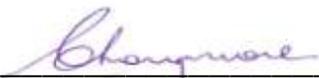




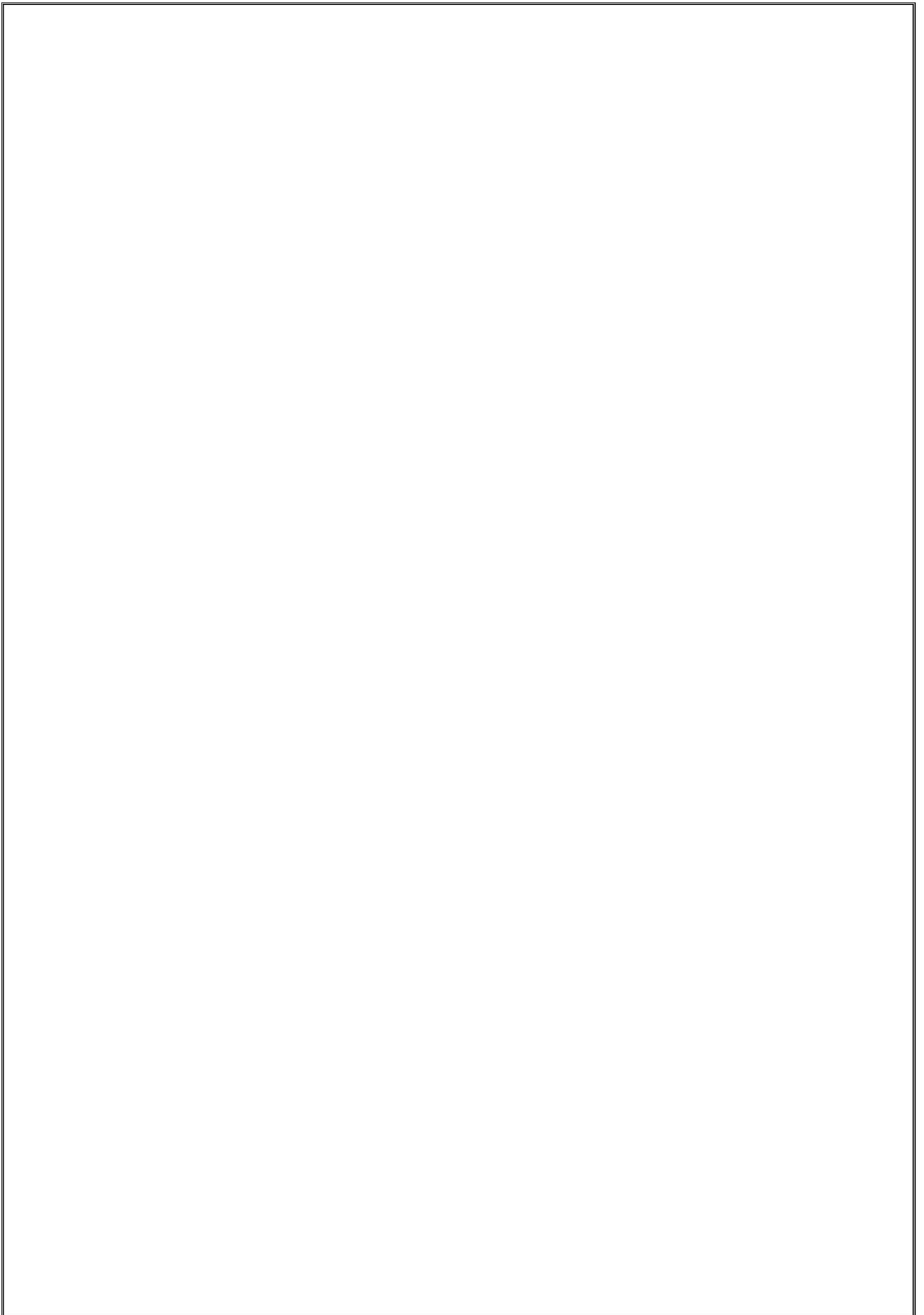
ORDINARY COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that an
Ordinary Meeting of Council will be held
at the Point Samson Community Hall
on 21 March 2011 at 6.30pm**



**Collene Longmore
CHIEF EXECUTIVE OFFICER**





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

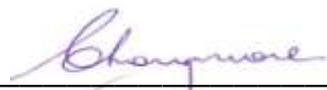
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that persons or legal entity's own risk.

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

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

WRITTEN CONFIRMATION

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

Signed: 
Ms C Longmore –Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under 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	4
2	PUBLIC QUESTION TIME.....	4
3	RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE	4
4	DECLARATIONS OF INTEREST	4
5	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	4
6	CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS	5
7	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	5
8	COUNCILLORS' REPORTS.....	6
9	CHIEF EXECUTIVE OFFICER & EXECUTIVE SERVICES	8
9.1	CONSTITUTIONAL ROLE OF GOVERNMENT	8
9.2	POLICY RELATING TO THE APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER	12
9.3	WESTERN AUSTRALIAN REGIONAL CITIES ALLIANCE	18
9.4	APPOINTMENT OF TWO ADDITIONAL BUSH FIRE CONTROL OFFICERS	56
9.5	COMPLIANCE AUDIT RETURN 2010	58
9.6	TENDER EXEMPTION - AUTHORISED EXPENDITURE UNDER AN EMERGENCY	88
9.7	ANNUAL GENERAL ELECTORS MEETING.....	92
10	FINANCIAL SERVICES.....	94
10.1	LIST OF ACCOUNTS JANUARY 2011/FEBRUARY 2011	94
10.2	FINANCIAL STATEMENT FOR PERIOD ENDING 31 JANUARY 2011	106
10.3	MARCH BUDGET REVIEW 2010/11.....	124
11	COMMUNITY AND CORPORATE SERVICES.....	136
11.1	SHIRE OF ROEBOURNE ARTS AND CULTURE ACTION PLAN 2011-2013.....	136
11.2	BULGARRA STORAGE UNITS DRAFT MANAGEMENT PLAN	140
11.3	2011 COMMUNITY SPORT AND RECREATION FACILITIES FUND SMALL ROUND APPLICATIONS	156
11.4	KARRATHA INDOOR CRICKET FACILITY DRAFT MANAGEMENT PLAN	160
11.5	LIBRARY SERVICES REVIEW	178
11.6	NAMING OF BAYNTON WEST FAMILY CENTRE	186
11.7	NAMING OF PARKS, RESERVES AND BUILDINGS POLICY (CS9)	194
11.8	ROEBOURNE ADVISORY COMMITTEE MINUTES FEBRUARY 2011	198
11.9	ROEBOURNE ADVISORY COMMITTEE MINUTES MARCH 2011	216
11.10	AUDIT AND ORGANISATIONAL RISK COMMITTEE MINUTES 8 MARCH 2011	233
12	INFRASTRUCTURE SERVICES	253

13	DEVELOPMENT AND REGULATORY SERVICES.....	255
13.1	AMENDMENT TO BAYNTON WEST DEVELOPMENT PLAN	255
13.2	ADOPTION OF THE WICKHAM SOUTH DEVELOPMENT PLAN	262
13.3	PROPOSED TELECOMMUNICATIONS POLE - RESERVE 41146 (KARRATHA CEMETERY)	282
13.4	APPLICATION FOR PLANNING APPROVAL P2434 - ALTERATION AND INCIDENTAL USE 'ON-SITE CANTEEN' TO EXISTING TRANSIENT WORKFORCE ACCOMMODATION	289
13.5	REGULATORY SERVICES ASSESSMENTS OF RESIDENTIAL AND COMMERCIAL AREAS	297
13.6	SHIRE OF ROEBOURNE PARKING AND PARKING FACILITIES AMENDED LOCAL LAW 2011	301
13.7	SOCIAL IMPACT MITIGATION PLAN - BIRRABIRA CAMP: RIOTINTO IRON ORE EXPANSION PLAN - CAPE LAMBERT.....	315
14	STRATEGIC PROJECTS	378
15	ITEMS FOR INFORMATION ONLY	380
16	MATTERS BEHIND CLOSED DOORS	392
17	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	392
18	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	392
19	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION.....	392
20	CLOSURE & DATE OF NEXT MEETING	392

AGENDA

1 OFFICIAL OPENING

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

2 PUBLIC QUESTION TIME

3 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE

Councillors:
Cr Nicole Lockwood [President]
Cr John Lally [Deputy President]
Cr Harry Hipworth
Cr Ben Lewis
Cr Joanne Pritchard
Cr Evette Smeathers
Cr Sharon Vertigan
Cr Fiona White-Hartig

Staff:

Collene Longmore	Chief Executive Officer
Andrew Ward	Director Community and Corporate Services
Ron Van Welie	A/Director Infrastructure Services
Craig Watts	A/Director Development & Regulatory Services
Simon Kot	Director Strategic Projects
Ray McDermott	Executive Manager Corporate Services
Chloe Berkrey	Minute Secretary

Apologies:

Absent:

Leave of Absence: Cr Garry Bailey
Cr Fay Cechner

Members of Public:

Members of Media:

4 DECLARATIONS OF INTEREST

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

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

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 14 February 2011 be confirmed as a true and correct record of proceedings.

7 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

31/01/11	Meeting with Gavin Briggs, Future Directions International Pty Ltd
31/01/11	Meeting with Rio Tinto
31/01/11	Meeting with John Dorrington
01/02/11	Meeting with KDCCI
02/02/11	Teleconference with Chris Morrison
06/02/11	Meet and Greet with PRC CEO Shelley Pike
06/02/11	PRC Dinner
07/02/11	PRC Meeting
09/02/11	LINK Welcome Morning Tea
10/02/11	Audit and Risk Planning Session
11/02/11	PDC Board Meeting (teleconference)
11/02/11	Pilbara Cities Strategic Directions Group Meeting (teleconference)
17/02/11	Meeting with Future Directions International
18/02/11	Karratha Arts and Learning Centre 30 th Anniversary
21/02/11	KPMG Meeting, Perth
24/02/11	Meeting with Joel McGuinness, Walkington Theatre
25/02/11	Economic Forum Meet and Greet
28/02/11	Small Business Breakfast Briefing
02/03/11	Karratha City of the North Steering Group meeting
02/03/11	Meeting with John Newman, FESA
08/03/11	Meeting with Sue Kuneo and Amelia Rossi
08/03/11	International Women's Day Lunch

8 COUNCILLORS' REPORTS

Nil

9 CHIEF EXECUTIVE OFFICER & EXECUTIVE SERVICES

9.1 CONSTITUTIONAL ROLE OF GOVERNMENT

File No:	GR.6
Attachment(s)	Nil
Responsible Officer:	Chief Executive Officer
Author Name:	Chief Executive Officer
Disclosure of Interest:	NIL

REPORT PURPOSE

This report seeks Council endorsement for a referendum to be held by 2013 to change the Constitution to allow direct funding of local government bodies by the Commonwealth Government and to include local government in any new preamble to the Constitution if one is proposed.

Background

Over the past three years, the Australian Local Government Association (ALGA) has devoted resources to developing the case for constitutional reform and the recognition of Local Government. The need for reform was highlighted in 2009 in a High Court judgment (*Pape vs Federal Commissioner of Taxation*) that indicated the Australian Government does not have the power to directly fund local government to achieve national objectives. Without Constitutional recognition, direct Commonwealth funding of local government, through programs such as Roads to Recovery, may be technically invalid.

Local government needs certainty and security in funding in order to provide the range and level of services expected by the community.

Prime Minister Gillard has committed to holding a dual referendum on constitutional recognition of Local Government and recognition of Indigenous Australians, most likely in 2013 at the time of the next election. The Government has committed to a referendum but has yet to announce the process for determining the referendum question.

ALGA's preference is for the financial recognition of local government, which would allow direct federal funding of local government, and have put forward a proposal for the creation of a Panel to explore options for constitutional change and a Parliamentary Joint Select Committee to then make a recommendation to Parliament on the question to be asked.

Issues

ALGA seeks all Councils to become directly engaged in the campaign for constitutional recognition. It is ALGA's view that it is in the best interest of local communities that Federal Governments have the capacity to fund Councils directly to achieve national objectives.

The form of financial recognition will not impact on the relationship between Councils and state government and the proposal has been endorsed by WALGA.

Options

Council has the following options available:

1. That Council declares its support for financial recognition of Local Government in the Australian Constitution so that the Federal Government has the power to fund Local Government directly.

That Council declares its support for the inclusion of Local Government in any new preamble to the Constitution if one is proposed.

That, on behalf of the Shire of Roebourne, the Shire President writes to the Prime Minister, Leader of the Opposition and Federal Member for Durack asking them to support a referendum by 2013 to change the Constitution to allow financial recognition of Local Government.

Or

2. That council amend the ALGA proposed resolution.

Or

3. That council not endorse the ALGA proposed resolution.

Policy Implications

Nil

Legislative Implications

Nil

Financial Implications

Nil.

Conclusion

It is the view of ALGA and WALGA that it is in the best interest of local communities that the Federal Government, whatever the political persuasion, have the capacity to fund local governments' directly given the 2009 High Court judgment (*Pape vs Federal Commissioner of Taxation*) that indicated the Australian Government does not have the power to directly fund local government to achieve national objectives.

ALGA research suggests the public are most likely to support a pragmatic and simple change which would allow direct funding to continue. ALGA has not ruled out recognition of Local Government in any new preamble to the Constitution, but understands that this measure alone would not address the uncertainty of the Pape case.

The form of financial recognition proposed by ALGA has been supported by the local government associations in all States and Territories and ALGA is now seeking endorsement by all councils. ALGA intends to submit a Constitutional Declaration for Councils for signature by council representatives at the 2011 National General Assembly later this year.

ALGA is therefore asking all councils to pass a resolution endorsing the call for a referendum in 2013 to allow direct funding of Local Government by the Federal Government and also to include Local Government in any new preamble to the Constitution.

In addition, in order to keep constitutional recognition on the national agenda, ALGA is asking councils to write to the Prime Minister, the Leader of the Opposition and their local federal members to advise them of their support for recognition.

Voting Requirements

Simple.

RECOMMENDATION

That Council declares its support for financial recognition of Local Government in the Australian Constitution so that the Federal Government has the power to fund Local Government directly.

That Council declares its support for the inclusion of Local Government in any new preamble to the Constitution if one is proposed.

That, on behalf of the Shire of Roebourne, the Shire President writes to the Prime Minister, Leader of the Opposition and Federal Member for Durack asking them to support a referendum by 2013 to change the Constitution to allow financial recognition of Local Government.

9.2 POLICY RELATING TO THE APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

File No:	CH.9
Attachment(s)	Council Policy CH 9
Responsible Officer:	Chief Executive Officer
Author Name:	Chief Executive Officer
Disclosure of Interest:	NIL

REPORT PURPOSE

As a result of a review it has been established that Council in 2003 resolved to delegate authority to the Chief Executive Officer (CEO) to appoint an officer in the role of Acting Chief Executive Officer for a continuous period not exceeding four weeks. There is no policy in place to support this resolution hence this report to Council.

Further, the policy allows for the approval of CEO on extended sick leave, annual leave or other extended absences by the Shire President.

BACKGROUND:

Section 5.36 of the Local Government Act 1995 (the Act) requires that a local government is to employ a person to be the CEO of the local government.

On occasions, such as periods of annual leave, long service leave or other periods of extended absence, it is appropriate for a person to perform the duties of the CEO to enable the efficient functioning of the local government's administration. A person performing such duties is traditionally referred to as the Acting CEO although the reality is that the local government still employs one CEO and is not employing a second CEO.

There are special constraints under s5.36(2) of the Act which apply to the employment of a person as CEO. These are that a person is not to be employed in the position of CEO unless the council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract.

It is considered these provisions also apply to the appointment of a person as Acting CEO, where the appointment is made directly by resolution of the council and where the person is not an existing employee of the local government. The proposed policy does not purport to deal with the employment of a person who is not an existing employee of the local government directly by resolution of the council.

If an existing employee of the local government is required to perform the role of Acting CEO, then this can be achieved by:

1. resolution of the council on each occasion; or
2. the CEO appointing an employee under delegated authority from the council; or
3. the CEO appointing an employee by virtue of his/her authority under s3.41 and s3.44 of the Act, although an employee exercising the authorities so delegated to him/her would not be able to exercise the CEO's power of delegation.

It is intended that the proposed policy will cover the situation noted in point 2 above, that is where the council delegates authority to the CEO to appoint an existing employee as

Acting CEO, in which case the employee so appointed as Acting CEO would be able to exercise the CEO's power of delegation.

S5.43 Limits on delegations to CEO's

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

S5.36 Local government employees

- (1) A local government is to employ:
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council:
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.
- (3) A person is not to be employed by a local government in any other position unless the CEO .
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied with the proposed arrangements relating to the persons employment.
- (4) If the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.
- (5) For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.

Options

Council has the following options available:

- 1. To adopt the proposed Council Policy relating to the appointment of an acting Chief Executive Officer; or
- 2. To amend the proposed Council Policy relating to the appointment of an acting Chief Executive Officer; or
- 3. To not adopt the proposed Policy.

Policy Implications

A new policy is proposed for adoption to support the 2003 delegation.

Legislative Implications

Local Government Act 1995

S5.42 Delegation of some powers and duties to CEO

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

Financial Implications

There are no financial implications of this policy.

Conclusion

The intent of the proposed policy is to support the 2003 delegation to deal with the appointment of an existing employee of the local government to perform the duties and exercise the functions of the CEO as an Acting CEO during the temporary absence of the CEO on extended sick leave, annual leave or other extended absences. The delegation enables the Acting CEO to fully exercise all of the powers and duties of the CEO. Without such delegation from council, the CEO can still appoint an employee to undertake the role of Acting CEO, but such appointment would be without the power to delegate.

Further, the policy allows for the approval of CEO on extended sick leave, annual leave or other extended absences by the Shire President.

Voting Requirements

Absolute.

RECOMMENDATION

That Council adopt the policy CH9 “Appointment of an Acting Chief Executive Officer”.

ATTACHMENT 1 – COUNCIL POLICY CH 9



Council Policy CH 9

APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

Document Control Statement – The electronic reference copy of this Policy is maintained by the Executive Services Department. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://intranet/> to ensure that you have the current version. Alternatively, you may contact the Executive Services Department.

POLICY STATEMENT

The Local Government Act 1995 (the Act), Section 5.36 requires that a local government is to employ a person to be the Chief Executive Officer of the local government.

On occasions, such as periods of annual leave, long service leave or other periods of extended absence, it is appropriate for a person to perform the duties of the Chief Executive Officer to enable the efficient functioning of the local government’s administration. A person performing such duties is traditionally referred to as the Acting CEO.

OBJECTIVE

The policy provides for clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (A/CEO) and allows for the approval of the CEO on extended sick leave, long service leave, annual leave or other extended absences by the Shire President.

PRINCIPLES

Appointment of a person as Acting CEO

There are special constraints under s5.36(2) of the Act which apply to the employment of a person as CEO. These are that a person is not to be employed in the position of CEO unless the council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract.

It is considered these provisions also apply to the appointment of a person as Acting CEO, where the appointment is made directly by resolution of the council and where the person is not an existing employee of the local government. The proposed policy does not purport to deal with the employment of a person who is not an existing employee of the local government directly by resolution of the council.

If an existing employee of the local government is required to perform the role of Acting CEO, then this can be achieved by the CEO appointing an employee under delegated authority from the Council. Council approved delegated authority to the Chief Executive Officer to appoint an officer in the role of Acting Chief Executive Officer for a continuous period not exceeding four weeks in October 2003.

Procedures for Appointment of Acting CEO

It is intended that the Directors of the Divisions will carry out the role of Acting CEO during periods of absence of the CEO due to annual, long service leave or extended sick leave.

It is intended that a senior employee will only be appointed as Acting CEO under the terms of this Policy if in the opinion of the CEO and the employee, the employee has the capacity to perform the duties of Acting CEO along with his/her current duties satisfactorily.

An additional/higher duties form will trigger the Acting CEO appointment.

Leave Approval Chief Executive Officer

An application for Annual Leave, Long Service Leave, Personal Leave or an extended absence is to be approved by the Shire President.

Policy Number:	Council Policy CH 9	Electronic Version:	
Previous Policy Number:	N/A	Review History:	New
Drafted by:	Collene Longmore	Last Review:	March 2011
Responsible Position:	CEO	Next Review:	March 2012
Approved by Council on:	<<insert date>>		

9.3 WESTERN AUSTRALIAN REGIONAL CITIES ALLIANCE

File No: GR.49

Attachment(s)

1. Letter from the City of Geraldton-Greenough
2. Memorandum of Understanding
3. WA Regional Cities Alliance Report
4. **CONFIDENTIAL - University of Western Australia Research Proposal**

Responsible Officer: Chief Executive Officer

Author Name: Chief Executive Officer

Disclosure of Interest: Nil

REPORT PURPOSE

The purpose of this report is to seek support from Council to join the Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder to form the WA Regional Cities Alliance.

BACKGROUND:

The purpose of the WA Regional Cities Alliance is to promote a strategic approach to regional development within Western Australia and nationally. The Chairman of the WA Regional Cities Alliance, City of Geraldton-Greenough Mayor Ian Carpenter has written to the Chief Executive Officer seeking agreement from Council to join the group.

The purpose of the Alliance is to work towards a strategic approach to regional development within Western Australia and nationally. While making the case for decentralisation of future population growth away from the major metropolitan areas, the priority is strategic investment in the infrastructure of regional cities.

The Alliance has not been established as a lobby group but rather its sole focus is to develop common policy, partnerships, collaboratively develop projects and create a sustainable framework for the economic and population growth of regional cities in the context of a new model for the development of Australia.

Some of the initiatives of the Alliance include proposing to develop a Memorandum of Understanding with the state and federal government as a means of defining each others goals, roles and desired outcomes and progress a pathway to achieve these.

The Alliance is currently in final stages of negotiation with UWA to undertake research with the following objectives:

1. Analyse and model demographic, social and economic indicators;
2. Define current and future service and infrastructure needs and standards;
3. Collaboration on the analysis of strategic planning needs and the development of responses;
4. Engagement in research and strategy related to the distribution of population and economic activity within the broader context of Western Australia; and

5. Develop education and research capacity in areas relevant to the needs of regional cities.

Each of the four cities have committed to pool \$50,000 to projects related to the Alliance goals (at the discretion of the individual local government), to contribute from these monies to the research as described above and any other mutually agreed projects. Further, the group has agreed that any surplus funds from a financial year will be carried over for the purpose of creating a fund for future projects.

The mayors of each of the four cities met Premier Colin Barnett and Local Government Minister John Castrilli in February. There was support by the Government in the group's goal of ensuring thriving and vibrant regional cities and a request by the Premier to expand the group to include Karratha, Port Hedland and Broome.

Options

Council has the following options available:

1. To endorse the Western Australian Regional Cities Alliance and join forces with the Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder to increase the representation in dealings with the State and Commonwealth governments.

And

2. To approve an Alliance fund allocation of \$50,000 toward Alliance related projects, at the discretion of the Shire of Roebourne and any mutually agreed upon projects.

Or

3. To endorse the Western Australian Regional Cities Alliance and join forces with the Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder to increase the representation in dealings with the State and Commonwealth governments.

And

4. To approve an Alliance fund allocation of \$25,000 toward Alliance research project with UWA and support the inclusion of a further \$25,000 in the 2011/12 budget toward related projects, at the discretion of the Shire of Roebourne and any mutually agreed upon projects.

Or

5. To amend the proposed recommendations.

Or

6. To not support the proposal for the Alliance.

Policy Implications

Nil

Legislative Implications

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- (b) is authorised in advance by resolution*; or
- (c) is authorised in advance by the mayor or president in an

emergency.

* *Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

[Section 6.8 amended by No. 1 of 1998 s. 19.]

Financial Implications

If Council resolves to join the Alliance a budget amendment of \$50,000 is required, to be resolved by Absolute Majority for the remainder of the 2010/11 Financial Year.

Conclusion

The WA Regional Cities Alliance Framework proposes Geraldton-Greenough, Kalgoorlie-Boulder, Bunbury, Albany, Karratha, Port Hedland and Broome join forces to increase their representation in dealings with the State and Commonwealth governments. The seven regions all have significant resource development potential and all have the potential to sustain a bigger population.

While making the case for decentralisation of future population growth away from the major metropolitan areas, the priority for the Alliance is strategic investment in the infrastructure of regional cities and the development of an MOU with the state and federal government as a means of defining each others goals, roles and desired outcomes and progress a pathway to achieve these.

Voting Requirements

Absolute.

RECOMMENDATION

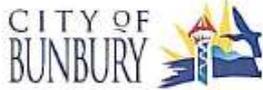
That Council

Endorse the Western Australian Regional Cities Alliance and join forces with the Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder to increase the representation in dealings with the State and Commonwealth governments.

And

Consider the Alliance fund allocation of \$50,000 toward Alliance related projects in the budget review, at the discretion of the Shire of Roebourne and any mutually agreed upon projects.

ATTACHMENT 1 – LETTER FROM THE CITY OF GERALDTON-GREENOUGH



Our Ref: ic:tf 114/11
Your Ref: n/a
File Ref: GR/0062
Enquiries: Tony Brun

22 February 2011

Ms C Longmore
Chief Executive Officer
Shire of Rebourne
PO Box 219
KARRATHA WA 6714

Dear Ms Longmore

WESTERN AUSTRALIAN REGIONAL CITIES ALLIANCE

As you may be aware, last year the Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie –Boulder formed the WA Regional Cities Alliance.

The purpose of the Alliance is working towards a strategic approach to regional development within Western Australia and nationally. While making the case for decentralisation of future population growth away from the major metropolitan areas, their priority is strategic investment in the infrastructure of regional cities.

The success of this group rests on their capacity to develop a truly cooperative and functional relationship with both the State and Commonwealth governments. The Alliance has not been established as a lobby group, rather its sole focus is to develop common policy, develop partnerships, collaboratively deliver projects and create a sustainable framework for the economic and population growth of the regional cities in the context of a new model for the development of Australia.

Some initiatives of the Alliance include proposing to develop a Memorandum of Understanding with each the State and Commonwealth Governments as a means of defining each other's respective goals, roles and desired outcomes and progress a pathway to achieve these.

Another unique project is the formation of an Alliance with a major research institution, currently in the final stages of negotiations with UWA, is to provide the following objectives:-

- analysis and modelling of demographic, social and economic indicators;
- the definition of current and future service and infrastructure needs and standard;
- collaboration on the analysis of strategic planning needs, and in the development of responses;
- engagement in research and strategy related to the distribution of population and economic activity within the broader context of Western Australia; and
- development education and research capacity in areas relevant to the needs of regional cities.



The original members of the group were based on focusing solely on the major regional centre cities that presented a real opportunity for significant economic and population growth. The original 4 members of the Alliance represented the largest of this group; however at formation and as recognised in the MOU it was seen that ultimately additional members from the Pilbara and Kimberly would be appropriate. The original members did not see it as their role to identify or 'select' these and believe it was appropriate for these to be identified through the Government. Following a meeting with the Premier and the Minister for Local Government held on the 2nd February 2011, the Premier clearly stated his preference and request that the communities of Port Hedland, Karratha and Broome be invited to join the Alliance. As such the Alliance now seeks your consideration to become members of the Alliance.

In terms of costs, there is no formal membership contribution or fee applied to be part of the Alliance. Our groups deliberately avoiding creating a secretariat and administrative costs. It was agreed that the secretariat role would be under by the local government providing the Chair, which is done on a rotational basis. In terms of providing funds to progress projects all members have agreed to allocate \$50,000 towards the Alliance. This allocation is spent at the discretion of the local government on related projects, contributions towards projects (such as the anticipated \$25,000 per annum for the research alliance with UWA) and any other mutually agreed projects. It has also been agreed that all local governments will pool their unspent funds for the purpose of creating a fund more future projects.

A copy of the following documents has been attached and provided for your reference:-

1. original Barrington Consulting Group "Western Australian Regional Cities Report" commissioned by the Alliance;
2. the current Memorandum of Understanding; and
3. the WA Regional Cities Alliance and UWA research Proposal

Can you please have your Council consider this worthy initiative and alliance. The group is next meeting in Geraldton on the 14th April 2011.

If you have any queries, please contact me on 9956 6601.

Yours sincerely



Cr Ian Carpenter
MAYOR, CITY OF GERALDTON-GREENOUGH
CHAIRMAN, WA REGIONAL CITIES ALLIANCE

ATTACHMENT 2 – MEMORANDUM OF UNDERSTANDING



MEMORANDUM OF UNDERSTANDING Regional Cities Alliance

Parties to the Memorandum

1. City of Albany;
2. City of Bunbury;
3. The City of Geraldton-Greenough;
4. City of Kalgoorlie-Boulder; and

Objectives

The objectives of the Western Australian Regional Cities Alliance is to ensure that:

1. The Alliance Cities will work to develop a collaborative framework to engage with and partner with both the Western Australian and Australian Governments;
2. The Alliance parties will work collaboratively to achieve the future sustainable development of the State of Western Australia;
3. The Alliance will work towards being accepted as a legitimate and respected grouping within the arrangements resulting from the current Local Government Structural Reform process;
4. The Alliance Cities will ensure that the emergence of the Alliance occurs in a balanced fashion, recognising the infrastructure needs and associated funding requirements of sub-regional centres within their hinterlands;
5. The Alliance Cities will work towards a framework to evolve into fully-fledged alternatives to the Perth Metropolitan Area as locations for the growing population of the State;
6. The Alliance Cities will work to actively participate in State Population Policy development to ensure the State's future population growth and its associated demands for social, economic and environmental amenity are distributed in a sustainable fashion. The Alliance believes that a realistic target is for 50% of the projected population growth to occur in regional areas, with 25% to be located in regional cities; and
7. The Alliance Cities are positioned and resourced to represent the interests of its members and to enable synergies at operational and strategic levels.

Not a Legal Document or Contract

The Memorandum of Understanding can not be implied as, or applied as a legal document or formal instrument of contract. All Parties acknowledge and agree that no legal recourse can be sought from the application or otherwise of this document.

The intent is to provide a transparent and mutually agreed framework to assist with the ongoing relationship and communication between both Parties.

Execution of the Memorandum of Understanding

On this 29 March 2010 the duly responsible signatories representing the Parties hereby Endorse and Give Effect to this Memorandum of Understanding.

Cr M J Evans
Mayor
City of Albany

Cr D L Smith
Mayor
City of Bunbury

Cr T W Carpenter
Mayor
City of Geraldton-Greenough

Cr R S Yuryevich
Mayor
City of Kalgoorlie-Boulder



ATTACHMENT 3 – WA REGIONAL CITIES ALLIANCE REPORT



**Western Australian Regional Cities Alliance
Report**

2 December 2009

Table of Contents

1.	Executive Summary.....	3
2.	The Project Objectives	3
3.	Background.....	4
3.1.	Projected Population Growth and Impacts.....	4
3.2.	The Contribution of the Regions	5
3.3.	The Lack of Strategic Outlook on Regional Development	6
3.4.	Interstate Examples.....	8
3.4.1.	Townsville	8
3.4.2.	Rockhampton.....	8
3.4.3.	Mackay.....	8
3.4.4.	Southeast Queensland Development Project.....	9
3.4.5.	Coffs Harbour.....	9
3.4.6.	Geelong.....	9
3.5.	The Need for a Strategic Focus	9
4.	Summary of Consultations	10
4.1.	Participating Regional Cities	Error! Bookmark not defined.
4.2.	Government representatives.....	Error! Bookmark not defined.
4.3.	Chambers of Commerce and Industry	11
5.	APPENDIX 1: Draft MOU	12
	Regional Cities/State Government Alliance	
6.	APPENDIX 2: Draft MOU	21
	Regional Cities/Commonwealth Government Alliance	

1. Executive Summary

The Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder outline the case for a strategic approach to regional development within Western Australia. While making the case for decentralisation of future population growth away from the Perth Metropolitan Area, their priority is strategic investment in the infrastructure of regional cities.

The report explores the economic contribution of regional Western Australia; the existing projections for population growth in the State; and, the likely distribution of that population in the absence of decisive policy interventions. It is considered highly likely that the projected growth of the Perth Metropolitan area will have serious adverse effects. The lack of a concerted approach to regional development and distribution of population growth to regional cities is viewed as a major strategic risk to the State's future prosperity.

The report outlines concerns with recent State Government initiatives in the planning and approval processes for significant infrastructure developments and proposes a framework for ongoing engagement between participating Cities and both the State and Commonwealth Governments.

The Cities propose Memorandums of Understanding between themselves and both the State and Commonwealth Governments as the foundation for a strategic dialogue on the state planning process. The process giving rise to the two draft Memorandums is outlined and copies are provided as appendices.

2. Project Objectives

The Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder have collaborated in the development of this report. It outlines the critical importance of a policy shift to genuinely address regional development within the State. It seeks to emphasise the central role and importance of decentralised urban development as a feature of regional development and to place Regional Cities at the centre of that debate.

While emphasising the ability of Regional Cities to increase their contribution to the State, the proponents recognise that they cannot make significant advances in isolation from their supporting regional frameworks. For this reason the report focuses upon a concerted approach to planning and development in regional Western Australia. Within this new paradigm the Regional Cities require specific attention. However, the proponents require a well-constructed and adequately supported network of sub-

regional centres operating in symbiotic fashion across the regions. The proponents will persist in their support and advocacy for a comprehensive regional development framework, within which the balanced treatment of Regional Cities will be a priority.

3. Background

3.1. Projected Population Growth and Impacts

The population of Western Australia is projected to increase by 640,000 between 2008 and 2021¹; a 43% increase in population across 13 years. On current settings the same research anticipates that, for practical purposes, all of this growth will occur in the Perth Metropolitan area representing the fastest rate of growth for any Australian city in history. While the State Government in 2008 preferred an estimate of 27% population growth across the period, the possibility of the higher figure was conceded. The capacity of Perth to sustain this growth while maintaining adequate levels of amenity is seriously questioned by the participating Cities. The environmental impacts of the expansion of the Perth Metropolitan 'footprint' required to accommodate such a massive increase in population is a concern shared by those partners. In the absence of contingency planning and appropriate risk controls this increase of pressure upon the Perth Metropolitan area is viewed by the participating Regional Cities as a serious threat to the future prosperity and long term strategic interests of the State and the Nation.

Population projections for the period 2006-2031 anticipate an annual average growth rate for regional WA of 1.40% (Metropolitan Area 1.20%). However, this aggregated growth figure masks the true situation, due to the influence of the Peel Region's projected population growth (2.74%). For the four regions in which the proponent cities are located the population projections are for lower growth than for the Metropolitan area.

Table 1: Population Projections (2006-31): Annual Average Growth Rate

Metro.	Regional	Great Southern	Goldfields Esperance	Mid West	South West
1.20%	1.40%	0.58%	0.79%	0.57%	1.07%

Table 2: Population Growth (2006-31) (millions)

Metro.	Regional	Great Southern	Goldfields Esperance	Mid West	South West
From 1.495 to 2.013 (34.7%)	From .556 to .787 (41.6%) ²	From .055 to .064 (15.5%)	From .054 to .065 (21.8%)	From .050 to .058 (15.4%)	From .145 to .199 (30.6%)

While the economic contribution of the regions is foreseen to increase substantially in future years, on current settings the vast bulk of population growth will occur in the Perth Metropolitan area, or its immediate vicinity.

The capability of the Perth Metropolitan Area to manage its existing population is already in question. The ecological impacts of the projected growth in population are likely to prove extremely detrimental. The ability of the Metropolitan Area to sustain acceptable levels of social amenity in the face of these intensifying pressures must be questioned. The ability to maintain and sustain the current prosperity of the State is also in doubt.

The current status of Perth as the sole centre for growth and development stands as one of the State's most significant strategic risks in economic, social and environmental terms. The proponent Cities advocate the systematic shift to population growth in the regions, and regional cities, as the only plausible response to this stark reality.

3.2. Contribution of the Regions

The proponent Cities are extant substantial population centres with significant organisational capacity. The population of the combined regions³ totals 407,989⁴; the combined urban area population of the four proponent Cities totals 141,633; and, the combined operating revenue of those cities totals \$195,083,458. Combined rates revenue is \$79,775,779 and combined local government staff number 1067.

This positions the proponents as major partners in the delivery of benefit to the State. However, the potential to maximise their contribution is limited by a deeply entrenched "Perth-centric" approach to State planning. The proponent Cities seek a significant shift in those policy settings.

¹ Professor Bob Birrell, Monash University, 27 June 2008

² Noting that the Peel Region's projected 98% increase in population distorts the regional figures.

³ Great Southern, Goldfields-Esperance, Mid West, and South West – using existing categorization by Regional Development Commission.

⁴ ABS Report 3218.0 Regional Population Growth Australia, 31 March 2008

The *Regional Investment Summaries* published by the Department of Regional Development and Lands provide useful insight into the significant investment underway in the four regions in which the proponent Cities are located.

Table 3: Regional Investment in Projects (June 2007)⁵

Great Southern	Goldfields Esperance	Mid West	South West
\$1,535mill.	\$5,075mill.	\$12,365mill	\$3,375mill.

The *“Indicators of Regional Development in Western Australia – Supplementary Report”* provides information on the relative contribution of regional economies to the State’s Gross Product. It also provides evidence that in some regions the per capita contribution to Gross Regional Product exceeds the Metropolitan per capita GRP to a significant extent.

For the purposes of this report it is significant that this data is only available at the regional level from the Department’s website. No data is published specific to the four proponent cities. This is further evidence that the current and future contribution of regional cities is not on the State’s radar.

Table 4: Per Capita Gross Regional Product (2005/06)

Metro.	Regional	Great Southern	Goldfields Esperance	Mid West	South West
\$53,908	\$69,427	\$41,624	\$136,326	\$70,754	\$54,683

Table 5: Regional and Metropolitan Contribution to GSP (2005/06)

Metropolitan	Regional
\$80.579mill.	\$38.611mill.

The State does very well from its regional population in aggregate terms. In 2006 27% of the State’s population resided in regional locations, but in aggregate the regions generated 32% of Gross State Product.

3.3. The Lack of Strategic Outlook on Regional Development

There is no evidence of any recent efforts to focus on Regional Development Policy. The Regional Development Policy appearing on the Department for Regional Development and Lands website is dated 2003. There are also updates/*“Highlights”* for 2005, 2006 and 2007. The 2004 Report *“Indicators of Regional Development in*

⁵ The primary data source is the Access Economics Investment Monitor

Western Australia” and a 2007 contribution titled *“Indicators of Regional Development in Western Australia – Supplementary Report”* also appear on the website. While these sources may be dated, they refer only to regional areas and are silent on the future role of regional cities.

Recent web postings (post-2007) are restricted to the *“Royalties to Regions”* Programme and incidental content concerning telecentres and *“community leadership”*. Even the *“Western Australian Regional Development Council Strategic Priorities 2008”* has no reference to the place of regional cities in delivery against policy objectives.

The 2003 Regional Development Strategy is obsolete, but officially still in place. *“Royalties to Regions”* is a creative and highly welcome addition to the policy mix, but the mainframe for policy direction on regional development has not been adjusted. Consequently *“Royalties to Regions”* stands as a perhaps transient product of political circumstances; reliant upon strong underlying growth in royalties from resources projects of various types. Prevailing economic uncertainty at the time of preparation of this report demonstrates the fragility of reliance on chance, circumstance and good fortune.

Despite the absence of convincing policy settings, there are extremely worthy proposals and commitments being made to infrastructure development in regional locations. These include the Oakagee Port; the Ord River/East Kimberley expansion; the Kemerton Industrial Precinct; and, the James Point Kimberley Gas Hub. *“Royalties to Regions”* has also delivered welcome investment in housing in regional areas, especially for government employees and the social housing sector.

It is also noted that there are regular allocations of policy attention, interest and funding generated by the WA State Government on a case by case basis. For example, Landcorp has invested heavily in the Albany Foreshore Development and has achieved highly commendable outcomes. Similarly, the Commonwealth Government injects resources into urban and regional infrastructure, but again without any apparent high level strategic settings. Investment is occurring in Regional Cities but, unfortunately, without any demonstrated strategic focus and framework for delivery.

