological information available to categorically support the development of a culvert to channel stormwater under a car park. Should a portion of Crown Reserve 36458 be transferred to freehold and development be approved that arguably contributes to the damage of surrounding properties or loss of life, as the responsible authority for the disposal of urban stormwater in Karratha, the Shire may be liable for damages.

It is recommended that the Council not support the request for the excision of a portion of Crown Reserve 36458 for the purposes of facilitating the development of a car park.

### **Voting Requirements**

Simple.

---

### **RECOMMENDATION**

**That Council –**

**Not support the request received from Scribe Design Group on behalf of Kununurra Properties Pty Ltd for the Shire to request the Department of Regional Development and Lands – Pilbara Lands Division excise a portion of Crown Reserve 36458 to facilitate the development of a high rise mixed use development on the following grounds:**

- 1. The land has been identified on the Karratha City Centre Master Plan as being retained as public open space.**
- 2. The Council has provided in principle support for the strategic direction to intensify residential and mixed-use development in the future Karratha ‘City Centre’ zone. Furthermore, there lies the very real possibility that insufficient public open space will remain available for active and passive recreational use and the opportunity lost to create green and aesthetically pleasing open spaces.**
- 3. It has not been categorically determined by a suitably qualified hydrological engineer that the current extent of the drainage channel and ‘flood plain’ are adequate to dispose of the existing and future stormwater runoff generated by the catchment.**
- 4. The Shire may be liable for claims for the loss or damage to property caused by flooding if the design of the culvert is unable to channel high volumes of stormwater during peak rainfall events.**
- 5. A precedent will be set for other landowners and developers to also seek land located within parks, recreation and drainage reserves.**

---

**COUNCIL RESOLUTION**

**Res No** : **15089**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Lewis**

**That Council suspend Standing Orders to allow for open discussion of this item.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
**AGAINST** : Nil

**Cr White-Hartig left Chambers at 9.10pm.**  
**Cr White-Hartig returned to Chambers at 9.12pm.**

---

**COUNCIL RESOLUTION**

**Res No** : **15090**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Lewis**

**That Council reinstate Standing Orders.**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
**AGAINST** : Nil

**Amendment to the Recommendation****Reason:**

The Council agreed that further investigation into the issues with the drainage on this site and the implications in regard to the city centre public open space need to be established.

---

**COUNCIL RESOLUTION**

**Res No** : 15091  
**MOVED** : Cr Vertigan  
**SECONDED** : Cr White-Hartig

**That Council –**

1. Support the excision of the portion of Reserve 36458 and forward a request to the Department of Regional Development and Lands to consider the proposal and commence negotiation with the proponent for its purchase subject to the proponent undertaking a comprehensive hydrological study of the drainage catchment to determine that the proposed design of the car park culvert will satisfactorily dispose of stormwater.
2. Seek feedback from the Revitalisation Consultants as to the percentage of Public Open Space in the City Centre and whether additional Public Open Space is required in the City Centre in an alternative location should this site be developed.
3. Should Regional Development and Lands agree to excise the land that the proponent negotiate with Regional Development and Lands for freehold purchase subject to satisfactory easement for drainage.

---

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**11.1.9 STATE ADMINISTRATIVE TRIBUNAL MEDIATION - SEA CONTAINER WITHIN FRONT SETBACK - LOT 2231 (2) STANBRIDGE WAY, MILLARS WELL**

<b>File No:</b>	<b>A42575</b>
<b>Attachment(s)</b>	<b>NIL</b>
<b>Responsible Officer:</b>	<b>A/Executive Manager Development Services</b>
<b>Author Name:</b>	<b>A/Manager Planning Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

**REPORT PURPOSE**

For Council to make determination on the outcome of the State Administrative Tribunal (SAT) mediation hearing regarding an application for review of condition 1 of planning approval 2040D (SAT Matter number DR 468 2009 Evans v Shire of Roebourne) for the development of a shipping container at lot 2231 (2) Stanbridge Way, Millars Well.

**Background**

Planning approval 2040D for the development of a shipping container at lot 2231 (2) Stanbridge Way, Millars Well was granted on 23 October 2009 after the following was resolved at the October 2009 Ordinary Council Meeting;

*That Council approve planning application PA2040 for a sea container at Lot 2231, 2 Stanbridge Way, Millars Well subject to:*

- 1. The sea container being located behind the front building line (not within the primary street frontage).*
- 2. The shipping container being screened from public view to the satisfaction of Planning Services.*
- 3. The shipping container being setback from the secondary street and/or any common property boundary in accordance with the acceptable development provisions contained within the Residential Design Codes of Western Australia and/or local planning policy DP7 'Residential Frontage'.*
- 4. Other standard planning conditions as determined by the Manager of Planning Services.*  
*(Res No. 14862)*

On 11 December 2009 notification of a Directions Hearing was received from the State Administrative Tribunal (the SAT) was received advising that the property owner, Ms Leonie Evans, had applied for a review of the planning approval, specifically condition 1 that states:

*Prior to this approval having force or effect four [4] copies of a revised site plan generally in accordance with the site plan submitted for the October Ordinary Council Meeting must be submitted to Planning Services for endorsement. The revised site plan must have regard to the following:*

- (i) The location of the sea container being behind the front building line (not within the primary street frontage).*

- (ii) *The sea container being suitably screening from public view to the satisfaction of Planning Services.*

*Note: Should additional fencing or other measures to screen the shipping container be employed, such measures must be sufficiently documented on the revised site plan and, if necessary, elevations must be submitted.*

- (ii) *The sea container being setback a minimum 1500 mm from the secondary street and a minimum 1000 mm from any common property boundary in accordance with the acceptable development provisions contained within the Residential Design Codes of Western Australia and/or local planning policy DP7 'Residential Frontage'.*

*Once endorsed the revised site plan shall form part of this approval.*

The Directions hearing was held on 18 December 2009 by teleconference attended by the Ms Leonie Evans and Mr Damien Milk, the Acting Manager Planning Services and the SAT Member. No agreement was reached between the parties as to whether the shipping container should be permitted to remain in its present (unauthorised) location or whether compliance with condition 1 requiring the relocation of structure behind the dwelling building line should be enforced.



It was determined by the SAT member that an on-site mediation was the best opportunity for both parties to reach a compromise. Orders were received listing the Mediation Hearing date for 12 March 2010.

The Mediation Hearing at 2 Stanbridge Way was attended by Ms Evans and Mr Milk, the Shire President, Councillor Cechner, the Chief Executive Officer, the Acting Manager Planning Services and the SAT Member. After a tour of the property and locality, the two parties were separated in order to discuss a possible compromise.