Regrettably, recent initiatives by the State Government have not made a practical improvement to these settings. The report *“Planning Makes It Happen: a blueprint for planning reform”* is a conspicuous example. While worthy as a demonstration of the Government’s determination to grapple with the issues, this report:

- Selects a relatively small component of the overall field in State planning decisions as its focus, thereby inferring that Local Government is the source of all problems in planning processes;

- Sets an impractically low threshold figure for “significant developments” and thereby risks major bottlenecks into the future;
- Compounds this risk of congestion by preventing the existing practice of using delegated authorities to effect planning decisions and requiring reference to Development Assessment Panels; and,
- Remains essentially Perth-centric in its orientation.

3.4. Interstate Examples

A review of infrastructure projects in regional cities in other States demonstrates the neglect of strategic settings in Western Australia.

3.4.1. *Townsville*

Current investments in Townsville include:

- \$100 million to \$150 million Townsville Marine Precinct Project;
- Barrack Osborne Magnetite Rail Project;
- Rocky Springs Urban Community Project (15 km from the Townsville CBD);
- Northern Queensland Gas Pipeline;
- \$1 billion Ballera Lateral Project Pipeline; and,
- In addition, Townsville is a hub for statewide infrastructure projects (such as the “Project en@ble” information and communications initiative).

3.4.2. *Rockhampton*

Infrastructure projects in the Rockhampton area include:

- Fitzroy Industry and Agriculture Initiative;
- Stanwell Energy Park;
- Stanwell to Gladstone Infrastructure Corridor; and,
- ZeroGen Clean Coal Power Station.

3.4.3. *Mackay*

Infrastructure projects in the Mackay area include:

- Moriban Power Station project;
- Nebo Power Station;
- The Bowen Basin Coal Growth Project; and,
- The Port of Hay Point Capital dredging Project.

3.4.4. *Southeast Queensland Development Project*

While focused on the hinterland of Brisbane, the Southeast Queensland Development Project is a major grouping of infrastructure projects that extend into a number of regional centers adjoining the Greater Brisbane area.

3.4.5. *Coffs Harbour*

The projected population growth (2006 -2030) for Coffs Harbour is from 68,000 to 100,000, an increase of 47%. Coffs Harbor already has the busiest regional airport in New South Wales and has the feature of a relatively young demographic. Other infrastructure works include:

- Significant expansion of information and communications capacity;
- A major water supply enhancement strategy; and,
- Significant expansion of waste management capacity with a Sewerage Strategy in place.

3.4.6. *Geelong*

Infrastructure projects in the Geelong area include:

- Avalon Airport expansion;
- Northern Gateway Transport Hub;
- Major upgrades to Port capacity;
- The building of a major ring road project; and,
- Expansion and renewal of rail infrastructure.

3.5. **The Need for a Strategic Focus**

Regional cities will not flourish without sustained and focused regional development policies and associated investment strategies. Regional development will not be sustainable without recognition that Perth cannot continue as the sole centre of the State and that vibrant and prosperous regional cities are a necessary feature of the future of Western Australia.

The central proposition of this report is that Alliances are required which involve the participating Region Cities and both the State and Commonwealth Governments respectively. The proposition is based on evidence that the existing concentration of population in Perth and the thin distribution of population elsewhere across the State is contrary to the long term strategic interests of the State and the Commonwealth. The Alliances are intended to be founded on Memorandums of Agreement between respective parties. The Alliances are not exclusive and the draft Memorandums

provide for additional regional cities to be added by decision of the State and Commonwealth Governments respectively.

The proponents are convinced that the development and expansion of Regional Cities is a pre-requisite for effective regional development. The Cities intend to enable the balanced development of the State.

Accordingly, while respecting the importance of a new State development framework which gives due recognition to the place of regional development, the proponents are primarily advocating that sufficient attention and resources to be allocated to allow them to become fully-fledged alternatives to the Perth Metropolitan area as sites for population growth and economic activity.

The earlier discussion notes the significant infrastructure investments which are already occurring in regional Western Australia and the proponent Cities. Regrettably, in the view of the proponents those investments are being made on a circumstantial and *ad hoc* basis. Economic, social and political imperatives will dictate continued investment into the future. It is a matter of determining whether this should occur in the absence of a strategic framework. The proponents are convinced that inertia around existing settings is not an adequate foundation for the future of the State. Decisive intervention is required to change the direction and pace of State planning and development.

The current process of Local Government Reform provides a useful backdrop to this report. A unique opportunity presents for the role and function of regional cities to be positioned within the debate on future directions for local and regional governance and service delivery requirements which will emerge from the reform process. Capitalising on that opportunity is a shared responsibility to which the proponent Regional Cities are committed. The opportunity cost of accessing this policy window for consolidation on future development in the regions more generally, and regional cities specifically, is in the hands of the State and Commonwealth Governments. The price of a missed opportunity will again be a legacy to be shared into the future.

4. Summary of Consultations

Ongoing discussions and consultation with representatives of participating Regional Cities, Government and stakeholder agencies has been conducted and raised some points of consensus and others points of concern that showed a variety of views.

There was no opposition or objection to the concept of a Regional Cities Alliance. Enthusiasm for such an Alliance ranged from high levels of enthusiasm to very mild

support. While caution was expressed by some of those contacted, no issues were raised that would prove fatal to an MOU-based arrangement proceeding.

Local Government Reform was raised by all sectors as an issue that was creating some uncertainty and could impact on how the Alliance was received and that specific attention to “relationship management” would be required. However, Local Government Reform was also seen as presenting some opportunities.

There was some consensus that formalisation of the Alliances (i.e. by creation of a standing Secretariats and similar administrative supports) was premature but may be merited in the future, after there were “runs on the board”; an MOU based relationship involving the participating Cities and the State and Commonwealth Governments respectively was seen as the best way forward at this time and received no objection from any stakeholder agencies. However, there was some lack of clarity on what an MOU would “look like”. To assist on this last point, permission was gained from the City of Geraldton-Greenough to circulate the *Batavia ROC Draft MOU* with the State Government. This permission extended to using the document as an illustration for the purpose of further consultations with government representatives and others.

Refer to Confidential Attachment summary of consultations.

4.1. Chambers of Commerce and Industry

In the course of preparing this report it was considered that the Chambers of Commerce and Industry for each of the proponent Cities should be consulted on the prospect of the Alliance proposal being advanced. The CEOs of the four Chambers were interviewed by telephone. In all instances positive responses were received ranging from supportive to enthusiastic. Three of the CEOs noted that their Chambers were all advocates of reform in Local Government and supporters of a substantial increase in the capabilities and responsiveness of their respective City Councils. In making these comments there was recognition that a major issue with which the Cities were required to contend was the absence of any systematic engagement by the State and Commonwealth Governments on issues of infrastructure, service planning, and service delivery. Their general support for the Alliance concept was based in the view that it provided an important opportunity for these long standing issues to be identified and addressed.

5. APPENDIX 1: Draft MOU

Regional Cities/State Government Alliance

1. MOU Purpose

- 1.1 The purpose of the MOU is to facilitate cooperative working between the participating Cities and the creation of an alliance (the Alliance) for the purposes specified herein.
- 1.2 The Alliance will be a broad planning and policy dialogue forum for the parties to the MOU and other stakeholders, as appropriate.
- 1.3 The Alliance will meet at least once each quarter, involving the State Premier and Ministers as relevant, and the Mayors of the participating Regional Cities.
- 1.4 The Alliance will reflect the shared view of participants on the importance to the State of Western Australia (the State) and the Nation of substantial and sustained investment in the infrastructure of regional cities within Western Australia.
- 1.5 The infrastructure levels to be pursued by the Alliance are those necessary to permit regional cities to become viable and sustainable urban alternatives to the Perth Metropolitan Area as destinations for the continuing population growth of the State.
- 1.6 The Alliance acknowledges that a prerequisite for the necessary investment is a major revision of State Government policies on the strategic development of Western Australia. Accordingly, the focus of the Alliance's activities in its first twelve months of operation shall be the achievement of the centrality of regional development to the future economic prosperity and the social and ecological sustainability of the State.
- 1.7 The Premier will refer this revision of State planning to the Western Australian State Cabinet for incorporation into the priorities of all relevant portfolios.
- 1.8 The Alliance seeks commitment by the State Cabinet to policies and investment needed to support the transformation to a multi-city State.
- 1.9 In the context of this sustained commitment to regional development, the Alliance will emphasise the importance of Regional Cities as vehicles and supports for the effective delivery of regional infrastructure initiatives and policies. In doing so, the Alliance will work with communities within the regions to support equitable distribution of investment and effective policies for the development of sub-regional centres, supported by appropriate infrastructure.

2. PARTIES TO THIS MOU

The initiating parties to this Memorandum shall be:

- The Government of the State of Western Australia;
- The City of Albany;
- The City of Bunbury;
- The City of Geraldton-Greenough; and,
- The City of Kalgoorlie-Boulder.

3. MOU OBJECTIVES

The objectives of the MOU are to ensure that:

- 3.1 The Alliance parties work collaboratively to achieve the future sustainable development of the State of Western Australia;
- 3.2 The Alliance is accepted as a legitimate and respected grouping within the arrangements resulting from the current Local Government Structural Reform process;
- 3.3 All significant matters impacting upon regional cities are referred to the Western Australian State Cabinet for review;
- 3.4 That appropriate allocations will be directed to regional cities in Roads to Recovery (R2R) funding in recognition of their higher infrastructure and service provision requirements;
- 3.5 That the emergence of the Alliance Cities occurs in a balanced fashion, recognising the infrastructure needs and associated funding requirements of sub-regional centres within their hinterlands;
- 3.6 The Alliance Cities evolve into fully-fledged alternatives to the Perth Metropolitan Area as locations for the growing population of the State;
- 3.7 The State's future population growth and its associated demands for social, economic and environmental amenity are distributed in a sustainable fashion. The Alliance believes that a realistic target is for 50% of the projected population growth to occur in regional areas, with 25% to be located in regional cities;
- 3.8 The Alliance is positioned and resourced to represent the interests of its members and to enable synergies at operational and strategic levels;
- 3.9 There is the capability for two further regional cities from the Pilbara and/or the Kimberley regions respectively to join the Alliance; and,

3.10 There are regular opportunities for engagement, representation and dialogue with and between:

- The Premier, the Minister for Regional Development, other Ministers as relevant and Mayors of the Alliance member Cities; and,
- Senior Government Officers and Ministerial Advisors, and Chief Executive Officers of the Alliance member Cities.

4. WA REGIONAL CITIES ALLIANCE – OVERVIEW

The population of Western Australia is projected to increase by 640,000 between 2008 and 2020. On current settings, the same research anticipates that for practical purposes all of this growth will occur in the Perth Metropolitan area. The economic, social and environmental impacts of the expansion of the Perth metropolitan 'footprint' required to accommodate such a massive increase in population is a concern shared by Alliance members. In any event the Alliance is premised on the proposition that the existing concentration of population in Perth and the thin distribution of population elsewhere across the State is contrary to the long-term strategic interests at all levels.

The Alliance member Cities are extant substantial population centres with significant organisational capacity. Within the Alliance the population of the combined regions totals 407,989⁵; the combined urban area population totals 141,633; and, the combined operating revenue totals \$195,083,458. Combined rates revenue is \$79,775,779 and combined staff numbers 1067.

This positions the Alliance member Cities as major partners in the delivery of benefit to the State. However, the potential to maximise that contribution is limited by a deeply entrenched "Perth-centric" approach to State planning. The Alliance seeks a significant shift in those policy settings.

While emphasising the ability of regional cities to increase their contribution to the State, the Alliance recognises that regional cities cannot achieve maximised outcomes in isolation from their supporting regional frameworks. For this reason the Alliance focuses upon the development of a concerted approach to planning and development in regional Western Australia. Within this new paradigm the Cities require specific attention. However, regional cities require a well-constructed and adequately supported network of sub-regional centres, operating in symbiotic fashion across the regions. A feature of the Alliance's efforts will be support and advocacy for a comprehensive regional development framework.

⁵ ABS Report 3218.0 Regional Population Growth Australia, 31 March 2008

The Alliance is convinced that the development and expansion of regional cities is a pre-requisite for effective regional development. The Alliance intends to enable the balanced development, which is in the shared interests of all current and future residents of the State of Western Australia.

The Alliance, while respecting the importance of a new State development framework, will primarily be advocating for additional resources to be allocated to its member Cities to allow them to become fully-fledged alternatives to the Perth Metropolitan area as sites for population growth and economic activity.

For success, the new State development framework required to address these concerns will contain the following elements:

Economic growth and prosperity, including:

- i. industry and transport planning and infrastructure;
- ii. engagement with the indigenous community to ensure equitable benefit gains;
- iii. employment, job diversity and skills enhancement;
- iv. housing availability and affordability;
- v. managing business overheads;
- vi. industrial and domestic infrastructure (energy, water and waste management);
and,
- vii. tourism planning and strategies.

Social advancement, including:

- i. population growth and diversity;
- ii. cohesive, supportive, safe and enduring communities;
- iii. culture and recreation;
- iv. social support services and infrastructure;
- v. community capacity building;
- vi. recognition of the traditional custodians of the land; and,
- vii. innovative health and education sectors planning and strategies.

Environmental and heritage protection and preservation, including:

- i. effective environmental and natural resource planning and management to achieve sustainable outcomes for land, water, biodiversity, marine and coastal assets, and air quality;
- ii. climate change mitigation and adaptation;
- iii. renewable energy promotion, planning and implementation;
- iv. waste and contamination prevention and mitigation;
- v. protection and recognition of indigenous culture and sites;

- vi. protection and enhancement of significant buildings and recognition of sites since European settlement; and,
- vii. ensuring respectful interface and management of new developments with significant historical sites, preserving important historical assets.

Cultural preservation and governance, including:

- i. recognising the significance of indigenous history and culture in the contemporary community;
- ii. acknowledging and respecting multiculturalism;
- iii. ensuring support for a vibrant community, expressed through creative arts;
- iv. attracting and supporting creative arts and design that adds value to the built form, public space, industrial and service outputs;
- v. creating and promoting regional identity and its unique characteristics; and,
- vi. adaptation of existing, and proactive introduction of new statutory and administrative systems, practices, policies and protocols to effectively address emerging and perceived governance needs.

5. MOU FOUNDATION POLICY AND PRINCIPLES

In entering into this MOU the parties agree to abide by policies, principles and agreements on sustainability, cooperation and communication established by and between the State Government and participating Cities aimed at enhancing the effective delivery of sustainable outcomes for the community of Western Australia.

Current protocols that may be referenced include:

- i. State/Local Government Agreement on Partnerships – December 2002⁷;
- ii. State/Local Government Agreement on Communication and Consultation – June 2004⁸;
- iii. State Regional Development Policy – 2005⁹;
- iv. The Inter-Governmental Agreement Establishing Principles Guiding Inter-Governmental Relations on Local Government Matters - April 2006¹⁰; and,
- v. State Sustainability Strategy – September 2003¹¹.

The parties may be informed by views and positions developed and advanced in papers emerging from the ongoing review into the sustainability of local government in

⁷ Retrieved from www.dlgrd.wa.gov.au/LocalGovtPartnerships.asp

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Western Australia, known as the Systemic Sustainability Study for Local Government in Western Australia, including:

- Systemic Sustainability Study – 2006¹²; and,
- *The Journey: Sustainability Into the Future: Shaping the Future of Local Government in Western Australia – 2008*¹³.

The parties will also respect the outcomes of the Local Government Structural Reform process initiated by the Minister for Local Government in February 2009.

6. REGIONAL ALLIANCE GOVERNANCE

6.1. Steering Committee

A Steering Committee comprised of the Mayors of the Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder will consider and recommend policy, initiatives and projects to be advanced through the Alliance.

The Steering Committee will propose the high-level policy and priority issues for the Alliance, and will provide strategic direction and guidance on advancing the issues. It will not be actively involved in operational matters. In performing these functions, the Steering Committee shall consult with nominated representatives of the State Government.

The quorum for Steering Committee meetings shall be three (3) of the Mayors of the Alliance member Cities. Meetings may be conducted by telephone and shall occur no less frequently than once each quarter. A face-to-face meeting shall occur no less frequently than once per year.

The CEOs of the Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder, and senior representatives of relevant State Government agencies, may participate in Steering Committee meetings to provide expert advice and information with a strategic perspective, as required.

The Chair of the Steering Committee shall be the Mayor of the City of Geraldton-Greenough for the first year of the Alliance's operation. The Chair of the Steering Committee will be appointed on an annual basis from the Mayors of the participating Regional Cities. Secretariat resources will be provided on an *as needs* basis by the City whose Mayor is the current Chair of the Steering Committee. Each participating city

¹¹ Retrieved from www.dec.wa.gov.au

¹² Retrieved from www.walga.asn.au

¹³ Retrieved from www.walga.asn.au

will meet the costs of its participation. As required, the Steering Committee may, by agreement, delegate the performance of specific Secretariat functions.

The Steering Committee will:

- Ensure that the Premier and the Minister for Regional Development, through their nominees, are consulted over matters intended to be advanced through the Alliance;
- Ensure the availability and provision of adequate financial, material and human resources to enable the timely and effective progression of agreed specific initiatives. It will directly negotiate or delegate negotiating authority, as appropriate, to permit exchange with the State and local governments, the Australian Government, private sector and the community in pursuing resources;
- Ensure effective and timely communication between the Alliance and its partners and stakeholders;
- Ensure effective engagement and cooperation between the Alliance, State Government, the Commonwealth Government, Local Governments and stakeholders to ensure mutual, current awareness and appreciation of policy positions, initiatives being progressed, and proposals under consideration;
- Monitor and assess strategic progress, operational and financial accountability of proposals and projects, and provide appropriate reports to State Government and the Commonwealth Government as appropriate, to support policy consideration and information dissemination;
- Make representations to State Cabinet and/or appropriate Ministers, the Commonwealth Government and/or appropriate Ministers on relevant issues or in relation to a specific policy or initiative; and,
- Review the content of the MOU at least annually, and recommend amendments as appropriate to the Alliance.

The Steering Committee may:

- Initiate, receive, consider, advocate and advance strategic advice and proposals related to major policy initiatives and projects designed to achieve the Purpose and Objectives of the Alliance as set out in the MOU;
- Establish working groups involving representatives of the Alliance, State and Local Government, the private sector, the community, and the Commonwealth Government, as appropriate, to address agreed specific policy initiatives and projects; and,

- Seek senior level representation on working groups to ensure appropriate decision making authority, expertise and experience is directed to addressing the matter(s) referred.

6.2. Communications and Consultation

- It is recognised that, from time to time, the views of the Alliance members will differ. Under the MOU, the intention of the parties concerned will be to work conscientiously and objectively to resolve differences. Where this is not achievable, all parties will accept and respect the different views held.
- The Alliance shall meet quarterly. Agenda items will be proposed by the Steering Committee and agendas will be agreed by the Alliance prior to each meeting. The Steering Committee will invite submission of agenda items by the Premier; the Minister for Regional Development and State Cabinet through their nominees.
- Meetings of the Alliance will be supported by meetings with:
 - The Minister for Regional Development to occur no less than twice a year; and,
 - Heads of relevant State agencies to occur no less than quarterly.
- Meetings with State Government Ministers shall be conducted by the Steering Committee.
- Meetings with heads of State agencies may be conducted by CEOs of the Alliance member cities.
- The Alliance shall seek regular meetings with relevant Commonwealth Government Ministers and heads of Commonwealth agencies. The intention is that these meetings involve:
 - The relevant Commonwealth Minister for Regional Development to occur no less than once each six months; and,
 - Heads of Commonwealth agencies to occur no less than once each six months.
- Meetings with heads of Commonwealth agencies may be conducted by CEOs of the participating cities on delegation of the Alliance.
- Senior Alliance representatives will endeavour to be available to meet with State and Commonwealth Ministers and State and Commonwealth agency representatives, on issues of concern and priority to the Alliance.

6.3. Dispute Resolution

In the event of a dispute arising between the Alliance parties, in the first instance the affected parties shall endeavour to resolve the matter by direct discussion, and ultimately through the Alliance.

Nothing in this MOU limits the rights of the parties to the MOU from seeking legal advice or action, or limits the parties in undertaking their statutory roles.

6.4. Further Parties May Join Alliance

Subject to the unanimous agreement of the existing parties and following nomination by the Premier, additional regional cities may be permitted to join the Alliance by signing of the MOU (as amended from time to time).

6.5. Term of the MOU

The MOU will come into effect from the date of signing and prevail until altered in accordance with the Break Clause conditions.

6.6. Break Clause

This MOU is an expression of intent to abide by principles aimed at guiding the commitment and operations of the parties to the MOU in their pursuit of issues and initiatives of mutual interest.

The MOU may be amended by mutual agreement of the parties.

The MOU may be used as a base upon which more detailed arrangements may be established.

Any party can resolve to terminate the MOU. However, prior to a decision to terminate involvement, the matter must be referred in writing to the Steering Committee for discussion, and subsequently to the Alliance.

6.7. MOU in Good Faith

Despite anything expressed or implied to the contrary in this MOU or anywhere else, this MOU is a non-justiciable statement of current intent, and is neither intended to be, nor is it, (a) legally binding, or (b) creative of legal relations between the parties to it. No legal rights or obligations will come into existence unless or until one or more legally enforceable written agreements are entered into.

6. APPENDIX 2: Draft Memorandum of Agreement Regional Cities/Commonwealth Government Alliance

1. Purpose

- 1.1 The purpose of the MOU is to facilitate cooperative working between the participating Cities and the creation of an alliance (the Alliance) for the purposes specified herein.
- 1.2 The Alliance will be a broad planning and policy dialogue forum for the parties to the MOU and other stakeholders, as appropriate.
- 1.3 The Alliance will meet at least once each quarter, involving the Commonwealth Minister for Local Government and Regional Development and other Ministers of the Commonwealth as relevant, and the Mayors of the participating Regional Cities.
- 1.4 The Alliance will reflect the shared view of participants on the importance to the Commonwealth of Australia of substantial and sustained investment in the infrastructure of regional cities within Western Australia.
- 1.5 The infrastructure levels to be pursued by the Alliance are those necessary to permit regional cities to become viable and sustainable urban alternatives to the Perth Metropolitan area as destinations for the continuing population growth of Western Australia.
- 1.6 The Alliance acknowledges that a prerequisite for the necessary investment is a major revision of Commonwealth Government policies on the strategic development of Western Australia. Accordingly, the focus of the Alliance's activities in its first twelve months of operation shall be the achievement of the centrality of regional development to the future economic prosperity and the social and ecological sustainability of the Nation.
- 1.7 The Premier will refer this revision of Commonwealth planning to the Commonwealth Cabinet for incorporation into the priorities of all relevant portfolios.
- 1.8 The Alliance seeks commitment by the Commonwealth Cabinet to policies and investment needed to support the transformation into a multi-city State.
- 1.9 In the context of this sustained commitment to regional development, the Alliance will emphasise the importance of Regional Cities as vehicles and supports for the effective delivery of regional infrastructure initiatives and policies. In doing so, the Alliance will work with communities within the regions to support equitable distribution

of investment and effective policies for the development of sub-regional centres, supported by appropriate infrastructure.

- 1.10 The MOU recognizes that the Alliance Cities are unique strategic assets given their location within the Indian Ocean Economic Rim, and seeks to facilitate utilizing this strategic advantage.

2. PARTIES TO THE Memorandum of Agreement

The initiating parties to this Memorandum are:

- The Government of the Commonwealth of Australia;
- The City of Albany;
- The City of Bunbury;
- The City of Geraldton-Greenough; and,
- The City of Kalgoorlie-Boulder.

3. MOU OBJECTIVES

The objectives of the MOU are to ensure that:

- 3.1 The Alliance parties work collaboratively to achieve the future sustainable development of the Commonwealth;
- 3.2 The Alliance is accepted as a legitimate and respected grouping within the arrangements resulting from the current Local Government Structural Reform processes;
- 3.3 All significant matters impacting upon Regional Cities are referred to the Commonwealth Cabinet for review;
- 3.4 The Alliance Cities evolve into fully fledged alternatives to the Perth Metropolitan area as locations for the growing population of the State of Western Australia;
- 3.5 That Treasury's review of the Intergenerational Report 3 which identifies Australia's population growing to 35 million by 2049 is applied to a regional context;
- 3.6 That Western Australia's future population growth and its associated demands for social, economic and environmental amenity are distributed in a sustainable fashion;
- 3.7 The Alliance believes that a realistic target is for 50% of the projected population growth to occur in regional areas, with 25% to be located in Regional Cities;
- 3.8 The Alliance is positioned and resourced to represent the interests of its members and to enable synergies at operational and strategic levels;

- 3.9 There is the capability for two further regional cities from the Pilbara and/or Kimberley regions respectively to join the Alliance; and,
- 3.10 There are regular opportunities for engagement, representation and dialogue with and between:
- The Minister for Regional Development; other Ministers as relevant; and, Mayors; and,
 - Senior Government Officers and Ministerial Advisors and Chief Executive Officers of the Alliance member Cities.

4. WA REGIONAL CITIES ALLIANCE – OVERVIEW

The population of Western Australia is projected to increase by 640,000 between 2008 and 2020. On current settings, the same research anticipates that for practical purposes all of this growth will occur in the Perth Metropolitan area. The economic, social and environmental impacts of the expansion of the Perth metropolitan 'footprint' required to accommodate such a massive increase in population is a concern shared by Alliance members. In any event the Alliance is premised on the proposition that the existing concentration of population in Perth and the thin distribution of population elsewhere across the State is contrary to the long-term strategic interests at all levels.

The Alliance member Cities are extant substantial population centres with significant organisational capacity. Within the Alliance the population of the combined regions totals 407,989¹⁴; the combined urban area population totals 141,633; and, the combined operating revenue totals \$195,083,458. Combined rates revenue is \$79,775,779 and combined staff numbers 1067.

This positions the Alliance member Cities as major partners in the delivery of benefit to the State. However, the potential to maximise that contribution is limited by a deeply entrenched "Perth-centric" approach to State planning. The Alliance seeks a significant shift in those policy settings.

While emphasising the ability of regional cities to increase their contribution to the State, the Alliance recognises that regional cities cannot achieve maximised outcomes in isolation from their supporting regional frameworks. For this reason the Alliance focuses upon the development of a concerted approach to planning and development in regional Western Australia. Within this new paradigm the Cities require specific attention. However, regional cities require a well-constructed and adequately supported network of sub-regional centres, operating in symbiotic fashion across the

regions. A feature of the Alliance's efforts will be support and advocacy for a comprehensive regional development framework.

The Alliance is convinced that the development and expansion of regional cities is a pre-requisite for effective regional development. The Alliance intends to enable the balanced development, which is in the shared interests of all current and future residents of the State of Western Australia.

The Alliance, while respecting the importance of a new State development framework, will primarily be advocating for additional resources to be allocated to its member Cities to allow them to become fully-fledged alternatives to the Perth Metropolitan area as sites for population growth and economic activity.

For success, the new State development framework required to address these concerns will contain the following elements:

Economic growth and prosperity, including:

- i. industry and transport planning and infrastructure;
- ii. engagement with the indigenous community to ensure equitable benefit gains;
- iii. employment, job diversity and skills enhancement;
- iv. housing availability and affordability;
- v. managing business overheads;
- vi. industrial and domestic infrastructure (energy, water and waste management); and,
- vii. tourism planning and strategies.

Social advancement, including:

- i. population growth and diversity;
- ii. cohesive, supportive, safe and enduring communities;
- iii. culture and recreation;
- iv. social support services and infrastructure;
- v. community capacity building;
- vi. recognition of the traditional custodians of the land; and,
- vii. innovative health and education sectors planning and strategies.

Environmental and heritage protection and preservation, including:

- i. effective environmental and natural resource planning and management to achieve sustainable outcomes for land, water, biodiversity, marine and coastal assets, and air quality;

¹⁴ ABS Report 3218.0 Regional Population Growth Australia: 31 March 2008

- ii. climate change mitigation and adaptation;
- iii. renewable energy promotion, planning and implementation;
- iv. waste and contamination prevention and mitigation;
- v. protection and recognition of indigenous culture and sites;
- vi. protection and enhancement of significant buildings and recognition of sites since European settlement; and,
- vii. ensuring respectful interface and management of new developments with significant historical sites, preserving important historical assets.

Cultural preservation and governance, including:

- i. recognising the significance of indigenous history and culture in the contemporary community;
- ii. acknowledging and respecting multiculturalism;
- iii. ensuring support for a vibrant community, expressed through creative arts;
- iv. attracting and supporting creative arts and design that adds value to the built form, public space, industrial and service outputs;
- v. creating and promoting regional identity and its unique characteristics; and,
- vi. adaptation of existing, and proactive introduction of new statutory and administrative systems, practices, policies and protocols to effectively address emerging and perceived governance needs.

5. MOU FOUNDATION POLICY AND PRINCIPLES

In entering into this MOU the parties agree to abide by policies, principles and agreements on sustainability, cooperation and communication established by and between the State Government and participating Cities aimed at enhancing the effective delivery of sustainable outcomes for the community of Western Australia. Current protocols that may be referenced include:

- i. State/Local Government Agreement on Partnerships – December 2002¹⁵;
- ii. State/Local Government Agreement on Communication and Consultation – June 2004¹⁶;
- iii. State Regional Development Policy – 2005¹⁷;
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The parties may be informed by views and positions developed and advanced in papers emerging from the ongoing review into the sustainability of local government in Western Australia, known as the Systemic Sustainability Study for Local Government in Western Australia, including:

- *Systemic Sustainability Study – 2006*,²⁰ and,
- *The Journey: Sustainability Into the Future: Shaping the Future of Local Government in Western Australia – 2008*²¹

The parties will also respect the outcomes of the Local Government Structural Reform process initiated by the Minister for Local Government in February 2009.

6. REGIONAL ALLIANCE GOVERNANCE

6.1. Steering Committee

A Steering Committee comprised of the Mayors of the Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder will consider and recommend policy, initiatives and projects to be advanced through the Alliance.

The Steering Committee will propose the high-level policy and priority issues for the Alliance, and will provide strategic direction and guidance on advancing the issues. It will not be actively involved in operational matters. The performing these functions, the Steering Committee shall consult with nominated representatives of the Commonwealth Government.

The quorum for Steering Committee meetings shall be three (3) of the Mayors. Meetings may be conducted by telephone and shall occur no less frequently than once each quarter. A face to face meeting shall occur no less frequently than once per year.

The CEO's of the Cities of Albany, Bunbury, Geraldton-Greenough and Kalgoorlie-Boulder; and senior representatives of relevant Commonwealth Government agencies; may participate in Steering Committee meetings to provide expert advice and information, with a strategic perspective, as required.

The Chair of the Steering Committee shall be the Mayor of the City of Geraldton-Greenough for the first year of the Alliance's operation. The Chair of the Steering Committee will be appointed on an annual basis from among the Mayors of the participating regional cities. Secretariat resources will be provided on an *as needs*

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basis by the city whose Mayor is the Chair of the Steering Committee. Each participating City will meet the costs of its participation. As required the Steering Committee may by agreement delegate the performance of specific Secretariat functions.

The Steering Committee will:

- Ensure that the Minister for Regional Development and other relevant Commonwealth Ministers, through their nominees, are consulted over matters intended to be advanced through the Alliance;
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- Make representations to Commonwealth Cabinet and/or appropriate Ministers, on relevant issues or in relation to a specific policy or initiative; and,
- Review the content of the MOU at least annually, and to recommend amendments as appropriate to the Alliance.

The Steering Committee may:

- Initiate, receive, consider, advocate and advance strategic advice and proposals related to major policy, initiatives and projects designed to achieve the Purpose and Objectives of the Alliance as set out in the MOU;
- Establish working groups involving representatives of the Alliance, Commonwealth and local government, private sector, the community, and the Western Australian State Government, as appropriate, to address agreed specific policy, initiatives and projects; and,

²¹ Retrieved from www.walga.asn.au

- Seek senior level representation on working groups to ensure appropriate decision making authority, expertise and experience is directed to addressing the matter(s) referred.
- 6.2. **Communications and Consultation**
- It is recognised that, from time to time, the views of the Alliance members will differ. Under the MOU, the intention of the parties concerned will be to work conscientiously and objectively to resolve differences. Where this is not achievable, all parties will accept and respect the different views held.
 - The Alliance shall meet quarterly. Agenda items will be proposed by the Steering Committee and agendas will be agreed by the Alliance prior to each meeting. The Steering Committee will invite submission of agenda items by the Minister for Regional Development; and the Commonwealth Cabinet through their nominees.
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 - The Minister for Regional Development to occur no less than twice per year; and,
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 - The Alliance shall seek regular meetings with relevant Western Australian Government Ministers and heads of State agencies. The intention is that these meetings involve:
 - The relevant State Minister for Regional Development to occur no less than once each six months; and,
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 - Senior Alliance representatives will endeavour to be available to meet with State and Commonwealth Ministers and State and Commonwealth agency representatives, on issues of concern and priority to the Alliance.

6.3. **Dispute Resolution**

In the event of a dispute arising between the Alliance parties, in the first instance the affected parties shall endeavour to resolve the matter by direct discussion, and ultimately through the Alliance.

Nothing in this MOU limits the rights of the parties to the MOU from seeking legal advice or action, or limits the parties in undertaking their statutory roles.

6.4. Further Parties May Join Alliance

Subject to the unanimous agreement of the existing parties and following nomination by the Commonwealth Minister for Regional Development, additional regional cities may be permitted to join the Alliance by signing of the MOU (as amended from time to time).

6.5. Term of the MOU

The MOU will come into effect from the date of signing and prevail until altered in accordance with the Break Clause conditions.

6.6. Break Clause

This MOU is an expression of intent to abide by principles aimed at guiding the commitment and operations of the parties to the MOU in their pursuit of issues and initiatives of mutual interest.

The MOU may be amended by mutual agreement of the parties.

The MOU may be used as a base upon which more detailed arrangements may be established.

Any party can resolve to terminate the MOU. However, prior to a decision to terminate involvement, the matter must be referred in writing to the Steering Committee for discussion, and subsequently to the Alliance.

6.7. MOU in Good Faith

Despite anything expressed or implied to the contrary in this MOU or anywhere else, this MOU is a mere non-justiciable statement of current intent, and is neither intended to be, nor is it, (a) legally binding, or (b) creative of legal relations between the parties to it. No legal rights or obligations will come into existence unless or until one or more legally enforceable written agreements are entered into.

9.4 APPOINTMENT OF TWO ADDITIONAL BUSH FIRE CONTROL OFFICERS

File No:	EG/1/2
Attachment(s)	Nil
Responsible Officer:	Emergency Management Officer
Author Name:	Emergency Management Officer
Disclosure of Interest:	Nil

REPORT PURPOSE

The purpose of this report is to appoint two additional Fire Control Officers for the Shire of Roebourne from neighbouring Shires. Town of Port Hedland Chief Bushfire Control Officer and Shire of Ashburton Chief Bushfire Control Officer are the recommended incumbents. This will allow a more efficient and effective fire response time within the Shire of Roebourne. The additional Fire Control Officers will have the same responsibilities and authority as the existing Shire of Roebourne Fire Control Officers.

Background

On 3 February 2011 the District Operations Bushfire Advisory Committee (DOAC) Pilbara Region met at the FESA Regional Office in Karratha for its scheduled teleconference meeting.

One of the recommendations from the meeting is for all Local Governments within the Pilbara to appoint neighbouring Chief Bush Fire Control Officer's as a Fire Control Officer for their respective Shires (as per item number 6 within the minutes of this meeting). It was a unanimous agreement from all Shires that this proposal be accepted as it would assist our neighbouring Shires.

The composition of the Pilbara District Operations Advisory Committee consists of the following stakeholders or their proxy delegate;

- Chairperson of DOAC and Chief Bush Fire Control Officer Shire of Ashburton: Morgwn Jones
- Executive Officer of DOAC and FESA Area Manager: Wayne Cooke
- FESA Regional Director: John Newman
- FESA District Manager: John Winton
- DEC Regional Fire Manager: Richard Boykett
- Chief Bush Fire Control Officer Shire of Roebourne: Michael Booth
- Chief Bush Fire Control Officer Shire of East Pilbara: Andrew Norris
- Chief Bush Fire Control Officer Town of Port Hedland: Peter Wilden
- Chief Bush Fire Control Officer Shire of Exmouth: David George

It is proposed that Council appoint the following persons as Fire Control Officer's within the Shire of Roebourne.

Morgwn Jones - Morgwn Jones is the Chief Bush Fire Control Officer for the Shire of Ashburton.

Peter Wilden - Peter Wilden is the Chief Bush Fire Control Officer for the Town of Port Hedland.

Issues

Nil

Options

Council has the following options available:

1. To appoint two additional Fire Control Officers for the Shire of Roebourne.

or

2. To not appoint two additional Fire Control Officers for the Shire of Roebourne.

Policy Implications

There are no relevant policy implications pertaining to this matter.

Legislative Implications

Sections 5.8, 5.10 and 5.25 of the *Local Government Act 1995*, relating to committees and their meetings.

Section 38 (1) of the *Bush Fires Act 1954* – A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act.

The Shire of Roebourne shall publish all appointments in at least one (1) newspaper circulating in the district.

Financial Implications

The expenditure is in accordance with the budget.

Conclusion

Under the *Bush Fires Act 1954*, a Local Government from time to time may appoint such persons as it thinks necessary to be its Bush Fire Control Officers. With the onset of summer, it is necessary to appoint Fire Control Officers for the upcoming season. Having Fire Control Officers appointed from other Local Governments that share the Shire's boundaries will ensure a more efficient and effective fire response reducing the impact of bushfires on life, property and the environment within the Shire of Roebourne.

Voting Requirements

Simple.

RECOMMENDATION

That Council:

1. **Appoints Peter Wilden (Chief Bush Fire Control Officer Town of Port Hedland) as Fire Control Officer for the Shire of Roebourne.**

And

2. **Appoints Morgwn Jones (Chief Bush Fire Control Officer Shire of Ashburton) as Fire Control Officer for the Shire of Roebourne.**

9.5 COMPLIANCE AUDIT RETURN 2010

File No:	GR.2
Attachment(s)	Compliance Audit Return 2010
Responsible Officer:	Chief Executive Officer
Author Name:	Corporate Compliance Officer
Disclosure of Interest:	Nil

REPORT PURPOSE

To seek adoption from Council of the Compliance Audit Return 2010, for the period 1 January to 31 December 2010.

Background

Local Government are required to carry out a compliance audit each year for the period 1 January to the 31 December and submit the completed Compliance Audit Return (CAR) to the Department of Local Government and Regional Development (the Department) by the 31 March.

The CAR is intended to assist local governments to enhance or develop their internal control processes to ensure they are meeting statutory requirements of the legislation. Feedback on areas of non-compliance assist the Department in gaining a better understanding of any problems or issues relating to a local government's inability to achieve full compliance in a particular area.

The structure of the CAR is generally similar to that of previous years. Changes have been made, however, to reduce the areas of compliance covered by the CAR where those areas are already monitored by the Department, or where external checking compliance is the responsibility of the local government's external auditor. This has reduced the number of questions included in the 2010 CAR, particularly under the Finance heading.

Amendments to regulation 13 of the Local Government (Audit) Regulations 1996 are allowing these changes to occur.

Issues

This year's CAR incorporates the majority of the statutory requirements listed in regulation 13 of the Local Government (Audit) Regulations 1996 – Caravans and Camping, Cemeteries, Commercial Enterprises, Delegations, Disclosure of Interests, Disposal of Property, Elections, Executive Functions, Local Government Employees, Local Laws, Meeting Process, Miscellaneous Provisions, Official Conduct, Swimming Pools and Tenders.

Options

Council has the following options available:

1. That Council resolves to adopt the Compliance Audit Return 2010 for the period 1 January to 31 December as attached and presented to Council.
2. That Council resolve to adopt the Compliance Audit Return 2010 for the period 1 January to 31 December as attached and presented to Council, with amendments as recorded.

Policy Implications

There are no relevant policy implications pertaining to this matter.

Legislative Implications

Local Government (Audit) Regulations 1996, regulations 13, 14 and 15.

Financial Implications

There are no financial implications resulting from this report.

Conclusion

The completed Compliance Audit Return 2010 for the period 1 January to 31 December is presented to Council for adoption.

Voting Requirements

Simple.

RECOMMENDATION

That Council resolves to adopt the Compliance Audit Return 2010 for the period 1 January to 31 December as attached and presented to Council.

ATTACHMENT 1 - COMPLIANCE AUDIT RETURN 2010

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Roebourne - Compliance Audit Return 2010

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government together with a copy of section of relevant minutes.