Following discussion it was agreed by the Shire representatives that the shipping container could remain in its current location forward of the building line no later than 1 November 2010 (commencement of cyclone season). After such time the shipping container is required to be relocated in accordance with condition 1 of planning approval 2040D, or removed from the property. This concession was granted in order for Ms Evans to find an alternative storage solution. It should be noted that the recommendation of the Acting Manager Planning Services

was that the Council should uphold its prior decision requiring the relocation of the shipping container to behind the dwelling building line, or for its removal from the site.

## Issues

### Precedence

Should the Council determine to allow the shipping container to temporarily remain in its current location for any period of time, there lies the possibility that other landowners and occupiers of properties within the Residential zone may apply to the Shire for planning approval to temporarily locate shipping containers within the front setback area. This could amplify issues of diminished streetscape amenity, and generate an additional burden on the Shire's compliance resources through officers having to take enforcement action should the property owner decide to retain the shipping container after the development approval has expired.

### Local Planning Policy

With reference to shipping containers, the Shire local planning policy DP7 – Residential Frontage states:

*Outbuildings, sea containers and ground-mounted satellite dishes are discouraged within the primary street setback area unless it can be clearly demonstrated that no alternative location exists, and that the proposed development will not have an adverse impact on the streetscape.*

The Council has previously resolved not to support the development of the shipping container at 2 Stanbridge Way forward of the building line (resolution number 14641, May 2009) and for it to be relocated behind the dwelling building line and adequately screened (resolution number 14862, October 2009). It is noted that the current draft Omnibus Scheme Amendment includes the following additional Karratha Objective:

*Prohibit the use of shipping containers for storage purposes in residential areas unless located behind the primary street setback area.*

The Council is advised that the agreement reached at the Mediation Hearing does not bind it to allow the shipping container to remain located in its current position forward of the building line for any period of time. The Council has the opportunity to uphold its former resolution requiring the structure to be located behind the dwelling building line. If this option is taken, the SAT has advised that the matter will be determined by the Member after a further Mediation Hearing listed for 29 April 2010.

## Options

Council has the following three options available:

- 1(i). Uphold the resolution number 14862 made at the October 2009 Ordinary Council Meeting requiring the shipping container to be located behind the front building line, screened and sufficiently setback from side boundaries.
- 1(ii). In addition, issue a Written Direction to the property owner under section 214(3) of the *Planning and Development Act 2005* giving 60 days for the shipping container to be relocated in accordance with planning approval 2040D or removed from the property.
- 2(i). Rescind resolution number 14862 made at the October 2009 Ordinary Council Meeting.

- 2(ii). Request the CEO amend planning approval 2040D to delete condition 1 requiring the shipping container to be relocated behind the front building line and adding the condition that the shipping container may remain located on the property until 1 November 2010.
- 3(i). Rescind resolution number 14862 made at the October 2009 Ordinary Council Meeting.
- 3(ii). Request the CEO amend planning approval 2040D to delete condition 1 and specify an alternate time from for the shipping container to remain in its current location not being greater than 60 days from the date of the amended planning approval decision.

### **Policy Implications**

There are no policy implications pertaining to this matter; however, it is noted that local planning policy DP7 'Residential Frontage' is presently being reviewed and will have regard to the proposed additional Karratha Objective relating to the location of shipping containers.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

There are no financial implications resulting from this report.

### **Conclusion**

Although the location of the shipping container within the front setback and adjacent the intersection of Higham Street and Stanbridge Way is undesirable due to the resultant reduction in streetscape amenity, granting temporary approval is a compromise that will enable the property owner to seek an alternative storage arrangement.

Planning Services does not recommend that any such determination to this effect be considered as a precedent and will continue to strengthen policy prohibiting shipping containers forward of the building line within residential areas unless otherwise directed.

### **Voting Requirements**

Item 1. One Third

Item 2. Absolute Majority

Item 3 Simple

**COUNCIL RESOLUTION**

**Res No** : **15092**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr White-Hartig**

**That Council:**

- 1. Consider rescinding resolution number 14862 made at the October 2009 Ordinary Council Meeting.**

**CARRIED BY ONE THIRD MAJORITY**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**COUNCIL RESOLUTION**

**Res No** : **15093**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr White-Hartig**

- 2. Rescind resolution number 14862 made at the October 2009 Ordinary Council Meeting.**

**CARRIED BY ABSOLUTE MAJORITY**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

---

**COUNCIL RESOLUTION**

Res No : 15094  
MOVED : Cr Lally  
SECONDED : Cr Vertigan

3. Request the Chief Executive Officer amend planning approval 2040D issued under delegation by the Acting Executive Manager Development Services on 23 October 2009 for the development of a sea container at lot 2231 (2) Stanbridge Way, Millars Well by:

i. Amending condition 1 of planning approval 2040D to state:

(i) *The sea container shall be located behind the front building line (not within the primary street frontage) by November 1<sup>st</sup> 2010.*

(ii) *The sea container shall be suitably screened from public view to the satisfaction of Planning Services.*

*Note: Should additional fencing or other measures to screen the sea container be employed, such measures must be sufficiently documented on the revised site plan and, if necessary, elevations must be submitted.*

(iii) *The sea container shall be setback a minimum 1500 mm from the secondary street and a minimum 1000 mm from any common property boundary in accordance with the acceptable development provisions contained within the Residential Design Codes of Western Australia and/or local planning policy DP7 'Residential Frontage'.*

ii. Deleting condition 6 of planning approval 2040D that details the expiry period of the approval.

**CARRIED**

---

FOR : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan  
and Cr White-Hartig  
AGAINST : Nil

---

## **12 ITEMS FOR INFORMATION ONLY**

### **12.1 CEO & EXECUTIVE SERVICES**

#### **12.1.1 INFORMATION ONLY ITEMS - APRIL 2010**

**Responsible Officer:** Chief Executive Officer

**Author Name:** Personal Assistant to Chief Executive Officer

**Disclosure of Interest:** Nil

---

#### **REPORT PURPOSE**

To advise Council of the information items for April 2010

#### **Background**

None

#### **Issues**

None

#### **Options**

None

#### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

#### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

#### **Financial Implications**

There are no financial implications resulting from this report.

#### **Conclusion**

None

#### **Voting Requirements**

Simple.

**COUNCIL RESOLUTION**

**Res No** : 15095  
**MOVED** : Cr Smeathers  
**SECONDED** : Cr Lewis

That Council note the following information items:

- ◆ 12.1.2 Shire President’s Mail
- ◆ 12.1.3 Register of Documents Stamped with the Shire’s Common Seal
- ◆ 12.1.4 Councillor Representatives on Organisations
- ◆ 12.1.5 Tabled Correspondence
- ◆ 12.2.1 Budget Amendments for period ending 15 March 2010
- ◆ 12.2.2 Non-Statutory Donations for period ending 31 March 2010
- ◆ 12.3.1 K2020 Projects Public Art
- ◆ 12.4.1 Building Statistics for month of March 21010
- ◆ 12.4.2 Planning Decisions Issued 3 March - 6 April 2010

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**12.1.2 SHIRE PRESIDENT’S MAIL 4/3/10 to 8/4/10**

**Responsible Officer:** Chief Executive Officer

**Author Name:** Personal Assistant to Chief Executive Officer

**Disclosure of Interest:** Nil

**REPORT**

Incoming correspondence for the Shire President

<b>Date</b>	<b>From</b>	<b>Subject Details</b>
4/3/10	Rio Tinto	RIO TINTO INVITE PRESIDENT NICKOL LOCKWOOD TO 2009 APPRENTICE AND TRAINEE GRADUATION AND AWARDS
10/3/10	Fitzgerald Strategies	FITZGERALD STRATEGIES SEEK TO MEET WITH SHIRE PRESIDENT AND CEO TO MAKE A BRIEF PRESENTATION TO GAUGE INTEREST - WESTERN AUSTRALIAN COUNTRY SHIRE COUNCILS REPRESENTATION
10/3/10	WALGA	NFO PAGE - REGIONAL TRANSITION GROUPS "RTG RESPONSES ARE DUE TO BE LODGED WITH THE MINISTER BY 26TH MARCH. LOCAL GOVERNMENTS HAVE ASKED WALGA FOR ADVICE ON WHETHER THEY SHOULD PARTICIPATE. RTGS ARE DESIGNED TO ACHIEVE LOCAL GOVERNMENT AMALGAMATIONS.
16/3/10	Minister for Energy Training Advise	MINISTER FOR ENERGY TRAINING ADVISE UNABLE TO ASSIST WITH FUNDING RE PILBARA TAFE CRECHE OCCASIONAL CARE FACILITIES / SERVICE AND ADDITIONAL FUNDING
17/3/10	PRD Nationwide	DETAILED PLANS FOR POOL AREA AND ENTRY STATEMENTS AS REQUESTED - LOT 1090 KARRATHA ROAD
18/3/10	The Hon Anthony Albanese MP	THE HON ANTHONY ALBANESE MP SEEKS TO ENCOURAGE COUNCILS TO PARTICIPATE IN NATIONAL WALK SAFELY TO SCHOOL DAY ON FRIDAY 7 MAY 2010
19/3/10	WALGA	WALGA CLIMATE CHANGE MANAGEMENT TOOLKIT LAUNCH - PLEASE PASS THIS INVITATION ON TO MAYORS AND PRESIDENTS, CEOS AND SENIOR LOCAL GOVERNMENT OFFICERS.
22/3/10	SENATOR CHRISTOPHER BACK	SENATOR CHRISTOPHER BACK WISH TO ACKNOWLEDGED A WONDERFUL TRIP TO KARRATHA AND WILL LEND SUPPORT AT THE PILBARA TO PARLIAMENT PROGRAMME
23/3/10	Aust Local Govt Assoc	2010 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - CALL FOR MOTIONS. WILL BE HELD AT THE NATIONAL CONVENTION CENTRE IN CANBERRA 14-17 JUNE. MOTIONS MUST BE RECEIVED BY 5PM 30 APRIL 2010.
23/3/10	Peter Long	PETER LONG COMPLAINT RE RESEALING OF BROOKS WAY IN NICKOL

25/3/10	Department Of Infrastructure Transport Regional Development And Local Government	AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT - THIRD MEETING 17/18 JUNE 2010
26/3/10	National Heart Foundation	NATIONAL HEART FOUNDATION INVITE LOCAL GOVERNMENT TO PARTICIPATE IN HEART FOUNDATION GO RED FOR A WOMEN DAY 11 JUNE 2010
26/3/10	Horton	GREYHOUNDS AUSTRALIA SEEKS COUNCILS TO USE ITS INFLUENCE TO LOBBY THE STATE GOVERNMENT TO ASSIST WITH FUNDING
26/3/10	Gold Coast City Council	Mayor of Gold Coast - GOLD COAST PRINCIPLES FOR INTERGOVERNMENTAL CLIMATE CHANGE COLLABORATION
26/3/10	Murdoch University	WOULD COUNCLIKE LIKEMURDOCH UNIVERSITY TO PROVIDE A BRIEFING TO COUNCIL ON DEVELOPMENTS IN ALGAL BIOFUELS AND WHAT THESE ARE LIKELY TO MEAN FOR THE REGION IN THE NEXT 5-10 YEARS
26/3/10	Brigitte	GREYHOUND AUSTRALIA - SEEKS COUNCILS INFLUENCE TO LOBBY THE STATE GOVERNMENT TO ASSIST
29/3/10	WALGA	RSVP REMINDER - WALGA CLIMATE CHANGE MANAGEMENT TOOLKIT LAUNCH - PLEASE RSVP BY TUESDAY 6TH APRIL
30/3/10	North West Expo	INVITATION FOR NICOLE LOCKWOOD TO ATTEND THE NORTH WEST EXPO 30 APRIL 2010.
31/3/10	Dept of Indigenous Affairs	ROEBOURNE ABORIGINAL REFERENCE GROUP SEEK TO INVITE COUNCILOR GARRY BAILEY TO NEXT MEETING 6 APRIL 2010.
1/4/10	Port Hedland Courthouse Gallery	INVITATION FOR PRESIDENT NICOLE LOCKWOOD TO ATTEND OPENING OF HOME AWAY FROM HOME 23 APRIL 2010 6 PM
6/4/10	Sino iron Project - Cape Preston	CITIC PACIFIC MINING PLEASED TO PROVIDE PLATINUM SPONSORSHIP FOR PILBARA TO PARLIAMENT

**12.1.3 Register of Documents Stamped with the Shire of Roebourne Common Seal****Responsible Officer: Chief Executive Officer****Author Name: Personal Assistant to Chief Executive Officer****Disclosure of Interest: Nil**

---

**REPORT PURPOSE**

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

<b>DATE</b>	<b>DOCUMENT</b>
15/3/10	Navigational Aid Lease Airservices and SoR at Karratha Airport.
29/3/10	Minister of Works Lease.

**12.1.4 COUNCILLOR REPRESENTATIVES ON ORGANISATIONS**

**Responsible Officer:** Chief Executive Officer

**Author Name:** Personal Assistant to Chief Executive Officer

**Disclosure of Interest:** Nil

**REPORT**

Below is the listing of Councillor Portfolios and Representatives on Organisations within the Shire of Roebourne, both internal and external groups.