Caravan Parks and Camping Grounds					
No	Reference	Question	Response	Comments	Respondent
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2009 to 30 June 2010.	Yes		Sue Bowman
2	s14(1) of the Caravans and Camping Grounds Act 1995	Did you keep a register of caravan park licences. (For the return period)	Yes		Sue Bowman

Cemeteries					
No	Reference	Question	Response	Comments	Respondent
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial. (For the return period)	Yes		Sue Bowman
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants. (For the return period)	Yes		Sue Bowman
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in as above.	Yes		Sue Bowman

Department of Local Government - Compliance Audit Return



Government of **Western Australia**
Department of **Local Government**

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2010.	N/A		Sue Bowman
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2010.	N/A		Sue Bowman
3	s3.59(2)(a)(b)(c) F&G Reg 7,11	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2010.	N/A		Sue Bowman
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2010.	N/A		Sue Bowman
5	s3.59(5)	Did the Council, during 2010, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Sue Bowman

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	Nil given	Sue Bowman
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Sue Bowman
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Sue Bowman
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Sue Bowman
5	s5.18	Has Council reviewed delegations to its committees in the 2009/2010 financial year.	N/A		Sue Bowman
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Sue Bowman
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Sue Bowman
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Sue Bowman
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Sue Bowman
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Sue Bowman
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Sue Bowman
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2009/2010 financial year.	Yes		Sue Bowman
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Sue Bowman

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	No	Item 18.1 CONFIDENTIAL REPORT - SENIOR DESIGNATED EMPLOYEE- Cr Nicole Lockwood declared an Impartiality Interest and did not vote.	Sue Bowman
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Sue Bowman

3 of 28

Department of Local Government - Compliance Audit Return



Government of **Western Australia**
Department of **Local Government**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Sue Bowman
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Sue Bowman
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Sue Bowman
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2010.	Yes		Sue Bowman
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2010.	Yes		Sue Bowman
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Sue Bowman
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Sue Bowman
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Sue Bowman
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Sue Bowman
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Sue Bowman
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Sue Bowman
14	s5.66(b)	Did the person presiding at a meeting, on all occasions, when given a member's written financial interest disclosure by the CEO, bring its contents to the attention of persons present immediately before any matters to which the disclosure relates were discussed.	Yes		Sue Bowman

4 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
15	s5.71(a)	Did the CEO disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	Yes		Sue Bowman
16	5.71(b)	Did an employee disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	Yes		Sue Bowman
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Sue Bowman
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Sue Bowman
19	s5.66(a)	Did the CEO, on all occasions, where a council member gave written notice of a disclosure of interest before a meeting, cause that notice to be given to the person who presided at the meeting.	Yes		Sue Bowman
20	s5.71	On all occasions were delegated powers and duties not exercised by employees that had an interest in the matter to which the delegated power or duty related.	Yes		Sue Bowman

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Sue Bowman
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Sue Bowman

Elections

No	Reference	Question	Response	Comments	Respondent
1	s4.17(3)	Was approval sought from the Electoral Commissioner where council allowed a vacancy to remain unfilled as a result of a councillor's position becoming vacant under s2.32 and in accordance with s4.17(3)(a) & (b).	Yes		Sue Bowman

5 of 28

Department of Local Government - Compliance Audit Return



Government of **Western Australia**
Department of **Local Government**

No	Reference	Question	Response	Comments	Respondent
2	s4.20(2)	Did the local government appoint a person other than the CEO to be the returning officer of the local government for an election or all other elections held while that appointment applied, after having written agreement of the person concerned and the Electoral Commissioner.	Yes		Sue Bowman
3	s4.20(4)	Did the local government declare the electoral commissioner to be responsible for the conduct of an election, after having first obtained the written agreement of the Electoral Commissioner.	Yes		Sue Bowman
4	s4.20(5)	Where a declaration has not already been made, was a declaration made under s4.20(4) prior to the 80th day before election day.	Yes		Sue Bowman
5	s4.32(4)	Did the CEO, within 14 days after receiving a claim for enrolment, decide whether the claimant was eligible or not eligible under s4.30(1)(a)&(b) and accept or reject the claim accordingly.	N/A		Sue Bowman
6	s4.32(6) Elect Reg 13	Did the CEO record on all occasions the decision in the owners and occupiers register in accordance with Regulation 13 of the Local Government (Elections) Regulations 1997 and give written notice of the decision to the claimant without delay, for eligibility to enrol.	N/A		Sue Bowman
7	s4.35(2)	Did the CEO give written notice to the person before making a decision under subsection (1)(c) and allow 28 days for the person to make submissions on the matter.	N/A		Sue Bowman
8	s4.35(3)	Did the CEO, after making a decision under subsection (1)(c), give written notice of it to the person.	N/A		Sue Bowman
9	s4.35(5)	Did the CEO, on receipt of advice of the Electoral Commissioner's decision on an appeal, take any action necessary to give effect to that decision.	N/A		Sue Bowman
10	s4.35(6)	Did the CEO give written notice on all occasions to the person, where after considering submissions made under subsection 2, the CEO decided that the person was still eligible under s4.30 to be enrolled to vote at elections for the district or ward.	N/A		Sue Bowman
11	s4.35(7)	Did the CEO, on all occasions, record any decision under subsection (1) or (6) in the register referred to in section 4.32(6).	N/A		Sue Bowman
12	s4.39(2)	Did the CEO on or after the 70th day, but no later than the 56th day give statewide public notice of the time and date of the close of enrolments.	Yes		Sue Bowman

6 of 28

Department of Local Government - Compliance Audit Return



Government of **Western Australia**
Department of **Local Government**

No	Reference	Question	Response	Comments	Respondent
13	s4.41(1)	Did the CEO prepare an owners and occupiers roll for the election on or before the 36th day before election day.	Yes		Sue Bowman
14	s4.41(2)	Did the CEO certify that the owners and occupiers roll included the names of all persons who were electors of the district or ward under s4.30 at the close of enrolments.	Yes		Sue Bowman
15	s4.43(1)	Where the CEO was returning officer (RO) and the rolls were not consolidated, did the RO delete the names of any person from the owners and occupiers roll whose name also appeared on the residents roll, on or before the 22nd day before election day.	N/A		Sue Bowman
16	s4.47(1)	Where the CEO was returning officer (RO), did the RO give statewide public notice calling for nominations of candidates for the election on or after the 56th day but no later than the 45th day before election day.	N/A		Sue Bowman
17	s4.47(2)(a)	Did the notice referred to in s4.47(1) calling for nominations specify the kind of election to be held and the vacancy or vacancies to be filled.	Yes		Sue Bowman
18	s4.47(2)(b)	Did the notice referred to in s4.47(1) calling for nominations specify the place where nominations may be delivered or sent.	Yes		Sue Bowman
19	s4.47(2)(c)	Did the notice referred to in s4.47(1) calling for nominations specify the period within which nominations have to be delivered or sent.	Yes		Sue Bowman
20	s4.47(2)(d)	Did the notice referred to in s4.47(1) calling for nominations specify any other arrangements made for the receipt by the returning officer of nominations.	Yes		Sue Bowman
21	s4.61(2)	Did the Council of the local government, where it decided to conduct the election as a postal election, make that decision by absolute majority.	Yes		Sue Bowman
22	s4.61(3)	Where a decision was made under s4.61(2) and a relevant declaration had not already been made, was that decision made prior to the 80th day before election day.	Yes		Sue Bowman
23	s4.64	Where the CEO was returning officer (RO), did the RO give Statewide public notice (election notice) as soon as practicable after preparations for the election, but no later than on the 19th day before election day, in accordance with regulations that included details of how, when and where the election will be conducted and the names of the candidates.	N/A		Sue Bowman

7 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
24	Elect Reg 7	Did a person, before acting as an electoral officer, make the required declaration as stated in local government election regulation 7.	Yes		Sue Bowman
25	Elect Reg 8(2)	Where the CEO was returning officer (RO), did the RO prepare and adopt a Code of Conduct for the 2010 Extraordinary Elections.	N/A		Sue Bowman
26	Elect Reg 8(3)	Where the CEO was returning officer (RO), did the RO provide each electoral officer a copy or access to a copy of the electoral code of conduct for the 2010 Extraordinary Elections.	N/A		Sue Bowman
27	Elect Reg 13(1)	Has the relevant information as listed in Election Reg 13 been recorded in the owners and occupiers register.	Yes		Sue Bowman
28	Elect Reg 13(4)	Did the CEO amend the register from time to time to make sure that the information recorded in it is accurate.	Yes		Sue Bowman
29	Elect Reg 17	Did the local government keep an enrolment eligibility claim form, if accepted, a copy of a notice of acceptance for 2 years after the claim and notice expired, and a copy of a notice of rejection for 2 years after the claim was rejected.	Yes		Sue Bowman
30	Elect Reg 26(4)	Did the CEO or an employee of the local government appointed as Returning Officer keep the deposit referred to in s4.49(d) separate from other money and credited to a fund of the local government.	Yes		Sue Bowman
31	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Sue Bowman
32	Elect Reg 30G(3)	Did the CEO remove any "disclosure of gifts" forms completed by unsuccessful candidates from the electoral gift register in accordance with the period under regulation 30C and retain those forms separately for a period of at least 2 years.	Yes		Sue Bowman
33	Elect Reg 30H	Has the electoral gift register been kept at the appropriate local government offices.	Yes		Sue Bowman
34	Elect Reg 40	Has a postal voters register been kept of electors whose applications are under regulation 37(1)(b) and are accepted under regulation 38(1), which contains the enrolment details of each elector included on it and any ward in respect of which the elector is registered.	Yes		Sue Bowman

8 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
35	Elect Reg 81	Was the report relating to an election under s4.79 provided to the Minister within 14 days after the declaration of the result of the election.	Yes		Sue Bowman

Executive Functions

No	Reference	Question	Response	Comments	Respondent
1	s3.18(3)(a)	Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments.	Yes		Sue Bowman
2	s3.32(1)	Was a notice of intended entry given to the owner or occupier of the land, premises or thing that had been entered.	Yes		Sue Bowman
3	s3.50	Did the local government close a thoroughfare wholly or partially for a period not exceeding 4 weeks under the guidelines of 3.50.	Yes		Sue Bowman
4	s3.18(3)(b)	Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector.	Yes		Sue Bowman
5	s3.18(3)(c)	Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are properly managed.	Yes		Sue Bowman
6	s3.40A(1)	Where in the opinion of the local government a vehicle was an abandoned vehicle wreck, was it removed and impounded by an employee authorised (for that purpose) by the local government.	Yes		Sue Bowman
7	s3.40A(2)	Where the owner of the vehicle was identified within 7 days after its removal under s3.40A(1), did the local government give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice.	Yes		Sue Bowman
8	s3.40A(3)	Where notice was given under s3.40A(2) did it include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47.	Yes		Sue Bowman
9	s3.51(3)	Did the local government give notice of what is proposed to be done giving details to the proposal and inviting submissions from any person who wishes to make a submission and allow a reasonable time for submissions to be made and consider any submissions made.	Yes		Sue Bowman

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
10	s3.52(4)	Has the local government kept plans for the levels and alignments of public thoroughfares that are under its control or management, and made those plans available for public inspection.	Yes		Sue Bowman
11	s3.32(2)	Did the notice of intended entry specify the purpose for which the entry was required.	Yes		Sue Bowman
12	s3.32(3)	Was the notice of intended entry given not less than 24 hours before the power of entry was exercised.	Yes		Sue Bowman

Finance

No	Reference	Question	Response	Comments	Respondent
1	s5.53, Admin Reg 19B	Has the local government prepared an annual report for the financial year ended 30 June 2010 that contained the prescribed information under the Act and Regulations.	Yes		Sue Bowman
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2010.	Yes		Sue Bowman
3	s5.54(1), (2)	Where the Auditor's report was not available in time for acceptance by 31 December, was it accepted no more than two months after the Auditor's report was made available.	N/A		Sue Bowman
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	Yes		Sue Bowman
5	s5.56 Admin Reg 19C(2)	Has the local government made a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).	Yes		Sue Bowman
6	Admin Reg 19D	After a plan for the future, or modifications to a plan were adopted under regulation 19C, did the local government give public notice in accordance with subsection (2).	N/A		Sue Bowman
7	s5.94, s5.95	Did the local government allow any person attending the local government during office hours to inspect information, free of charge, listed in s5.94 of the Act and subject to s5.95 whether or not the information was current at the time of inspection.	Yes		Sue Bowman
8	s5.96	Where a person inspected information under Part 5, Division 7 of the Act and requested a copy of that information, did the local government ensure that copies were available at a price that did not exceed the cost of providing those copies.	N/A		Sue Bowman
9	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	N/A		Sue Bowman

10 of 28

Department of Local Government - Compliance Audit Return



Government of **Western Australia**
Department of **Local Government**

No	Reference	Question	Response	Comments	Respondent
10	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	Yes		Sue Bowman
11	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	Yes		Sue Bowman
12	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98 (5).	Yes		Sue Bowman
13	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	Yes		Sue Bowman
14	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	Yes		Sue Bowman
15	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	Yes		Sue Bowman
16	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	Yes		Sue Bowman
17	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member.	Yes		Sue Bowman
18	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	Yes		Sue Bowman
19	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	Yes		Sue Bowman
20	s6.8(1)(c)	Did the Mayor or President authorise expenditure from the municipal fund in an emergency. (Please indicate circumstances in the "Comments" column)	No		Sue Bowman

11 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
21	s6.8	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council.	N/A		Sue Bowman
22	s6.12, 6.13, 6.16 (1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	N/A		Sue Bowman
23	s6.12, 6.13, 6.16 (1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority.	Yes		Sue Bowman
24	s6.12, 6.13, 6.16 (1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges).	Yes		Sue Bowman
25	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	Yes		Sue Bowman
26	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	Yes		Sue Bowman
27	s6.19	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges.	Yes		Sue Bowman
28	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year).	N/A		Sue Bowman
29	S6.76(6)	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision.	N/A		Sue Bowman
30	FM Reg 5	Has efficient systems and procedures been established by the CEO of a local government as listed in Finance Reg 5.	Yes		Sue Bowman

12 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
31	FM Reg 6	Has the local government ensured that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for conducting an internal audit or reviewing the discharge of duties by that employee.	Yes		Sue Bowman
32	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Sue Bowman
33	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Sue Bowman
34	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Sue Bowman
35	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Sue Bowman
36	s7.3	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Sue Bowman
37	s7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Sue Bowman
38	s7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes		Sue Bowman
39	s7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	Yes		Sue Bowman
40	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Sue Bowman
41	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Sue Bowman

13 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
42	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Sue Bowman
43	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Sue Bowman
44	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Sue Bowman

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Sue Bowman
2	s5.36(4) s5.37(3)	Were all vacancies for the position of CEO and for designated senior employees advertised.	Yes		Sue Bowman
3	s5.36(4) s5.37(3) Admin Reg 18A(1)	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	Yes		Sue Bowman
4	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered.	Yes		Sue Bowman
5	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted.	Yes		Sue Bowman
6	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications.	Yes		Sue Bowman
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	Yes		Sue Bowman
8	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information.	Yes		Sue Bowman
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Sue Bowman

14 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes		Sue Bowman
11	Admin Reg 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12).	Yes		Sue Bowman
12	Admin Reg 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11).	Yes		Sue Bowman
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Sue Bowman
14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes		Sue Bowman
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	Yes		Sue Bowman
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	Yes		Sue Bowman
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	Yes		Sue Bowman
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Sue Bowman
19	s5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Sue Bowman

15 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
20	s5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	Yes		Sue Bowman
21	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Sue Bowman
22	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Sue Bowman
23	Admin Reg 33	Was the allowance paid to the mayor or president for the purposes of s5.98 (5) within the prescribed range.	Yes		Sue Bowman

Local Laws

No	Reference	Question	Response	Comments	Respondent
1	s3.12(2) F&G Reg 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	Yes		Sue Bowman
2	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	Yes		Sue Bowman
3	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	Yes		Sue Bowman
4	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation.	Yes		Sue Bowman
5	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office.	Yes		Sue Bowman
6	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	Yes	Commenced internal review	Sue Bowman
7	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law.	Yes		Sue Bowman

16 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
8	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice.	Yes		Sue Bowman
9	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law.	Yes		Sue Bowman
10	s3.16(3)	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council.	Yes		Sue Bowman
11	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	Yes		Sue Bowman

Meeting Process

No	Reference	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	N/A		Sue Bowman
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	N/A		Sue Bowman
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Sue Bowman
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Sue Bowman
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	Yes		Sue Bowman
6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	Yes		Sue Bowman

17 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
7	s5.5(1)	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council.	Yes		Sue Bowman
8	s5.5(2)	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council.	Yes		Sue Bowman
9	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	No		Sue Bowman
10	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities.	No		Sue Bowman
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	Yes		Sue Bowman
12	s5.10(1)(a)	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b)).	Yes		Sue Bowman
13	s5.10(2)	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act.	Yes		Sue Bowman
14	s5.12(1)	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act.	Yes		Sue Bowman
15	s5.12(2)	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act.	Yes		Sue Bowman
16	s5.15	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion.	N/A		Sue Bowman
17	s5.21 (4)	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes.	Yes		Sue Bowman
18	s5.22(1)	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings.	Yes		Sue Bowman

18 of 28

Department of Local Government - Compliance Audit Return



Government of **Western Australia**
Department of **Local Government**

No	Reference	Question	Response	Comments	Respondent
19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	Yes		Sue Bowman
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes		Sue Bowman
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Sue Bowman
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	Yes		Sue Bowman
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes		Sue Bowman
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes		Sue Bowman
25	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Sue Bowman
26	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Sue Bowman
27	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	Yes		Sue Bowman
28	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	Yes		Sue Bowman
29	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes		Sue Bowman
30	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	Yes		Sue Bowman

19 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
31	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee.	N/A		Sue Bowman
32	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority.	N/A		Sue Bowman
33	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority.	Yes		Sue Bowman
34	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes		Sue Bowman
35	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting.	Yes		Sue Bowman
36	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion.	Yes		Sue Bowman
37	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes		Sue Bowman
38	Admin Reg 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision.	Yes		Sue Bowman
39	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	Yes		Sue Bowman
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest.	Yes		Sue Bowman
41	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings.	Yes		Sue Bowman

20 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
42	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public.	Yes		Sue Bowman
43	Admin Reg 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above.	Yes		Sue Bowman
44	Admin Reg 12(3) (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice.	Yes		Sue Bowman
45	Admin Reg 12(3) (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting.	Yes		Sue Bowman
46	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings.	Yes		Sue Bowman
47	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	Yes		Sue Bowman
48	Admin Reg 14(1) (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection.	Yes		Sue Bowman
49	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority.	N/A		Sue Bowman
50	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	N/A		Sue Bowman
51	s5.27(2)	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year.	Yes		Sue Bowman

21 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
52	s5.29	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting.	Yes		Sue Bowman
53	s5.32	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.	Yes		Sue Bowman
54	s5.33(1)	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose.	Yes		Sue Bowman
55	s5.33(2)	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting.	Yes		Sue Bowman
56	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Sue Bowman

Miscellaneous Provisions

No	Reference	Question	Response	Comments	Respondent
1	s9.4	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision.	Yes		Sue Bowman
2	s9.29(2)(b)	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO.	N/A		Sue Bowman
3	s9.6(5)	Did the local government ensure that the person who made the objection was given notice in writing of how it has been decided to dispose of the objection and the reasons why.	Yes		Sue Bowman

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Sue Bowman
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Sue Bowman
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Sue Bowman
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Sue Bowman
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Sue Bowman
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Sue Bowman
Swimming Pools					
No	Reference	Question	Response	Comments	Respondent
1	s245A(5)(aa) LG (MiscProv) Act 1960	Have inspections of known private swimming pools, either been, or are proposed to be, carried out as required by section 245A(5)(aa) of the Local Government (Miscellaneous Provisions) Act 1960.	Yes		Sue Bowman
Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Sue Bowman

23 of 28

Department of Local Government - Compliance Audit Return



Government of **Western Australia**
Department of **Local Government**

No	Reference	Question	Response	Comments	Respondent
2	F&G Reg 12	Has the local government, as far as it is aware, only entered into a single contract rather than multiple contracts so as to avoid the requirements to call tenders in accordance with F&G Reg 11 (1).	Yes		Sue Bowman
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Sue Bowman
4	F&G Reg 14(3)	Did all the local government's invitations to tender include a brief description of the goods and services required and contact details for a person from whom more detailed information could be obtained about the tender.	Yes		Sue Bowman
5	F&G Reg 14(3)	Did all the local government's invitations to tender include information as to where and how tenders could be submitted.	Yes		Sue Bowman
6	F&G Reg 14(3)	Did all the local government's invitations to tender include the date and time after which tenders would not be accepted.	Yes		Sue Bowman
7	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers concerning detailed specifications of the goods or services required.	Yes		Sue Bowman
8	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers of the criteria for deciding which tender would be accepted.	Yes		Sue Bowman
9	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	Yes		Sue Bowman
10	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers on whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so, how tenders were to be submitted.	Yes		Sue Bowman
11	F&G Reg 14(3)(4)	Did the local government ensure all prospective tenderers had any other information that should be disclosed to those interested in submitting a tender.	Yes		Sue Bowman
12	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Sue Bowman

24 of 28

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 15	Following the publication of the notice inviting tenders, did the local government allow a minimum of 14 days for tenders to be submitted.	Yes		Sue Bowman
14	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) were held in safe custody.	Yes		Sue Bowman
15	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) remained confidential.	Yes		Sue Bowman
16	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were not opened, examined or assessed until after the time nominated for closure of tenders.	Yes		Sue Bowman
17	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were opened by one or more employees of the local government or a person authorised by the CEO.	Yes		Sue Bowman
18	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Sue Bowman
19	F&G Reg 16 (3)(c)	Did the local government record all details of the tender (except the consideration sought) in the tender register immediately after opening.	Yes		Sue Bowman
20	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Sue Bowman
21	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Sue Bowman
22	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a brief description of the goods or services required.	Yes		Sue Bowman
23	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of the decision made to invite tenders and if applicable the decision to seek expressions of interest under Regulation 21(1).	Yes		Sue Bowman
24	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest.	Yes		Sue Bowman

25 of 28

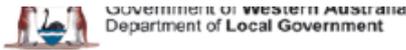
Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
25	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) any list of acceptable tenderers that was prepared under regulation 23(4)	Yes		Sue Bowman
26	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a copy of the notice of invitation to tender.	Yes		Sue Bowman
27	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of each tenderer whose tender was opened.	Yes		Sue Bowman
28	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of the successful tenderer.	Yes		Sue Bowman
29	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the amount of consideration or the summary of the amount of the consideration sought in the accepted tender.	Yes		Sue Bowman
30	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Sue Bowman
31	F&G Reg 21(3)	On each occasion that the local government decided to invite prospective tenderers to submit an expression of interest for the supply of goods or services, did the local government issue a Statewide public notice.	Yes		Sue Bowman
32	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	Yes		Sue Bowman
33	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include particulars of a person from whom more detailed information could be obtained.	Yes		Sue Bowman
34	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include information as to where and how expressions of interest could be submitted.	Yes		Sue Bowman
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include the date and time after which expressions of interest would not be accepted.	Yes		Sue Bowman
36	F&G Reg 22	Following the publication of the notice inviting expressions of interest, did the local government allow a minimum of 14 days for the submission of expressions of interest.	Yes		Sue Bowman

26 of 28



No	Reference	Question	Response	Comments	Respondent
37	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Sue Bowman
38	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Sue Bowman
39	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Sue Bowman
40	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government prepare a proposed regional price preference policy (only if a policy had not been previously adopted by Council).	Yes		Sue Bowman
41	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government give Statewide public notice of its intention to have a regional price preference policy and include in that notice the region to which the policy is to relate (only if a policy had not been previously adopted by Council).	N/A		Sue Bowman
42	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice details of where a complete copy of the proposed policy may be obtained (only if a policy had not been previously adopted by Council).	N/A		Sue Bowman
43	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions (only if a policy had not been previously adopted by Council).	N/A		Sue Bowman
44	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice (only if a policy had not been previously adopted by Council).	N/A		Sue Bowman

Department of Local Government - Compliance Audit Return



Government of **Western Australia**
Department of **Local Government**

No	Reference	Question	Response	Comments	Respondent
45	F&G Reg 11A(1)	Has the local government prepared and adopted a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less or worth \$100,000 or less.	Yes		Sue Bowman
46	F&G Reg 11A(3)(a)	Did the purchasing policy that was prepared and adopted make provision in respect of the form of quotations acceptable.	Yes		Sue Bowman
47	F&G Reg 11A (3) (b)	Did the purchasing policy that was prepared and adopted make provision in respect of the recording and retention of written information, or documents for all quotations received and all purchases made.	Yes		Sue Bowman

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Roebourne

Signed CEO, Roebourne

9.6 TENDER EXEMPTION - AUTHORISED EXPENDITURE UNDER AN EMERGENCY

File No:	CP.187
Attachment(s)	Nil
Responsible Officer:	Chief Executive Officer
Author Name:	Chief Executive Officer
Disclosure of Interest:	Nil

REPORT PURPOSE

This report seeks Council endorsement for damage from Cyclone Carlos to be proclaimed as a natural disaster by the Shire President in accordance with the Local Government Act 1996 - 6.8 (1) (c) and to seek tender exemption under Regulation 11 (2)(a) of the Local Government (Functions and General) Regulations 1996 that “Tenders do not have to be publicly invited if the authorised expenditure is under an emergency”.

Background

Tropical Cyclone Carlos and associated flooding (February 2011) has been proclaimed an *eligible disaster* under the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA), and pursuant to Section 4.2 of the Natural Disaster Relief and Recovery Arrangements Determination 2007, issued by the Australian Government Minister for Local Government, Territories and Roads.

The State Government will provide immediate financial assistance to those people who have been affected through joint State and Commonwealth disaster relief and recovery arrangements.

On Monday 21 February 2011, Ex-Tropical Cyclone Carlos reformed off the Western Australian Coast to the West of Broome. The Bureau of Meteorology advised that the Karratha Tornado of the same date was clearly linked to Tropical Cyclone Carlos, as it (Carlos) established the wind profile necessary for the tornado formation. For the purposes of the WANDRRA, these two events will be treated as one and will be referred to as ‘*Tropical Cyclone Carlos and associated flooding (February 2011)*’.

Pursuant to Section 2.1.1 of the NDRRA Determination 2007, ‘cyclone’ is deemed an eligible *natural disaster* event.

WANDRRA is jointly funded by the State and Commonwealth Governments and administered by FESA, with assistance from other agencies. Through WANDRRA, the Western Australian and Commonwealth Governments provide help to people who have suffered the direct impact of a proclaimed natural disaster event.

Personal hardship and distress assistance is being provided. It is also anticipated that there will be extensive damage to Local Government infrastructure, in particular the road network, and significant Counter Disaster Operations expenses are also expected to be incurred.

The Local Government districts affected by this natural disaster event are as follows:

- Shire of Broome

- Town of Port Hedland
- Shire of Roebourne
- Shire of East Pilbara
- Shire of Ashburton
- Shire of Exmouth
- Shire of Carnarvon

Assistance under this proclamation is available in respect of the cost of repair and restoration of certain essential public assets which would include the road network infrastructure in the Local Government districts listed above. Consideration will be given to proposals involving the *betterment* of roads to a more disaster-resilient standard than its pre-disaster standard.

Assistance is also available for the following items typically covered by the WANDRRA. Claims in respect of any other *eligible measures* will also therefore be considered:

- For individuals – Personal Hardship and Distress grants which are administered by the Department for Child Protection (DCP). Potential measures include emergency food, accommodation, clothing, temporary living expenses, replacement of essential household contents and housing repairs to return housing to a habitable, safe and secure condition. Note – some of these measures are subject to income and means testing.
- For businesses – interest rate subsidies on loans approved by Authorised Deposit-taking Institutions.
- Local Governments – Clean-up costs and the repair and restoration of essential public assets including local road damage. State road damage is also included through Main Roads Western Australia (MRWA). Only costs incurred that are ‘additional’ costs and are directly related to the event will be eligible for reimbursement. **Important Note - The allowable time limit for eligible claims expires on 30 June 2013.**
- Primary Producers – Assistance may be available toward freight costs, restoration of boundary fences (where public safety is at risk), professional advice grants and interest rate subsidies, which are administered by the Department of Agriculture and Food. **Important Note - Claims should be lodged before 25 August 2011.**

It should be noted that assistance under the WANDRRA is not designed to supplant, or operate as a disincentive for self-help by way of commercial insurance.

Issues

To allow officers to engage the assistance of contractors to quickly repair the extensive damage to Local Government infrastructure, in particular the road network, this report seeks approval for a tender exemption be approved by the Shire President.

Options

Council has the following options available:

1. Endorse the proclamation of ‘*Tropical Cyclone Carlos and associated flooding (February 2011)*’ as a natural disaster by the Shire President in accordance with the Local Government Act 1996 - 6.8 (1) (c) and to seek tender exemption under Regulation 11 (2)(a) of the Local Government (Functions and General) Regulations 1996 that “Tenders do not have to be publicly invited if the authorised expenditure is under an emergency”.

Or

2. Not support the recommendation.

Policy Implications

Nil

Legislative Implications

Tender Exemption - Authorised Expenditure Under An Emergency

Under Regulation 11 (2)(a) of the Local Government (Functions and General) Regulations 1996 Tenders do not have to be publicly invited if the authorised expenditure is under an emergency.

However, the emergency must be authorised in advance by the mayor or president in accordance with the Local Government Act 1996 - 6.8 (1) (c).

Local Government (Functions and General) Regulations 1996

11. Tenders to be invited for certain contracts

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act;
 - (b) the supply ...

Local Government Act 1996

6.8. Expenditure from municipal fund not included in annual budget

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

** Absolute majority required.*

Financial Implications

Various budget amendments will be required in this and subsequent financial years if WANDRRA funds are made available to the Council.

Voting Requirements

Absolute.

RECOMMENDATION

That Council

Endorse the proclamation of *'Tropical Cyclone Carlos and associated flooding (February 2011)*' as a natural disaster by the Shire President in accordance with the Local Government Act 1996 - 6.8 (1) (c) and to seek tender exemption under Regulation 11 (2)(a) of the Local Government (Functions and General) Regulations 1996 that "Tenders do not have to be publicly invited if the authorised expenditure is under an emergency".

9.7 ANNUAL GENERAL ELECTORS MEETING

File No:	FM.3
Attachment(s)	Minutes of Meeting
Responsible Officer:	Chief Executive Officer
Author Name:	Manager Corporate Compliance
Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider the Minutes and Decisions of the 2009/2010 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 2010 was held on Monday 14 February 2011. 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. Receive the minutes and report on the annual electors meeting and note that there were no decisions that required consideration by Council.
2. Not receive the minutes of the Annual Elector’s Meeting held on 14 February 2011.

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.

RECOMMENDATION

The Minutes and Report of the Annual Electors Meeting for the 2008/09 year held on 14 February 2011 be received as a true and correct record of proceedings and it be noted that there were no decisions that required consideration by the Council.

10 FINANCIAL SERVICES

10.1 LIST OF ACCOUNTS JANUARY 2011/FEBRUARY 2011

File No:	FEB11
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. To adopt the report as is
2. To adopt the report with amendments
3. Not to adopt the report

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

Payments totalling \$7,022,897.53 being made in January and February 2011, as shown in the report.

Conclusion

None.

Voting Requirements

Simple.

RECOMMENDATION

That Trust Vouchers 57-61 (Inclusive), Cheque Vouchers 73488 and 73580 (Cancelled), 73613 – 73715 (Inclusive) , Direct Debits 13017.1, 13165.1, 13170.1, 13174.1 and EFT9589 to EFT9918 (Inclusive) and Payroll Cheques, totalling \$7,022,897.53 submitted and checked with vouchers, be accepted.

Chq/EFT	Date	Name	Description	Amount
57	04.02.2011	Corser & Corser	Bond Refund - Hire Roebourne Community Hall	400.00
58	04.02.2011	D Jupp	Bond Refund - Hire Millars Well Pavilion	500.00
59	23.02.2011	A Dott	Bond Refund - Hire Cat Trap	30.00
60	23.02.2011	R Delarie	Cash Bond Refund - PA1618	15,688.77
61	23.02.2011	R Iemma	Cash Bond Refund - PA1652	10,356.32
EFT9589	25.01.2011	Australian Taxation Office	Payroll Deductions	147,739.89
EFT9590	25.01.2011	Child Support Agency	Payroll Deductions	290.01
EFT9594	24.01.2011	Heavy Automatics	Trans Filter Kit	173.80
EFT9595	24.01.2011	Moxham Motors	Colorado LX Crew Cab Utility	108,656.62
EFT9596	24.01.2011	Stott & Hoare	Storage Area Network	87,839.40
EFT9597	28.01.2011	British American Tobacco	TTI - Cigarettes	2,385.58
EFT9598	28.01.2011	Commander Australia Limited	Monthly Network Charges	158.00
EFT9599	28.01.2011	V Connolly	Conference Expenses - FBT Conference	129.95
EFT9600	28.01.2011	Philip Morris Limited	TTI - Cigarettes	1,214.92
EFT9601	28.01.2011	Australasian Performing Right Assoc.	KEC APRA Fees	1,239.88
EFT9602	28.01.2011	Neverfail Springwater Pty Ltd	Hire of Freestanding Water Cooler	313.75
EFT9603	28.01.2011	Kmart Karratha	Dampier Library - Stock	593.5
EFT9604	28.01.2011	A Taylor	Conference Expenses - Building Bill 2010 LGMA Seminar	142.05
EFT9605	28.01.2011	Woolworths (WA) Ltd	TTI - Kiosk Stock	1,195.55
EFT9606	02.02.2011	Woolworths (WA) Ltd	TTI - Kiosk Stock	124.99
EFT9607	02.02.2011	B White	Catering - Bulgarra Sporting Precinct Announcement of Works Morning Tea	926.00
EFT9608	03.02.2011	Karratha Contracting Pty Ltd	KAC - Final Progress Claim - Upgrade To Buildings and Patio	31,181.80
EFT9609	03.02.2011	Dept Of Housing & Works	Payroll Deductions	250.00
EFT9610	03.02.2011	Dept Of Housing & Works	Payroll Deductions	1,370.20
EFT9611	09.02.2011	Australian Taxation Office	Payroll Deductions	147,554.06
EFT9612	09.02.2011	Child Support Agency	Payroll Deductions	290.01
EFT9613	04.02.2011	Allied Pickfords-Karratha	Storage of furniture during renovations-5 Kwong	1,329.43
EFT9614	04.02.2011	Amnet It Services	Monthly Email Broadband	158.00
EFT9615	04.02.2011	Austral Mercantile Collections Pty Ltd	Debt Collection Fees	132.00
EFT9616	04.02.2011	Bullivants	Natural Citrus Cleaner and Degreaser	202.51
EFT9617	04.02.2011	Chefmaster Australia	Garbage Bags	1,113.50
EFT9618	04.02.2011	Corporate Express	Stationery - Corporate Records and IT	5,242.76
EFT9619	04.02.2011	C-Direct P/L Prepaid	TTI - Kiosk Stock	1,920.00
EFT9620	04.02.2011	Chandler Macleod	7 Mile Waste Facility - Labour Hire	48,967.89
EFT9621	04.02.2011	Drake Australia Pty Ltd	TTI Casual Staff	9,513.95
EFT9622	04.02.2011	Davis Langdon Australia Pty Ltd	Consultancy Services for KELT Project Claim No 4	7,051.00
EFT9623	04.02.2011	Editorial And Publishing Consultants	Annual Subscription Renewal - Waste & Water Management Australia	198.00
EFT9624	04.02.2011	C Fox	Study Assistance 2010 Claim	1,580.00
EFT9625	04.02.2011	GHD Pty Ltd	Budget Assistance	11,526.02
EFT9626	04.02.2011	Garrards Pty Ltd	Hardi Spray Gun	330.00
EFT9627	04.02.2011	Harvey World Travel	Flight - Records Consultant	2,706.34
EFT9628	04.02.2011	O Hayward	Reimbursement Petty Cash Purchases	93.00
EFT9629	04.02.2011	ITVision	Write Building Department - Council Reports for Received Pending & Completed Transactions	3,300.00
EFT9630	04.02.2011	Karratha Newsagency	TTI - Kiosk Stock	4,201.60
EFT9631	04.02.2011	Karratha International Hotel	Karratha Airport - Christmas Function For Tenants and Airport Users	2,325.00

EFT9632	04.02.2011	Karratha Alternative Carriers	No.1 Bulgarra Waste Water Plant - Transportation of Chlorine	940.50
EFT9633	04.02.2011	Karratha Tavern	TTI - Kiosk Stock	11,577.20
EFT9634	04.02.2011	Local Government Managers Australia	Employee Conference Registration The Building Bill 2011	60.00
EFT9635	04.02.2011	Mercure Hotel - Perth	Employee Accommodation	362.00
EFT9636	04.02.2011	WALGA (Marketforce)	Tender Management - Vehicle Disposal Service	2,970.00
EFT9637	04.02.2011	Poolmart Karratha	RAC Hydrachloric Acid 15 Litre	144.80
EFT9638	04.02.2011	Point Samson Community Association Inc	Garden Maintenance - Point Samson Community Park	1,120.00
EFT9639	04.02.2011	Water2Water	Shire Housing Water Filter Repairs	501.35
EFT9640	04.02.2011	Pilbara Real Estate	Staff Housing Water Consumption	244.40
EFT9641	04.02.2011	Parry's Merchants	TTI Kiosk Stock	10,114.80
EFT9642	04.02.2011	Poinciana Nursery	Karratha Airport - Gardening Supplies	369.00
EFT9643	04.02.2011	Pilbara Holiday Park	Accommodation for Junkadelic Crew	6,000.00
EFT9644	04.02.2011	Ray White Real Estate	Staff Housing Water Consumption	509.45
EFT9645	04.02.2011	B Retter T/as SpinFX Audio	PA System and Entertainment for Australia Day Celebrations	2,000.00
EFT9646	04.02.2011	Signswest Stick With Us Sign Studio	Signs Cancelled	165.00
EFT9647	04.02.2011	Shell Company Of Australia	Fuel	5,113.34
EFT9648	04.02.2011	Sealanes	Admin Building Kitchen Supplies	264.76
EFT9649	04.02.2011	Technical Irrigation Imports	Controller SG2024 - Repairs	122.87
EFT9650	04.02.2011	The Royal Life Saving Society Australia	Austswim Teacher - Infant Aquatics Course - O. Burger	230.00
EFT9651	04.02.2011	TNT Express	Freight	362.50
EFT9652	04.02.2011	Truck Centre (WA) Pty Ltd	Secondary Fuel Filter	48.11
EFT9653	04.02.2011	The Retic Shop	Reticulation supplies	4,801.41
EFT9654	04.02.2011	M Waterstrom	Reimbursement Petty Cash Purchases	101.59
EFT9655	04.02.2011	Wridgways	Removal Costs Planning Officer	6,800.20
EFT9656	04.02.2011	Worksense Safety & Workwear	Frillneck Wrapat	165.89
EFT9657	04.02.2011	Atom Supply	KAC - Step Ladder/ Bulgarra Barrier Fencing	992.60
EFT9658	04.02.2011	Blackwoods (Atkins Carlyle Ltd)	Gloves Disposable	182.31
EFT9659	04.02.2011	Auslec	Milwalkee Impact Drill Set	1,531.68
EFT9660	04.02.2011	Protector Alsafe	Safety Boots	1,686.96
EFT9661	04.02.2011	A & P Transport	Poultry Mix	40.00
EFT9662	04.02.2011	All Park Products Pty Ltd	BBQ Lids to Fit BBQ's Purchased in November	1,776.50
EFT9663	04.02.2011	Avdata Australia	KTA Airport - November Charges	469.00
EFT9664	04.02.2011	BOC Limited	Depot - E Size Oxygen Gas Bottle and Hand Piece	179.96
EFT9665	04.02.2011	Bunzl Ltd	Interleaved Hand Towels	1,099.76
EFT9666	04.02.2011	Beaurepaires	Tyre Repairs & Replacements	15,310.36
EFT9667	04.02.2011	BC Lock & Key	Kta Airport-Bulk batteries, brushes & cleaning solution	5,006.79
EFT9668	04.02.2011	Wickham Service Station	Fuel	466.44
EFT9669	04.02.2011	BT Equipment Pty Ltd	Scrapers	2,046.43
EFT9670	04.02.2011	Budget Rent A Car	Contractor Car Hire	495.58
EFT9671	04.02.2011	Ronald Back	Consultancy Preparation of Forward Capital Works Plan	2,662.00
EFT9672	04.02.2011	BGC Contracting	Crushed Rock 70 Tonnes Road Base	2,194.50
EFT9673	04.02.2011	Bright People Technologies	Enable Recruit Licence Fee Nov 10-Jun 11	990.00
EFT9674	04.02.2011	Centurion Transport Co Pty Ltd	Freight	1,539.84
EFT9675	04.02.2011	Coates Hire Operations	Hire of Pedestrian Roller	282.12
EFT9676	04.02.2011	Coca-Cola Amatil (Holdings) Ltd	TTI - Kiosk Stock	9,560.38
EFT9677	04.02.2011	Coventrys	Narva Amber Revolving Lamp	1,059.99
EFT9678	04.02.2011	Chemform	Magnum - Cream Cleaner	557.76
EFT9679	04.02.2011	Cash's Australia Pty Ltd	Public Affairs - 2011 Baby Tokens	2,216.50
EFT9680	04.02.2011	Dy-Mark (Aust) Pty Ltd	Spray and Mark Layout Paint	150.74