**External Committees:**

<b>EXTERNAL COMMITTEE</b>	<b>DIVISION &amp; STAFF MEMBER [if applic]</b>	<b>COUNCILLOR</b>
Nor West Jockey Club Committee	Community Services	Cr Fiona White-Hartig
Pilbara Regional Council (PRC)	Chief Executive Officer	Cr Lockwood & Cr Hipworth, Crs White-Hartig and Smeathers as proxies
Pilbara Regional Road Group	CEO & Technical Services	Cr Lockwood & Cr Hipworth
Resource Industry Advisory Group	Chief Executive Officer, Community Services, Development Services & Technical Services	Cr Lally, Cr White-Hartig & Cr Hipworth
Visitor Centre(s) Committees	Community Services	Cr Hipworth & Cr Bailey
Walkington Theatre Management Committee	Community Services	Cr Cechner & Cr Smeathers as proxy
West Pilbara Communities for Children Consortium	Community Services	Cr Vertigan & Cr Smeathers as proxy

**Internal Portfolio's:**

<b>INTERNAL PORTFOLIO'S</b>	<b>COUNCILLOR</b>
Community Services	Cr Lewis, Cr Smeathers, Cr Vertigan & Cr Pritchard
Corporate Services	Cr Lally & Cr Lockwood
Development Services	Cr Bailey, Cr Cechner Cr Hipworth & Cr White-Hartig
Technical Services	Cr Hipworth & Cr Lally

**12.1.5 TABLED CORRESPONDENCE****Responsible Officer: Chief Executive Officer****Author Name: PA to CEO****Disclosure of Interest: Nil****REPORT**

Tabled correspondence for Councillors information:

Date	From	Subject Details
04/03/2010	KARRATHA COMMUNITY ASSOCIATION	KARRATHA COMMUNITY ASSOCIATION COMMENTS AND SUGGESTIONS RE CATTRALL PARK UPGRADE
05/03/2010	MINISTER FOR SPORT AND RECREATION , RACING AND GAMING	MINISTER FOR SPORT AND RECREATION ADVISES OUTCOME - APPLICATION FOR COMMUNITY SPORTING AND RECREATION FACILITIES (CSRFF) BACK NETS AND DUGOUTS BULGARRA NOT APPROVED - UPGRADE TO ROEBOURNE AQUATIC CENTRE APPROVED - \$1,000,000.00
05/03/2010	STATE LAND SERVICES	STATE LAND SERVICES ASKS NOW IF COUNCIL ARE IN A POSITION TO COMMENT RE DE WITT LOCATION 22 LEASE H403033 - GRANT OF NEW LEASE - RECREATIONAL GAME FISHING NORTH WEST GAME FISHING CLUB - ROSEMARY ISLAND
05/03/2010	BARRY HAASE (FEDERAL MEMBER OF PARLIAMENT)	BARRY HAASE MP SEEKS FUTHER INFORMATION ON HOSTING A LUNCHEON ROEBOURNE SHIRE'S VISIT TO CANBERRA ON 23 JUNE
10/03/2010	WESTERN AUSTRALIAN LOCAL GOVERNMENT ( WALGA)	INFO PAGE - REGIONAL TRANSITION GROUPS RTG RESPONSES ARE DUE TO BE LODGED WITH THE MINISTER BY 26TH MARCH. LOCAL GOVERNMENTS HAVE ASKED WALGA FOR ADVICE ON WHETHER THEY SHOULD PARTICIPATE. RTGS ARE DESIGNED TO ACHIEVE LOCAL GOVERNMENT AMALGAMATIONS."
16/03/2010	BARRY HAASE MHR	BARRY HAASE SEEKS FOR COUNCIL INPUT RE RE REGIONAL SKILLS RELOCATION (SKILLS SHORTAGE )
16/03/2010	NATIONAL RESOURCES SECTOR EMPLOYMENT TASKFORCE	NATIONAL RESOURCES SECTOR EMPLOYMENT TASKFORCE - INVITATION FROM THE HON GARY GRAY MP TO ATTEND THE NATIONAL RESOURCES SECTOR EMPLOYMENT TASKFORCE CONSULTATION MEETING IN KARRATHA ON WEDNESDAY 31 MARCH 2010.
06/04/2010	SINO IRON PROJECT (CAPE PRESTON) - CITIC PACIFIC MINING	CITIC PACIFIC MINING PLEASED TO PROVIDE PLATINUM SPONSORSHIP FOR PILBARA TO PARLIAMENT

**12.2. CORPORATE SERVICES**

**12.2.1 BUDGET AMENDMENTS FOR THE PERIOD ENDING 15 MARCH 2010**

**File No:** APRIL 2010

**Responsible Officer:** Executive Manager Corporate Services

**Author Name:** Expenditure Accountant

**Disclosure of Interest:** Nil

**REPORT**

To provide Council with a report on adopted amendments to the original budget and the anticipated effect of those amendments on the surplus/deficit position at the end of the year.

***Shire Of Roebourne***

**Budget Amendments**

**For The Period Ending 15 March 2010**

Date Of Meeting	Res Number	Account Number	Description	Expenditure Increase / (Decrease)	Income Increase / (Decrease)	New Surplus / (Deficit)
				\$	\$	\$
			Original Budget Closing Estimate			150,552
			Adjustment of Opening Surplus/(Deficit) after Audit			(30,778)
20-Jul-09	14698	340403	Write Off-St Luke's College-project terms revised	117,000		2,774
		420411	Write Off-Christopher Read-disputed charge	3,045		(271)
17-Aug-09	14751	334411	Write Off-Karratha Country Club-disputed calculation methodology	1,858		(2,129)
21-Sep-09	14794	400501	Deposit on 1 triplex block-Baynton West	5,000		(7,129)
	14801	302201	Reduction in contribution to Karratha Visitor Centre	(35,409)		28,280
	14810	332705	Grant-Cossack Archaeological Cyclone Impact Survey		12,515	40,795
		332205	Cossack Archaeological Cyclone Impact Survey	12,515		28,280
19-Oct-09	14846	100200	Write Off Rates-A74669-Eradu Pty Ltd	228		28,052
	14847	380010	Micro-chipping day	1,263		26,789
		400501	Purchase Land-Underboring & surveying	60,395		(33,606)
		334039	Pt Samson Skate Park-carried over from 08/09	2,650		(36,256)
	14857	460200	Airport Security	400,000		(436,256)
	14870	402504	Side Loader Rubbish Truck	12,150		(448,406)
	14870	402504	Purchase 2nd hand Truck	90,000		(538,406)
	14870	402905	Proceeds of sale of Rubbish Truck		(14,150)	(552,556)