EFT9681	04.02.2011	ESS Bay Village (Compass Group)	Accommodation for Junkadelic Crew	891.00
EFT9682	04.02.2011	Farinosi and Sons (Rtl) Pty Ltd	Marine Ply	159.45
EFT9683	04.02.2011	Chubb Fire Safety Ltd	Refill And Pressure Check Extinguisher	129.80
EFT9684	04.02.2011	Fortesque Bus Service Pty Ltd	Sunday Bus Service	5,993.30
EFT9685	04.02.2011	Frogs Gelato	TTI - Kiosk Stock	2,780.70
EFT9686	04.02.2011	The Funk Factory	Fees for 'Junkadelic' Workshops Roebourne and Karratha	12,298.00
EFT9687	04.02.2011	Grace Removals Group	Employee Removal Costs Additional Insurance	237.60
EFT9688	04.02.2011	Globe Australia Pty Ltd	Swiss-Mex 15litre Backpack Sprayer	1,837.00
EFT9689	04.02.2011	Gemini Medical Centre - Karratha	Waste Management - Twinrix Vaccinations	585.00
EFT9690	04.02.2011	Griffin Civil	Karratha Airport Carpark Expansion	629,298.12
EFT9691	04.02.2011	Home Hardware	Cossack - Nuts/Bolts and Flywire	259.48
EFT9692	04.02.2011	Hitachi Construction Machinery	A/C Filter	162.49
EFT9693	04.02.2011	Handy Hands Pty Ltd	Garden Maintenance Sharp Ave	6,557.10
EFT9694	04.02.2011	ISIS Group Australia	Checked Baggage Handling System	31,654.37
EFT9695	04.02.2011	Karratha Smash Repairs	Replace L/H Front Door Glass	1,428.52
EFT9696	04.02.2011	Karratha Veterinary Hospital	Animal Euthanasia	89.60
EFT9697	04.02.2011	Koori Kids Pty Ltd	NAIDOC Week School Initiative	400.00
EFT9698	04.02.2011	Lyons & Peirce	Cattrall Park - Unblock Drain	395.56
EFT9699	04.02.2011	Macdonald Johnston Engineering	Suction Fan Turbo Engine	5,858.93
EFT9700	04.02.2011	Moxham Motors	Air Filter	711.70
EFT9701	04.02.2011	LGIS Workcare	Workers Compensation Contribution - Actual Wages Adjustment 2009/2010	27,775.00
EFT9702	04.02.2011	Major Motors Pty Ltd	Power Window Switch Cluster	332.49
EFT9703	04.02.2011	Emerge Associates	Playground Permanent Play Structures Claim	550.00
EFT9704	04.02.2011	Broadcast Australia Pty Ltd	Mt Welcome Power Usage	344.26
EFT9705	04.02.2011	North West Tree Services	Dodd Court Park - Tree Removal and Reduction	18,205.00
EFT9706	04.02.2011	Amgrow Pty Ltd (Nuturf)	Enviro Dye Blue 5 Lt	594.00
EFT9707	04.02.2011	Orica Australia Pty Ltd	Bulgarra EWS - 23 Days Service Fee 920kg Chlorine Cylinder	1,484.84
EFT9708	04.02.2011	Pilbara Distributors	KAC Kiosk Stock	3,595.08
EFT9709	04.02.2011	Pirtek	Bar WP	78.32
EFT9710	04.02.2011	Pilbara Tafe	Karratha Library Contribution - January 2011	42,050.84
EFT9711	04.02.2011	Pilbara Copy Service	7 Mile Waste Facility - Photocopying Charges	82.23
EFT9712	04.02.2011	Pilbara Newspapers Pty Ltd (Pilbara Echo)	Advertising Australia Day 2011	273.90
EFT9713	04.02.2011	Pilbara Regional Council	Member Council Contribution and Projects Contribution 2010/2011	88,000.00
EFT9714	04.02.2011	Roebourne Volunteer Fire & Rescue	Fire Hazard Reduction Burns	1,100.00
EFT9715	04.02.2011	Amcap (Formerly Skipper Truck Parts)	Rear Drivers Side Window Replacement	297.02
EFT9716	04.02.2011	Kmart Karratha	Dampier Library - Stock	860.00
EFT9717	04.02.2011	Sigma Chemicals	Pool Floc Clarifier Flocculant	1,510.30
EFT9718	04.02.2011	Sunny Sign Company Pty Ltd	Traffic Cones With Reflective Sleeves	724.35
EFT9719	04.02.2011	Statewide Turf Services	Supply and Spread Cascade K @ Various Locations	48,415.31
EFT9720	04.02.2011	Swoon Design Studio	Graphic Design of SOR Economic Prospectus	5,027.00
EFT9721	04.02.2011	Steel Cap Recruitment	Labour Hire	4,778.24
EFT9722	04.02.2011	T-Quip	Atomic Blade	145.10
EFT9723	04.02.2011	Tox Free (Karratha) Pty Ltd	Depot Washdown Pad - Additional Waste Pumped and Extra Skip	9,220.74
EFT9724	04.02.2011	State Library of WA (Office of Shared Services)	Dampier Library Recovery Lost and Damaged Books	46.20
EFT9725	04.02.2011	Tennant Australia Pty Ltd	HC228 Strainer Suction	127.84

EFT9726	04.02.2011	Westrac Equipment Pty Ltd	Pinion Circle	1,951.87
EFT9727	04.02.2011	Woolworths (WA) Ltd	RAC - Kiosk Stock	1,542.59
EFT9728	04.02.2011	Wooldridges	Wickham Library - Stock	372.85
EFT9729	04.02.2011	Wren Oil	Disposal of Waste Oil	909.56
EFT9730	04.02.2011	Wurth Australia Pty Ltd	Assorted Workshop Consumables	766.57
EFT9731	04.02.2011	Waterboyz Maintenance	Pool Shire Housing - Pool Maintenance	159.86
EFT9732	04.02.2011	B White	Catering - CBA meeting	465.00
EFT9733	04.02.2011	Webset Security	Karratha Airport Terminal Security Services	8,510.70
EFT9734	04.02.2011	Yakka Pty Ltd	Staff Uniforms	51.98
EFT9735	04.02.2011	Pilbara Motor Group	A/C Filter	762.43
EFT9736	09.02.2011	Komatsu Australia Pty Ltd	Komatsu GD655-5 Motor Grader	378,147.20
EFT9737	09.02.2011	Reliance Petroleum	Fuel	42,343.18
EFT9738	09.02.2011	Moxham Motors	Holden Colorado 4x4 LX Crewcab	47,401.01
EFT9739	11.02.2011	The Retic Shop	Reticulation supplies	2,551.45
EFT9740	11.02.2011	Karratha Contracting Pty Ltd	Bulgarr Oval Sporting Precinct Storage Units, Roe Com Hall Progress Payment, 7 Mile Waste Facility Modifications and Various Maintenance Jobs	167,534.08
EFT9741	11.02.2011	Mc Laren Hire	Hire 4WD Dual Cab Tray Back Ute	3,566.85
EFT9742	15.02.2011	British American Tobacco	TTI - Cigarettes	2,479.54
EFT9743	15.02.2011	BT Equipment Pty Ltd	Bomag Bw25rh Pneumatic Tyre Roller	181,500.00
EFT9744	16.02.2011	CJD Equipment	Volvo L60F Wheel Loader	275,000.00
EFT9745	16.02.2011	Godfrey's Fitting Service	Repairs to PTO Drive	1,892.13
EFT9746	17.02.2011	BOC Limited	Oxygen Medical C Size	740.95
EFT9747	17.02.2011	Dept Of Housing & Works	Payroll Deductions	250.00
EFT9748	17.02.2011	Dept Of Housing & Works	Payroll Deductions	840.00
EFT9749	17.02.2011	Shire of Roebourne Social Club	Payroll Deductions	1,002.00
EFT9750	24.02.2011	Australian Taxation Office	Payroll Deductions	151,439.96
EFT9751	24.02.2011	Child Support Agency	Payroll Deductions	290.01
EFT9752	18.02.2011	K - McCance	Travel Assistance Trust Withdrawal	5,100.00
EFT9753	18.02.2011	Karratha First National Real Estate	Shire Housing - Rental Payment	17,485.00
EFT9754	18.02.2011	Karratha City Real Estate	Shire Housing - Rental Payment	5,214.29
EFT9755	18.02.2011	J Lymbery	Shire Housing - Rental Payment	7,691.42
EFT9756	18.02.2011	North West Realty	Shire Housing - Rental Payment	24,507.15
EFT9757	18.02.2011	Pilbara Real Estate	Shire Housing - Rental Payment	17,163.69
EFT9758	18.02.2011	Ray White Real Estate	Shire Housing - Rental Payment	24,658.66
EFT9759	18.02.2011	LJ Hooker Karratha	Shire Housing - Rental Payment	5,633.33
EFT9760	18.02.2011	Peter Hunt Architect Superannuation Fund No 2	Shire Leased HR Office	2,711.03
EFT9761	21.02.2011	Amnet It Services	Monthly Email Broadband	79.00
EFT9762	21.02.2011	Baker's Temptation	TTI - Kiosk Stock	1,619.10
EFT9763	21.02.2011	British American Tobacco	TTI - Cigarettes	2,623.64
EFT9764	21.02.2011	Corporate Express	Filing Cabinet	1,292.68
EFT9765	21.02.2011	Carr Civil Contracting Pty Ltd	Bulgarr Oval Softball Diamonds - Remove and Replace Grass	8,624.00
EFT9766	21.02.2011	Commander Australia Limited	Monthly Network Charges	158.00
EFT9767	21.02.2011	Transpacific Cleanaway	KEC - Skip Bin Hire	478.07
EFT9768	21.02.2011	Chandler Macleod	7 Mile Waste Facility Labour Hire	32,628.61
EFT9769	21.02.2011	Drake Australia Pty Ltd	TTI Casual Staff	5,321.57
EFT9770	21.02.2011	Davis Langdon Australia Pty Ltd	Cost Management Services	6,208.27
EFT9771	21.02.2011	Forte Airport Management	Karratha Airport Water Upgrade - Stage 1 Variation Costs	8,521.20
EFT9772	21.02.2011	Harvey World Travel	Employee Flights	1,608.02
EFT9773	21.02.2011	O Hayward	Reimbursement Petty Cash Purchases	201.99
EFT9774	21.02.2011	ITVision	Training & Consultancy - Customer Service/HR/CTAG/Records	31,228.28
EFT9775	21.02.2011	Just Spectacles	Prescription Safety Glasses	310.00

EFT9776	21.02.2011	Karratha Newsagency	TTI - Kiosk Stock	3,864.24
EFT9777	21.02.2011	Karratha Tavern	TTI - Kiosk Stock	5,013.08
EFT9778	21.02.2011	LRW'S Electrical	Super Start Battery	129.00
EFT9779	21.02.2011	Les Mills Aerobics Australia	Monthly Contract Fee - Body Pump	1,110.74
EFT9780	21.02.2011	Market Creations Pty Ltd	Community Directory Advert - Gymnasium 50% Deposit	376.20
EFT9781	21.02.2011	WALGA (Marketforce)	Advertising TPS, Road Closures, Employment and Council Meetings	867.47
EFT9782	21.02.2011	Water2Water	Karratha Airport Meeting Room - Change Water Filters	328.50
EFT9783	21.02.2011	Pilbara Iron Company (Services) Pty Ltd	Rates Refund for Assessment A5165	11,454.69
EFT9784	21.02.2011	Parry's Merchants	TTI - Kiosk Stock	12,780.45
EFT9785	21.02.2011	Poinciana Nursery	Refund of Duplicate Payment	67.10
EFT9786	21.02.2011	Signswest Stick With Us Sign Studio	KTA Airport - Aviation Regulation Signage For Airside Boundary	3,921.50
EFT9787	21.02.2011	Shell Company Of Australia	Fuel	7,247.88
EFT9788	21.02.2011	Reliance Petroleum	Fuel	20,941.84
EFT9789	21.02.2011	TNT Express	Freight	2,591.48
EFT9790	21.02.2011	Truck Centre (WA) Pty Ltd	Oil Filter	51.28
EFT9791	21.02.2011	The Retic Shop	Reticulation Supplies	1,870.63
EFT9792	21.02.2011	Thrifty Car Rental	Refund of Duplicate Payment	67.10
EFT9793	21.02.2011	Waterchoice	KAC - Annual Rental - Drinking Water Filter System	715.00
EFT9794	21.02.2011	Atom Supply	KTA Airport - General Hardware Supplies	190.92
EFT9795	21.02.2011	Blackwoods (Atkins Carlyle Ltd)	Gloves Disposable	297.15
EFT9796	21.02.2011	Auslec	KTA Airport - Halogen Lamps	176.00
EFT9797	21.02.2011	Protector Alsafe	Karratha Airport - Protective Clothing	1,814.96
EFT9798	21.02.2011	A & P Transport	Chook Food	80.00
EFT9799	21.02.2011	Abco Products	Grill Brick	363.13
EFT9800	21.02.2011	Abberfield Industries Pty Ltd	KEC - AI Medium Tokens	374.00
EFT9801	21.02.2011	Airport Security Pty Ltd	ASIC - Print and Supply Security Cards	880.00
EFT9802	21.02.2011	BOC Limited	Acetylene D Size	90.45
EFT9803	21.02.2011	BP Roebourne	Fuel	304.62
EFT9804	21.02.2011	BC Lock & Key	KEC - Replace Lock Replacement and Repair	479.20
EFT9805	21.02.2011	Wickham Service Station	Fuel	572.52
EFT9806	21.02.2011	Bellingham P	Karratha Airport - Photo for Website Use	250.00
EFT9807	21.02.2011	BEST Consultants	Contract Administration for Bulgarra Oval Electrical Upgrade and Floodlighting Project	1,072.50
EFT9808	21.02.2011	BT Equipment Pty Ltd	Scrapers	1,141.25
EFT9809	21.02.2011	Budget Rent A Car	Contractor Car Hire	291.27
EFT9810	21.02.2011	D Butterworth	Reimbursement Training Fees	280.00
EFT9811	21.02.2011	Centurion Transport Co Pty Ltd	Freight	1,451.16
EFT9812	21.02.2011	Coates Hire Operations	Transport, Hire and Upgrade of Office Complex, Equipment Hire	49,143.94
EFT9813	21.02.2011	Coca-Cola Amatil (Holdings) Ltd	TTI - Kiosk Stock	9,174.16
EFT9814	21.02.2011	Coventrys	Bags of Rags	1,342.58
EFT9815	21.02.2011	Cabcharge Australia Pty Ltd	Cabcharge Vouchers January 2011	286.55
EFT9816	21.02.2011	Chemform	Floor Sealer Plus	1,276.88
EFT9817	21.02.2011	Cummins South Pacific Pty Ltd	Oil Filter	114.69
EFT9818	21.02.2011	Cable Logic	Karratha Airport Office Cabling Installation	12,873.06
EFT9819	21.02.2011	CCS Strategic Management	CCS Strategic Management - Shire's Community Investment Strategy	3,498.00
EFT9820	21.02.2011	Coda Studio Pty Ltd	Baynton West Family Centre - Contract Administration	14,680.50
EFT9821	21.02.2011	Shontay Louise Cardew	Refund Games Trailer Hire	35.00
EFT9822	21.02.2011	CEDA (Committee For Economic Development Of Australia)	Business Membership for C. Longmore and N. Lockwood	2,915.00

EFT9823	21.02.2011	Creating Communities	Youth Development Strategic and Implementation Plan 01.01.11 - 31.01.11	12,257.52
EFT9824	21.02.2011	Carpet Hotline Commercial	Karratha Airport - Supply And Install Commercial Grade Carpet Tiles	57,167.00
EFT9825	21.02.2011	David Gray And Company Pty Limited	Diazinon 80	455.40
EFT9826	21.02.2011	Dy-Mark (Aust) Pty Ltd	Spray 'N' Mark Layout Paint - Yellow	150.74
EFT9827	21.02.2011	Department Of Environment & Conservation	Controlled Waste Tracking Forms January 2011	156.00
EFT9828	21.02.2011	Dolphins Lunchbar And Fish & Chips	Catering for RTIO Visioning Workshop	303.00
EFT9829	21.02.2011	Department Of Corrective Services	Litter Clean Up	924.00
EFT9830	21.02.2011	Defence Housing Authority	Rates Refund re Assessment A78171	995.91
EFT9831	21.02.2011	Farinosi and Sons (Rtl) Pty Ltd	Hand Trolley	49.50
EFT9832	21.02.2011	Chubb Fire Safety Ltd	KTA Airport - Monthly Maintenance Airport Hydrant System	538.45
EFT9833	21.02.2011	Fortesque Bus Service Pty Ltd	Sunday Bus Service	3,374.90
EFT9834	21.02.2011	Form Contemporary Craft & Design	Employee Place Essence & Visioning Workshops	80.00
EFT9835	21.02.2011	Gemini Medical Centre - Karratha	Waste Management - Twinrix Vaccinations	85.00
EFT9836	21.02.2011	Garden Hogs	KAC - Installation of Wintergreen Turf	3,300.00
EFT9837	21.02.2011	Home Hardware	KTA Airport - Mulch	943.69
EFT9838	21.02.2011	Hinaki Whanau Trust/ Tv Te	Dollars for Bags Sponsorship	3,990.00
EFT9839	21.02.2011	Insight Callcentre Services	Call Centre Service	1,072.50
EFT9840	21.02.2011	Jacksons Drawing Supplies Pty Ltd	Strategic Projects - Stationery	63.09
EFT9841	21.02.2011	Karratha Smash Repairs	Transport Toro Fairway Mower	220.00
EFT9842	21.02.2011	Karratha Auto Electrics	Attend To A/C Operation Including Fan Replacement	1,643.79
EFT9843	21.02.2011	Kott Gunning	Legal Advice Relating To The Construction Of The Baynton West Family Centre To 30. 06. 11.	3,913.50
EFT9844	21.02.2011	Landgate	GRV Interim Valuations	2,411.70
EFT9845	21.02.2011	Macdonald Johnston Engineering	Attend To Fault In Bin Lift Circuit	4,703.93
EFT9846	21.02.2011	Media Monitors Australia Pty Ltd	Media Monitoring	437.99
EFT9847	21.02.2011	Machine Security Covers	Safety Screen For Front Windscreen Komatsu PC200IC Excavator	2,832.50
EFT9848	21.02.2011	Pilbara News	Advertisement - Group Fitness Timetable	1,886.50
EFT9849	21.02.2011	Redwave Media Ltd	Radio Sponsorship - Cyclone Awareness Segments	1,668.70
EFT9850	21.02.2011	Northwest Copier & Fax Services	KTA Airport - Toner X-Ray Room	92.95
EFT9851	21.02.2011	Broadcast Australia Pty Ltd	Facilities Leasing Mount Welcome	348.57
EFT9852	21.02.2011	Neverfail Springwater Pty Ltd	Hire of Freestanding Water Cooler	55.25
EFT9853	21.02.2011	Orica Australia Pty Ltd	Chlorine Gas Cylinder - Gap Ridge	5,859.17
EFT9854	21.02.2011	Fulton Hogan Industries Pty Ltd (Pioneer Road Services)	Emulsion	2,112.00
EFT9855	21.02.2011	Pilbara Distributors	KAC - Kiosk Stock	1,458.93
EFT9856	21.02.2011	Pirtek	Supply Hydraulic Hoses	312.44
EFT9857	21.02.2011	Pilbara Motor Group	Air Filter	667.00
EFT9858	21.02.2011	Pilbara Tafe	Contribution - Walkington Theatre 50% Operating Costs January	29,763.74
EFT9859	21.02.2011	Pilbara Copy Service	KTA Airport - Photocopier Billing	203.11
EFT9860	21.02.2011	Pilbara Newspapers Pty Ltd (Pilbara Echo)	Business Cards	751.14
EFT9861	21.02.2011	Pilbara Aboriginal Apostolic Church	Dollars for Bags Sponsorship	1,800.00

EFT9862	21.02.2011	Prepress Skills Centre	Employee Introduction to Adobe In Design Course x 2	1,415.50
EFT9863	21.02.2011	Red 11 Pty Ltd	Computers	83,541.99
EFT9864	21.02.2011	RPS Planning	Project Management Assistance - Prep Of Internal Project Management Plans - Local Planning Strategy	11,000.00
EFT9865	21.02.2011	Amcap (Formerly Skipper Truck Parts)	Hoses	689.92
EFT9866	21.02.2011	Statewide Bearings	JP Bearing Inner	489.61
EFT9867	21.02.2011	Kmart Karratha	KAC - Carry Case	78.50
EFT9868	21.02.2011	Scott Mcphail Painter & Decorators	KEC - Patch and Paint Squash Courts	4,800.00
EFT9869	21.02.2011	Seasons Of Perth	Employee Accommodation	152.00
EFT9870	21.02.2011	Somerset	Employee Accommodation	170.00
EFT9871	21.02.2011	Statewide Turf Services	Decompact & Aerovate Golf Course Fairways	40,059.25
EFT9872	21.02.2011	Steel Cap Recruitment	Labour Hire	5,935.16
EFT9873	21.02.2011	Shelf Cleaning Services Pty Ltd	Cleaning Shire Housing	1,536.00
EFT9874	21.02.2011	Snap Printing Midland	Economic Prospectus Booklets	2,630.00
EFT9875	21.02.2011	Telford Industries	Chem-Chlor	835.69
EFT9876	21.02.2011	Trugrade Pty Ltd	Paper Wiper Rolls	149.49
EFT9877	21.02.2011	T-Quip	Repair/Sharpen Cylinder	514.35
EFT9878	21.02.2011	Tennant Australia Pty Ltd	Nozzle- Side Skid Shoe	718.99
EFT9879	21.02.2011	The Planning Group WA Pty Ltd	Urban Design Advice MAC Services Site	935.00
EFT9880	21.02.2011	T & V Fencing	Bulgarr Master Plan - Supply and Install Softball Diamond Fencing and Gates	67,215.37
EFT9881	21.02.2011	Westrac Equipment Pty Ltd	Cylinder Assembly	1,709.64
EFT9882	21.02.2011	Woolworths (WA) Ltd	TTI Kiosk Stock	1,075.39
EFT9883	21.02.2011	Wormald Australia Pty Ltd	Karratha Airport -Remedial Works To Fire Detection System	5,757.82
EFT9884	21.02.2011	WA Library Supplies	Roebourne Library - Storage	66.60
EFT9885	21.02.2011	West-Sure Group	KTA Airport - Cash In Transit Services	2,722.50
EFT9886	21.02.2011	Waterboyz Pool Maintenance	Shire Housing - Pool Maintenance	190.56
EFT9887	21.02.2011	Webset Security	KTA Airport - Terminal Security Services	7,285.30
EFT9888	21.02.2011	A Ward	Reimbursement Community/Corporate Christmas Breakfast	468.88
EFT9889	21.02.2011	Yakka Pty Ltd	Uniform Stock	16,585.38
EFT9890	21.02.2011	Australian Taxation Office	BAS - January 2011	274,376.00
EFT9891	23.02.2011	WA Local Govt Superannuation Plan	Superannuation Contributions	161,475.66
EFT9892	23.02.2011	Corporate Express Australia Limited	Desk	97.31
EFT9893	23.02.2011	John Lally	Conference Expenses - Regional Airport Development	271.75
EFT9894	23.02.2011	Pilbara Iron Company (Services) Pty Ltd	Power Usage Dampier Library	7,197.85
EFT9895	23.02.2011	Protector Alsafe	Resp Disp FF 3M	136.03
EFT9896	23.02.2011	Airport Alliance	Airport Site Visit To Develop Tower/Lighting Cubicle Interface For Airport Lighting Control	7,152.20
EFT9897	23.02.2011	Amlec House Pty Ltd	Payment On Engagement - 1/3 Fee Plus 50% Disbursements	15,895.00
EFT9898	23.02.2011	Fire And Emergency Services Authority	Basset Road - Adjustment Re Subs and GRV Increase	570.00
EFT9899	23.02.2011	C Longmore	Conference Expenses - Regional Airport Development	235.50
EFT9900	23.02.2011	Ralph & Beattie Bosworth Pty Ltd	Cost Management/ Quantity Surveying Consultancy Services For The Karratha Leisure Complex	22,110.00
EFT9901	23.02.2011	B White	Catering - Council Meeting	1,706.00
EFT9902	23.02.2011	M Waterstrom	Travel Assistance Trust Withdrawal	2,500.00
EFT9903	23.02.2011	A Kendall	Travel Assistance Trust Withdrawal	600.00
EFT9904	24.02.2011	P McClure	Conference Expenses - Landcorp City of the North Meeting	330.85
EFT9905	24.02.2011	A Moulton	Perth Meeting Expenses	434.60

EFT9906	24.02.2011	J Elston	Course Expenses - Intro to Adobe InDesign	192.90
EFT9907	24.02.2011	R McDermott	Conference Expenses - LGMA Finance Conference	178.30
EFT9908	24.02.2011	C Meehan	Course Expenses - Intro to Adobe InDesign	192.90
EFT9909	24.02.2011	D Pentz	Perth Meeting Expenses	325.95
EFT9910	25.02.2011	Karratha First National Real Estate	Shire Housing - Rental Payments	12,500.00
EFT9911	25.02.2011	Rapley Wilkinson Pty Ltd	Costs Incurred In Preparation Of Bulgarra Community Centre	16,500.00
EFT9912	25.02.2011	DuroTank	DURO Tanker Fuel Trailer Code	14,093.75
EFT9913	25.02.2011	Karratha First National Real Estate	Shire Housing - Rental Payments	7,149.87
EFT9914	25.02.2011	Haines Norton (WA) Pty Ltd	Audit to 30 June 2010 and Preparation of Annual Financial Statement	33,459.80
EFT9915	25.02.2011	Skillpath On-Site Training	Indispensible Assistant Training	5,000.00
EFT9916	28.02.2011	Karratha Contracting Pty Ltd	Shire Housing Renovations Progress Claim, Air Con Repairs, Quarterly Preventative Maintenance , Electrical and Maintenance Works	98,109.50
EFT9917	28.02.2011	H Hipworth	Conference Expenses - Indigenous Community Scoping Workshop	144.90
EFT9918	28.02.2011	Pindan Pty Ltd	Payment For Costs Incurred In Preparation of Bulgarra Community Centre Tender	16,500.00
73488	20.12.2010	All Seasons Newman Hotel	Cancelled Cheque	-390.00
73580	20.01.2011	Horizon Power	Cancelled Cheque	-29,054.98
73613	24.01.2011	WA Local Govt Superannuation Plan	Superannuation Contributions	158,820.03
73614	28.01.2011	G Bailey	Councilors Expenses	1,904.54
73615	28.01.2011	Telstra	ISDN Lines	7,469.78
73616	28.01.2011	Horizon Power	KEC Electricity Usage	31,027.58
73617	28.01.2011	Harvey Norman	Cossack Backpackers Outdoor Setting	2,549.95
73618	02.02.2011	Shire Of Roebourne	Petty Cash Recoup	1,281.45
73619	02.02.2011	Telstra	Satellite Phone	654.89
73620	02.02.2011	Horizon Power	Karratha Airport Power Usage	119,738.70
73621	02.02.2011	Water Corporation	Staff Housing Water Consumption	246.20
73622	03.02.2011	Shire Of Roebourne	Payroll Deductions	2,146.15
73623	03.02.2011	Shire Of Roebourne	Payroll Deductions	2,832.39
73624	04.02.2011	Building And Construction Industry Training Fund (BCITF)	BCITF Collection Fees	188,235.85
73625	04.02.2011	Karratha Volunteer Fire Brigade	Fire Hazard Reduction Burn	550.00
73626	04.02.2011	Horizon Power	Power Usage No 1A Effluent	2,321.97
73627	04.02.2011	Builders Registration Board of WA	Collection Agency Fee	6,440.00
73628	04.02.2011	Bristow Helicopters Australia Pty Ltd	Refund Invoice Paid Twice	67.10
73629	04.02.2011	B Duckett	Refund of Rates Overpayment	470.55
73630	04.02.2011	Harvey Norman	Olympus Digital Camera	245.94
73631	04.02.2011	Department Of Housing	Refund Re Duplicate Payment	242.00
73632	04.02.2011	M Hartley	Refund Of Planning Application	135.00
73633	04.02.2011	Karratha Building Co	Wooden Planks	633.60
73634	04.02.2011	Karratha Shooting Supplies	Ammunition	54.00
73635	04.02.2011	McLeods & Co Barristers And Solicitors	Legal Advice - Sale of Clarkson Way Lots by Public Tender	3,659.15
73636	04.02.2011	Dept Of Planning & Infrastructure - Plates	Shire Number Plates	150.00
73637	04.02.2011	Skipper Trucks	Air Outer	467.93
73638	04.02.2011	St. John Ambulance Wickham	RAC - Ambulance From RAC To Roebourne Hospital	420.00
73639	04.02.2011	Triangle Filtration	O-Ring For Filter Screen	283.80
73640	04.02.2011	Tradelink Plumbing Supplies	Tools, couplings, bushes	603.10

73641	04.02.2011	Toll-Ipec	Freight	91.90
73642	08.02.2011	Department Of Racing Gaming & Liquor	TTI Application For Duty Manager License	140.00
73643	09.02.2011	Eaton Building	Vehicle Crossover Subsidies	1,460.25
73644	09.02.2011	C Byrnes	Australia Day Awards 2011 - Environmental Achievement Award Winner (Woodside Energy)	500.00
73645	09.02.2011	P & C Duddy	Vehicle Crossover Subsidy	346.50
73646	09.02.2011	S Duley	Vehicle Crossover Subsidy	338.25
73647	09.02.2011	Enriwa Pty Ltd	Vehicle Crossover Subsidy	775.50
73648	09.02.2011	J Filgate	Vehicle Crossover Subsidy	379.50
73649	09.02.2011	Greken Projects Pty Ltd	Vehicle Crossover Subsidy	338.25
73650	09.02.2011	G Duley Consulting Engineers Pty Ltd	Vehicle Crossover Subsidy	338.25
73651	09.02.2011	J Jackson	Australia Day Awards 2011	500.00
73652	09.02.2011	J McGowan	Australia Day Awards 2011	300.00
73653	09.02.2011	T Morgan	Australia Day Awards 2011	300.00
73654	09.02.2011	G Wilkinson	Vehicle Crossover Subsidy	379.50
73655	09.02.2011	G Wilkinson	Australia Day Awards 2011	300.00
73656	10.02.2011	Telstra	Mobile Phones	7,013.44
73657	15.02.2011	Horizon Power	Shire Power Usage	30,222.21
73658	15.02.2011	Water Corporation	Staff Housing Water Consumption	214.70
73659	17.02.2011	Seasons Hotel Newman	Councilor Accommodation	390.00
73660	17.02.2011	Shire Of Roebourne	Payroll Deductions	1,796.15
73661	17.02.2011	Skipper Trucks	Fuso Fighter 7.0 FK62FLZ1RFAA Single Cab Diesel	174,398.00
73662	17.02.2011	Shire Of Roebourne	Payroll Deductions	2,224.86
73663	17.02.2011	Australian Services Union (Asu/Meu Div.)	Payroll Deductions	354.60
73664	17.02.2011	Lgrceu	Payroll Deductions	87.00
73665	21.02.2011	Ambassador Hotel Perth	Employee Accommodation - FBT Conference	240.00
73666	21.02.2011	All Seasons Port Hedland	Employee Accommodation - PRC Meeting	870.00
73667	21.02.2011	Crown Content Pty Ltd	Subscription Renewal - OHS Bulletin	450.00
73668	21.02.2011	Rydges - Perth	Employee Accommodation	857.00
73669	21.02.2011	Telstra	ISDN Lines	8,451.08
73670	21.02.2011	3 Hutchison Telecommunications Aust.	KTA SES Messaging Service	188.21
73671	21.02.2011		Cancelled Cheque	
73672	21.02.2011	Horizon Power	KEC Power Usage	60,430.42
73673	21.02.2011		Cancelled Cheque	
73674	21.02.2011	Water Corporation	KTA Airport Water Consumption	22,282.25
73675	21.02.2011	Angus And Robertson Karratha	Lonely For My Land Books	26.96
73676	21.02.2011	Australian Broadcasting Corporation	Rates Refund for Assessment A52887	95.00
73677	21.02.2011	M Ammon	Refund Partial Planning Application Fee	70.00
73678	21.02.2011	Chadson Engineering Pty Ltd	Phenol Red Photograde Test Tablets	160.88
73679	21.02.2011	360 Connect Pty Ltd	RAC - Royalties for Regions Grant Submission	1,848.00
73680	21.02.2011	CPA. Australia.	Membership Renewal CPA Australia 2011	599.00
73681	21.02.2011	J Carr	KEC - Refund School Holiday Program Payment	32.60
73682	21.02.2011	Dampier Volunteer Fire And Rescue Service	Fuel Reduction Burn	3,500.00
73683	21.02.2011	Department Of Immigration And Citizenship	SOR Sponsorship	350.00
73684	21.02.2011	M Flemming	Bond Refund - Hire Cat Trap	30.00
73685	21.02.2011	L Fozard	Refund - Cancellation of Children's Term Program	72.00
73686	21.02.2011	Rocco Iemma	Rates Refund for Assessment A63399	3,164.86
73687	21.02.2011	J-Corp Pty Ltd T/a BGC Modular	Vehicle Crossover Subsidy	379.50
73688	21.02.2011	Karratha Flying Services Pty Ltd	Refund Duplicate Payment	165.00

73689	21.02.2011	McLeods & Co Barristers And Solicitors	PUPP Legal Advice - Funding Agreement	9,465.50
73690	21.02.2011	A Lepper	KEC - Refund Due to Cancellation of Program	72.00
73691	21.02.2011	D Mills	Refund - Building Licence Fee	85.00
73692	21.02.2011	Natural Choice Karratha	KEC Kiosk Stock - Protein Bars And Drinks	195.00
73693	21.02.2011	Dept Of Planning & Infrastructure - Plates	Shire Number Plates	150.00
73694	21.02.2011	D Rowell	KEC - Refund School Holiday Program Payment	17.80
73695	21.02.2011	K Stone	KEC - Refund School Holiday Program Payment	32.60
73696	21.02.2011	R Steeghs	KEC - Refund School Holiday Program Payment	72.00
73697	21.02.2011	R Sermon	Refund - Cancellation of School Term Program	74.00
73698	21.02.2011	Triangle Filtration	Valve Seals	107.80
73699	23.02.2011	Australian Super	Superannuation Contributions	3,190.08
73700	23.02.2011	Colonial First State Firstchoice Super	Superannuation Contributions	506.44
73701	23.02.2011	Amp Life Limited	Superannuation Contributions	901.75
73702	23.02.2011	Axa Australia	Superannuation Contributions	836.44
73703	23.02.2011	Bt Super For Life	Superannuation Contributions	543.58
73704	23.02.2011	Health Super	Superannuation Contributions	652.66
73705	23.02.2011	HostPlus Superannuation	Superannuation Contributions	1,052.57
73706	23.02.2011	LG Super	Superannuation Contributions	572.76
73707	23.02.2011	Mtaa Superannuation Fund	Superannuation Contributions	561.77
73708	23.02.2011	MLC Nominees Pty Ltd	Superannuation Contributions	526.78
73709	23.02.2011	Navigator Australia Limited (Aviva Investment Services)	Superannuation Contributions	1,209.93
73710	23.02.2011	Rest Superannuation	Superannuation Contributions	615.38
73711	23.02.2011	Westscheme	Superannuation Contributions	1,851.10
73712	23.02.2011	Australia Post	Postage	1,226.99
73713	23.02.2011	Karratha Falcons Football Club	Reimbursement Of Overpayment - Winter Season	277.60
73714	23.02.2011		Cancelled Cheque	
73715	28.02.2011	Pindan Pty Ltd	Cancelled Cheque	
DD13017.1	23.01.2011	Western Australian Treasury Corp	Loan Repayment	1,683.54
DD13165.1	10.02.2011	Westpac Corporate Credit Cards	Corporate Credit Cards	5,827.37
DD13170.1	21.02.2011	Western Australian Treasury Corp	Loan Repayment	117,515.47
DD13174.1	28.02.2011	Western Australian Treasury Corp	Loan Repayment	637,645.46

6,116,298.42

	25.01.2011	Shire of Roebourne	Wages	1,885.71
	03.02.2011	Shire of Roebourne	Payroll F/E 02.02.11	442,262.71
	08.02.2011	Shire of Roebourne	Wages	4,774.82
	08.02.2011	Shire of Roebourne	Wages	804.70
	17.02.2011	Shire of Roebourne	Payroll F/E 16.02.11	447,034.00
	18.02.2011	Shire of Roebourne	Wages	6,582.10
	21.02.2011	Shire of Roebourne	Wages	3,255.07

906,599.11

Total Payments

7,022,897.53

10.2 FINANCIAL STATEMENT FOR PERIOD ENDING 31 JANUARY 2011

File No:	MAR11
Attachment(s)	Nil
Responsible Officer:	Executive Manager Corporate Services
Author Name:	Management Accountant
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 of \$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.

Options

- 1) To adopt the report as is
- 2) To adopt the report with amendments
- 3) Not to adopt the report

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

The report represents the financial position of the Council at the end of January 2011 with the current budget in surplus to the amount of \$351,265.

Conclusion

None

Voting Requirements

Simple.

RECOMMENDATION

That the Financial reports for the period ending 31 January 2011 be received.

Shire Of Roebourne

Statement Of Financial Activity

for the period 1 July 2010 to 31 January 2011

	Original Budget	Amended Budget	Year to Date Amended Budget	Year To Date Actual	\$10,000 or more
	\$	\$	\$	\$	\$
Rate Setting Statement					
<u>Operating</u>					
Revenues (Sources)					
General Purpose Funding (excluding Rates)	4,415,287	5,124,610	3,062,679	3,721,480	(658,801)
Governance	94,283	288,357	264,177	165,678	98,499
Law, Order And Public Safety	251,007	267,689	198,561	93,838	104,723
Health	80,532	80,532	51,496	56,687	-
Education and Welfare	150,337	150,337	88,005	54,660	33,345
Housing	3,837,429	3,839,442	1,129,769	272,114	857,655
Community Amenities	12,000,193	12,315,950	7,887,481	7,775,565	111,916
Recreation And Culture	9,895,765	25,929,924	22,289,321	21,567,771	721,550
Transport	22,640,687	23,771,304	12,750,211	12,778,903	(28,692)
Economic Services	1,294,988	1,560,579	1,036,444	1,057,780	(21,336)
Other Property And Services	60,100	194,363	162,944	248,812	(85,868)
	54,720,608	73,523,087	48,921,088	47,793,289	1,127,799
Expenses (Applications)					
General Purpose Funding	(502,566)	(502,566)	(297,499)	(244,697)	(52,802)
Governance	(2,249,738)	(2,733,428)	(1,862,309)	(1,321,872)	(540,437)
Law, Order And Public Safety	(1,753,954)	(1,776,314)	(1,058,249)	(804,713)	(253,536)
Health	(1,122,073)	(1,156,965)	(672,990)	(474,249)	(198,741)
Education and Welfare	(379,193)	(379,193)	(241,639)	(131,348)	(110,291)
Housing	(2,942,214)	(2,958,650)	(1,817,793)	(534,648)	(1,283,145)
Community Amenities	(9,708,738)	(9,790,256)	(5,544,098)	(4,341,590)	(1,202,508)
Recreation And Culture	(19,279,423)	(19,440,480)	(10,433,917)	(6,954,118)	(3,479,799)
Transport	(16,037,913)	(16,122,162)	(7,471,831)	(5,586,161)	(1,885,670)
Economic Services	(12,083,023)	(12,423,360)	(8,322,441)	(1,006,173)	(7,316,268)
Other Property And Services	792,620	494,817	75,048	35,987	39,061
	(65,266,215)	(66,788,557)	(37,647,718)	(21,363,583)	(16,284,135)
<u>Capital</u>					
Revenue					
Proceeds From Disposal Of Assets	5,926,756	6,013,003	2,068,947	1,007,793	1,061,154
Tsf From Aerodrome Reserve	5,173,492	5,794,188	3,302,037	991,498	2,310,539
Tsf From Air conditioning Reserve	0	0	0	0	-
Tsf From MSIS Reserve	0	0	0	0	-
Tsf From Walkington Theatre Reserve	0	0	0	0	-
Tsf From Royalties for Regions Reserve	18,066,500	18,066,500	12,240,000	0	12,240,000
Tsf From Plant Replacement Reserve	745,977	745,977	0	0	-
Tsf From Dampier Drainage Reserve	0	0	0	0	-
Tsf From Infrastructure Reserve	7,751,338	8,207,020	3,011,182	1,705,564	1,305,618
Tsf From Waste Management Res	1,302,865	1,302,865	1,302,865	0	1,302,865
Tsf From Housing Reserve	1,604,135	1,604,135	1,604,135	0	1,604,135
Tsf From Parks, Ovals & Rec Facilities	0	0	0	0	-
Tsf From Information Technology Res	0	0	0	0	-
Tsf From Public Open Space Reserve	1,198,000	1,328,000	0	162,894	(162,894)
New Loans Raised	19,521,304	19,521,304	16,110,640	0	16,110,640
Tsf From Restricted Cash Unspent Grants/Contributions	0	0	0	1,434,380	(1,434,380)
Repayments Of Self Supporting Loans	5,601	5,601	4,390	4,312	-
Repayments Of Interest Free Loans To	101,536	101,536	4,396	4,396	-

Local Groups

61,397,504 62,690,129 39,648,592 5,310,837 34,337,755

Shire Of Roebourne
Statement Of Financial Activity
for the period 1 July 2010 to 31 January 2011

	Original Budget	Amended Budget	Year to Date Amended Budget	Year To Date Actual	\$10,000 or more
	\$	\$	\$	\$	\$
Expenses					
Purchase Of Assets - Land	(2,389,000)	(2,389,000)	(2,389,000)	(1,385,556)	(1,003,444)
Purchase Of Assets - Artwork	0	0	0	0	-
Purchase Of Assets - Buildings	(32,680,244)	(34,169,263)	(16,307,653)	(5,571,663)	(10,735,990)
Purchase Of Assets - Equipment	(536,890)	(314,668)	(309,437)	(73,796)	(235,641)
Purchase Of Assets - Furniture & Equip	(616,570)	(623,570)	(537,410)	(231,295)	(306,115)
Purchase Of Assets - Plant	(5,588,351)	(5,438,135)	(2,417,998)	(1,050,238)	(1,367,760)
Purchase Of Assets - Infrastructure	(22,197,855)	(22,995,106)	(12,240,295)	(6,158,045)	(6,082,250)
Loan Principal Repayments	(1,835,380)	(1,835,380)	(898,012)	(898,013)	-
Tsf To Aerodrome Reserve	(287,295)	(287,295)	(167,587)	(364,878)	197,291
Tsf To Air conditioning Reserve	0	0	0	0	-
Tsf To Dampier Drainage Reserve	(732)	(732)	(427)	(560)	-
Tsf To Plant Replacement Reserve	(41,356)	(41,356)	(24,122)	(34,172)	10,050
Tsf To Walking Theatre Reserve	(98)	(98)	(56)	(106)	-
Tsf To Royalties for Regions Reserve	(400,000)	(16,400,000)	(233,331)	(16,419,404)	16,186,073
Tsf To Workers Compensation Res	(24,128)	(24,128)	(14,077)	(26,151)	12,074
Tsf To Infrastructure Reserve	(918,136)	(918,136)	0	(173,137)	173,137
Tsf To Waste Management Reserve	(407,623)	(1,207,413)	(71,211)	(164,635)	93,424
Tsf To Housing Reserve	(1,488,162)	(1,488,162)	(115,598)	(35,471)	(80,127)
Tsf To Parks, Ovals & Rec Facilities Res	0	0	(98)	0	-
Tsf To Aged Persons Home Reserve	(1,345)	(1,345)	(784)	(1,712)	-
Tsf To Information Technology Reserve	0	0	0	0	-
Tsf To Junior Sport Reserve	(1,542)	(1,542)	(903)	(1,952)	-
Tsf To Public Open Space Reserve	(12,355)	(12,355)	(7,105)	(27,085)	19,980
Tsf To Mosquito Control Reserve	(537)	(537)	(21)	(52)	-
Tsf To History & Cultural Publications Reserve	(1,090)	(1,090)	(637)	(1,181)	-
Tsf To Underground Power Reserve	(3,985,345)	(3,985,345)	0	0	-
Tsf To Medical Services Assistance Package Reserve	(7,654)	(7,654)	(4,466)	(5,764)	-
Interest Free Loan Principal	0	0	0	0	-
Tsf of Unbudgeted Muni Restricted Cash	0	0	0	(1,434,380)	1,434,380
Income Set Aside As Restricted Funds	(1,286,227)	(1,286,227)	(1,286,227)	(381,531)	(904,696)
	(74,707,915)	(93,428,537)	(37,026,455)	(34,440,779)	(2,585,676)
Adjustment For Non Cash Items					
Depreciation	7,798,569	7,798,569	1,928,185	(413)	
Amounts Set Aside To Provisions	(200,000)	(200,000)	0	0	
Accrued Loan Interest	(234,685)	(234,685)	(234,685)	(234,685)	
Accrued Salary & Wages	(269,410)	(269,410)	(269,410)	(269,410)	
Movement in Deferred Rates	0	0	0	11,441	
(Profit) / Loss On Disposal Of Assets	(3,506,519)	(3,592,766)	(1,018,115)	(299,956)	
	3,587,955	3,501,708	405,975	(793,022)	
Surplus Brought Forward 1 July	2,195,236	2,195,236	2,195,236	2,195,236	

Amount Raised From Rates	18,477,741	18,658,199	19,043,225	18,264,491	778,734
Surplus / (Deficit)	404,914	351,265	35,539,943	16,966,469	

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

Operating revenue is under the year to date budget by \$1,127,799 which represents a negative variance of 2.31%.

Operating Expenditure is under the year to date budget by \$16,284,135 which represents a variance of 43.25%.

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 of 21.51% (\$658,801) due to additional interest on reserves Term Deposits brought to account to January 2011 less Interim rates & Instalment notices issued \$91,434 lower than budgeted YTD. Lower than expected Interest on Municipal Investments due to lower interest rates YTD \$121,503. Rates Levied is \$513,026 lower than YTD amended budget. Financial Assistance Grant received is \$69,999 above budgeted.

Expenditure

Expenditure is showing a variance down of 17.75% (\$52,802) which is due to lower than budgeted Year to Date valuation expenses and Administration Allocations.

Governance

Revenue

Revenue is down 37.29% (\$98,499) which is due to actual variance on Income from Pilbara to Parliament & lower interest on Debtors required to be charged YTD.

Expenditure

Expenditure is down 29.02% (\$540,437) which is due to:

- 1) \$397,106 down on Non-Statutory Donations Budgeted Year to Date November
- 2) \$198,695 down on Executive Services Office & Project Expenses, still to be completed.
- 3) \$236,946 down on IT Software, Network Expenses, and Main Computer System upgrade due to work still to be completed in early 2011 orders had been placed end 2010.
- 4) \$139,213 down on Employment Costs Executive due to vacancies, Exec PA, OHS Officer
- 5) \$72,042 down on Karratha Admin Building costs planned in Budget
- 6) \$57,282 down on Employment Costs Strategic Projects, due to Project Manager vacancy
- 7) \$825,440 up on Administration costs allocated less Depreciation not yet posted YTD
- 8) \$11,636 down on Employment Costs Corporate Services
- 9) \$51,337 down on Office Expenses Corporate Services – Budget Increased in Budget Review
- 10) \$27,969 down on YTD interest repayments on admin building loan due to 30 June 2010 accrual
- 11) \$12,190 down on audit fees YTD invoice not yet received for November audit of 2009/2010 financials.
- 12) \$80,000 down on Annual Contribution to Pilbara Regional Council not yet paid

Law, Order and Public Safety

Revenue

Revenue is down by 52.74% (\$104,723) which is due to RTO grants for Community Safety \$120,000 not yet received as Budgeted for Sep & Jan less FESA Contribution Received for Karratha SES higher than YTD Budget \$13,083.

Expenditure is down 23.96% (\$253,536) which is due to:

- 1) \$99,034 down on Anti Graffiti Initiatives Budget spread evenly over the year commenced Qtr 2
- 2) \$29,459 down on Security, Off-road vehicle signage & education & Animal control expenses YTD
- 3) \$50,351 down on Depreciation
- 4) \$26,049 down on Community Safety Employment Costs – New recruit commenced Jan-11
- 5) \$5,844 up on Karratha SES Building & Other Costs Year to Date.

Health

Revenue

Revenue is up by 10.08% (\$5,191) which is due to additional Health Premises Fees & Charges raised.

Expenditure

Expenditure is down 29.53% (\$198,741) which is due to:

- 1) \$10,679 down on MSIS Employment & Office costs – position was vacant
- 2) \$11,224 down on Office Expenses Health Department
- 3) \$25,547 down on Depreciation not yet posted YTD.
- 4) \$114,052 down on Compliance Auditing & Inspections to occur in third quarter

Education and Welfare

Revenue

Revenue is showing a variance of down 37.89% (\$33,345) which was due to Freemasons Aged person unit contribution not yet received. Also YTD contribution under budget for Early Learning Specialist Scholarship (\$20,145) Pilbara Iron made first contribution in November.

Expenditure

Expenditure is showing a variance of down 45.64% (\$110,291) which is due to:

- 1) \$28,557 down on Early Learning Specialist Scholarship expenses as not commenced til 2nd qtr
- 2) \$11,736 down on Aged Person's Homes Contribution YTD
- 3) \$44,527 down on Depreciation on Daycares not yet posted YTD

Housing

Revenue

Revenue is showing a variance down of 75.91% (\$857,655) due to Disposal & Profit not yet recorded in asset register on sale of Harding Way Units. Proceeds have been received in August.

Expenditure

Expenditure is down 70.59% (\$1,283,145) which is due to:

- 1) \$71,793 up on Leased Housing due to paid one month in advance
- 2) \$33,522 down on Interest expense on Staff Housing Loans due to 09/10 accrual
- 3) \$88,558 down on Staff Housing Op & Mtce Costs Year to Date
- 4) \$263,403 down on Depreciation YTD not yet posted
- 5) \$941,102 down on allocation of Staff Housing costs to be offset against Department Costs

Community Amenities

Revenue

Revenue has a variance down of 1.42% (\$111,916) mainly due to:

- 1) \$31,812 up on Domestic Refuse Collection Fees.
- 2) \$26,240 up on Subdivision Clearance Fees
- 3) \$68,872 up on Town Planning Fees
- 4) \$1,000,000 up on Unbudgeted Grants & Contrib. from – Finbar Developer
- 5) \$694,512 down on Industrial/Commercial Refuse disposal Fees (due to closures & volume)
- 6) \$86,002 down on Liquid Waste disposal fees
- 7) \$232,561 down on Hazardous Waste disposal fees
- 8) \$62,705 down on Income from Recycling
- 9) \$36,000 down on Litter Initiatives Funding
- 10) \$34,310 down on Industrial/Commercial Refuse collection Fees
- 11) \$10,000 down on Contributions Economic Development from RDA

Expenditure

Expenditure is showing a variance down of 21.69% (\$1,202,508). The main variances are as follows:

- 1) \$ 184,880 down on Litter Control – reduced staff numbers
- 2) \$76,982 down on Domestic Refuse Collection – vacant positions in this area

- 3) \$234,640 down on Depreciation not yet posted for waste collection & landfill ops
- 4) \$113,869 down on Refuse Site Maintenance & Refuse Site 7 Mile
- 5) \$129,704 down on Recycling – staff & plant insufficient to undertake
- 6) \$23,712 down on Town Planning Office Expenses – Staff Development not yet spent
- 7) \$95,214 down on Drainage Maintenance Costs
- 8) \$71,736 down on Economic Development Employment Costs – To recode form Community
- 9) \$46,146 down on Bin Repairs & Replacement & public toilet maintenance costs
- 10) \$157,441 down on Strategic Planning Projects & Development
- 11) \$75,411 up on Wickham Transfer station operating costs
- 12) \$52,193 up on Employment costs Statutory Planning – Revised structure

Recreation and Culture

Revenue

Revenue has a variance up of 3.24% (\$721,550). The variance is due to:

- 1) \$489,836 up on Grants and Contrib. for Baynton West Family Centre received Oct.
- 2) \$100,000 up on Cossack Art Awards Contribution – Invoiced Rio Tinto in advance for 2011
- 3) \$65,684 up on Contribution – St Luke's Oval monies returned for project under budget
- 4) \$46,420 up on Lease fees from Telstra towers received.
- 5) \$25,896 up on KEC Programme Income – Attendance has been better than expected.
- 6) \$490,000 down on Grant Karratha Leisure Centre R4R funds – Invoiced \$16m in Dec to be received in January & then transferred to Reserve for allocation to Projects in agreement.
- 7) \$120,000 down on Cossack Annual Grant Income not yet received from Heritage Council
- 8) \$54,340 down on Dept Education contribution to Ovals YTD Invoiced Jan-11 lower opex 09/10
- 9) \$13,078 down on KAC Merchandise Sales YTD due to Pool Closure for Refurbishment
- 10) \$37,590 down on Conservation of Cultural Heritage grant expected in 2011
- 11) \$10,787 down on Special Youth Projects Income not commenced til October
- 12) \$28,500 down on Walkington Theatre lottery west grant not yet invoiced

Expenditure

Expenditure has a variance of down 33.35% (\$3,479,799). The main variances are as follows:

- 1) \$48,255 down on Employment Costs – KAC & RAC (KAC Closed til Nov, training being completed for permanent employees)
- 2) \$321,545 down on Depreciation not yet posted YTD on recreation assets
- 3) \$199,042 down on Oval Mtce – occurs in end financial year season
- 4) \$84,740 down on Hard-court Mtce – Ongoing
- 5) \$106,699 down on Parks & Gardens Mtce – due to staff shortages
- 6) \$151,810 down on Karratha Entertainment Centre Expenses
- 7) \$76,724 down on Cossack Operating Expenses – Jan-March Closure
- 8) \$105,026 down on Playground Maintenance
- 9) \$155,680 down on Effluent Tank Mtce – further works pending
- 10) \$116,669 down on Roebourne Pool Contrib. to Building Assets
- 11) \$151,650 down on Open Space/ Drain Reserve Mtce
- 12) \$131,500 down on Walking Paths Network expenses to undertake
- 13) \$48,037 down on pavilion & halls building costs
- 14) \$48,475 down on Community Bus (Public Transport Project)
- 15) \$47,428 down on Community & Sports funding schemes, lower than expected applications
- 16) \$38,242 down on providing Community & Seniors Activities expense, occurring Nov-Dec
- 17) \$14,414 up on NAIDOC week expenses – remaining wont be expended til June-11
- 18) \$56,642 down on Special Youth Projects Expense – Reviewed down in Budget Review
- 19) \$23,590 down on Conservation of Cultural Heritage Grant, to appoint consultant in October and complete by Feb-11.
- 20) \$35,000 down on Contribution to St Luke's Oval
- 21) \$58,038 down on Contribution to Walkington Theatre October paid in November
- 22) \$14,511 down on Karratha Library Contribution
- 23) \$15,901 down on Roebourne Aquatic Centre Expenses
- 24) \$11,409 down on Interest on Loan repayments Cossack Infrastructure – due to 09/10 Accrual Reversal

- 25) \$10,280 down on Regional Youth Coordinators Network Expenses.
- 26) \$261,636 up on Employment Costs Recreation, Community Development, and History Officers
- 27) \$101,299 up on Cultural Planning & Development due to November Arts programmes compared to budgeted months of expenditure.
- 28) \$26,344 up on Karratha Bowling /Golf facility expenses Year to Date

Transport

Revenue

Revenue shows a variance up of 0.23% (\$28,692). The main variances are as follows:

- 1) \$82,438 down on Karratha Airport income (including leases)
- 2) \$178,645 up on Road to Recovery Project Grants Year To Date
- 3) \$328,745 down on Local Govt Road Grants – Qtr 3 received in Feb-11
- 4) \$239,403 up on Airport Reimbursement Income for additional income raised on contract changes
- 5) \$81,014 up on Tien Tsin Inne income

Expenditure

Expenditure has a variance of down 25.24% (\$1,885,670) the main variances are due to depreciation on infrastructure assets not yet applied and as follows:

- 1) \$39,056 down on Karratha Terminal Building Mtce
- 2) \$266,000 down on Contributions to Road works
- 3) \$159,018 down on Interest on Loan – Karratha Airport – due to reversal of 09/10 year 30 June Interest Accrual YTD
- 4) \$135,413 down on Footpath Mtce
- 5) \$104,936 down on Traffic Signs & Control costs
- 6) \$51,952 down on Airport Employment costs
- 7) \$90,486 down on Pastoral Access Rd Mtce
- 8) \$23,201 down on Depot Maintenance expenses YTD
- 9) \$32,870 down on Street Lights-Electricity
- 10) \$10,219 down on TTI Kiosk Expenses
- 11) \$34,258 down on Consultants required for studies not yet spent until December
- 12) \$59,834 up on Landside Mtce
- 13) \$43,929 down on Airport office expenses
- 14) \$14,199 down on Airport Security Costs
- 15) \$33,094 down on Other Roads Expenses
- 16) \$37,945 down on planned Greening of Main Streets Costs
- 17) \$33,845 down on Crossover Contributions
- 18) \$66,677 down on Street Cleaning Mtce
- 19) \$25,000 down on Annual Contribution to WAPOL for Narcotic Dog Detection not yet paid
- 20) \$25,119 down on Reseal Roads
- 21) \$62,058 up on TTI Employment costs
- 22) \$17,736 down on Airside Mtce

Economic Services

Revenue

Revenue has a variance up of 2.06% (\$21,336). Proceeds on sale of community Development Plant plus increased Camping Fees at 40 Mile Beach has been received year to date.

Expenditure

Expenditure has a variance down of 87.91% (\$7,316,268) due to Contribution towards Underground Power not paid as forecast for January of \$7,306,470. Overrun in employment costs Building \$104,626 less Karratha Community Celebration Expenses & Tourist Centre Contributions not yet brought to Account by December of \$59,927 as Budgeted.

Other Property and Services

Revenue

Revenue has a variance up of 52.70% (\$85,868) which is mainly due to increased Actual received for Diesel Fuel Rebate \$27,971 & Workers compensation claims above budgeted Income of \$29,545.

Expenditure

Expenditure has a variance down of 52.05% (\$39,061). This is mainly due to:

- 1) \$400,304 up on plant costs & ABC allocations – over allocated as per Plant Reserves transfer.
- 2) \$163,908 down on Employment costs due to vacancies in Waste Management & Works
- 3) \$80,000 down on Waste management design and investigation as budgeted
- 4) \$77,622 down on Tech Serv – Design & Investigations
- 5) \$66,974 down on Works Office Expenses
- 6) \$14,650 up on Asset Management costs Budget Year to Date.

Capital

Revenue

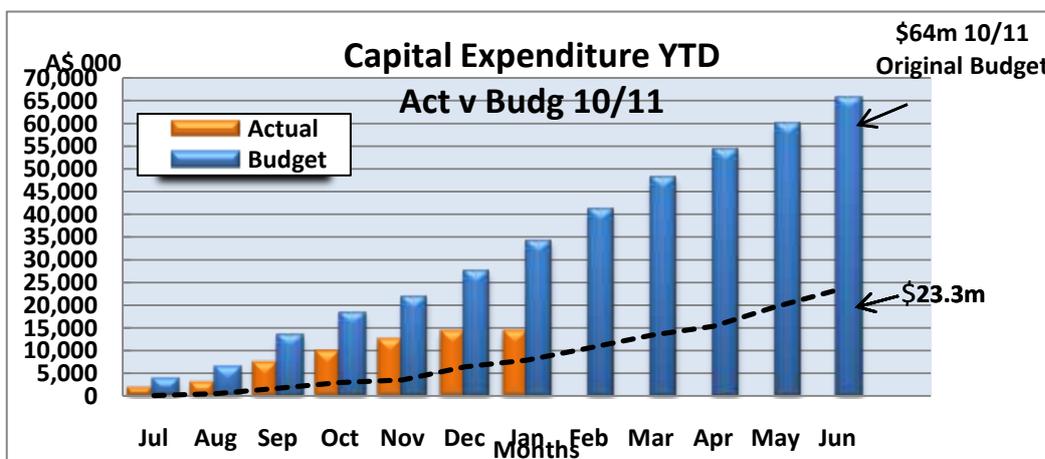
Capital Revenue shows a variance down of 86.61% (\$34,337,755) - Transfers from Reserves are have occurred Year to Date against Budgeted \$15,251,182 (Royalties for Regions & Infrastructure) Entries recorded in December 2010 below expected due to delay on Capital projects. This has been offset by 09/10 Unspent Restricted Cash brought in. Proceeds from disposal of assets are down by \$1,061,154 Year to Date against Budget (the Harding Way Units settled in August has been the only Sale recorded to date). New Loan for Underground power \$16,110,640 not yet raised as expected.

Capital

Expenditure

Capital expenditure shows a variance of down 6.98% (\$2,585,676). This is mainly due to expense being down in the following areas:

- 1) \$1,003,444 down on Land purchases as forecast – Council Resolved not to approve BayntonWest lots
- 2) \$4,317,715 down on Baynton West & Bulgarra Family Centre Buildings – Forecast to occur from Nov.
- 3) \$1516,477 down on Various Plant & Equip/vehicle Purchases planned for October – Orders now placed, Tech Services, Works \$182k Truck, Day care Centres, Executive & Admin, Town planning, Health & Safety
- 4) \$1,476,144 on Playground Structures against Budgeted Expenditure Months to occur from Nov
- 5) \$5,173,626 down on New Staff Housing Baynton West - \$5m order has been placed for construction.
- 6) \$1,179,711 Parks – Infrastructure – Catrall Park Upgrade \$2.2m has commenced (architecture only year to date, yet budget spread evenly over the year)
- 7) \$1,760,138 down on Airport Airside & Water Infrastructure upgrade projects behind budgeted YTD
- 8) \$393,560 Landfill Operations– 7 Mile Liquid Waste Pond Redevelopment under YTD, Litter fencing, Road works 7 Mile & Weighbridge budgeted evenly over the year.
- 9) \$589,090 down on Karratha Youth Centre Building Upgrade
- 10) \$531,349 on various Public Toilets & Recreation Projects –underspent ytd on Portable toilet blocks & Bulgarra Precinct-Electrical Upgrade, Softball Diamonds
- 11) \$309,431 down on new Shire Portable Admin Building project now commenced
- 12) \$265,975 Community Safety – Infrastructure – CCTV & Security purchases to be scoped & tendered
- 13) \$277,978 Beaches – Infrastructure – John’s Creek boat ramp car park extension
- 14) \$206,352 Furniture & Equipment Purchases – Computers Equipment Ordered arriving Jan-11
- 15) \$164,952 Community Safety – Entry Statement Projects – Tendered & commenced
- 16) \$203,183 Roads & Footpaths – Infrastructure – Commenced November
- 17) \$111,000 Child Health Clinics – Millar’s Well & Karratha Clinic Improvements not yet occurred
- 18) \$67,000 down on Bulgarra Day care Centre upgrade
- 19) \$60,994 down on Waste Bldg Improvements & Equipment purchases at 7 Mile
- 20) \$39,000 down on Karratha Entertainment Centre Equipment purchases
- 21) \$30,895 Plant & Equipment Purchases – KEC & RAC behind budget, order placed October
- 22) \$219,190 down on Airport Equipment
- 23) \$197,739 up on Karratha Airport Baggage Handling System & Check-In Building Projects due to timing difference on expenditure. The baggage handling project capital has been completed in the first part of 10/11 Year. Internal Buildings Projects now commenced to cope with growth.
- 24) \$113,898 up on Upgrade Effluent Systems (63% of Total Year Budget has been spent)
- 25) \$145,134 Town Beautification projects – Pt Samson Entry Statement ahead of budget ytd
- 26) \$591,188 up on Transfer to Reserves for 09/10 Interest Reversal & Interest brought to account YTD
- 27) \$16,186,073 up on Tsfr to Royalties for Regions reserve due to additional \$16m received Budgeted June-11 (to bring forward in budget review



Rates

Variance shown is immaterial variance YTD after Annual Rates Notices & Budget Review Amendment.

Shire Of Roebourne
Statement Of Financial Activity
for the period ending 31 January 2011

Note 1. Net Current Assets

	Note	Year To Date Actual \$	Brought Forward 1 July \$
Current Assets			
Cash and Cash Equivalents - Unrestricted		7,546,969	(855,230)
Net Trust Liabilities in Muni		81,289	(0)
Trust - ATM Floats		(70,071)	0
Trust - Medical Services Incentive Services		13,389	0
Cash and Cash Equivalents - Restricted - LSL & R4R		355,806	344,007
Cash and Cash Equivalents - Restricted - Reserves	2	77,827,276	63,430,970
Cash - Restricted Unspent Grants/Contributions	1	1,283,642	1,283,642
Cash - Restricted Unspent Loans	1	942,220	942,220
Trade and Other Receivables	3	8,995,671	9,286,635
Land held for Resale - Development Costs		146,038	217,625
Inventories		254,279	300,542
Total Current Assets		97,376,507	74,950,411
Current Liabilities			
Trade and Other Payables		1,296,535	5,998,043
Bank Overdraft		0	2,546,615
Current Portion of Long Term Borrowings		923,576	1,821,589
Current Portion of Provisions		2,125,167	2,125,167
Total Current Liabilities		4,345,278	12,491,414
Net Current Assets		93,031,229	62,458,997
Plus (Minus) Items To Be Excluded			
Take Out Reserve Funds		(77,827,276)	(63,430,970)
Take Out Fully Restricted Cash (Grants/Contributions)			(1,283,642)
Take Out Fully Restricted Cash (Loans)		(942,220)	(942,220)
Take Out Restricted Cash (LSL)		(344,007)	(344,007)
Add Back Non Cash Provisions		2,125,167	2,125,167
Add Back Current Borrowings		923,576	1,821,589
Net Current Asset Position		16,966,469	404,914
Note Explanation:			
1) Includes amounts received for:			
- unspent loan monies		942,220	
- PDC Hydrology Grant		40,000	
- Waterways Grant-St Luke's Oval		45,455	
- Roebourne Enhancement Scheme		331,950	
- Roebourne Community Recreation Assoc inc		23,024	
		1,382,649	

Shire Of Roebourne
Statement Of Financial Activity (con't)
for the period ending 31 January 2011

2) Reserves, Long Service Leave and Royalties for Regions (R4R – Karratha Leisure Centre) are Cash Backed

3) Includes Outstanding amounts invoiced for:

- Airlink Pty Ltd	348,181
- BGC Contracting	59,784
- Bremar Enterprises Pty Ltd	29,539
- Carr Civil Contracting	20,160
- Decmil Engineering & Const	14,434
- Landcorp	2,200,000
- Instant Waste Management	39,443
- Karratha Flying Services	27,439
- Lyons & Peirce	236,335
- McMahon Services	41,202
- Pilbara Iron Services	694,692
- Skywest Airlines Pty Ltd	169,875
- Tox Free (Karratha) Pty Ltd	120,100
- Transpacific Cleanaway	352,122
- Transpacific Industrial Solutions	47,810
- Ziggy Contracting	37,926
Total Trade and Other Receivables (incl above)	6,886,368
Total Rates Debtors Outstanding	2,109,304

Shire Of Roebourne
Balance Sheet
for the period ending 31 January 2011

Note 2: Balance Sheet	2010/11
	\$
Current Assets	
Cash On Hand	89,840
Cash and Cash Equivalents - Unrestricted	9,682,991
Cash and Cash Equivalents - Restricted (Trust)	1,250,762
Cash and Cash Equivalents - Restricted	78,183,082
Trade and Other Receivables	9,086,565
Inventories	400,317
Total Current Assets	<u>98,693,557</u>
Non Current Assets	
Trade and Other Receivables	91,731
Infrastructure	70,747,278
Property, Plant And Equipment	80,232,450
Total Non Current Assets	<u>151,071,458</u>
Total Assets	<u>249,765,015</u>
Current Liabilities	
Bank Overdrafts	0
Trade and Other Payables	1,296,535
Trust Liabilities	1,226,155
Short Term Borrowings	923,576
Short Term Provisions	2,125,167
Total Current Liabilities	<u>5,571,434</u>
Non Current Liabilities	
Long Term Borrowings	16,367,024
Long Term Provisions	167,490
Total Non Current Liabilities	<u>16,534,514</u>
Total Liabilities	<u>22,105,947</u>
Net Assets	<u><u>227,659,068</u></u>
Equity	
Accumulated Surplus	138,150,782
Asset Revaluation Reserve	11,681,010
Reserves	77,827,276
Total Equity	<u><u>227,659,068</u></u>

Shire Of Roebourne
Statement Of Financial Activity
for the period ending 31 January 2011

Note 3: Cash and Cash Equivalents

	\$
Municipal Fund Bank	
Cash On Hand	89,840
Westpac on call	3,557,613
Term deposits – Westpac / WATC	7,376,140
	<u>11,023,593</u>
Reserves Fund Bank	
Westpac on call & Term Deposits	77,827,276
Westpac -Maxi Reserve	355,806
	<u>78,183,082</u>
Total Cash	<u><u>89,206,675</u></u>

Shire Of Roebourne

Statement Of Financial Activity

by Divisions by Activities

for the period ending 31 January 2011

Note 4

	2010/2011 Budget	2010/2011 Amended	2010/2011 Year To Date Amended Budget	2010/2011 Actual To Date
	\$	\$	\$	\$

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

CORPORATE & EXECUTIVE SERVICES

Net (Cost) Revenue to Council for Rates	18,303,399	19,098,006	19,580,997	18,876,425
Net (Cost) Revenue to Council for General Revenue	1,981,744	2,076,918	1,596,722	(14,546,240)
Net (Cost) Revenue to Council for Corporate Services	1,290,826	1,089,359	7,912,931	(267,649)
Net (Cost) Revenue to Council for Project Management	(111,850)	(44,297)	(56,142)	(81,968)
Net (Cost) Revenue to Council for Information Services	(536,389)	(612,814)	(397,619)	(148,756)
Net (Cost) Revenue to Council for Television & Radio Services	(19,690)	(19,690)	(13,523)	(12,460)
Net (Cost) Revenue to Council for Members of Council	(458,706)	(488,025)	(385,463)	(285,498)
Net (Cost) Revenue to Council for Emergency Services	31,666	31,666	15,298	12,859
Net (Cost) Revenue to Council for Cossack Infrastructure Project	(1)	(1)	(66,494)	(55,085)
Net (Cost) Revenue to Council for Executive Admin	(1,852,577)	(1,763,444)	(978,659)	(719,111)
Net (Cost) Revenue to Council for Human Resources	0	0	0	(4,548)
Net (Cost) Revenue to Council for Public Affairs	0	(27,569)	(23,874)	(11,390)
Net (Cost) Revenue to Council for Corporate Compliance Services	0	0	0	0
Net (Cost) Revenue to Council for Staff Housing	(3,046,529)	(3,414,404)	459,577	(1,523,805)

COMMUNITY SERVICES

Net (Cost) Revenue to Council for Cossack Art Awards	(54,493)	(79,713)	(30,565)	49,472
Net (Cost) Revenue to Council for Tourism/Visitors Centres	(499,139)	(499,139)	(299,496)	(239,569)
Net (Cost) Revenue to Council for Aged Persons Housing	(62,168)	(62,168)	(40,385)	(25,645)
Net (Cost) Revenue to Council for Youth Development	(169,250)	(169,250)	(80,320)	(9,409)
Net (Cost) Revenue to Council for Other Culture	(163,919)	(150,319)	(80,339)	(39,244)
Net (Cost) Revenue to Council for Community Development	(848,311)	(823,085)	(352,045)	(626,067)
Net (Cost) Revenue to Council for Walkington Theatre	(354,777)	(354,777)	(216,286)	(186,748)
Net (Cost) Revenue to Council for Community Sponsorship	(650,211)	(666,771)	(559,144)	(97,023)
Net (Cost) Revenue to Council for Daycare Centres	(80,781)	(55,881)	(139,676)	(57,414)
Net (Cost) Revenue to Council for Child Health Clinics	(201,032)	(199,432)	(166,236)	(42,133)
Net (Cost) Revenue to Council for Karratha Entertainment Centre	(1,457,533)	(1,421,643)	(936,615)	(642,211)
Net (Cost) Revenue to Council for Karratha Aquatic Centre	(859,140)	(876,256)	(1,336,205)	(532,796)
Net (Cost) Revenue to Council for Roebourne Aquatic Centre	(186,505)	(182,475)	(382,341)	(43,391)
Net (Cost) Revenue to Council for Libraries	(1,219,486)	(1,231,486)	(702,518)	(617,195)
Net (Cost) Revenue to Council for Cossack Operations	(494,211)	(494,211)	(265,359)	(267,868)
Net (Cost) Revenue to Council for Ovals & Hardcourts	376,147	(313,643)	852,929	(144,686)
Net (Cost) Revenue to Council for Karratha Bowling & Golf	(352,745)	(352,745)	(219,353)	(253,557)
Net (Cost) Revenue to Council for Pavilions & Halls	(721,670)	(549,001)	(1,409,653)	2,841,551
Net (Cost) Revenue to Council for Recreation Projects	(2,417,762)	(1,867,422)	(697,923)	(358,426)
Net (Cost) Revenue to Council for Playgrounds	(254,434)	(254,434)	(1,613,590)	(7,246)
Net (Cost) Revenue to Council for Medical Services	(105,930)	(105,930)	(62,031)	(65,821)
Net (Cost) Revenue to Council for Other Buildings	(288,353)	(288,353)	(173,151)	4,797
Net (Cost) Revenue to Council for Youth Centres	0	0	293,750	(117,871)
Net (Cost) Revenue to Council for Leisure & Learning Precinct	259,975	259,975	19,035,493	15,817,974
Net (Cost) Revenue to Council for Baynton West Family Centre	0	0	0	0
Net (Cost) Revenue to Council for Economic Development	(228,838)	(228,838)	(139,404)	(35,709)

Shire Of Roebourne

Statement Of Financial Activity (con't)

by Divisions by Activities

for the period ending 31 January 2011

	2010/2011 Budget	2010/2011 Amended	2010/2011 Year To Date Amended Budget	2010/2011 Actual To Date
	\$	\$	\$	\$
DEVELOPMENT & REGULATORY SERVICES				
Net (Cost) Revenue to Council for Building Control	399,417	330,640	197,043	116,191
Net (Cost) Revenue to Council for Health Services	(565,612)	(602,258)	(339,950)	(278,259)
Net (Cost) Revenue to Council for Town Planning	(1,297,372)	(1,128,540)	(632,632)	438,224
Net (Cost) Revenue to Council for Strategic Planning	0	(525,000)	(205,000)	(54,762)
Net (Cost) Revenue to Council for Community Safety	(419,905)	(392,810)	208,304	(75,902)
Net (Cost) Revenue to Council for Ranger Services	(1,399,565)	(1,445,627)	(903,500)	(849,186)
Net (Cost) Revenue to Council for Camping Grounds	30,090	30,090	183,000	187,567
INFRASTRUCTURE SERVICES				
Net (Cost) Revenue to Council for Waste Collection	(1,208,429)	(633,343)	827,858	780,949
Net (Cost) Revenue to Council for Landfill Operations	2,954,795	2,418,804	1,950,592	1,803,022
Net (Cost) Revenue to Council for Waste Overheads	0	0	(33,797)	584,608
Net (Cost) Revenue to Council for Depots	(287,186)	(312,979)	(208,610)	(265,538)
Net (Cost) Revenue to Council for Vehicles & Plant	2,872,365	2,795,644	1,619,091	107,737
Net (Cost) Revenue to Council for Roads & Streets	(3,707,301)	(3,542,534)	(2,281,502)	(1,085,215)
Net (Cost) Revenue to Council for Parks & Gardens	(2,325,140)	(2,333,901)	(952,507)	(692,547)
Net (Cost) Revenue to Council for Drainage	(285,843)	(285,843)	(162,578)	(61,476)
Net (Cost) Revenue to Council for Footpaths & Bike Paths	(417,805)	(417,805)	(409,922)	(269,296)
Net (Cost) Revenue to Council for Effluent Re-Use Scheme	(543,975)	(543,975)	(651,102)	(170,420)
Net (Cost) Revenue to Council for Cemeteries	(55,176)	(55,176)	(32,283)	(22,678)
Net (Cost) Revenue to Council for Public Toilets	(436,010)	(443,010)	(349,644)	(218,838)
Net (Cost) Revenue to Council for Beaches, Boat Ramps, Jetties	(91,007)	(91,007)	(345,143)	(50,892)
Net (Cost) Revenue to Council for Roebourne Enhancement Scheme	0	0	0	0
Net (Cost) Revenue to Council for Town Beautification	(1,482,125)	(1,482,125)	(1,043,219)	(813,780)
Net (Cost) Revenue to Council for Private Works & Reinstatements	1,589	1,589	3,024	(3,969)
Net (Cost) Revenue to Council for Works Overheads	0	0	(99,061)	541,262
Net (Cost) Revenue to Council for Parks & Gardens Overheads	0	0	(8,164)	502,384
Net (Cost) Revenue to Council for Karratha Airport	3,734,595	3,750,757	839,186	1,497,604
Net (Cost) Revenue to Council for Tien Tsin Inne	375,284	375,284	201,706	218,456
Net (Cost) Revenue to Council for Other Airports	(17,011)	(17,011)	(10,027)	(2,108)
Net (Cost) Revenue to Council for Tech Services	248,784	199,345	226,788	(1,788,302)
Net (Cost) Revenue to Council for Tech Services Overheads	(624,784)	(624,784)	(367,796)	(339,803)

10.3 MARCH BUDGET REVIEW 2010/11

File No: BR10/11

Attachment(s) Nil

Responsible Officer: Executive Manager Corporate Services

Author Name: Management Accountant

Disclosure of Interest:

Nature of Interest:

REPORT PURPOSE

For Council consideration of the March 2010/11 budget review undertaken by Officers that identifies confirmed variances compared to the original or amended 2010/11 budget.

Background

Council staff undertakes a review of the budget progress in November and March each year, the latter as a requirement of Regulation 33A of the Local Government (Financial Management) Regulations 1996. Council's entire budget was reviewed by the Council's management team, with the report identifying significant adjustments in excess of \$10,000. As of February 2011 the current budget was in surplus to the amount of \$351,265.