**Shire Of Roebourne**  
**Budget Amendments (con't)**  
**For The Period Ending 15 March 2010**

Date Of Meeting	Res Number	Account Number	Description	Expenditure Increase / (Decrease)	Income Increase / (Decrease)	New Surplus /(Deficit)
16-Nov-09	14873	100200	Write Off Rates-A1370-F Plath	23,402		(575,958)
	14873	100200	Write Off Rates-A1371-J & J O'Meehan	22,708		(598,666)
	14873	100200	Write Off Rates-A1372-J & J O'Meehan	22,879		(621,545)
	14889	510721	Health-new notification & registration system		40,000	(581,545)
	14892	951000	Sentinel Chicken Coop	30,000		(611,545)
14-Dec-09	14909	102556	Transfer to Infrastructure Reserve	(595,596)		(15,949)
	14909	110010	Office Expenses-Corporate Services	595,596		(611,545)
	14910	334411	Write Off-W Pilbara Softball	2,270		(613,815)
		460411	Write Off-Helicopters (NZ)	22,962		(636,777)
		404411	Write Off-Karratha Caravan Hire	256		(637,033)
		404411	Write Off-Al's Burgers & Kebabs	297		(637,330)
		110411	Write Off-Antoinette Councillor	418		(637,748)
		340403	Write Off-Public Transport Authority	10,000		(647,748)
		110411	Write Off-Aust Maritime Safety	62		(647,810)
	14911	100200	Write Off-A31063-Sulcon	607		(648,417)
		100200	Write Off - A54568-Gold Developments	106		(648,523)
		100200	Write Off-A78757-Woodside Burrup Pty Ltd	398		(648,921)
	14912	328506	Purchase windsock-RAC	3,000		(651,921)
		326506	Purchase windsock-KAC	3,000		(654,921)
		520505	Transfer to 520503-purchase plotter	(23,000)		(631,921)
		520503	Transfer from 520505-purchase plotter	23,000		(654,921)
		332040	Transfer to 332503-purchase fridges	(6,200)		(648,721)
		332503	Transfer from 332040-purchase fridges	6,200		(654,921)
		432506	Transfer to 432505-BA Set	(11,737)		(643,184)
		432505	Transfer from 432506-BA Set	11,737		(654,921)
		432505	Replacement pump-Bulgarra EWS	6,377		(661,298)
		424505	Drop side tool box for Retic ute	0		(661,298)
		460503	Transfer to 462503	(18,000)		(643,298)
		462503	Transfer from 460503-TV, Stove, Bain Marie for TTI	18,000		(661,298)
		330502	Roebourne Library-demolish old, install new toilet c/f from 2008/09	33,920		(695,218)
		404719	Rebate-used oil collection		758	(694,460)
		460851	Transfer from Aerodrome Reserve		400,000	(294,460)
	14921	942400	Transfer to 934203-Shade Structures	(700,000)		405,540
		934203	Transfer from 942400-Shade Structures	700,000		(294,460)
15-Feb-10	14983	400905	Sale of 944 Harding & 38 Nelley		1,300,000	1,005,540
		400010	Cost of sale of 944 Harding & 38 Nelley	10,000		995,540
		400559	Transfer to Housing Reserve	1,290,000		(294,460)
1-Mar-10	14996	Various	Budget Review	(356,535)		62,075
			<b>Totals</b>	<b>1,796,822</b>	<b>1,739,123</b>	
			<b>Current Budget Position is a surplus of</b>		<b>62,075</b>	

**12.2.2 NON STATUTORY DONATIONS FOR PERIOD ENDING 31 MARCH 2010**

**File No:** APRIL 2010

**Responsible Officer:** Executive Manager Corporate Services

**Author Name:** Expenditure Accountant

**Disclosure of Interest:** Nil

**REPORT**

To provide Council with a summary of Non Statutory Donations made during the specified period.

**Shire Of Roebourne  
Non Statutory Donations  
For The Period Ending 31 March 2010**

	<b>Original Budget \$</b>	<b>Amended Budget \$</b>	<b>Actual \$</b>
St Vincent de Paul - waste collection reimbursement	7,463	7,463	2,962.93
Hampton Harbour Boat & Sailing Club	5,000	5,000	5,000.00
Roebourne Sobering-Up Shelter	5,000	5,000	
Salvation Army-Red Shield Appeal	3,000	3,000	
St John Ambulance Sub Centre Roebourne	9,000	9,000	5,583.68
Lions Club of Karratha	8,000	8,000	
West Pilbara Volunteer Search Rescue	2,000	2,000	
Nor West Jockey Club	4,000	4,000	4,000.00
Karratha Emergency Relief Assoc	2,000	2,000	
Youthcare West Pilbara	2,000	2,000	
Wickham Youth Group	5,000	5,000	5,000.00
Karratha Districts Chamber of Commerce & Industry	2,500	2,500	2,500.00
Lotteries House Insurance	4,600	4,600	4,600.00
Karratha Baptist Church Create & Connect Craft Group	16,891	16,891	
3rd Karratha Scout Group	5,000	5,000	
Karratha Community House	29,800	29,800	
Juluwarlu Aboriginal Corporation	18,100	18,100	
Link Inc	5,833	5,833	5,833.00
Yaandina Family Centre	20,000	20,000	
FeNaCLNG Fireworks display	6,000	6,000	
FeNaCLNG Children's activities	15,000	15,000	
Ministers Association	1,000	1,000	
Budget Review Amendment (to be reversed)		177,187	
	<b>177,187.00</b>	<b>354,374.00</b>	<b>35,479.61</b>

## 12.3. COMMUNITY SERVICES

### 12.3.1 K2020 PROJECTS PUBLIC ART

<b>File No:</b>	<b>CM.24</b>
<b>Attachment(s)</b>	<b>K2020 Projects Public Art Consultancy Brief</b>
<b>Responsible Officer:</b>	<b>Executive Manager Community Services</b>
<b>Author Name:</b>	<b>Project Manager K2020</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

#### REPORT PURPOSE

To advise Council of the current status of the Public Art component of the Baynton West Family Centre and the Bulgarra Community Centre.

#### Background

At its meeting held on the 14<sup>th</sup> December 2009, Council resolved vide Resolution 14918

#### That Council:

- 1 *ENDORSES the appointment of artist for the Public Art components of the Baynton West Family Centre and the Bulgarra Community Centre through a public submission process.*
- 2 *NOMINATES the selection panel for the assessment of submissions for the appointment of artists for the Baynton West Family Centre and the Bulgarra Community Centre as the Shire President (or nominee), the Chief Executive Officer, the Executive Manager Community Services and the Manager Community Facilities to be supported with technical input from the Project Architect and the Project Manager K2020.*
- 3 *NOTES the selection panel will bring forward recommendations for the appointment of artists for the Baynton West Family Centre and the Bulgarra Community Centre to the April 2010 meeting of Council.*
- 4 *NOTES the process for the appointment of artists for the Baynton West Family Centre and the Bulgarra Community Centre will be managed by the Project Manager K2020 and FURTHER NOTES the administrative costs will be charged to the relevant project allocations.*
- 5 *ENDORSES the general criteria for the appointment of artists for public art component of the Baynton West Family Centre and the Bulgarra Community Centre will be as follows:*
  - a. *The appointment of artists resident in the Shire of Roebourne will have a clear and stated preference.*
  - b. *There will be separate appointment for the Baynton and Bulgarra components.*
  - c. *The budget allocations will be on the basis of “fully installed and commissioned” art i.e. all design, construction, transport, installation and artist’s commission and expenses.*

- d. *The “art” will have to comply with all relevant statutory and regulatory conditions.*
- e. *The Project Architect will be involved in the selection of the artists and provide appropriate technical advice on the location and installation of the pieces.*
- f. *The artists having to meet construction and installation timelines consistent with the overall projects established timelines.*

Subsequent to the decision of Council in December, discussions were held with Landcorp with the proposition having been put forward that the Baynton West Family Centre and Bulgarra Community Centre Public Art components be absorbed into the Baynton West subdivision public art project being coordinated by Landcorp.

The outcome of these discussions was that agreement could be reached on the Shires involvement and timetabling issues.

In view of the time that had elapsed, it was decided to seek professional external assistance to coordinate the project.

A detailed Consultancy Brief was prepared and is submitted as ATTACHMENT 1. The Scope of Services to be undertaken by the Consultant was enunciated as follows:

- Preparation of a Project Plan which will outline the methodology to be undertaken, key performance dates and indicative consultation programme
- Undertake all necessary consultation with nominated stakeholder groups
- Liaison with the Project Architect in all phases of the project
- Prepare a Public Art Design Report which will address the following issues:
  - Recommended form of public art for each facility
  - Artist commissioning process
  - Limit of cost estimates
  - Timetable (to be coordinated with Project Architect)
- Implement the commissioning and installation process in liaison with the Project Architect and the Project Manager
- Certify progress payments to the artist
- Provide Practical Completion Certificate

The Project Budget was established as \$165,000 which includes all fees, charges, out of pockets, travel, transport and accommodation costs, and the commissioning and installation of the approved Public Art.

### **Issues**

In discussions with Landcorp it was ascertained that they had appointed FORM to coordinate the broader public art project in Baynton West. There are several synergies between the two projects and benefits to be gained by Council in engaging FORM including;

- Managing the project from strategy, curation, design, fabrication and installation;
- Establish the conditions for public art to enrich the public environment, encourage local creativity and to reflect Karratha’s sense of identity and Indigenous cultural heritage.

- Utilising FORM's strong and established relationship with Roebourne Art Group (RAG) by leveraging the artistic development and cultural maintenance program FORM is taking the artists through over the next 18 months;
- Ensuring that RAG, despite having limited experience with public art projects, are engaged in an authentic and meaningful way during the project by an appropriately qualified professional artist or group of artists;
- Operating as a conduit between RAG/artists and the Shire of Roebourne/CODA;
- Working closely with CODA to ensure that public art enhances the quality of the facilities and to maximise the opportunities of integrating the artwork with the base building during the Design Development phase;
- Applying six years of experience in developing the cultural and creative capacity of town centres and Aboriginal communities across the Pilbara, bringing to the project an intimate understanding of the unique set of challenges and opportunities presented with working in the region; and
- Ensuring a regular, on-the-ground presence during the project's development, delivery and beyond.

The lump sum fee proposal from FORM was in the sum of \$16,500 (+GST) which is inclusive of all fees and charges, travel and accommodation costs and incidentals.

**ATTACHMENT 12.3.1 K2020 PROJECTS PUBLIC ART CONSULTANCY BRIEF**



**SCOPE OF SERVICES**

**CONSULTANCY**

**K2020 PUBLIC ART PROJECT**

---

## K2020 PUBLIC ART PROJECT

---

### **Project Objectives**

To develop a strategy for the commissioning and installation of the Public Art component of the Baynton West Family Centre and Bulgarra Community Centre projects.

### **Background**

The Shire has adopted the Karratha 2020 Vision and Community Plan (K2020) which establishes the principles underpinning the future planning and development of the Shire and towns within it.

K2020 identifies some key community facility projects that have been prioritised by Council for immediate development. Among them are the Baynton West Family Centre to be located in the new western section of Baynton and the Bulgarra Community Centre located on Bulgarra Oval. The outcome will be two new facilities at the extreme ends of the town which are designed to meet present and emerging needs.

### **Present Status**

The Shire has appointed CODA Studio Pty Ltd as Project Architect for both facilities and Davis Langdon as the Project Cost Manager.

The status is that Council has endorsed the Schematic Design drawings and associated Schematic Design reports and the projects are now advancing to the Design Development phase. The current timetable calls for Council endorsement of the final plans and specifications in June of 2010, with tenders to be called in July, construction contract to be let in August/September and construction to commence in September/October 2010.

Council resolved that the commissioning of Public Art for both projects is to be carried in accordance with its Public Art policy.

### **Baynton West Family Centre**

K2020 has identified that there is very high unmet need for child care facilities in Karratha.

In developing the project objective for the Baynton West Family Centre it was agreed with the user groups and groups that would be expressed as being:

*"To develop a contemporary, innovative family centre providing a "one stop" facility for parent/child care and development"*

This principal has guided the design development at all times and is manifest in the adopted design. A key element in the design process has been to construct an innovative "go to" facility that successfully addresses the climatic conditions and provides a "have" for children and their carers.

In outline terms the Centre provides the following integrated functional modules:

Playgroup	Two playgroup areas, each have a capacity for 20 children.
Child Care	A full Day Care centre providing for 50 children.

---

## K2020 PUBLIC ART PROJECT

---

Family Services	A module providing infant health clinics, counselling clinics, specialist's medical suite, office accommodation for small "Not For Profit" groups.
Community Centre	Reception Area, 2 Committee Rooms, 2 workshops both with the flexibility to be joined for larger user groups.

The user groups also identified a need for a social networking or meeting place for new and longer term parents alike. The introduction of a small cafe/kiosk will provide an amenity and atmosphere conducive to networking and informal casual meetings. It and the central courtyard will provide the "social" hub of the Centre.

### **Bulgarra Community Centre**

The Bulgarra Oval Master Plan Report and K2020 identified that a community centre was needed in Bulgarra to meet unmet need. It was to comprise of a Community Hall, Community Meeting Room and associated amenities. The existing changerooms were to be upgraded as part of the project and additional lighting and power installed on the oval to cater for future FeNaCLng Festival's.