The following table is a summary of the overall adjustments required to the budget as a result of the March budget review:

	Original Budget	Current Budget	Total Adjustments *	Proposed New Amended Budget
Operating Expense	(57,115,635)	(58,637,977)	2,583,968	(56,054,009)
Operating Revenue	75,266,575	94,249,512	(7,358,359)	86,891,153
Non Operating Exp	(73,621,688)	(92,342,310)	8,607,280	(83,735,030)
Non Operating Rev	55,470,748	56,677,126	(4,261,240)	52,415,886
Non Cash Items Included	(10,218,806)	(10,218,806)	0	(10,218,806)
Restricted Surplus BFWD 09/10		404,914		
Surplus/(Deficit) 10/11	0	351,265	(428,351)	(77,086)

Adjustments	
Cfwd to 2011-2012	\$1,161,000
Identified Savings & Capital Expense Reduction	\$924,000
Accounting Corrections	-
Corrections	(\$2,541,351)
Total	(\$428,351)

Issues

The detailed lists of amendments identified in the March Budget review are attached for Council's information (Attachment). As summary of the major amendments have been highlighted below –

Operational Income		Budget	Revision	Proposed Budget	Comment
100719	Ex Gratia Contribution to Capital Works	(600,000)	210,000	(390,000)	As per council res Feb-11 reduce to 390k ex gratia (50%, 25%, 25% split on projects for towns)
102800	Interest on Investments	(411,000)	131,000	(280,000)	Lower interest achieved than expected on Muni Investments - 20k per remaining months
404713	Industrial/Commercial Refuse Disposal Fees	(4,112,399)	1,116,548	(2,995,851)	Reduced income due to cyclone and area closures. Also reduced volumes entering tip site
404716	Hazardous Waste Disposal Fees	(1,583,349)	207,229	(1,376,120)	Reduced income due to cyclone and hazardous area closures
460710	Karratha Airport Income - not leases	(18,082,245)	300,000	(17,782,245)	Later than planned opening of airport carpark 800k reduction in revenue plus Higher heavy charter numbers (500k) increase in revenue
462710	TTI - Income	(2,468,000)	400,000	(2,068,000)	Lower bar total due to removal of full-strength beers and spirits and changes to hours
Operational Expenditure		Budget	Revision	Proposed Budget	Comment
350200	Expenses-Karratha Education Leisure & Training Project	3,363,025	(2,029,930)	(1,333,095)	Carryover to budget 2011/12
520201	Local Planning Strategy/Policy Development	485,000	(299,000)	186,000	Cfwd Strategic planning projects Re-Budgeted in 11/12 workplan
420506	R2R - Monaghan Wy Reseal	0	44,686	44,686	R2R funding 10/11 to be allocated, previously removed expend from Cinders Rd In First Budget Review But must be spent in same financial yr as grant income
420506	R2R - Zanetti Wy Reseal	0	49,195	49,195	Same as above
200210	Contribution To Pilbara Regional Council	80,000	35,000	115,000	Additional 38,500 Contribution to PRC incl. GST Per Dec Resolution 151447 for forward capital works plan request
Grant/ Reserve Amendment		Budget	Revision	Proposed Budget	Comment
338700	Grants and Cont - Baynton West Family Centre & Bulgarra Community Centre	(5,000,000)	4,410,664	(589,336)	1m to be cfwd from Lottery West, 2M Landcorp Invoice raised towards 11/12 Projects - New Account required Cfwd. As per 10/11 capital expenditure Cfwd
404558	Transfer To Waste Management Reserve (For Facility Replace)	559,099	(559,099)	0	Adjustment to Reserve due to lower Income from Budget Review 559k due to lower Income Landfill Commercial Waste
400860	Transfer From Waste Reserve - Staff Housing Construction	(1,302,865)	(712,581)	(2,015,446)	Adjustment to Reserve due to lower Income from Budget Review 713k due to lower Income Landfill Commercial Waste to fund capital
460851	Transfer From Aerodrome Reserve	(5,112,188)	1,435,000	(3,677,188)	Reduction in Capital Expenditure 2.05M Airside Upgrade, less loss of Income 615k Net
350850	Transfer from Infrastructure Reserve - KLLP	(3,133,000)	2,029,930	(1,103,070)	Carryover to budget 2011/12

The current position is as follows:

Budget Surplus/ (deficit) as per all amendments to 31 December 2010	(\$53,649)
Brought Forward Surplus Amendment for the Audited 09/10 Year	\$404,914
Current Budget Surplus/ (deficit) as of February 2011	\$351,265
Changes as a result of the review	(\$428,351)
New Municipal Surplus/ (Deficit)	(\$77,086)

Options

Council has the following options available:

- 1) Adopt the Proposed Budget Adjustments presented;
- 2) Amend any of the changes.

Policy Implications

There are no relevant policy implications pertaining to this matter.

Legislative Implications

As per Local Government (Financial Management) Regulations 1996 the budget review is to be presented to Council within 30 days of being conducted and be submitted to the Department of Local Government within 30 days of council adopting the review.

As per Local Government Act 1995 sec 6.8 changes to budget need to be authorised in advance by resolution.

Financial Implications

The financial implications of this report are that the Current Amended Budget Surplus of \$351,265 will be replaced with a Proposed New Amended Budget Deficit of (\$77,086).

Conclusion

The amendments suggested in the attachment reflect Council's operations for the remainder of the year and therefore can be resolved accordingly.

Voting Requirements

Absolute.

RECOMMENDATION

That Council adopt the 2010/2011 March Budget Review (Amendments) as identified in Attachment, which result in a deficit of \$77,086.

Account No.	Account Description	Original Budget	Current Budget	Carryover	Savings	Correction	Proposed Budget	Total Revision	Explanations
Operating Expenditure									
110001	Employment Costs-Project Management	587,807	571,626			8,900	580,526	(8,900)	Increase to training, study assist per EBA reallocated from office expenses
110011	Office Expenses-Project Management	15,050	17,550			(8,850)	8,700	8,850	Reallocate budget to Staff training 110001
110041	Equipment Repairs & Replacement-Project Management	1,200	1,200			(1,200)	0	1,200	Budget not expected to be used - Projects
	New Account - Membership Exec Contrib.	0	0			50,000	50,000	(50,000)	New account required for membership fee inclusion per EMC Regional Council Group
200210	Contribution To Pilbara Regional Council	55,000	80,000			35,000	115,000	(35,000)	Additional 38,500 Contribution to PRC incl. GST Per Dec Resolution 151447 for forward capital works plan request
306200	Karratha/Dampier Youth Activities	0	15,000			(10,000)	5,000	10,000	Adjusted budget to \$5K - will not expend by EOFY - Community Development
306202	Roebourne/Wickham Youth Activities	30,000	15,000			(10,000)	5,000	10,000	Adjusted budget to \$5K - will not expend by EOFY - Community Development
308010	Office Expenses - Local History Officer	2,424	2,424			(1,500)	924	1,500	
310010	Office Expenses - Community Development	27,459	52,459			(25,000)	27,459	25,000	Reallocation, 25k tsfr to 310203 for arts plan/culture
310203	Cultural Planning And Develop	169,000	169,000			26,000	195,000	(26,000)	Reallocation, 25k tsfr from 310010 for arts plan/culture
314207	Expenses - Karratha Community Celebration	0	129,000			(14,000)	115,000	14,000	Revise Sponsorship down to 115k Achieved
320032	Bulgarra Daycare Building-Mtc Cost	21,000	21,000			11,000	32,000	(11,000)	Maintenance Above original Budget
320034	Wickham Daycare Building-Mtce Cost	9,000	9,000			5,000	14,000	(5,000)	Maintenance Above original Budget
324000	Employment Costs-KEC	397,595	397,595			(900)	396,695	900	RFC attend NW Conference - reduced conference expense required
324010	Office Expenses - KEC	21,401	21,401			(4,200)	17,201	4,200	Maintenance on office equipment below historical budget
324200	KEC - Programmes	380,100	380,100			(41,100)	339,000	41,100	Reduction as per YTD actual programme income
326000	Employment Costs - KAC	552,111	535,727			(52,234)	483,493	52,234	Due to centre closure and frequent Cyclones
326010	Office Expenses - KAC	13,578	13,578			(2,500)	11,078	2,500	

326030	Pool Chemicals	22,276	22,276			(4,556)	17,720	4,556	Less Chemicals used due to frequent closure
326200	KAC - Programme Expenses	25,214	25,214			2,263	27,477	(2,263)	More swim school programs due to demand
Account No.	Account Description	Original Budget	Current Budget	Carryover	Savings	Correction	Proposed Budget	Total Revision	Explanations
326205	Merchandise Purchases	49,700	49,700			(7,000)	42,700	7,000	Reduced sales due to pool closure – pending outcome of insurance claim
328030	Roebourne Pool Bldg-Mtce Costs	13,500	13,500			15,000	28,500	(15,000)	Increase due to actual maintenance YTD required
328030	Roebourne Pool-Pool Maintenance	16,200	16,200			(4,700)	11,500	4,700	BA and Hydramet Service
332000	Employment Costs-Cossack Operations	134,788	134,788			17,000	151,788	(17,000)	Cossack negotiation for extended A/L
332200	Cossack Cafe Expenses	33,415	33,415			(8,000)	25,415	8,000	Tourist season will begin and Cossack reopens
334030	Roebourne Covered Courts - Mtce Costs	58,000	58,000			(10,000)	48,000	10,000	Court Resurfacing under budget
334030	Court Maintenance	57,550	57,550			(5,550)	52,000	5,550	Court Resurfacing under budget
338033	Hunt Way Pavilion Building-Mtc Cost Bulgarra South	4,000	4,000			3,000	7,000	(3,000)	Increase due to actual maintenance YTD required
338035	Pegs Creek Pavilion Buildg-Mtc Cost	11,000	11,000			11,000	22,000	(11,000)	Due to water damage & electrical repairs YTD actual over budget
340000	Employment Costs-Recreation	341,582	341,582			900	342,482	(900)	MCF attend AALARA conference
340202	Karratha/Dampier Community Activities	33,500	33,500			(25,000)	8,500	25,000	
340203	Senior's Social Activities	32,000	32,000			(15,000)	17,000	15,000	
340205	Roebourne/Wickham Community Activities	33,500	33,500			(15,000)	18,500	15,000	
342200	Playground Maintenance	214,434	214,434		(150,000)		64,434	150,000	Not required going to be maintained in-house
348030	Karratha Youth and Family Centre	0	0			42,068	42,068	(42,068)	Management Fee Contribution
350200	Expenses-Karratha Education Leisure & Training Project	3,363,025	3,363,025	(2,029,930)			1,333,095	2,029,930	Carryover to budget 2011/12 2.029M - 350850 also adjusted

Account No.	Account Description	Original Budget	Current Budget	Carryover	Savings	Correction	Proposed Budget	Total Revision	Explanations
370201	Competitive Advantages Project	10,000	10,000			(10,000)	0	10,000	Reallocated to new project
370208	Small Business Gap & Map Project	0	0			10,000	10,000	(10,000)	Reallocated from 370201 Above
400201	795 Andover Way-Mtce Costs	3,000	3,000			1,000	4,000	(1,000)	Increase due to YTD act maintenance demand
400201	830 Clarkson Way-Mtce Costs	3,000	3,000			4,000	7,000	(4,000)	Increase due to YTD act maintenance demand
120201	Main Computer System Up	118,932	163,932			(20,000)	143,932	20,000	Reduced Agenda and Minutes software module Budget not expected to implement 10/11 yr
400201	11 Frinderstein Way-Mtce Costs Lot 1302	3,000	3,000			4,000	7,000	(4,000)	Increase due to YTD act maintenance demand
400201	8 Knight Place-Mtce Costs	5,000	5,000			2,000	7,000	(2,000)	increase due to YTD act mtce
400201	L3836/5B Leonard Way-Mtce Cost	5,000	6,461			9,000	15,461	(9,000)	Increase due to Audit costs of property 9k Oct-10
400201	L2269/6 Mcrae Court-Mtce Costs	5,000	15,000			10,000	25,000	(10,000)	Increase due to YTD act expend above budget - Gardens mtce & other repairs
400201	8 Peirl Way-Mtce Costs Lot 1657	5,000	5,000			1,000	6,000	(1,000)	Increase due to YTD act mtce
400201	201 Richardson Way-Mtce Costs	3,000	3,000			12,000	15,000	(12,000)	Due to air-con repairs & audit repairs
402200	Domestic Refuse Collection	811,956	740,158			(32,020)	708,138	32,020	
402201	Recycling - 7 Mile	554,501	554,501			55,828	610,329	(55,828)	Reduction in IE 3000 by \$50K and Increased IE 3100 \$50K to accommodate labour hire on site
402203	Bulk Bin Repairs/Replacement	20,197	20,197			(17,000)	3,197	17,000	Account for repairs to hook bins - minimal required so far this year. \$3K for rest of year
402203	Sulo Bin Repairs & Replacement	129,455	189,982			(38,000)	151,982	38,000	Reduced bin replacements for the year
402206	Trade/Commercial Refuse Collection	330,257	274,193			56,713	330,906	(56,713)	Use of contractors (labour hire) additional bins
404200	Refuse Site Maintenance - 7 Mile (Dom/Comm)	1,882,056	2,159,415			(20,000)	2,139,415	20,000	Subscription 20k purchased through Waste overheads account
404200	7 Mile Building-Op Costs	140,074	140,074			600	140,674	(600)	reallocation between IE Codes moved \$95000 to IE code 3100 for hire of building on site
408000	WM - Employment Costs	870,042	870,042			6,796	876,838	(6,796)	Administration officer (Donna Cleaver)3 months (last quarter) Current position only approved for 9 months however full time employment provided by letter of offer and contract. Offset by Reduction in Advertising Budget not required 8k

Account No.	Account Description	Original Budget	Current Budget	Carryover	Savings	Correction	Proposed Budget	Total Revision	Explanations
408001	WM-Design & Investigation	110,000	110,000		(60,000)		50,000	60,000	More than required consultation for year.
408010	WM - Office Expenses	36,569	36,569			(10,000)	26,569	10,000	Reduction in Printing & stationery budget
408401	WM - Less Allocated To Works	(1,026,611)	(1,026,611)			63,204	(963,407)	(63,204)	To offset reduction in Waste Overheads Expense above - Zero based Budget
460000	Employment Costs-Airport	853,136	853,136			(20,000)	833,136	20,000	Training expense funds not required reduced in Budget
460010	Office Expenses-Airport	165,749	165,749			(65,000)	100,749	65,000	Contractor & Valuation Expenses not required reduced
460200	Security & Safety Inspections/ Exercises	39,000	39,000			(10,000)	29,000	10,000	Not required reduced in Budget
460200	Airport Security	291,000	291,000			50,000	341,000	(50,000)	Due to Increased security requests due to carpark works and opening of carpark
460201	Consultants For Studies	120,000	120,000			(40,000)	80,000	40,000	More than required consultation for year
500000	Employment Costs-Building	675,534	694,311			140,000	834,311	(140,000)	Increase due to leased housing for contractor YTD Increase
520010	Office Expenses - Planning	130,400	139,601	(50,000)			89,601	50,000	Reduced by 50k cfwd for town plan scheme review to occur 11/12, and double up 30k on compliance policy review
520201	Scheme Amendment 18	20,000	35,000			(25,000)	10,000	25,000	As required 10/11
520201	Development Contributions Project	35,000	135,000	(81,000)			54,000	81,000	81k to be re-budgeted in 11/12
520201	Development Services Compliance Assessment Project	20,000	35,000			5,000	40,000	(5,000)	As per PIIG estimated 10/11 required 40k, 40k Budget 11/12
520201	Local Area Strategies	30,000	45,000	(41,000)			4,000	41,000	40k to be budgeted in 11/12
520201	Planning Policies Review - Multiple	25,000	40,000	(40,000)			0	40,000	40k project not to be done until 11/12
520201	Roebourne Heritage Precinct Plan	15,000	15,000	(15,000)			0	15,000	Cfwd project rebudgeted in 11/12 workplan
520201	Visioning & Structure Plan Process - Roebourne	10,000	60,000	(56,000)			4,000	56,000	Cfwd project rebudgeted in 11/12 workplan PIIG has been submitted
520201	Visioning & Structure Plan Process - Point Samson	10,000	60,000	(56,000)			4,000	56,000	Cfwd project rebudgeted in 11/12 workplan PIIG has been submitted
520201	Environmental & Coastal Strategy	15,000	15,000			10,000	25,000	(10,000)	Mike Allan to commence quote 25k prior to June

Account No.	Account Description	Original Budget	Current Budget	Carryover	Savings	Correction	Proposed Budget	Total Revision	Explanations
346200	Compliance Auditing and Inspections Building	250,000	250,000			(100,000)	150,000	150,000	Reduced as Compliance works not to proceed 10/11 – deferred
Operating Income									
100719	Ex Gratia Contribution to Capital Works	0	(600,000)			210,000	(390,000)	(210,000)	As per council res Feb-11 reduce to 390k ex gratia (50%, 25%, 25% split on projects for towns)
102800	Interest on Investments	(411,000)	(411,000)			131,000	(280,000)	(131,000)	Lower interest achieved than expected on Muni Investments - 20k per remaining months
102821	Interest Earned - Royalties for Regions	(400,000)	(400,000)			(300,000)	(700,000)	300,000	Additional interest on R4R frm account 350700 tsfr to reserve
310773	Contribution-Cultural Planning & Development	(100,000)	(100,000)			(4,000)	(104,000)	4,000	As per Community Development input
314772	Contributions to Karratha Community Celebration	0	(120,000)			5,000	(115,000)	(5,000)	Reallocate across IE codes 129k down to 115k per sponsorship income for KCC
324710	KEC - Programme Income	(364,830)	(400,720)			(30,000)	(430,720)	30,000	Increase per Facilities Manager
326710	KAC Income-GST	(234,930)	(234,930)			48,370	(186,560)	(48,370)	Hire, Admission & Promotions down due to frequent closure
326711	KAC Income-Swimming Lessons-GST Free	(32,580)	(32,580)			(17,420)	(50,000)	17,420	Programs increased due to high demand
326715	KAC - Merchandise Sales	(73,008)	(60,508)			40,508	(20,000)	(40,508)	Sales down due to frequent closure
328770	Education Dept - Roebourne Pool Contribution	(256,011)	(256,011)			54,011	(202,000)	(54,011)	Has been invoiced by Finance Jan-11 per 09-10 Operating costs; Reducing Sliding scale
332710	Income - Cossack	(88,000)	(88,000)			14,000	(74,000)	(14,000)	
338700	Grants and Cont - Baynton West Family Centre	(5,000,000)	(4,989,836)	1,000,000		739,836	(3,250,000)	(1,739,836)	1m to be cfwd from Lottery West, 250k Landcorp 10/11, RCLIP 3M
338700	Grants and Cont Landcorp	0	0	2,660,664		0	2,660,664	(2,660,664)	2M Landcorp Invoice raised towards 11/12 Projects - New Account required Cfwd
338702	Govt Grants-Bulgarra Community Facility	(1,802,042)	(1,802,042)			82,164	(1,719,878)	(82,164)	To reflect current Grant Income estimate 10/11
350700	Grants-Karratha Education Leisure & Training Project	(490,000)	(16,490,000)			490,000	(16,000,000)	(490,000)	Amended to 16m only as 490k intended for interest on reserve in Budget not Operating Grant account
402711	Domestic Refuse Collection Fee	(1,636,655)	(1,687,805)			(15,511)	(1,703,316)	15,511	

Account No.	Account Description	Original Budget	Current Budget	Carryover	Savings	Correction	Proposed Budget	Total Revision	Explanations
402712	Industrial/Commercial Refuse Collection Fees	(406,445)	(700,000)			243,550	(456,450)	(243,550)	Future commercial camp site users expected to come on line - did not occur as expected at last review. Adjusted back to standard expected income
402714	Income From Recycling	(175,500)	(120,000)			11,141	(108,859)	(11,141)	Reduced expected income from recycle streams
402715	Replacement Sulo Bins	(20,000)	(20,000)			(10,160)	(30,160)	10,160	Increased demand on replacement sulo bins
404710	Wickham Transfer Station- Waste Disposal Fees	(21,475)	(21,475)			10,475	(11,000)	(10,475)	
404713	Industrial/Commercial Refuse Disposal Fees	(4,112,399)	(4,112,399)			1,116,548	(2,995,851)	(1,116,548)	Reduced income due to cyclone and area closures. Also reduced volumes entering tip site
404716	Hazardous Waste Disposal Fees	(1,583,349)	(1,583,349)			207,229	(1,376,120)	(207,229)	Reduced income due to cyclone and hazardous area closures
444710	Private Works Income	(15,400)	(15,400)			(3,000)	(18,400)	3,000	Reallocate to IE Code Fees & charges as per actual
460710	Karratha Airport Income - not leases	(17,597,702)	(18,082,245)			300,000	(17,782,245)	(300,000)	Later than planned opening of airport carpark 800k reduction in revenue plus Higher heavy charter numbers (500k) increase in revenue
462710	TTI - Income	(2,468,000)	(2,468,000)			400,000	(2,068,000)	(400,000)	Lower bar total due to removal of full-strength beers and spirits and changes to hours\
510721	Health Premises Fees & Charges	(29,000)	(29,000)			(14,046)	(43,046)	14,046	Increased revenue Annual billing - new fees imposed in 10/11
Non Operating Expenditure									
102550	Long Service Leave cash Backed	200,000	200,000			(200,000)	0	200,000	LSL Reserve being addressed in 11/12 Budget
102556	Transfer to Infrastructure Reserve	918,136	918,136			350,000	1,268,136	(350,000)	Transfer of 2005 Year Grant for Bulgarra Community Centre to Restricted Funds
102567	Transfer to Royalties for Regions Reserve	400,000	400,000			300,000	700,000	(300,000)	Increased R4R interest earned 102821 account
110773	PUPP Admin Contribution	0	0			(40,000)	(40,000)	40,000	PDC contribution to Shire for Administration Consultant Costs for modelling
322502	Karratha Child Health Clinic - Building Improvements	21,000	21,000			4,000	25,000	(4,000)	Pergola, remove existing, plus design new Quote Supply & Install 25,100
324503	Purchase - Furniture And Equipment (KEC)	4,950	4,950			(2,950)	2,000	2,950	Goods under budget

Account No.	Account Description	Original Budget	Current Budget	Carryover	Savings	Correction	Proposed Budget	Total Revision	Explanations
326505	Purchase - Equipment	45,650	45,650			(18,000)	27,650	18,000	portable steps not available
334506	Bulgarra Oval-Playground	80,000	60,000			2,400	62,400	(2,400)	As per Projects forecast
334506	Bulgarra Oval-Storage	52,000	157,000			2,000	159,000	(2,000)	As per Projects forecast
334506	Bulgarra Sporting Precinct Netball Courts Floodlighting	0	96,000			4,000	100,000	(4,000)	As per Projects forecast
334506	Bulgarra Sporting Precinct Tennis Courts Floodlighting	0	180,000			(50,000)	130,000	50,000	As per Projects forecast
338502	Baynton West Family Centre - Capital Expense	9,310,664	9,310,664	(4,510,664)			4,800,000	4,510,664	Per Projects Dept Forecast, Cfwd Grant Income to Fund 11/12 Project
338502	Bulgarra Community Facility - 2009/10 Closed	3,400,000	552,332			(90,428)	461,904	90,428	Job complete per Projects
338502	Bulgarra North Pavilion	1,000	1,000			28,000	29,000	(28,000)	Refurbish the North pavilion for use over the next 12 months and foreseeable future transferred from operating exp 338030
338502	Bulgarra Community Centre	0	2,513,235	(1,602,822)			910,413	1,602,822	Carry forward to 11/12 Budget
338502	Bulgarra Sporting Facility Changerooms	0	40,000			(27,376)	12,624	27,376	Job complete per Projects
340506	Bulgarra Precinct-Electrical Upgrade	1,590,640	1,045,640			(18,440)	1,027,200	18,440	Reduced Activity Based Distribution Expenses
342506	Lighting At Playgrounds	40,000	40,000			(40,000)	0	40,000	Initial designs
342506	Playground Permanent Play Structures	1,198,000	1,328,000			93,931	1,421,931	(93,931)	Final Project Cost Estimate
348502	Purchase Buildings-Karratha Youth Centre	3,500,000	3,500,000			10,000	3,510,000	(10,000)	Carryover 2011/12 budget
402558	Transfer To Waste Management Reserve	0	526,235			(198,713)	327,522	198,713	Adjustment to Reserve due to lower Income from Budget Review Collection
404506	7 Mile Liquid Waste Pond Redevelopment	249,000	249,000		(49,000)		200,000	49,000	As required per re-estimate
404506	Weighbridge-Purchase & Install	200,000	200,000		(50,000)		150,000	50,000	Reduced costs required for installation
404558	Transfer To Waste Management Reserve (For Facility Replace)	285,544	559,099			(559,099)	0	559,099	Adjustment to Reserve due to lower Income from Budget Review 559k due to lower Income Landfill Commercial Waste

Account No.	Account Description	Original Budget	Current Budget	Carryover	Savings	Correction	Proposed Budget	Total Revision	Explanations
420506	R2R - Monaghan Wy Reseal	0	0			44,686	44,686	(44,686)	R2R funding 10/11 to be allocated, previously removed expend from Cinders Rd But must be spent in same financial yr as grant income
420506	R2R - Zanetti Wy Reseal	0	0			49,195	49,195	(49,195)	R2R funding 10/11 to be allocated, previously removed expend from Cinders Rd But must be spent in same financial yr as grant income
460506	Airside Upgrade	2,050,000	2,050,000		(2,050,000)		0	2,050,000	Proposing not to undertake project in 10/11 Year
Non Operating Income									
338890	Income from Borrowings - Baynton West and Bulgarra	(3,410,664)	(3,410,664)	1,602,822			(1,807,842)	(1,602,822)	As per above capital expenditure Cfwd estimates
342857	Transfer from POS Reserve - Playground Structures	(1,198,000)	(1,328,000)			(93,931)	(1,421,931)	93,931	Offset increase in Job 934203 Above funded by POSP
350850	Transfer from Infrastructure Reserve - KLLP	(3,133,000)	(3,133,000)	2,029,930			(1,103,070)	(2,029,930)	Carryover to budget 2011/12 \$2.029M - 350850 also adjusted
400860	Transfer From Waste Reserve - Staff Housing Construction	(1,302,865)	(1,302,865)			(712,581)	(2,015,446)	712,581	Adjustment to Reserve due to lower Income from Budget Review 713k due to lower Income Landfill Commercial Waste to fund capital
460851	Transfer From Aerodrome Reserve	(4,491,492)	(5,112,188)		1,435,000		(3,677,188)	(1,435,000)	Reduction in Capital Expenditure 2.05M Airside Upgrade, less loss of Income 615k Net

11 COMMUNITY AND CORPORATE SERVICES

11.1 SHIRE OF ROEBOURNE ARTS AND CULTURE ACTION PLAN 2011-2013

File No:	CS.56
Attachment(s)	Draft Shire of Roebourne Arts and Culture Action Plan 2011-2013
Responsible Officer:	Director Community and Corporate Services
Author Name:	A/Senior Community Development Officer
Disclosure of Interest:	Nil

REPORT PURPOSE

For Council consideration and adoption of the draft Shire of Roebourne Arts and Culture Action Plan 2011-2013.

Background

The presentation to Council of the draft Arts and Culture Action Plan 2011-2013 represents the completion of a four month community engagement and planning phase undertaken by the Community Development Team in consultation with Archipelago Arts Consultant Colette McEntee. Endorsement of the plan will enable the Community Development Team to publicly promote the plan and integrate with directorate planning.

In June 2010 the Shire received funding from the Northwest Shelf Venture to develop a three year Arts and Culture Action Plan (ACAP). The action plan aims to set out clear actions and directions in supporting the development of the arts and cultural landscape across the shire.

As a result of the 2010 consultation and mapping process and of the major changes to the regions projected growth and development, the ACAP streamlines the original eight cultural goals and objectives identified in the Shire of Roebourne 2008-2013 Creative Community Culture Plan (CCCP) into 5 focus areas. These focus areas have been developed as a practical guide with the intention of delivering on the goals and aspirations set out in the CCCP.

The focus areas are as follows:

1. Creative and Cultural Identity
2. Creative Networks, Partnerships and Communication
3. Creative Development
4. Events and Festivals and
5. Creative Spaces.

Actions identified for each focus area set-out to be sustainable under current staffing levels together with securing funding and sponsorship support. It should be noted that the actions will form the basis of a working document with service delivery levels subject to funding and sponsorship approvals. The action items will be re-evaluated by the Community Development team based on community feedback on an annual basis with additional items included as funding and staffing levels permit.

Options

Council has the following options available:

1. Adopt the draft Arts and Culture Action Plan 2011-2013
2. To adopt the draft Arts and Culture Action Plan 2011-2013 subject to any modification that may be identified as a result of discussion by council.

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 budget.

Conclusion

Endorsement of the draft Shire of Roebourne Arts and Culture Action Plan 2011-2013 will enable the Community Development Team to publicly promote the plan, integrate with directorate plans and seek external funding to support the plan.

Voting Requirements

Simple.

RECOMMENDATION

That Council adopt the draft Shire of Roebourne Arts and Culture Action Plan 2011-2013.

**ATTACHMENT 1 – DRAFT SHIRE OF ROEBOURNE ARTS AND CULTURAL ACTION
PLAN 2011 / 2013 (SEE ATTACHED)**

11.2 BULGARRA STORAGE UNITS DRAFT MANAGEMENT PLAN

File No:	CP.167
Attachment(s)	Bulgarra Storage Units Management Plan
Responsible Officer:	Director Community and Corporate Services
Author Name:	Recreation Facilities Coordinator
Disclosure of Interest:	Nil

REPORT PURPOSE

To consider the draft management plan for the Bulgarra Sporting Precinct Storage Units.

Background

The Bulgarra Sporting Precinct Storage Units were completed in February 2011. The development of this facility was identified through the Shire of Roebourne Strategic Plan 2009-2013 as priority action, following the community survey response to *Recreation Facilities* and as a key element of the Bulgarra Master Plan, which was endorsed by Council at the October 2010 Ordinary Council Meeting, **Resolution no: 151351**.

The storage facility units are located on the south-west corner of the Bulgarra Sporting fields, adjacent to existing tennis courts and the yet to be constructed Bulgarra community Centre.

The Shire of Roebourne will manage the facility through the existing community facilities staffing structure and has identified relevant Community groups wishing to hire such a facility.

The storage unit facility is a cyclone rated; colorbond shed type facility, allowing individual access to each of the eight units. Basic lighting, power and wash down facilities will be provided.

Issues

The draft management plan has been developed and provides the blueprint for;

- Purpose of the facility
- Objectives
- Asset and Resource management
- Customer services plan
- Administration
- Risk Management
- Fees and charges

Priority Access

As per the draft management plan, priority access is to be granted to the user groups of the Bulgarra Sporting Precinct through the Shires seasonal hire of facilities process. Eight (8) individual storage units are available and user groups have been requested to consider their need or their ability to collocate a storage unit allowing greater access for all groups.

Fees and Charges

Fees and charges will be established using the following pricing philosophy. Community groups using the storage sheds, will be required to contribute to the cost of the facility on an annual basis. The nominated fee shall represent a contribution toward recovering 50% of the total cost of the facility, including maintenance and all outgoings. Fees shall increase annually in line with CPI figures and be reviewed in line with Councils annual fees and charges process.

Cost of replacement shed: \$80 000
Expected Life Cycle: 20 years
Number of storage sheds: 8
Contribution of life cycle cost to be redeemed: 50%
Projected Annual Expenditure: \$2600

$(\$80000 / 20 / 8 @ 50\% = \$250.00) + (\$2600 / 8 = \$325) = \mathbf{\$575 \text{ per annum per unit}}$

These fees and charges will take effect as of July 1st 2011, and user groups are to be billed quarterly. Occupation by the sporting clubs will apply from April 2011, with the first invoices to be released in July 2011 with retrospective invoicing on a quarterly basis.

Options

Council has the following options available:

- 1) Adopt the draft management plan for the Karratha Bulgarra Sporting Precinct Storage Units Draft Management Plan as presented;
- 2) Consider the proposed fee of \$575 per storage unit per annum as part of the 2011/12 fees and charges within the budget process;

Or

- 3) Not adopt the draft management plan for the Karratha Bulgarra Sporting Precinct Storage Units and provide direction for its intention for the management of the facility.

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

Council will remain responsible for the overall management of the facility and as such, ongoing maintenance requirements.

Fees and charges will be reviewed as a part of the annual review process and expenditure line items will be placed in the draft budget for Council consideration.

Conclusion

The Bulgarra sporting precinct storage units are a much needed community facility to compliment other developments at the precinct. The provision of individual storage offers the clubs greater security and will alleviate previous issues associated with the storage of equipment in multi-purpose changerooms.

These fees and charges will take effect as of July 1st 2011, and user groups are to be billed quarterly. Occupation by the sporting clubs will apply from April 2011, with the first invoices to be released in July 2011 with retrospective invoicing on a quarterly basis.

The provision of this storage completes one stage of the Bulgarra Master Plan and greatly improves the amenities available to community groups located at the precinct.

Voting Requirements

Simple.

RECOMMENDATION

That Council;

- 1) Adopt the draft management plan for the Karratha Bulgarra Sporting Precinct Storage Units Draft Management Plan as presented; and,**
- 2) Consider the proposed fee of \$575 per storage unit per annum as part of the 2011/12 fees and charges within the budget process.**

ATTACHMENT 1 - BULGARRA STORAGE UNITS MANAGEMENT PLAN



Shire of Roebourne

Bulgarra Storage Units

Management Plan

February, 2011

Table of Contents

Executive Summary 3

1. Introduction 3

2. Vision Statement 4

3. Purpose of the Bulgarra Storage Units 4

4. Objectives 5

5. Asset and Resource Management 5

6. Customer Services Plan 7

7. Administration 8

8. Human Resources 8

9. Risk Assessment 8

10. Fees and Charges 9

11. Operating Income 9

12. Operating Expenditure 9

13. Leases and licences to occupy 10

14. Security 10

15. Performance Measurement 10

16. Management Plan review process 10

Executive Summary

The Bulgarra Storage Units were completed in February 2011. The improvement and development of the Bulgarra Sporting Precinct under direction from a Master Plan was identified as a major priority within the Shire of Roebourne under recent strategic documents.

The Bulgarra Storage Units have been indirectly included in the Shire of Roebourne Strategic Plan;

Addressing the Annual Community Survey – Service Level Gap

Item 7 – Recreation Facilities – Implement the Bulgarra Sporting masterplan

The storage facility units are located on the Bulgarra Sporting precinct, and situated on the South-West edge of the playing fields. By centralising all storage on the site, and creating easy access for all groups via Hunt Way, the need for vehicle access on the reserve will decrease, resulting in a safer and easier to maintain open space.

The Bulgarra Storage Units are designed to meet the most basic of needs for the community groups. Limited services will be supplied to the site.

The Shire of Roebourne will manage the facilities through individual hire agreements with each club. Terms of these agreements are to be negotiated.

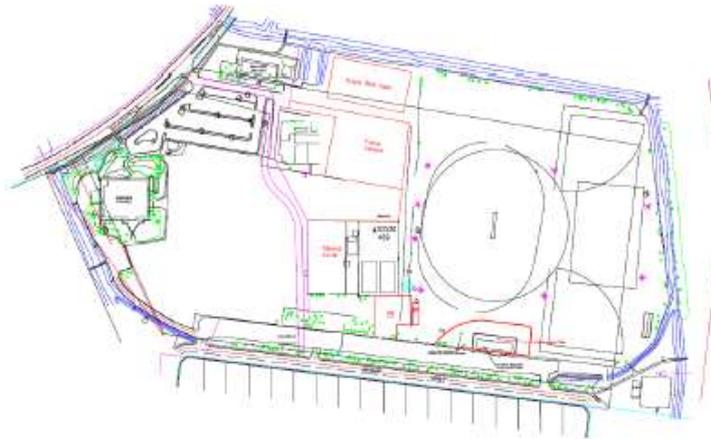
1. Introduction

1.1. Background

Sporting and Community groups based at Bulgarra sporting precinct have long been short of storage facilities, running programs and clubs out of a small change room facility. Over the past 18-24 months these groups have encouraged further provision for storage and with the new Bulgarra Community Centre project unfolding, staff used the opportunity to review the entire precinct and released a master for the site. Naturally, this included additional storage for all current club and value adding for future provision.

As of September 2010, eight clubs are currently based at the Bulgarra site, with five of those clubs requiring significant storage. The cost of including the additional square meters in the Bulgarra Community Centre was significant; hence the Shire has explored supplementary options which it feels would be more practical and affordable.

User groups and the Shire agreed separate storage, located near, but removed from the new Community Centre would provide a best scenario for all parties. The Storage Unit facility is a cyclone rated, colorbond shed type facility. Basic lighting and wash down facilities will be provided. Each Club will occupy their own unit through separate roller doors which allows for vehicle access.



Bulgarra Oval Master Plan

1.2. Location and description of the site

1.2.1. Title and tenure of the land

The Bulgarra Sporting Precinct is reserved under the Shire of Roebourne Town Planning Scheme No. 8: Parks, Recreation and Drainage.

The site is located primarily upon Reserve 32320 being part Lot 489 Searipple Road, Bulgarra WA 6714.

2. Vision Statement

To develop and maintain a storage facility which is durable, adequate, low maintenance and does not limit community group expansion or the ability for future community groups to utilise facilities.

3. Purpose of the Bulgarra Storage Units

3.1. Mission Statement

To enhance Karratha's profile as a premier sporting and recreational venue through the development of sporting infrastructure.

3.2. Underlying philosophy

To provide quality infrastructure that facilitates local sporting groups and their volunteers to develop their sport, by the provision of quality facilities.

The management philosophy of the facility is to hire each individual Storage Unit to a specific club or group.

The primary users of the storage facility will be sporting and community organisations.

3.3. Services and Products

The following services and products will be provided at the Bulgarra Storage Units:

- 8 x Individual storage units in one large colorbond shed
- Concrete ramp for vehicle access and wash down
- Water tap
- Basic lighting and GPO
- Gable for shelter

3.4. Target Market

The Bulgarra Storage Units will target the following existing user group as the Primary users of the facilities to conduct regular sporting activity and promote the precinct.

- Karratha Falcons Football Club (Snr)
- Karratha Falcons Football Club (Jnr)
- Karratha Teeball
- Karratha Little Athletics
- Broncos Rugby Club
- Cricket Association

Secondary users:

- Future Community Groups
- Additional Community events/groups
- Shire of Roebourne Parks and Gardens

4. Objectives

The broad objectives of the Bulgarra Storage Units are:

1. To provide a facility to allow sporting groups to store equipment and infrastructure.
2. To enhance the provision of services at a major sporting hub in Karratha.

5. Asset and Resource Management

Through policy TE4, the Shire acknowledges that the development of sound asset management practices is a corporate responsibility. It is understood that the recognition and implementation of defined responsibilities, principles and practices will support the delivery of appropriate and cost effective services and the practical achievement of corporate plan objectives.

Within practical budgetary limits, sufficient resources are to be made available to allow efficient, safe and secure management of all assets under the Shires control.

Appropriate asset management plans are to be developed and maintained for the purpose of monitoring the overall asset portfolio, performance, risk related incidents, relevant costs and regulatory reporting requirements. The following details are to be included in each plan.

- Details of the specific asset group (e.g. roads, waste, buildings, parks);
- Broad asset lifecycle management strategies;
- Current and desired "levels of service" as agreed by the Shire;

Risk assessment and mitigation strategies;
 Financial summary of the particular asset group;
 Relevant performance indicators;
 Improvement strategies.

Assets will be re evaluated to determine the most cost effective and appropriate service delivery solutions, thoroughly considering "total lifecycle costs" and all relevant matters surrounding long-term sustainability. Once fully considered and agreed by the Shire, any changes in strategy are to be reflected in the relevant Asset Management Plans.

The Shire recognises that its current asset stocks incur ongoing operating costs, require regular maintenance and need periodic component replacement to ensure that they remain serviceable throughout their life.

5.1. Electrical supply and Lighting

Each storage unit will have access to one double GPO.

Lighting will comply with the Building Code of Australia with regard to minimum lux level. Lighting will operate under a timer system, whereby lighting is activated to a minimum level for security and operational purposes.

5.2. Water supply, drainage and waste water disposal

The site will be supplied with a single water supply for operational purposes. A wash down pad will be installed.

5.3. Cleaning and Grounds Maintenance

The Shire of Roebourne will maintain the surrounds as a part of standard ground maintenance procedures. The hirer's will be required to maintain the storage shed and all other elements outlined in the terms of the hire agreement.

5.4. Building Maintenance

The Shire of Roebourne shall be responsible for the overall maintenance of the facility and ensuring that the facility is provided for hire in a safe and effective manner.

User groups shall report any maintenance requirements to the Shire, which will be dealt with under the normal building maintenance request system.

As per the Shire's asset management program, and industry standard requirements the following components will be inspected and photographed by a Shire officer on intervals detailed below:

Area		Timing					
		F	M	Q	½ Y	A	BA
<i>Electrical</i>	Test and Tag (6 monthly)				✓		
<i>General</i>	Assess Infrastructure; Storage Shed (doors etc)					✓	
	Concrete pad					✓	
	Graffiti removal (as required in line with existing Shire process)	✓					

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6. Customer Services Plan

6.1. Background

The Bulgarra Storage Units were constructed to address the needs of sporting groups and the general community. This was a result of collaboration between the Shire of Roeboume and the local community groups to develop the design parameters to meet community needs.

6.2. Goals

The overall goal is to provide community groups with reliable, safe and cheap storage options.

6.3. Target Audience

The following community groups will be targeted:

- Local sporting and community groups that currently utilize the Bulgarra Sporting Precinct
- Community Groups that require space for storage.
- Not for Profit groups and,
- Wider Community

6.4. Communication Strategy

User groups of the Bulgarra sporting precinct will be invited to hire the units in February 2011.

Standard facility hire conditions shall apply and each group will be required to re-apply for the hire of their facility on an annual basis. This process will run in conjunction with the annual ground allocations process in February each year.

Groups may discontinue the hire of the facility by advising the Shire of Roeboume in writing, two weeks before the facility is vacated and left in a clean and tidy condition.

6.5. Implementation Plan

Date	Action
2011/2012	
28 February 2011	Priority groups invited to hire storage units
28 February 2011	Storage units constructed
14 March 2011	Storage units allocated to user groups and hire agreements signed

7. Administration

7.1. Recording and reporting requirements

The Centaman (Touch Screen System) booking program will be utilised to administer all bookings for the facility. The program has a reporting mechanism that will be managed to report:

- Total number of bookings for the facility
- Utilisation ratio for the facility
- Income generated by the bookings.

These reports will be utilised to further refine the promotional plan for the facility and to provide feedback through the Shire of Roebourne monthly financial reports.

7.2. Accounting system

Annual invoices will be generated through the Shire’s Synergysoft system.

7.3. Facility management system

The facility will not contain a facility management system and as such users of the facility will be provided with conditions of hire and instructions on how to utilise the equipment and services within the facility.

8. Human Resources

This facility is not staffed. As such, the management of this facility will be the responsibility of the Recreation Facilities Co-ordinator.

9. Risk Assessment

9.1. Risk management /mitigation approach

Risk	Strategy	
<i>Vandalism</i>	Ensure cleaning staff and Community Facilities staff is reporting any damage or faults for repair. Develop reporting form for Community Groups to report any noticeable damage or faults.	Develop Reporting form for Community
<i>Breakdowns</i>	Report and repair as required on a priority ranking system developed as part of the Building Maintenance Contract.	

9.2. Emergency management plan

The facility will not be directly staffed and therefore the emergency management plan is to direct all facility users to signage on the facility.

10. Fees and Charges

Fees and charges will be established using the following pricing philosophy. Community groups using the storage sheds will be required to contribute to the cost of the facility on an annual basis. The nominated fee shall represent a contribution toward recovering 50% of the total life cycle cost of the facility. Fees shall increase annually in line with CPI figures and be reviewed in line with Councils annual fees and charges process.

Cost of replacement shed: \$80 000
 Expected Life Cycle: 20 years
 Number of storage sheds: 8
 Contribution of life cycle cost to be redeemed: 50%

$(\$80000 / 20 / 8 * 50\% = \$250.00)$

Bulgarra Storage Units					
	Fee basis	2010/2011	2011/2012	2012/2013	GST
Bulgarra Storage Units					
Per Unit per year	Cost recovery	\$250	\$260	\$270	Y

11. Operating Income

2010/11

February Opening – 3 months of operation

PROJECTED INCOME	
8 storage units @ \$250 – per year (3 Months pro-rata)	\$500-
TOTAL	\$500

2011/12

PROJECTED INCOME	
8 storage units @ \$260 – per year	\$2080-
TOTAL	\$2080

12. Operating Expenditure

2010/11

April Opening – 3 months of operation

PROJECTED EXPENDITURE PER ANNUM	
Office Expenses	\$100-
• Process annual bookings	
Equipment Repairs and Replacement	\$100-
Building Operation costs	\$800-
• Electricity Usage	
• Water Usage	
• Annual Water Rates	
• Property Insurance	
• Maintenance Budget (Including graffiti removal)	
TOTAL	\$1000-

2011/12

PROJECTED EXPENDITURE PER ANNUM	
Office Expenses	\$100-
• Process annual bookings	
Equipment Repairs and Replacement	\$500-
Building Operation costs	\$2000-
• Electricity Usage	
• Water Usage	
• Annual Water Rates	
• Property Insurance	
• Maintenance Budget (Including graffiti removal)	
TOTAL	\$2600-

13. Leases and licences to occupy

There will be no leases entered into for this facility. Facility hire agreements will be negotiated.

14. Security

An electronic security alarm system is *not* to be provided for the facility. Once issued, the supply of additional keys is the responsibility of each user group.

15. Performance Measurement

Key performance indicators for the Bulgarra Storage units will be;

15.1. Internal measures

- Annual usage ratios
- Annual income per unit
- Qualitative feedback from user groups

Bulgarra Storage Units

16. Management Plan review process

The Management Plan will be reviewed on an annual basis in February of each year with any budget modifications included in the Shire of Roebourne annual budget process.

Responsible Officer: Recreation Facilities Coordinator.

Bulgarra Storage Units

Page 11 of 11

11.3 2011 COMMUNITY SPORT AND RECREATION FACILITIES FUND SMALL ROUND APPLICATIONS

File No:	CP.99
Attachment(s)	Nil
Responsible Officer:	Director Community and Corporate Services
Author Name:	Manager Community Facilities
Disclosure of Interest:	Nil

REPORT PURPOSE

To consider one (1) application to the Department of Sport and Recreation 2011 Community Sports and Recreation Facilities Fund – Small Round.

Background

The State Government through the Department of Sport and Recreation Community Sport and Recreation Facilities Fund (CSRFF) provide funding to community organisations and local governments to develop sport and recreation infrastructure whereby up to one third of the project cost may be applied for.

The CSRFF guidelines now allow for applications to request up to 50% of the total project cost as a development bonus. The development bonus is assessed against the following criteria:

- Location – Regional, Remote or Growth areas
- Co-location of sports and facilities
- Sustainability Initiatives – Water Saving, Energy Reduction etc.
- Increased Participation – New users, increased participation from existing users, special interest groups participation etc.

As part of the application process, all applications must be endorsed and prioritised by the Local Government Authority prior to being forwarded to the Department of Sport and Recreation.

One application has been prepared for the current round of funding. The application is from the Shire of Roebourne for the construction and Installation of Lighting and Shade to the Karratha Youth and Family Centre Skate Park. No community organisations have submitted applications for this round.

Council is now required to assess each application against the CSRFF guidelines, determine its contribution, if any, to each project and forward a prioritised list to the Department of Sport and Recreation with comment for assessment.

Issues

The following information details the application submitted:

1. Karratha Youth and Family Centre – Skate Park

The need for a youth hub and associated skate facilities with in the Karratha CBD has been identified through the range of visions and strategic documents, including; Karratha City of the North, Shire of Roebourne Strategic Plan 2009-2013 and the youth Development Plan

2008. All of these documents and visions supported by community consultation and community survey's. The need to develop and introduce casual recreation opportunities which are accessible to young people is important and skate parks are seen as an increasingly popular way to provide these opportunities to the youth.

The skate park will complement the amenities contained within this precinct which includes an active youth centre, cafe, and drop in centre, youth programs, and pathways. The wider skate park concept will cater for skateboarding, rollerblading, BMX and Scooters.

The Karratha Youth and Family Centre is due for completion late July 2011. The Shade and lighting elements have been allowed for in the design of the Centre, and full design documentation is already prepared and awaiting funding approval.

The Shire of Roebourne has already secured \$75,000 + GST towards this project as part of negotiations through corporate sponsorship.

Project – Construction of the Shade and Lighting to the KYFC Skate Park

CSRFF Requested	\$ 50,000
Development Bonus (CSRFF)	\$ 25,000
Corporate Sponsor	\$ 75,000
Total Project Cost	\$ 150,000 + GST

Options

Council has the following options available:

1. To endorse the proposed application to the 2011 Community Sport and Recreation Facilities Fund – Small Round,

Or

2. To endorse the proposed application to the 2011 Community Sport and Recreation Facilities Fund – Small Round, as amended.

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

As indicated in report detail.

Conclusion

Council and community organisations have an opportunity to apply for CSRFF funding for sport and recreation infrastructure. Should Council agree to support the application, the final funding application will be prepared and submitted to the Department of Sport and Recreation for funding consideration.

Shire of Roebourne Staff have assessed the application against the CSRFF guidelines and recommends the following priority ranking:

1. Shire of Roebourne – Construction and Installation of Lighting and Shade to the Karratha Youth and Family Centre Skate Park

Voting Requirements

Simple.

RECOMMENDATION

That Council:

Agree to submit the following application to the 2011/12 round of Community Sport and Recreation Facilities Fund:

Ranking	Applicant	Project	Amount
1	Shire of Roebourne	Construction and Installation of Lighting and Shade to the Karratha Youth and Family Centre Skate Park	\$75,000

11.4 KARRATHA INDOOR CRICKET FACILITY DRAFT MANAGEMENT PLAN

File No:	CP.185
Attachment(s)	Draft Management Plan
Responsible Officer:	Director Community and Corporate Services
Author Name:	Recreation Facilities Coordinator
Disclosure of Interest:	Nil

REPORT PURPOSE

To consider the draft management plan for the Karratha Indoor Cricket Facility.

Background

The Karratha Indoor Cricket Facility (KICF) was completed in February 2011. The development of this facility was identified through the Shire of Roebourne Strategic Plan 2009-2013 as priority action, following the community survey response to *Recreation Facilities*.

The KICF is located between the existing Karratha Bowling Club and the Karratha Country Club. This has enhanced the precinct to cater for additional community needs and provides the opportunity to create a sporting and recreational hub.

The KICF is designed to meet the basic needs of the community by the provision of one stand alone indoor cricket facility and basic surrounding infrastructure.

The Shire of Roebourne will manage the facility through the existing community facilities staffing structure with the Tambrey Indoor Cricket Association as the major permanent hirer of the facility. The wider community can access the facility via casual facility hire arrangements which is detailed throughout the Management Plan as **attachment 1**.

Issues

The draft management plan has been developed and provides the blueprint for;

- Asset and Resource management
- Administration
- Programs and Services
- Fees and charges
- Customer services

Priority Access

As per the draft management plan, priority access is to be granted to the Tambrey Indoor Cricket Association (name subject to change), through the Shires seasonal hire of facilities process. The Association has in excess of 320 players and forms the major tenant, requesting hire of the facility for 5 nights per week (Sun – Thu nights).

The facility remains available for hire and will be promoted to other sporting and social organisations for use on other nights or to the schools for use during the day.

Relationship to existing facilities.

The KICF is a stand alone facility; however, through consultation with the Country Club, the Tambrey Indoor Cricket Association has arranged to utilise the Country Club's liquor license. Every Indoor Cricket Association member is required to join the Country Club as a social member; this allows joint usage of the bar and all hospitality services available through the Country Club and must consume these goods on the Country Club site. This will provide the country club with a significant revenue stream both in membership fees and ongoing sales.

Other casual hirers shall be subject to the same rules and conditions as existing Council facilities, including obtaining appropriate licences for any supply or sale of alcohol. BYO alcohol may be approved in the existing standard booking process.

Options

Council has the following options available:

- 1) Adopt the draft management plan for the Karratha Indoor Cricket facility as presented;

Or

- 2) Not adopt the draft management plan for the Karratha Indoor Cricket facility and provide direction for its intention for the management of the facility.

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

Council will remain responsible for the overall management of the facility and as such, ongoing maintenance requirements.

Fees and charges will be reviewed as a part of the annual review process and expenditure line items will be placed in the draft budget for Council consideration.

Conclusion

The Karratha Indoor Cricket Facility is a very valuable addition to the range of facilities offered by the Shire of Roebourne. It will provide a consistent 'home' for the local indoor cricket association and its 320 members, who will provide the Country Club with significant supplementary income stream. Additionally, it provides a quality facility that may be hired on a casual basis to other sporting and community groups to assist in the provision of an active community.

The management of the KICF will be the responsibility of the existing Community Facilities team, and does not require any additional staffing resources. The draft management plan incorporates all of the applicable existing Council procedures to ensure its effective and efficient management.

Voting Requirements

Simple.

RECOMMENDATION

That Council adopt the draft management plan for the Karratha Indoor Cricket facility as presented.

ATTACHMENT 1 - DRAFT MANAGEMENT PLAN



Shire of Roebourne

DRAFT REPORT

Karratha Indoor Cricket Facility

Management Plan

February, 2011

Table of Contents

Executive Summary.....	3
1. Introduction.....	3
2. Vision Statement.....	4
3. Purpose of the Karratha Indoor Cricket Facility.....	4
4. Asset and Resource Management.....	5
5. Customer Services Plan.....	7
6. Administration.....	8
7. Human Resources.....	9
8. Risk Assessment.....	10
9. Programs and Services.....	10
10. Fees and Charges.....	11
11. Operating Income.....	11
12. Operating Expenditure.....	12
13. Leases and licences to occupy.....	13
14. Security.....	13
15. Performance Measurement.....	13
16. Management Plan review process.....	13

Executive Summary

The Karratha Indoor Cricket Facility was completed in February 2011. The improvement and development of appropriate facilities was identified as a major priority within the Shire of Roebourne under recent strategic documents.

The Karratha Indoor Cricket Facility (KICF) has been directly included in the Shire of Roebourne Strategic Plan;

Addressing the Annual Community Survey – Service Level Gap
Item 7 – Recreation Facilities – Construct the Karratha Indoor Cricket Facility

The KICF is located in the suburb of Bulgarra, an existing and well established suburb to the east of the town centre and is an addition to the existing facilities at the Karratha Country Club and Karratha Bowling Club. This will enhance the sporting precinct to cater for additional community needs and provide the opportunity to create a sporting and recreational hub.

The KICF is designed to meet the basic needs of the community by the provision of stand alone indoor cricket facilities and basic surrounding infrastructure.

The Shire of Roebourne will manage the facilities with the Tambrey Indoor Cricket Association (TICA) operating as a permanent hirer. The wider community will be able to book the facilities through the Shire of Roebourne.

1. Introduction

1.1. Background

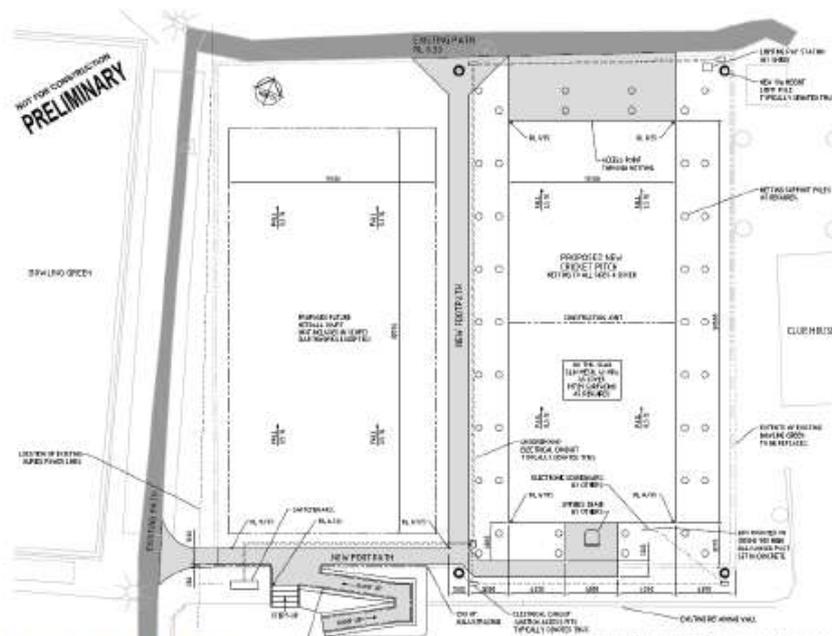
The Tambrey Indoor Cricket Association approached Council in early 2007 seeking financial support for a proposed relocation of their facility. The TICA consists of approximately 320 players and currently operates five evenings a week. The TICA had been notified by the owners of the Tambrey Centre (where indoor cricket is currently located) that they will need to relocate in the near future.

The KICF was considered a priority to progress immediately due to increasing pressure from the private owners of the Tambrey Centre. Tenders were advertised for the design and construction of the facility with the view that the design was to meet the requirements of the sporting groups to conduct club activities and to provide the wider community with additional recreation opportunities.

The Karratha Indoor Cricket Facility includes:

- 1 synthetic cricket pitch
- Surrounding netting and supporting poles
- 1 elevated umpires chair (provided by TICA)
- Infrastructure to facilitate a digital scoreboard (provided by TICA)
- Lighting to Australian Standards and Lighting Control Systems
- Ablution Block

The project brief called for a basic, low maintenance design to provide a minimum standard to engage in recreational indoor cricket.



Indoor Cricket Site Plan.

1.2. Location and description of the site

1.2.1. Title and tenure of the land

The indoor cricket site is Reserved under the Shire of Roebourne Town Planning Scheme No. 8: Parks, Recreation and Drainage.

The site is located primarily upon Crown Reserve 30872 being part Lot 4211 on Plan 187663 and partially on part Lot 4202 on Plan 187664 Searipple Rd, property which is solely owned by the Karratha Country Club.

The Shire is presently pursuing the rationalisation of the Reserve as several user groups occupy the premises.

2. Vision Statement

To develop and maintain a recreational facility which provides opportunities for the wider community to recreate in a safe, accessible environment.

3. Purpose of the Karratha Indoor Cricket Facility

3.1. Mission Statement

To enhance Karratha's profile as a premier sporting and recreational venue through the facilitation and development of sporting competition.

To operate the facility as a Shire amenity that is well maintained and accessible as a multipurpose community amenity.

3.2. Underlying philosophy

To provide quality infrastructure that facilitates local sporting groups to develop their sport by the provision of quality facilities.

The management philosophy of the facility is to hire the facility on an equitable basis to community and sporting groups.

The primary users of the centre will be sporting and community organisations.

3.3. Services and Products

The following services and products will be provided at the Karratha Indoor Cricket Facility:

- Basic infrastructure to facilitate indoor cricket competition.

3.4. Target Market

The KICF will target the following existing user group as the Primary users of the facilities to conduct regular sporting activity and promote the precinct.

- Tambrey Indoor Cricket Association

Secondary users:

- Community Cricket Clubs
- General community groups to engage in social ad hoc usage.

3.5 Objectives

The broad objectives of the KICF are:

1. To provide a facility to allow indoor cricket activities to occur.
2. To enhance the facilities at the Karratha Country Club site.

4. Asset and Resource Management

Through policy TE4, the Shire acknowledges that the development of sound asset management practices is a corporate responsibility. It is understood that the recognition and implementation of defined responsibilities, principles and practices will support the delivery of appropriate and cost effective services and the practical achievement of corporate plan objectives.

Within practical budgetary limits, sufficient resources are to be made available to allow efficient, safe and secure management of all assets under the Shires control.

Appropriate asset management plans are to be developed and maintained for the purpose of monitoring the overall asset portfolio, performance, risk related incidents, relevant costs and regulatory reporting requirements. The following details are to be included in each plan.

- Details of the specific asset group (e.g. roads, waste, buildings, parks);
- Broad asset lifecycle management strategies;
- Current and desired "levels of service" as agreed by the Shire;
- Risk assessment and mitigation strategies;
- Financial summary of the particular asset group;
- Relevant performance indicators;

Improvement strategies.

Assets will be re evaluated to determine the most cost effective and appropriate service delivery solutions, thoroughly considering "total lifecycle costs" and all relevant matters surrounding long-term sustainability. Once fully considered and agreed by the Shire, any changes in strategy are to be reflected in the relevant Asset Management Plans.

The Shire recognises that its current asset stocks incur ongoing operating costs, require regular maintenance and need periodic component replacement to ensure that they remain serviceable throughout their life.

4.1. Electrical supply and Lighting

General power outlets will be specified for general purpose power. Dedicated isolators, hard wire connections and general power outlets will be provided for all specialised equipment.

Lighting will comply with the Building Code of Australia with regard to minimum lux level. Lighting will operate under current Shire wide token system, whereby user groups purchase different sized tokens which correspond to duration of lighting. The system will accept 'Medium' size tokens, available for purchase from the Karratha Entertainment Centre.

4.2. Water supply, drainage and waste water disposal

An ablution block is provided on site, however no direct water supply in relation to potable drinking water is provided. Drainage to the area utilises existing drainage on the reserve.

4.3. Cleaning and Grounds Maintenance

The Shire of Roebourne will agree to purchase and donate maintenance equipment for the Tambrey Indoor Cricket Association, so that they may maintain the upkeep of the facility on daily/weekly occurrence. These items include:

- Blow Vac
- Outdoor Broom
- Bins x 2
- Dust pan and Brush
- Cigarette Tray

The Tambrey Indoor Cricket Association will be solely responsible for this equipment and its replacement into the future.

4.4. Building Maintenance

As per the Shire's asset management program, and industry standard requirements the following components will be inspected and photographed by a Shire officer on intervals detailed below:

- Local Industry

5.4. Communication Strategy

This communications strategy aims to increase utilization of then KICF. To achieve this, it is necessary to increase public awareness and interest in the KICF through a series of public relations and marketing initiatives, including:

- Incorporate into current Shire Recreation marketing materials;
- Coordinate local media coverage;
- Organise a launch event to celebrate major project milestones.
- Develop an advertising campaign/case studies around groups who stand to benefit from the KICF
- Develop and install signage directing enquiries to KEC

5.5. Implementation Plan

Date	Action
2011/2012	
February 2011	Media Release – Facility Opening in February
February 2011	Media Advertising – Facilities available
February / March 2011	Opening Event for the KICF
March 2011	Development of facility brochures and printing.
March 2011	Direct Mail out to sporting groups who regularly utilise Cricket facilities within the Shire.
March 2011	Media Advertising (Association)
March 2011	Media Release – Covering Facility Opening

6. Administration

6.1. Recording and reporting requirements

The Centaman (Touch Screen System) booking program will be utilised to administer all bookings for the facility. The program has a reporting mechanism will that will be managed to report:

- Total number of bookings for the facility
- Number of regular bookings versus number of new bookings.
- Utilisation ratio for the facility
- Income generated by the bookings.
- Attendances for the facility as outlined in the booking forms.

These reports will be utilised to further refine the promotional plan for the facility and to provide feedback through the Shire of Roebourne monthly financial reports.

6.2. Accounting system

The financial information generated through the Centaman booking system will be entered into the Shire’s finance system Synergysoft. Daily income is entered as an essential part of the Community Facilities customer service staff routine daily closure procedures and monthly invoices are generated through the Synergysoft system.

6.3. Facility management system

The facility will not contain a facility management system and as such users of the facility will be provided with conditions of hire and instructions on how to utilise the equipment and services within the facility.

7. Human Resources

The facility will not have staff directly based at the centre and the bookings will be operated by the Community Facilities staff through the Karratha Entertainment Centre. With this additional facility and other facilities coming on line, the proposed staff structure for Community Facilities at that time will be:

7.1. Organisational structure

The **Manager Community Facilities** will oversee the overall operation of community facilities and as such, will set the strategic direction

The **Recreation Facilities Coordinator** will be responsible for the day to day operation of the Recreation Facilities and as such will be responsible for the administration of the bookings system, data collection, utilisation reporting, promotion of the facilities and working with other Shire Departments to ensure the facility is presented as a well maintained facility.

The **Recreation Administration Officer** will be responsible for the application of the administration and booking procedures to ensure the customer requests are

The **Program Development Officer** will be responsible for program development predominantly at the Shire's largest Recreation Facility, but will determine whether additional programs can be administered through the Bulgarra Community Centre facilities at under utilised times.



8. Risk Assessment

8.1. Risk management /mitigation approach

Risk	Strategy	
<i>Double Bookings</i>	Ensure booking procedure is followed with all checks and balances in place.	KEC CSO's
<i>Facility not presentable for booking</i>	Ensure cleaning staff are assessing building on a daily basis and maintaining facility as per set standards	Building Maintenance and Parks & Gardens staff
<i>Vandalism</i>	Ensure cleaning staff and Community Facilities staff is reporting any damage or faults for repair. Develop reporting form for Community Groups to report any noticeable damage or faults.	Develop Reporting form for Community
<i>Breakdowns</i>	Report and repair as required on a priority ranking system developed as part of the Building Maintenance Contract.	

8.2. Emergency management plan

The facility will not be directly staffed and therefore the emergency management plan is to direct all facility users to signage on the facility.

9. Programs and Services

The following services will be offered at the facility:

Basic Indoor Cricket Facilities
 Lighting to Australian Standard
 Toilet Facilities

9.1. Association hirers

The existing Indoor Cricket Association currently utilising the Tambrey Indoor Cricket Facility will be the main seasonal hirers of the facility:

The Tambrey Indoor Cricket Association will provide the following;

Elevated umpire's chair,
 Electronic Scoreboards and infrastructure to install,
 Seating for patrons, and
 Will source storage for equipment

The TICA will be requested to book the facility for their regular match play club house requirements for the season during the ground allocation process.

Secondary users:

General community groups to conduct programs and the wider community to utilize for casual cricket fixtures or training.

9.2. Casual hirers

The facilities will be promoted to casual hirer's and corporate hirer's during times the facility is not utilised for sporting group requirements.

9.3. Centre run programs and services

The Shire will predominantly promote the facility as a hire facility. Direct programs may be considered during non peak times Monday to Friday between 9:00am and 5:30pm, although the Shire would more likely work with other service providers to conduct day time programs to encourage use and develop sustainable community group activities.

10. Fees and Charges

KARRATHA INDOOR CRICKET CENTRE

	Fee Basis	2011/2012	2012/2013	GST
Karratha Indoor Cricket Facility				
Indoor Cricket Facility				
Community Per Hour – Regular (e.g. Indoor Cricket Assoc)		\$15	\$17-	Y
Community Per Hour – Casual (e.g. Social groups etc)		New Fee \$50-	\$55-	Y
Commercial Per Hour		New Fee \$60-	\$65-	Y
Junior Per Hour - 25% of the Community Rate		25% see above	25% see above	Y
Light Tokens (Medium token = 45 minutes)		\$7.00	\$7.00	Y
Equipment				
Complete Indoor Cricket kit (Bats x 4, Ball, Wickets x 2, Wicket keeping)	Cost Recovery	New Fee \$50-	\$50	Y
Score Sheet and Clip Board		-	-	Y
Bond		\$100	\$100	

** Prices for 2011/12 are as per Councils adopted fees and charges except for new fees which are indicated above. All fees will be reviewed with a view to a more efficient return for council's investment in this facility via the normal process.

Casual fees and charges have been set based on a contribution per player of approximately \$10- per head per game.

11. Operating Income

2010/11

March Opening – 4 months of operation

PROJECTED INCOME	
Indoor Nets Hire Income	5,460.00
Equipment Hire	200.00
Lighting Tokens	2,044.00
TOTAL	\$7,704.00

2011/12

PROJECTED INCOME	
Indoor Nets Hire Income	\$ 15,580.00
Equipment Hire	\$ 5,152.00
Lighting Tokens	\$ 600.00
TOTAL	\$ 21,332.00

12. Operating Expenditure

2010/11

March Opening – 4 months of operation

PROJECTED EXPENDITURE PER ANNUM	
Employment Costs	
• % allocation of KEC Customer Service staff	\$250
Office Expenses	
• Advertising	\$550
• EFTPOS transaction and Phone fees	\$35
• Stationery and postage	\$25
• Miscellaneous	\$100
Equipment Repairs and Replacement	\$250
Building Operation costs	
• Electricity Usage	\$2,600
• Water Usage	\$150
• Annual Water Rates	
• Property Insurance	\$800
• Maintenance Budget	\$3,000
TOTAL	\$7,560

2011/12

PROJECTED EXPENDITURE PER ANNUM	
Employment Costs	
• % allocation of KEC Customer Service staff	\$750
Office Expenses	
• Advertising	\$800
• EFTPOS transaction and Phone fees	\$100
• Stationery and postage	\$50
• Miscellaneous	\$200
Equipment Repairs and Replacement	\$200
Building Operation costs	
• Electricity Usage	\$6,000
• Water Usage	\$400
• Annual Water Rates	
• Property Insurance	\$1,200
• Maintenance Budget	\$10,000
TOTAL	\$19,700

13. Leases and licences to occupy

There will be no leases entered into for this facility.

14. Security

An electronic security alarm system is *not* to be provided for the facility.

15. Performance Measurement

Key performance indicators for the Karratha Indoor Cricket Facility will be:

15.1. Internal measures

- Monthly booking numbers and user profile information – ascertain how many bookings per month, how many are sporting groups, general community and corporate bookings.
- Monthly actual income in comparison to budgeted figures.
- Customer feedback information collated and measured for consistency of service and procedures and quality of facility.
- Quarterly facility checks to ensure facility maintenance and cleanliness are to a high standard.

16. Management Plan review process

The Management Plan will be reviewed on an annual basis in March of each year with any budget modifications included in the Shire of Roebourne annual budget process.

Responsible Officer: Recreation Facilities Coordinator.

11.5 LIBRARY SERVICES REVIEW

File No:	CS.30
Attachment(s)	1. Roebourne Report Final 2. CONFIDENTIAL Attachment
Responsible Officer:	Director Community and Corporate Services
Author Name:	Manager Community Facilities
Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider recommendations from the Library Services Review 2011 undertaken by Community Facilities who engaged the services of AEC consultants.

Background

The Shire of Roebourne Library Services is a complicated department, with a variety of joint use agreements for facilities and operations. Currently, the Karratha Community Library, is operated externally through the Pilbara Tafe (Tafe) under a joint agreement dated back to 1985. This agreement states all operational costs are to be split 50/50 between the TAFE and the Shire of Roebourne for a period of 40 years.

The recent relocation of the Karratha District High School and Tafe reviewing its position in the provision of library services has led to several unsuccessful negotiations with Shire Officers to revise the joint use agreement. In summary, the proposition to the Shire was a 20/20/60 split in operational cost between the DoE, Tafe and the Shire, with the Shire accepting the 60% portion. This increase in cost to the Shire would result in an additional \$72,721 per annum and Tafe would retain control of the Karratha Community Library operations, which is influential to Library operations throughout the Shire.

Through the 2010/11 Budget, Council allocated funds to engage an external consultant to provide recommendations on the Shire's Library Services for the immediate and long term. In September 2010 AEC group was appointed to complete these works.

Issues

AEC identified eight (8) key issues and findings within the current structure of Library Services (detailed information is included as **attachment 1 – Key Issues and Findings**), which are;

- 1. Staffing issues**
- 2. Poor Library Management System and web presence**
- 3. Poor communication, strategic planning and issues management**
- 4. Relative use, distance and quality of libraries**
- 5. Perception of reduced quality of services**
- 6. Governance issues**
- 7. Change in focus and mutual outcomes**

In an attempt to address these findings the AEC group identified three (3) strategic fully costed options (full costings are included as **attachment 2 – Financial Implications**), which are;

Option A: Shire of Roebourne take over responsibility for provision of library services in the Shire and work towards an exit strategy from the joint library model by 2015.

Strategy A1: Shire of Roebourne to take over lead role in running Karratha Community Library and managing library staff overall.

Strategy A2: Re-negotiate and sign the Agreement for Joint Use for a 4 year period and develop an exit strategy from the Joint Agreement.

The recommended basis for re-negotiation is:

- Council takes over the management of the Library and all staffing;
- The Karratha Community Library is reconfigured to provide a Community Learning Centre and support is sought from corporate sponsors to become a partner in the Agreement or to fund the technology for the Centre;
- The proportion of text based stock is significantly reduced in the library to provide a focus on a popular, just in time collection to meet community needs;
- Council pays 50% of the costs as per the previous Agreement; and
- An exit strategy is developed for 2015, detailing how Council's share in the existing asset will be handled.

Strategy A3: Provide a dedicated Library Management System suitable for public library use.

Strategy A4: Prepare a needs analysis and develop a draft brief for a new multi-purpose facility including a public library in Karratha funded by the Shire of Roebourne and sourcing funds from State and Federal Funding as applicable. (Current indicative costs for 1,000 sq m is \$5.4 million)

Strategy A5: Address smaller branch location and service model.

The recommended basis for strategy A5 is to:

- Identify strategies and costs to make existing libraries more visible in the short-term;
- Consider opportunities and costs to relocate libraries in the longer-term;
- Formalise tenancy agreements regarding use and responsibilities for maintenance of the Wickham Library building with the Department of Education and the Dampier Library building with Rio Tinto; and
- Tailor library services and collections at the Roebourne Library to suit the needs of users if the library; and
- Identify relevant external funding sources to support provision of services in smaller branches.

Option B: Shire of Roebourne take over responsibility for provision of library services in the Shire and works towards a reduced level of service provision in smaller branches

Strategy B1: Shire of Roebourne to take over lead role in running Karratha Community Library and managing library staff overall.

Strategy B2: Re-negotiate and sign the Agreement for Joint Use for an agreed period.

The recommended basis for re-negotiation is:

- Council takes over the management of the Library and all staffing;
- The Karratha Community Library is reconfigured to provide a Community Learning Centre and support is sought from corporate sponsors to become a partner in the Agreement or to fund the technology for the Centre;
- The proportion of text based stock is significantly reduced in the library to provide a focus on a popular, just in time collection to meet community needs; and
- Council pays 60% of the costs as per the Draft Agreement proposed cost apportionment.

Strategy B3: Provide a dedicated Library Management System suitable for public library use.

Strategy B4: Address smaller branch housing issues and service model.

The recommended basis for strategy B4 is to:

- Identify cost/benefit of closure of one of more of smaller libraries;
- Identify cost/benefit of replacement of smaller libraries closed with a Mobile Library;
- Identify strategies to make existing libraries more visible in the short-term if retained;
- Consider opportunities and costs to relocate libraries in the longer-term if retained;
- Formalise tenancy agreements regarding use and responsibilities for maintenance of the Wickham Library building with the Department of Education and the Dampier Library building with Rio Tinto if retained; and
- Tailor library services and collections at the Roebourne Library to suit the needs of users if the library if retained.

Option C: Shire of Roebourne further negotiates and signs the proposed Draft Agreement and no further action taken.

Strategy C1: Re-negotiate and sign the Agreement for Joint Use for an agreed period.

The recommended basis for re-negotiation is:

- The Karratha Community Library is reconfigured to provide a Community Learning Centre and support is sought from corporate sponsors to become a partner in the Agreement or funds the technology for the Centre;
- The proportion of text based stock is significantly reduced in the library to provide a focus on a popular, just in time collection to meet community needs; and
- Council pays 60% of the costs as per the Draft Agreement proposed cost apportionment.

Options

Council has the following options available:

1. Shire of Roebourne begin negotiations with Tafe to ultimately take over responsibility for provision of library services in the Shire and work towards an exit strategy from the joint library model by 2015, and action recommendations as detailed in Option A, by AEC group;

OR

2. Shire of Roebourne begin negotiations with Tafe to ultimately take over responsibility for provision of library services in the Shire and works towards a reduced level of service provision in smaller branches, and action recommendations as detailed in Option B, by AEC group;

OR

3. Shire of Roebourne further negotiates and signs the proposed Draft Agreement and proceeds with recommendation as detailed by AEC group, in this report under Option C;

OR

4. A combination of Strategies within Option A, B or C.

AND

5. Allocate funds for the 2011/12 budget as per the selected option and depicted in table 1.1 under financial implications.

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

Council will need to allocate funding during the 2011/12 Budget process. Financial Implications in regards to total budget for Library Services, as proposed by AEC group is depicted in the following table;

	Current	Option A	Option B	Option C
Cost to Shire	\$1,562,727	\$1,656,778	\$1,430,535	\$1,634,773

Table 1.1

*Full detailed costs are attached as Financial Implications.

Conclusion

Currently, Library Services within the Shire is a complex department and many issues have been identified, including, but not limited to; governance, financial obligations, staffing, IT systems and service levels. The Library Services review address all these issues and has provided costed options for Council to consider in order to improve the Library Services throughout the Shire, with consideration of the Shire's current financial position.

Voting Requirements

Simple.

RECOMMENDATION

That Council

- 1) Begin negotiations with Pilbara Tafe to ultimately take over responsibility for provision of Library Services in the Shire, work towards an exit strategy from the joint library model by 2015, and action recommendations as detailed in this report under Option A.**
- 2) Allocate funds in the draft or the 2011/12 budget of \$1,656,778 for Council consideration during the budget process.**

ATTACHMENT 1 – ROEBOURNE REPORT (SEE ATTACHED)

11.6 NAMING OF BAYNTON WEST FAMILY CENTRE

File No:	CP.187
Attachment(s)	BWFC Naming - Application Number 1
Responsible Officer:	Director Community and Corporate Services
Author Name:	Manager Community Facilities
Disclosure of Interest:	Nil

REPORT PURPOSE

To receive naming submissions for the Baynton West Family Centre, under Council Policy CS9 (Naming of Parks, Reserves and Buildings).

Background.

The process for naming Council facilities is detailed in Council policy CS9 (Naming of Parks, Reserves and Buildings). The criterion for nomination is logically strict detailing only notable community members, who have deceased, may be nominated. In summary, the policy states only the following may be considered;

- The person must be deceased, and
- The person must have served a minimum of 2 terms as a Shire of Roebourne Councillor, or State or Federal Member representing the Shire, or
- The person must have contributed twenty (20) or more years with a local community group, and
- In regards to Buildings, the person must have been instrumental in the development of the building.

Policy CS9 is closely aligned to the recommended guidelines from the Geographic Names Committee.

The Baynton West Family Centre is due for completion in November 2011, and is designed as a “one stop shop” for parents in the Shire and region. Under Council Policy CS9, the Shire’s Community Facilities Department invited the wider community to submit applications, under the above criteria.

Issues

Overall one (1) submission was received within the allocated timeframe and is attached. This application nominates William (Bill) Allan Leslie. The application was assessed against the above criteria;

Criteria	Justification
The person must be deceased	Died 1982
The person must have served a minimum of 2 terms as a Shire of Roebourne Councillor, or State or Federal Member representing the Shire, or The person must have contributed twenty (20) or more years with a local community group	<ul style="list-style-type: none"> - Member of the Roebourne Road Board 1929-1954 (25 years) - Founding member of Northern Rehabilitation Committee. - Councillor on Royal Flying Doctor Committee (term unknown) - Owner Karratha Station 1929 -1966.
In regards to Buildings, the person must	NIL

have been instrumental in the development of the building.	

It is pertinent however, to note and acknowledge the impact and influence of William Leslie on the current situation of the North West. The nomination of William (Bill) Allan Leslie, although worthy, does not fit within the criteria of Council Policy CS9, due to lack of involvement with the development of the Baynton West Family Centre.

Given the modular design of the Baynton West Family Centre, an opportunity exists for Council to apply naming to an individual module, in particular the Community Centre module and associated rooms. Council may believe it appropriate to associate the name of William (Bill) Allan Leslie to this module and associated meeting room.

Options

Officers suggest that given that the policy criterion was not met by the one submission received, Council may consider the following options available:

1. To adopt the name of the William Allan Leslie Family Centre, noting all criteria were not met;

OR

2. To accept a name of “Baynton West Family Centre” which is outside the current Policy CS9 (Naming of Parks, Reserves and Buildings), however the name is both logical in term of the location and function of the centre;

AND

3. To accept the naming of the internal meeting room within the Baynton West Family Centre as the “William (Bill) Allan Leslie meeting room”;

OR

4. To investigate alternative naming options outside the current Council Policy CS9 (Naming of Parks, Reserves and Buildings).

OR

5. Reject the option of naming internal rooms and elements of the Baynton West Family Centre.

Policy Implications

CS9 – Naming of Parks, Reserves and Buildings.

Legislative Implications

There are no relevant legislative implications pertaining to this matter.