Subsequently, Council resolved to enhance the Centre by adding an Occasional Child care Centre and a Playgroup.

The endorsed Schematic Design meets all of the objectives established by Council with the additional benefit of indoor/outdoor facilities which integrate into the adjoining playing fields. The concept has met with wide community approval.

### **Community Involvement**

The Shire is anxious, where applicable, to promote artists within our local community (whole of Shire). Whilst the Shire recognises that we have a talented base of artists in many artistic formats, it also cognisant of the fact that they may not have the skills or experience to actively undertake a Public Art commission.

### **Public Art**

The Shire, as Client, does not want to impose design caveats on the public art other than that it must celebrate our community, the contribution that family and volunteers make to our town and enhance the quality of overall facilities. However, the Client is more in favour of a more physical representation of Public Art than images or paintings.

In order to achieve this outcome, there must be a meaningful liaison with the CODA Studio Pty Ltd to identify the type of "art" to be focussed on which will produce the best outcome for each structure.

Consultation will also take place with our key stakeholder user groups to determine their preferences and the underlying reasons for them.

For the purpose of a definition of "Public Art" the following has been sourced from the artsource website:

---

## K2020 PUBLIC ART PROJECT

---

### **PUBLIC ART**

*In WA, art in public places can be defined as anything designed or created with the assistance of an artist and located in a public place. This is more generally known as 'public art'. The term has come to include both traditional sculpture outside a gallery environment and functional objects such as artist-designed seating, lamp posts and paving.*

*Public art can be found in streets, the forecourts of public buildings, in shopping centres, beach fronts or any space that is accessible to people.*

*Public art can be very sophisticated in its ideas and fabrication or it may be utterly simple in its form and content. The common elements of art in public places are that they are accessible to the public and that an artist has been involved in the design, or design and fabrication.*

### **Project Budget**

The sums of \$75,000 have been allocated for the Bulgarra Community Centre project and \$90,000 for the Baynton West Family Centre project.

These sums are inclusive of all fees, charges, out of pockets, travel, transport and accommodation costs, and the commissioning and installation of the approved Public Art.

### **Scope of Services**

The Shire wishes to engage FORM to coordinate the Public Art component of these projects which will comprise:

- Preparation of a Project Plan which will outline the methodology to be undertaken, key performance dates and indicative consultation programme
- Undertake all necessary consultation with nominated stakeholder groups
- Liaison with the Project Architect in all phases of the project
- Prepare a Public Art Design Report which will address the following issues:
  - Recommended form of public art for each facility
  - Artist commissioning process
  - Limit of cost estimates
  - Timetable (to be coordinated with Project Architect)
- Implement the commissioning and installation process in liaison with the Project Architect and the Project Manager
- Certify progress payments to the artist
- Provide Practical Completion Certificate.

### **Project Management**

The Shire of Roebourne representative will be the Project Manager K2020 who is authorised to issue instructions of behalf of the Shire. Contact details are Mr Geof Whyte Phone 9186 8555, email [geof.whyte@roebourne.wa.gov.au](mailto:geof.whyte@roebourne.wa.gov.au)

The Public Art Report will have to be endorsed by the K2020 Project Reference Group prior to be approved by the Council

---

K2020 PUBLIC ART PROJECT

---

**Fee Proposal**

You are invited to submit a fixed lump sum fee proposal which will include all fees, charges, out of pockets, travel, accommodation and any other associated costs and be exclusive of GST.

The commissioning of the artists for the Public Art will be on the recommendation of the consultant directly to the Shire of Roebourne who will be responsible for the payment of the artist's fee and charges upon the recommendation of the Consultant.

**12.4 DEVELOPMENT SERVICES**

**12.4.1 BUILDING STATISTICS FOR THE MONTH OF MARCH 2010**

**File No:** GR.27

**Responsible Officer:** Manager Building Services

**Author Name:** Development Services Officer

**Disclosure of Interest:** Nil

**REPORT**

To advise Council of the following Building Statistics

BUILDING LICENCES APPROVED	NO. SOLE OCCUPANCY UNITS	MARCH 2009	NO. SOLE OCCUPANCY UNITS	MARCH 2010
NEW RESIDENCES		22		26
GROUP DWELLINGS		1	3	1
TRANSIENT WORKFORCE ACCOMMODATION		0		0
COMMERCIAL/ INDUSTRIAL DEVELOPMENTS		4		2
MISCELLANEOUS ADDITIONS (INC. AND OUTBUILDINGS)		25		39
SWIMMING POOLS/SPAS		10		12
<b>TOTAL</b>		<b>62</b>		<b>80</b>
<b>VALUE</b>		<b>\$22,469,501</b>		<b>\$14,910,865</b>

BUILDING LICENCES APPROVED (CUMULATIVE)	NO. SOLE OCCUPANCY UNITS	1 JULY 2008 TO 31 MARCH 2009	NO. SOLE OCCUPANCY UNITS	1 JULY 2009 TO 31 MARCH 2010
NEW RESIDENCES		225		170
GROUP DWELLINGS	16	3	10	4
TRANSIENT WORKFORCE ACCOMMODATION	2232	10	610	9
COMMERCIAL/ INDUSTRIAL DEVELOPMENTS		66		63
MISCELLANEOUS ADDITIONS (INC. AND OUTBUILDINGS)		339		325
SWIMMING POOLS/SPAS		83		91
<b>TOTAL</b>		<b>726</b>		<b>662</b>
<b>VALUE</b>		<b>\$372,548,087</b>		<b>\$259,368,885</b>

**12.4.2 PLANNING DECISIONS ISSUED - 3 MARCH TO 6 APRIL 2010**

**File No:** TA/1/1

**Responsible Officer:** A/Manager Planning Services

**Author Name:** Planning Assistant

**Disclosure of Interest:** Nil

**REPORT PURPOSE**

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

APPL. #	DECISION	OWNER	APPLICANT	ADDRESS	APPLICATION TYPE	DEVELOPMENT
2098	APPROVED DELEGATE	PASTORAL MANAGEMENT PTY LTD	PASTORAL MANAGEMENT PTY LTD	NORTH WEST COASTAL HIGHWAY, MARDIE	DEVELOPMENT	1954 PERSON TRANSIENT WORKFORCE ACCOMMODATION FACILITY
2149	APPROVED DELEGATE	SITE ACCOMMODATION PTY LTD	MASTERPLAN CONSULTANTS WA PTY LTD	LOT 1072 CHERRATTA ROAD KARRATHA INDUSTRIAL ESTATE	DEVELOPMENT	TRANSIENT WORKFORCE ACCOMMODATION FACILITY [11 FOUR-PERSON ACCOMMODATION UNITS, 2 TWO-PERSON ACCOMMODATION UNITS, DINING FACILITY/CYCLONE SHELTER AND ANCILLARY BUILDING AND WORKS
2163	APPROVED WAPC	STATE OF WA	LANDCORP C/- URBIS	LOT 507 AND PT LOT 300 DAMPIER HWY, GAP RIDGE	SUBDIVISION/ AMALGAMATION	ONE HUNDRED AND FIFTEEN [115] LOT SUBDIVISION [GAP RIDGE INDUSTRIAL ESTATE]
2170	APPROVED DELEGATE	REX O'LEARY (KBC PTY LTD)	PETER COX (CONCRETE LOGISTICS)	LOT 1015 COOLAWANYAH ROAD KARRATHA INDUSTRIAL ESTATE	DEVELOPMENT	CONCRETE BATCHING PLANT, CARETAKERS DWELLING AND ANCILLARY WORKS ASSOCIATED WITH A NOXIOUS INDUSTRY [CONCRETE BATCHING PLANT]
2203	APPROVED DELEGATE	PETER WILLIAM SEERS	PETER WILLIAM SEERS	LOT 3492 [7] MCDERMOTT WAY NICKOL	R-CODE VARIATION	OUTBUILDING WITH FLOOR AREA [92SQM] GREATER THAN 10% OF SITE AREA
2209	APPROVED DELEGATE	BRETT JOHN NEWLAND	BRETT JOHN NEWLAND	LOT 968 [968] HARDING WAY BULGARRA	R-CODE VARIATION	OUTBUILDING WITH REDUCED SIDE SETBACK [1000MM] AND WALL HEIGHT 3000MM
2210	APPROVED DELEGATE	WESTCOAST OUTBACK SAFARIS PTY LTD	WEST COAST OUTBACK SAFARIS PTY LTD	LOT 12 COOLAWANYAH ROAD KARRATHA INDUSTRIAL ESTATE	DEVELOPMENT	STORAGE SHED AND ANCILLARY WORKS
2213	APPROVED DELEGATE	JOSEPH ANDREW NEWMAN	JOSEPH ANDREW NEWMAN	LOT 287 [6] TREETOP CRESCENT NICKOL	R-CODE VARIATION	OUTBUILDING WITH REDUCED SIDE SETBACK [500MM] AND WALL HEIGHT 2900MM

2219	APPROVED DELEGATE	CORNE SNELLENBURG	CORNE SNELLENBURG	LOT12 [97] MARNIYARRA LOOP BAYNTON	R-CODE VARIATION	OUTBUILDING WITH REDUCED REAR BOUNDARY SETBACK [0MM]
2223	APPROVED DELEGATE	JEFFREY JOHN MOIR	JEFFREY JOHN MOIR	LOT 33 [20] BRUSHTAIL STREET BAYNTON	R-CODE VARIATION	SINGLE HOUSE WITH REDUCED FRONT SETBACK [4415MM]
2229	APPROVED DELEGATE	(GRV PROPERTIES) WOODSIDE ENERGY LTD	STEPHEN PETER GATES	LOT 2285 [2] BURNSIDE CLOSE MILLARS WELL	R-CODE VARIATION	OUTBUILDING WITH REDUCED SECONDARY STREET SETBACK [1000MM]
P2230	APPROVED DELEGATE	STATE OF WA	NATIONAL LIFESTYLE VILLAGES	LOT 1121 WARAMBIE ROAD PEGS CREEK	DEVELOPMENT	BULK EARTHWORKS AND INFRASTRUCTURE WORKS TO FACILITATE THE DEVELOPMENT OF SERVICE WORKERS PARK HOME VILLAGE

**Note** – Determinations of Subdivision/Amalgamation applications made by the Western Australian Planning Commission

## **13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

## **14 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

## **15 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

### **15.1 HUMAN RESOURCES OFFICE SPACE**

<b>File No:</b>	<b>PE.132</b>
<b>Attachment(s)</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Author Name:</b>	<b>Manager Of Human Resources</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

---

#### **REPORT PURPOSE**

To seek authorisation from Council for the leasing of office premises at 2/4 Welcome Road, Karratha for the purpose of locating the Shire of Roebourne Human Resources Team.

#### **Background**

The Human Resources Team is currently located in three small offices in the Corporate Services Department in the main offices in Welcome road.

An outcome of the recent Human Resources review undertaken by an outside consultant was the need to address the lack of confidential counselling space which could result in breaches of confidentiality and inhibits access by staff who wish to remain anonymous.

#### **Issues**

- a) No confidentiality with phone calls or appointments when discussing employee personal details in the current office configuration;
  - b) When staff are emotional / upset they have to exit in full view;
  - c) Staff issued with a swipe card to enter the Administration building have easy access to the HR Team while the remainder of staff are required to present at reception during opening hour;.
  - d) Personnel Files are located in another section of the building that encourages breaches of best practice with the *Privacy and Personal Information Protection Act (1998)*;
  - e) The main office building is to capacity with current workstations, therefore the opportunity to reallocate within the building is restricted.
-

**Options**

Council has the following options available:

1. Support the Leasing of 2/4 Welcome Road for the purpose of relocating the HR Team and associated Personnel files and documents.
2. Not to support the relocation.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

The expenditure is in accordance with the office expenses budget for the 2009/10 year and funding will be included in the 2010 -2011 budget.

The annual costs to lease the premises is

Rent:	\$29,575.00 (\$2,464.58 per month)
Strata Levy	\$2,070.54 (172.54 per month)
Total	\$31,645.54 per annum <i>plus utilities</i>

The premises have a capital levy payable up to 31<sup>st</sup> October 2010 totalling \$1,681.13.

**Conclusion**

The premises will provide increased capacity for the Human Resources Team and provide a confidential area for staff to consult with HR personnel.

**Voting Requirements**

Simple.

---

**COUNCIL RESOLUTION**

**Res No** : **15096**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Pritchard**

**That Council approve the leasing of office premises at 2/4 Welcome Road Karratha for the purpose of relocating the Human Resources Team.**

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Lewis, Cr Pritchard, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

## **16 CLOSURE & DATE OF NEXT MEETING**

Meeting closed at 9.33pm

Ordinary Council Meeting, Monday 17 May 2010 at 6.30pm

---

I, Shire President, Cr Nicole Lockwood, of the Shire of Roebourne, hereby declare on behalf of the Councillors of the Shire of Roebourne that the enclosed Minutes are a true and accurate record of the Ordinary Council Meeting held on 19 April 2010.

.....  
Signed

Date \_\_\_\_/\_\_\_\_/\_\_\_\_