Financial Implications

Nil.

Conclusion

Councils Community Facilities Department is presenting options regarding the naming of the Baynton West Family Centre in line with Council Policy CS9 (Naming of Parks, Reserves and Buildings).

Voting Requirements

Simple.

RECOMMENDATION

That Council;

1. **Name the facility located on the corner of Gardugarli Drive and Marri Marri Parade the “Baynton West Family Centre” noting that the name does not meet existing criteria identified in Policy CS9 (Naming of Parks, Reserves and Buildings), however, the name is both logical in term of the location and function of the proposed community facility; and**
2. **To accept the naming of the internal meeting room within the Baynton West Family Centre as the “William (Bill) Allan Leslie meeting room”.**

NOMINATION FORM

Naming of Parks, Reserves and Buildings

NOMINEE:

Name: William Allan Leslie

Address: Deceased

Organisation the nominee as involved in: See attached information

Time the Nominee was with the Organisation "

Nominee's Achievements "

NOMINATOR

Name Tish Lees

Address: 112 Karawatha Drive,
Mountain Creek Queensland 4557

Email: chooksrus@iprimus.com.au

Telephone: 07 54776670

Organisation: N/A

I support this nomination and acknowledge the information contained within is accurate.

Signature: 

Date: 20th Feb. 2011

William Allan Leslie (Bill) bought Karratha Station on 23rd March, 1929 in partnership with Ernest Foulkes Taylor from Corunna Downs. He became sole owner in 1951. The intrusion of Hamersley Iron in the early sixties was deleterious so that company bought Karratha Station in 1966. Bill Leslie then retired to Perth where he died in 1982. (See attached tribute by Jenny Hardie)

From the outset he was civic a community minded citizen.

He was a member of the Roebourne Road Board (as it was then called) in an Honorary capacity from 1929-1954, serving on more than one occasion as Chairman. A "Certificate of Gratitude" expressing lasting evidence "for service so faithfully and successfully performed in the interest of Local Government and Community Welfare" was presented to him on his retirement.

(See attachments)

Five years of war highlighted to he and his family, the reality of how vulnerable the Nor' West of Western Australia (and Australia) was, due to lack of population or defence.

As a result, he convened a meeting at Whim Creek on 28 July 1945, inviting like minded local citizens and influential politicians from Perth. (Les Gordon of Millstream Station presided). Bill Leslie persuaded Frank Thompson (Pardoo Station, Port Hedland) and Lang Hancock (Mulga Downs Station) to join him in forming the Northern Rehabilitation Committee. A scheme was devised to provide taxation relief for citizens north of the 26th parallel, to encourage more people north – away from the comfort, conveniences and climate of the south of W.A. (See attachments for details)

Mr Leslie was selected by the State Government as the sole Primary Producer representative, along with Sir Russell Dumas, to represent W.A. on the Northern Development Committee in Canberra – convened by the then Prime Minister, Mr Ben Chifley.

As a result, apart from several major developments such as the Ord River scheme, several improvements were accomplished such as the establishment of Town

Freezers (enabling perishable to be stored for station folk), road upgrades and concessions for school childrens' air fares.

It was thanks to his capable wife, overseer and staff that he was able to sacrifice time and personal finance in the persistent pursuit of his passion to populate the Nor' West.

With great vigour he encouraged and supported the development of the Nor' West Jockey Club – serving as a committee member and on occasions as President.

The Royal Flying Doctor Service was a cause close to his heart. Practical and financial support were always willingly and selflessly given.

When retired to Perth he served as a Councillor on the RFDS Committee for many years. The annual street appeal was a passion – recruiting retired pastoralists as car drivers and despatching them filled with pretty “Collectors” (sourced from among his daughter’s friends) to allocated metropolitan suburbs, considerably augmented the takings of the Annual Street Appeal!

He was a driving force behind the construction of the Roebourne Hostel which afforded accommodation for outback indigenous children ensuring an opportunity for their education at the local school.

In the early 1930’s he encouraged and supported the establishment of a Turtle Works at Cossack by becoming a shareholder.

Bill Leslie was inducted into the Grand Lodge of Ancient Free and Accepted Masons of Scotland in 1928. He subsequently became a member of Harding Lodge No. 9 which included a term as Grand Master.

He was an enthusiastic supporter of his wife’s establishment and continuing involvement with the Country Women’s Association.

Richard Lee
20.2.2011

11.7 NAMING OF PARKS, RESERVES AND BUILDINGS POLICY (CS9)

File No:	CS.9
Attachment(s)	Amended Policy – CS9 Naming of Parking, Reserves and Buildings
Responsible Officer:	Director Community and Corporate Services
Author Name:	Manager Community Facilities
Disclosure of Interest:	Nil

REPORT PURPOSE

To consider a request from the Community Facilities Department to amend the current Policy CS9 (Naming of Parks, Reserves and Buildings).

Background.

The process for naming Council facilities is detailed in Council policy CS9 (Naming of Parks, Reserves and Buildings). The criterion for nomination is logically strict detailing only notable community members, who have deceased, may be nominated. In summary, the policy states only the following may be considered;

- The person must be deceased, and
- The person must have served a minimum of 2 terms as a Shire of Roebourne Councillor, or State or Federal Member representing the Shire, or
- The person must have contributed twenty (20) or more years with a local community group, and
- In regards to Buildings, the person must have been instrumental in the development of the building.

Policy CS9 is closely aligned to the recommended guidelines from the Geographic Names Committee.

Issues

As the Shire moves towards the City of the North status, new infrastructure and community facilities are being erected. Currently there are 4 major buildings in either tender or construction stages, with numerous parks and reserves opening as urban developments are rolled out. The ability to market and sell these facilities to a growing community is an exciting prospect, and officers foresee a genuine opportunity to link these facilities and their names to the appropriate demographics or location.

The previous Council Policy CS9, failed to capture the implementation and construction of new facilities and space, restricting Council's ability. A amended Council Policy CS9 (Naming of Parks, Reserves and Buildings) is attached including the following amendment;

"In relation to new facilities the previously mentioned criteria may not be relevant, hence Council may accept options based on the following criteria;

- *Logical description of location,*
- *Logical description of purpose or function;*
- *A name which lends itself to increase marketability and promotion; or*
- *A combination of all or part of criteria.*

All requests to name new parks, reserves and buildings shall be assessed by the Manager Community Services against the following criteria, which are to be addressed by the applicant”

Options

Council has the following options available:

1. To adopt the amended Council Policy CS9 (Naming of Parks, Reserves and Buildings) in its current form;
2. To adopt the amended Council Policy CS9 (Naming of Parks, Reserves and Buildings) with proposed changes;

OR

2. To reject the amended Council Policy CS9 (Naming of Parks, Reserves and Buildings).

Policy Implications

CS9 – Naming of Parks, Reserves and Buildings.

Legislative Implications

There are no relevant legislative implications pertaining to this matter.

Financial Implications

Nil.

Conclusion

Councils Community Facilities Department is requesting to amend Council policy CS9, to provide Council with more flexibility in the naming of future facilities.

Voting Requirements

Simple.

RECOMMENDATION

That Council adopt the amended Council Policy CS9 (Naming of Parks, Reserves and Buildings) as per attachment.

ATTACHMENT 1 - AMENDED POLICY - CS9 (NAMING OF PARKING, RESERVES AND BUILDINGS)



OBJECTIVE

To provide Council with a consistent set of guidelines when assessing applications for the naming of parks, reserves and buildings in honour of persons identified as having significantly contributed to the community.

POLICY PROVISIONS

Preamble

The naming of parks, reserves and buildings are usually selected by Council, however, members of the community may apply to Council to consider a proposal to name a park, reserve or building in honour of deceased persons who are considered pioneers, persons who made an outstanding humanitarian contribution or who, in the opinion of the Shire, are worthy of such an honour.

Criteria for Assessment

All requests to re-name existing parks, reserves and buildings shall be assessed by the Manager Community Services against the following criteria, which are to be addressed by the applicant:

- The person is to be considered worthy of an honour. Applications to honour living persons will not be considered.
- The person being honoured must have made a significant contribution to the local community through education, representation on local/state government, voluntary input, association with local sporting clubs or through business. A significant contribution could include:
 - Two or more full terms of office on the Shire of Roebourne Council or as a State or Federal Member representing the Shire.
 - Twenty or more years association with a local community group, such as Scouts, Apex, Rotary, School P&C etc.
 - With regards to the naming of buildings the person being honoured must have been instrumental in the development of the building.
- The person is to have resided within the township of that park, reserve or building.
- Proposals to name parks, reserves or buildings must include evidence of community support, where applicable, including facility users and the family of the person being honoured.

In relation to new facilities the previously mentioned criteria may not be relevant, hence Council may accept options based on the following criteria;

- Logical description of location,
- Logical description of purpose or function;
- A name which lends itself to increase marketability and promotion; or
- A combination of all or part of criteria.

All requests to name new parks, reserves and buildings shall be assessed by the Manager Community Services against the following criteria, which are to be addressed by the applicant:

Process

Council's Manager Community services will assess all applications and make a recommendation to Council for their consideration, with due consideration being given to assessment against criteria, community support, costs and marketability of the proposal.

Geographic Names Committee

In certain circumstances the Geographic Names Committee provides final approval of applications where:

- It is a feature name for a reserve or park, exceeding 1ha.
- A building on a unnamed reserve

The following do not require approval from the Geographic Names Committee but are forwarded as information only:

- Buildings on a named reserve
- A feature name for a reserve or park, under 1ha.
- General buildings in the community.

Renaming of Parks and Reserves

Names chosen for parks and reserves are expected to be permanent, and renaming is discouraged. If renaming is proposed because of some exceptional circumstance, a rationale for the change is to be provided. Evidence of community support for a change of name must be provided and tabled in a report to Council.

RELATED DOCUMENTS

Procedure – Naming Parks, Reserves and Buildings

General Guidelines 'Naming of Parks and Reserves' – Geographic Names Committee DLI

Previous Policy No:	CS24
Resolution Numbers:	13908 – Jun 2006, 14223 – Oct 2007
Last Reviewed:	October 2011
Next Review:	October 2013
Responsible Officer:	Manager Community Services

11.8 ROEBOURNE ADVISORY COMMITTEE MINUTES FEBRUARY 2011

File No:	CS.4
Attachment(s)	Minutes of the Roebourne Advisory Committee Meeting held on 1st February 2011
Responsible Officer:	Director Community And Corporate Services
Author Name:	Manager Economic And Community Development
Disclosure of Interest:	Nil

REPORT PURPOSE

To inform Council and endorse the minutes of the Roebourne Advisory Committee held 1st February 2011 and consider any issues emanating from those minutes.

Background

Roebourne Advisory Committee Meeting was held 1st February 2011 at the meeting room in the Roebourne Hospital. Draft minutes of the meeting are provided as an attachment to this report.

Issues

A summary of the key matters raised and discussed at the February 2011 Roebourne Advisory Committee meeting were:

- 1) Annual Community Association Development Scheme (ACADS). The Committee discussed possible projects for the 2011/12 ACADS application and highlighted the following projects as requiring further discussion –
 - a. Additional War Memorial as the existing memorial commemorates only 1st World War veterans.
 - b. Provision of Public Toilets with Roebourne
 - c. Funding for community group activities / projects
 - d. “Lights On” project continuing.
- 2) Resignations of Maureen Whitby and Jan Kapetas – The committee was sad to accept the resignation of two active members of the Advisory committee and thanked them for their efforts as members. The committee decided to progress with the existing membership until October 2011 when all memberships will be readvertised as a result of Local Government elections.
- 3) Car Removal program. The committee had observed the removal of car wrecks from within the town previously (105 collected by the Shire during Cyclone cleanup) the committee felt that the matter was an ongoing problem and request officers progress the matter with Department of Housing and the PRC.
- 4) Town Entry Statements. The committee was provided with an update of the Town entry statement project and provided specific locations for the Blade and Gabian entry statements as well as the rebranding of the existing entry statement to “Welcome to Ieramungudu”.

Options

Council has the following options available:

That Council

1. Receive the minutes of the Roebourne Advisory Committee meetings held 1st February 2011.

Or

2. Receive the minutes of the Roebourne Advisory Committee meetings held 1st February 2011 with amendments.

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 Council's Officers to investigate various issues in order to provide responses, scope of works and costs to issues raised.

Voting Requirements

Simple.

RECOMMENDATION

That Council endorse the minutes of the meeting of the Roebourne Advisory Committee which was held on 1st February 2011 and the recommendations and actions contained therein be approved.

**ATTACHMENT 1 - MINUTES OF THE ROEBOURNE ADVISORY COMMITTEE
MEETING HELD ON 1ST FEBRUARY 2011**



**Roebourne Advisory Committee
MEETING**

MINUTES

The Roebourne Advisory Committee Meeting was held
in the Roebourne Hospital, Roebourne
on 7 February 2011 at 5.12pm

Collene Longmore
CHIEF EXECUTIVE OFFICER

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OFFICIAL OPENING	3
2	RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE...3	
3	DECLARATION OF INTEREST.....	3
4	CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS	3
5	ISSUES ARISING FROM PREVIOUS MINUTES.....	3
6	AGENDA ITEMS DISCUSSED	3
6.1	Update roebourne information board	3
6.2	Harding River precinct.....	4
6.3	Annual Community association development scheme	4
6.4	Maureen Whitby resignation.....	4
6.5	Car Removal Update	4
6.6	Council Budget Item Request.....	5
6.7	Anzac Day Breakfast.....	5
6.8	Roebourne War Memorials	5
6.9	Town Entry Statements.....	5
7	GENERAL BUSINESS	5
8	CLOSURE & DATE OF NEXT MEETING.....	5

1 OFFICIAL OPENING

The Roebourne Advisory Committee Meeting was held in the Roebourne Hospital, Roebourne on 7 February 2011 was declared open at 5.12pm

2 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE

Councillors:

Cr Garry Bailey
Cr Fiona White-Hartig
Cr Joanne Pritchard

Community representatives:

Dr. Jan Kapetas
Ms. Elizabeth Smith
Ms Josephine Baron

Staff: Andrew Ward Director Community & Corporate Svs

Apologies: Ms. Marion Cheedy
Ms. Maureen Whitby
John Verbeek Manager Economic & Community Dev
Kristy-Lee Cooke Community Development Coordinator
Mr. Jack Shaw

3 DECLARATION OF INTEREST

Nil

4 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

That the Minutes of the Roebourne Advisory Committee Meeting held on 1 December 2010 be confirmed as a true and correct record of proceedings.

Moved: Dr Jan Kapetas Seconded: Fiona White-Hartig carried:

5 ISSUES ARISING FROM PREVIOUS MINUTES

6 AGENDA ITEMS DISCUSSED

6.1 UPDATE ROEBOURNE INFORMATION BOARD

Discussion:

Andrew Ward provided an update on the Information Board and the committee confirmed the following:

- Colour Maroon

- Site: located 90 degrees to the road
- Concrete slab as the foundations.

Action: Kristy-Lee Cooke to progress by purchasing and installing

6.2 HARDING RIVER PRECINCT

Discussion:

Andrew Ward provided the committee with Aerial photos of the precinct to determine the highest priority areas for removal of growth/shrubs from the river. The attached map highlights the priority areas as determined by the committee.

Action:

Once the water has subsided from the precinct, an assessment from Volunteer Fire Brigade will be made and costings provided.

6.3 ANNUAL COMMUNITY ASSOCIATION DEVELOPMENT SCHEME

Discussion:

The committee discussed the possibility of reallocation funds due to the resignation of Jan Kapetas (main driving force behind community event program) Jan advised that Yaandina has expressed an interest in operating the program. Cr Fiona White-Hartig raised the possibility of allocating \$15,000 to the local community group who organise Anzac Day parade.

Action: Committee to source ideas for small projects with a proportion of the ACADS allocation to be made available. These will be considered at the 8 March 2011 committee meeting.

The matter of public toilets within Roebourne was raised as a possible/potential funding project for 2011/2012. Committee debated the need, operation costs, utilising existing toilets near the basketball courts and the possibility of including toilet facilities in the Amphitheatre Project.

Action: Josephine Baron will up and report at the March meeting.

6.4 MAUREEN WHITBY RESIGNATION

Discussion:

The committee accepted Maureen Whitby and Jan Kapetas's resignations and the possibility of additional member recruitment. Given the membership will be readvertised in October 2011 (council elections) the committee decided to progress with the current membership.

6.5 CAR REMOVAL UPDATE

Discussion:

Andrew Ward presented Kristy-Lee Cooke's summary of the Car Removal program – attached and tabled. The committee discussed the matter and identified car removal as a major issue for the town. While Infrastructure Services was acknowledged for the works undertaken during the Cyclone Cleanup more is required. Infrastructure Services removed 105 cars during the clean up.

Action:

Cr. Jo Pritchard will contact Tox Free and investigate if any assistance could be provided.

Andrew Ward to advise the CEO and seek agenda item for PRC discussion /update and also raising the matter with the Department of Housing.

6.6 COUNCIL BUDGET ITEM REQUEST

See Item 6.3

6.7 ANZAC DAY BREAKFAST

See Item 6.3

6.8 ROEBOURNE WAR MEMORIALS

Discussion:

The committee requested costings for a 2nd War Memorial as existing Memorial only represents 1st World War.

Action: Andrew Ward to action and provide details to the committee when available.

6.9 TOWN ENTRY STATEMENTS

Discussion: Andrew Ward advised the committee of the details regarding the entry statements for Roebourne as per the attached documents. Discussion focussed on the proposed location of the entry statement blades on the South East side of Roebourne, the location of the Gabian Rock entry statement on the North Western side of Roebourne as well as the re branding of the current entry statement to 'Welcome to Ieramugudu' as referred in the map attached. The committee made the following resolution

The committee approves the locations of the Blade and Gabian town entry statements as detailed in the attached map, and the rebranding of the current entry statement from 'Welcome to Roebourne' to read 'Welcome to Ieramugudu':

Moved Beth Smith **Seconded** Gary Bailey **CARRIED**

7 GENERAL BUSINESS

Resignation

Dr Jan Kapetas tabled her resignation

Accepted moved Jo Pritchard **seconded** Beth Smith **CARRIED**

Bus Stop

Beth Smith raised the issue of bus stops and their provision between 5 Mile and the Roebourne area and what department should she approach to progress the matter and Fiona White- Hartig will send Beth the details for the Department of Transport.

8 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 6.43pm and the next meeting is Tuesday 8 March 2011.

RESOLUTION REGISTER

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Car removal program to be established.	<p>Investigations and costing required</p> <p>That the Shire budget for monthly removal of car bodies. Was suggested that the Shire work in partnership with Dept Housing to contact tenants about removal of old car bodies.</p>	Lisa Manser – Ranger Services	<p>A \$20,000 allocation has been put forward in the 2010/2011 Council Budget to establish a regular program of car body removal.</p> <p>An information sheet on how to report and abandoned vehicle has been prepared and will be circulated at the May meeting. Information to be posted on the Shires' web site and distributed to the community</p> <p>It was recommended that a Letter box drop with additional information discussed to be to be given to the Roebourne Post Office on the Abandon Vehicle document.</p>	<p>Ranger Services are coordinating the car body removal program. Was due to commence in Oct but delayed. Awaiting advice from Lisa Manser on revised dates. KL to develop forms for community to complete for vehicles they want removed. To be distributed through Milli Milli and Post Office</p>
March 2010	Numbering of streets/houses	Investigations and costing required	Community Safety Community Development	<p>Cr Fiona White-Hartig to contact various Community organisations to seek interest. Current status: Shire of Roebourne has already had discussions with Repay WA as a community service project for offenders to provide stencils, numbers of houses and paint for this project. Community Development and Community Safety Coordinator will work with Corrective Services on this project jointly. Costing for paint and stencils is currently being sourced and Dept Planning have already provided house numbering for Roebourne and Wickham.</p>	<p>Green background painting has begun. KL was adv 25/10 ventilation masks are required - to be ordered before project can continue. Repay WA to advise timeline for completion.</p>

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Footpaths to/from school priority- Sherlock & Crawford suggested	Investigations and costing required	Tech Services	Information provided at the Oct meeting requires amendment due to upgrades for Sherlock and Crawford have been budgeted for in the current financial year.	List of budgeted works includes upgrades as well as new footpaths. KL confirmed with Ron Van Welie that quotes are currently being called for.
March 2010	Roebourne Community Information Board	<ol style="list-style-type: none"> 1. Community Development to obtain additional quotes from alternative suppliers and then make a recommendation to the Committee or preferred solution. 2. Committee to make a decision on which option to proceed with. 3. Community development to obtain quotes for installation. 4. Internal Planning and building approvals obtained as required. 5. Installation. 6. Official opening and media. 	Community Development	<p>Roebourne Advisory Committee requested that the notice board be placed adjacent to the Post Office. The committee request allocation of the funds to be included in the 2010/11 budget.</p> <p>Community Development provided colour schemes for discussion to the Committee.</p> <p>Additional quotes were obtained from ForPark Australia. Two options from Landmark Engineering and three options from ForPark were presented to the Committee.</p> <p>19/8 The committee recommends the Weatherproof Montego display panel from Landmark Engineering which is weather proof and lockable. It is suggested the colours should be maroon or dark green to keep in line with the heritage theme of Roebourne. Moved: Jan K; Seconded: Marion C.</p> <p>Formal request required to be sent to Gary Bailey as landowner, seeking permission to have the info board installed next to the Post Office</p>	To be submitted as part of \$100K Annual Community Association Development Scheme.

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Banner poles in Roe Street	That the installation of banner poles in Roe Street in Roebourne be undertaken in accordance with the 2010/11 Budget provisions.	Kristy-Lee Cooke and Angela Bell	Money has been allocated in the Cleansweep budget for banner poles. Community Safety/Community Development to follow through.	Banner brackets have arrived. KL to work with the school, community and Juluwarlu to develop designs for banners. Brackets and banners to be installed to main street light poles once banners are printed.
March 2010	Broken kerbs	That a replacement/repair program be undertaken on the broken kerbs around Roebourne.	Technical Services	Ron Van Welie advised that the footpath crew would be in Roebourne in the Oct-Nov period. Regular maintenance only programmed for 2010-2011.	To be progressed in Oct-Nov.
March 2010	Cemetery - Interpretive signage project	Investigation and costing required.	Tech Services	An allowance has been made in the 2010/2011 Draft Budget. The Scope of the Project to be discussed at the May Meeting. Simple sign to be developed for the 5 Mile Cemetery and have it graffiti coated.	Project was discussed with committee and clarification of requirement was the installation of directional finger board signage only.
March 2010	Basketball court surface replacement	Prepare scope of works and seek cost estimate.	Community Facilities	An allowance has been made in the 2010/2011 Draft Budget. Estimate is \$30,000 to remove rubber backed surface and provide acrylic finish to reduce maintenance.	Facilities advised replacement due March – June 2011 due to heat over summer.
March 2010	Entry statement	To be consistent with Shire towns. Needs scope of works and cost.	Community Safety Angela Bell	An allowance of \$45k x 3 has been included in the 2010/2011 Draft Budget. Scope to be confirmed at the May Meeting. Roebourne Advisory Committee request that the construction be Pilbara Stone Walls at two entry points to town with information included and the remaining \$45K be allocated to a WWII memorial.	Committee was advised of Council's resolution on Entry statements at the October Council meeting.

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	War Memorial	<p>That the Community Safety Coordinator discuss construction of a new War Memorial at next Karratha and Districts RSL meeting and report back to the Roebourne Advisory Council.</p> <p>The Roebourne Advisory committee recommends that only two entry statements be installed and that the money for the third entry statement (Wickham Entry) be re-allocated towards a new war memorial.</p>	Community Safety Angela Bell	<p>RAC recommended that this be place adjacent to the current Memorial in Roe St and include a second list of names as the current Memorial has no further space left. \$45K requested to be allocated from entry statement budget.</p> <p>Angela Bell reported that she discussed this with the Karratha and Districts RSL at the recent meeting and their view was they had no involvement with the Roebourne war memorial or Anzac Day services.</p>	Waiting for Angela Bell to return from leave to advise on current status
March 2010	Indoor court/hall	Investigations required as part of needs analysis for redevelopment of Community Centre	50 Cent Hall Committee	Scoping scheduled for Q3 2010. Council to re-initiate 50 Cent Hall Committee.	50 Cent Hall Committee minutes of the September meeting were read to members. Minutes identified a number of issues and actions for the hall
March 2010	Village Park Enhancement	Shire of Roebourne to follow up with Marnda Mia in regard to progress on park planning and determine level of Shire support of otherwise.	Community Development	Discussions have occurred with Woodside on the project. Project manager from Marnda Mia has left so awaiting feedback from Woodside on support for the project	In Progress
March 2010	Standards of main street trees	Inspection required and attention to any maintenance items.	Tech Services	<p>Budgeted funding for further beautification next financial year.</p> <p>White Ant inspection required.</p> <p>KL/SK understanding of this is that parks and gardens had inspected and trimmed the trees in the main street – need to seek confirmation from parks and gardens.</p>	To be investigated as part of Roebourne rejuvenation scheme

Roebourne Advisory Committee Meeting – Minutes

Monday 7 February 2011

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
24 June 2010	Accumulation of rubbish around Roebourne	Investigate the feasibility of the supply of an additional rubbish bin for townspeople.	John Verbeek, Troy Davis, Allan Moulton	The committee recommends that as well as rubbish pick ups twice per week, that an additional bin be offered FOC to each household and the cost be taken from the \$100K that was allocated to each town.	May be considered as part of the 100K community Association grant scheme initiative, JV to provide costings
24 June 2010	Accumulation of rubbish around Cheeditha	Follow up about providing a skip bin to make use of a bobcat and truck available at Cheeditha.	John Verbeek	Council no longer provides a skip bin service to outside clients. Cheeditha Community would need to engage a private contractor. 19/8 Was suggested that a second bin also be offered FOC to Cheeditha residents as per Roebourne residents.	May be considered as part of the 100K community Association grant scheme initiative
27 July 2010	Traffic barriers required on Crawford Way	That the Technical Services Department investigate and report back on the safety of vehicles on Crawford Way and the necessity of visible barriers.	Ron Van Welie	Technical Services to attend to.	Ron Van Welie advised that guide posts were installed over culverts. Maureen W requested that guide rails be installed. KL to query with Ron Van Welie.
27 July 2010	Cemetery signage	That Council liaise with the Shire of Camarvon regarding obtaining information about their grave marking procedure and advise on duplicating that at the Wickham and Roebourne Cemetery.	Shire of Camarvon	Ron Van Welie advised that the cast iron or aluminium headstones were approx \$38 each. The committee recommends that money for a Cemetery Conservation Plan should be included in next FY budget.	For inclusion in 2011/12 budget
21 October 2010	Shire of Roebourne budget items for the town of Roebourne 2010/11	Committee discuss funding requests with the local community and provide feedback for the 2011/12 budget at the December Committee meeting.	John Verbeek	John Verbeek distributed details of the Shire of Roebourne's budget allocations for the town.	Committee to provide Council with Budget information in Dec/Jan 2011

Roebourne Advisory Committee Meeting – Minutes

Monday 7 February 2011

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
21 October 2010	<p>Annual Community Association Development Scheme</p> <p>Officers outlined the schemes guidelines and purpose as well as key dates, in particular:</p> <ul style="list-style-type: none"> • Closing Date - 7 December, • Council consideration of applications 20 December and • Community Associations being advised of the outcomes 22 December 	<p>Committee members to discuss potential projects with the local community and provide information to the committee at the November meeting. The committee will prioritise the scheme application forms prior to the December 7 deadline for Council consideration.</p>	Kristy-Lee Cooke and John Verbeek	<p>Kristy-Lee and John Verbeek updated the committee on the Shire's \$100,000 grant scheme to community associations and provided guidelines, application form and information on the acquittal process</p>	Submission due Dec 7th
21 October 2010	Blockades to certain Places for motor bikes and their trails		Kristy-Lee Cooke	<p>Maureen Whitby raised the mater of the numerous trails for motorbikes not having bollards and restriction barriers between bollards being recently removed. The old cemetery was noted as a particular example.</p>	Kristy-Lee to query with Ron Van Welie
21 October 2010	New laws, bush tracks and car seats and the effect it will have on local families.	<p>Officers raised the matter of Vehicle usage on bush tracks with committee members and advised them of the information material circulated by local police.</p> <p>Kristy-Lee to contact Roebourne Prison to confirm whether their prisoners are qualified to install car seats to comply with new laws.</p>	Kristy-Lee Cooke	<p>Committee members also advised of the difficulty encountered with introduction of the new car seats laws, in particular fitting of car seats to older model cars, driving the local bus as well as the problems encountered by Yaandina community when transporting family's .KLC was advised that Roebourne prison was training their prisoners to be accredited installers.</p>	<p>KL met with Adrienne from Roadwise and confirmed there are currently 12 accredited installers in the Shire. Prisoners are being trained to raise awareness and also so they can install once returned home.</p>

The resolutions below have been completed or are of an ongoing nature. The committee has asked that this be left in the register for information purposes.

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Shire to reconvene Roebourne Youth Network	Shire of Roebourne to facilitate meeting of youth service providers.	Kristy-Lee Cooke	The Shire is in the process of updating its 3 Year Youth Plan and will use this process to re-engage the RYN as well as other stakeholders operating in the youth area.	In progress. KL to attend Roebourne Youth Forum on 8/09/10 Ongoing
March 2010	Tree verge maintenance on entrance to town	Investigations and maintenance program required	Tech Services	Current status: KL/SK understanding is that this was inspected and found that there had been significant damage to irrigation and trees were in poor condition etc. Check with parks/gardens on current status, however there was also previous discussion had with the committee about a possible garden/beautification project that if funded by the shire for cost of materials and plants etc that the community may undertake themselves or potentially may be another option for a Repay WA project.	To be inspected. Tech Services advised that no further action will be taken until Rejuvenation project announcements
March 2010	Various derelict houses condition	Inspection required and action needed where applicable.	John Verbeek	Demolition orders were placed on properties. NBAC has approached the Shire to possible redevelopment for indigenous group housing through Foundation Housing which would mean the facilities are demolished. Authority has been provided by Foundation Housing to NBAC to negotiate purchase.	JV adv 5 – 6 houses have already been demolished. Others have been purchased by new owners to either demolish or renovate. Complete
March 2010	Street lighting-condition/maintenance	Investigations of responsibilities required	Simon Kot	All lights not operating to be reported to Horizon Power. For discussion at May meeting. Current status: SK advised that all maintenance on street lighting be reported to Horizon Power as the SoR has a maintenance contract with Horizon to maintain and repair the street lights.	Horizon Power is the contact organisation for repairs and replacements. Not Shire responsibility. Completed

Roebourne Advisory Committee Meeting – Minutes

Monday 7 February 2011

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Signage on North West Coastal Highway approach to Roebourne to direct traffic.	Shire to contact Main Roads to progress	Community Development	MRWA advised existing NWCH signage as adequate to meet Aust Standards. SoR has ordered signs to install "No through Rd" sign and signs further down to Woodbrook and Harding Dam.	Completed
May 2010	Naming of creeks of NWC Highway	That Council liaise with the Main Roads Department to ascertain if the creeks along the North West Coast Highway from Whim Creek to Karratha can have naming assigned.	Main Roads Department SoR Jack Shaw	MRWA advise that due to constant vandalism MRWA is investigating other methods to sign post the bridges. Signs reported missing or damaged have been attended to in the past but they often go missing or are damaged again.	Completed
May 2010	Dog Problem	Investigate dog problem at 661 AVB Burrup St	Ranger Services	May 2010 13 dogs removed from property in last 3 month. Issue addressed.	No further action.
May 2010	Light pole on School Oval	Power supply - Investigate location of 3 phase outlet	May 2010	Light pole on School Oval	Currently no outlet, but SoR will noted for budget consideration in 2011/12
24 June 2010	'Welcome to Ngarluma Country' airport sign – example at Paraburdoo Airport	Follow up with Larry Softly in regard to obtaining information about the Paraburdoo Airport Welcome to Country signage.	John Verbeek	Contact made with Larry Softly. Mr Softly advised that he attended Paraburdoo Airport and to the best of his knowledge there was no welcome to country sign at Paraburdoo airport.	Put on hold at request of SoR CEO
24 June 2010	Rubbish around the Roebourne water pipeline	Investigate the feasibility of reopening the Roebourne waste management facilities.	John Verbeek, Troy Davis, Allan Moulton	The Roebourne Waste management facility is permanently closed and there is no intention of reopening. It is currently operating as a waste transfer station. 19/8 Ron advised the Shire does a clean up each time they are out that direction.	No further action required
27 July 2010	Speed humps for Cheeditha Community	Investigate who is responsible for roads in Cheeditha.	John Verbeek	Determined not to be Shire responsibility.	No further action
Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status

Roebourne Advisory Committee Meeting – Minutes

Monday 7 February 2011

27 July 2010	Projects for Roebourne in 2010/11 Budget	That the Executive Manager Technical Services be invited to the next meeting of the Roebourne Advisory Council to outline the impacts of the 2010/11 Budget in regard to the Roebourne town site.	Troy Davis	Ron Van Welie gave an update on the Tech services budget – CD to save copy for future reference	No further action
27 July 2010	Cyclone Pole on top of Mt Welcome	That the loose Cyclone Warning pole on the top of Mt Welcome be repaired.	Kristy-Lee Cooke Mike Booth	It needs to be identified who is responsible for the repairs to the cyclone pole. Community Development to investigate with Technical Services whether FESA are responsible. New conduit has been installed. Pole appears to have been repaired.	Completed
27 July 2010	Weeds in streets and verges near Library	That the Technical Services Department undertake a weed removal program on the weeds and verges near the library.	Technical Services	The committee requested that the weeds be poisoned and removed near the library.	Completed
27 July 2010	Toilet signage	That the Technical Services Department investigate and report back on the requirement for signage advising the location of the toilets in Roebourne town centre.	Technical Services Ron Van Welie to advise Works Coordinator to attend to.	Beth Smith requested that Tech Services remove the public toilet sign from the Rec Club given it is no longer open for use.	Completed
27 July 2010	NWC T Junction signage	That Council liaise with the Main Roads Department to ascertain if the signage on the North West Coast T-junction can be replaced/repared.	Main Roads Department	Needs to be determined who at the Shire will take carriage of liaising with Main Roads	Completed
27 July 2010	Quad bikes	That the Pilbara Police Superintendent be invited to the next meeting of the Roebourne Advisory Council to discuss solutions to the problem of quad bikes being driven along Roebourne footpaths.	Senior Ranger WAPOL Angela Bell to Liaise with WAPOL.	Police advised that they were limited in terms of what they can do and that it was more a Shire matter to deal with. It was recommended that the police and Senior Ranger work together on joint patrols as the Shire have the power to seize bikes and vehicles. Council to work with WAPOL to educate children in Roebourne.	Rangers have increased patrols, no bikes impounded to date, focus on education of riders. Ongoing
Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
27 July 2010	Vehicle congestion,	That an investigation into the	Technical Services	Recommendation by the committee was that	To be investigated

Roebourne Advisory Committee Meeting – Minutes

Monday 7 February 2011

	throughput and lack of parking on Roe Street	feasibility of removing the concrete treatments along Roe Street which inhibit parking is taken. That a program of monitoring the traffic movements along Roe Street in Roebourne be established to ascertain the speed of vehicles.		Tech Services work in partnership with Main Roads and WAPOL to address. It was also recommended that the 50km zone be extended through town up past the oval given the children crossing roads etc. Moved: Beth Seconded: Jan	as part of Roebourne rejuvenation scheme.
21 October 2010	Schedule Of Future Committee Meetings			The committee agreed to the first Monday of the Month at 5pm for all future Committee Meetings (except January).	All committee members notified
21 October 2010	Roebourne Library Staffing Issues		Leigh Cover	The matter of appropriate signage advising that the library was closed was discussed and it was resolved the Manager of Community Facilities will advise staff to display appropriate (size and location) signage advising the community members that the library was closed.	Completed Manager of facilities has been notified

11.9 ROEBOURNE ADVISORY COMMITTEE MINUTES MARCH 2011

File No:	CS.4
Attachment(s)	Minutes of the Roebourne Advisory Committee Meeting held on Tuesday 8 March 2011
Responsible Officer:	Director Community and Corporate Services
Author Name:	Manager Economic And Community Development
Disclosure of Interest:	Nil

REPORT PURPOSE

To inform Council and endorse the minutes of the Roebourne Advisory Committee held Tuesday 8th March 2011 and consider any issues emanating from those minutes.

Background

Roebourne Advisory Committee Meeting were held Tuesday 8th March 2011 at the meeting room in the Roebourne Hospital. Draft minutes of the meeting are provided as an attachment to this report.

Options

Council has the following options available:

That Council

3. Receive the minutes of the Roebourne Advisory Committee meetings held Tuesday 8th March 2011.
4. Receive the minutes of the Roebourne Advisory Committee meetings held Tuesday 8th March 2011 with amendments.

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 Council's Officers to investigate various issues in order to provide responses, scope of works and costs to issues raised.

Voting Requirements

Simple.

RECOMMENDATION

That the minutes of the meeting of the Roebourne Advisory Committee which was held on Tuesday, 8 March 2011 be received and the recommendations contained therein be approved:

6.1 Roebourne “Lights On Project” update

That the Roebourne “Lights On Project” information be received.

6.2 Annual Community Association Development Scheme

ATTACHMENT 1 - MINUTES OF THE ROEBOURNE ADVISORY COMMITTEE MEETING HELD ON TUESDAY 8 MARCH 2011



**Roebourne Advisory Committee
MEETING**

MINUTES

The Roebourne Advisory Committee Meeting was held
in the Roebourne Hospital, Roebourne
on 8 March 2011 at 5.35pm

Collene Longmore
CHIEF EXECUTIVE OFFICER

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OFFICIAL OPENING	3
2	RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE...3	
3	DECLARATION OF INTEREST	3
4	CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS	3
5	ISSUES ARISING FROM PREVIOUS MINUTES.....	4
6	AGENDA ITEMS DISCUSSED	4
6.1	Update Roebourne "LIGHTS ON" PROJECT.....	4
6.2	Annual Community Association Development Scheme (ACADS).....	4
7	GENERAL BUSINESS	5
8	CLOSURE & DATE OF NEXT MEETING.....	5

1 OFFICIAL OPENING

The Roebourne Advisory Committee Meeting was held in the Roebourne Hospital, Roebourne on 8 March 2011 was declared open at 5.35pm

2 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE

Nominations for the chairperson were called.

Cr Fiona White-Hartig accepted the nomination of chairperson and assumed the chair.

Moved Jo Pritchard

Seconded Jack Shaw

Carried

Councillors:

Cr Fiona White-Hartig
Cr Joanne Pritchard

Community representatives:

Ms. Elizabeth Smith
Ms Josephine Baron
Mr. Jack Shaw
Ms. Marion Cheedy

Staff:

Andrew Ward Director Community & Corporate Svs
Kristy-Lee Cooke Community Development Coordinator
Kelly Manning Coordinator Community Safety

Apologies:

John Verbeek Manager Economic & Community Dev
Cr Garry Bailey

3 DECLARATION OF INTEREST

Nil

4 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS

That the Minutes of the Roebourne Advisory Committee Meeting held on 1 February 2011 be confirmed as a true and correct record of proceedings.

Moved: Cr Jo Pritchard

Seconded: Beth Smith

carried:

5 ISSUES ARISING FROM PREVIOUS MINUTES

6 AGENDA ITEMS DISCUSSED

6.1 UPDATE ROEBOURNE "LIGHTS ON" PROJECT

Discussion:

- Kristy-Lee provided an update on the successful "Lights On" project and advised the additional sponsorship had been secured from DSR & corporate bodies.
- The project issued 6 days a week and has a high number of local residents participating.

Moved Jo Pritchard **Seconded** Jack Shaw

That the Roebourne Advisory Committee receive the "Lights On" information update as detailed by officers. **CARRIED**

6.2 ANNUAL COMMUNITY ASSOCIATION DEVELOPMENT SCHEME (ACADS)

Discussion:

The committee discussed 3 applications that were received as part of the consultation process undertaken to engage community groups to apply for a Annual Community Association Scheme funding. The 3 applications received are attached and summarised below.

- Youthd10 \$ 5,000
- Julawarlu \$ 4,500
- Fire Brigade \$ 11,000

The committee accepted the above Community Applications with the following resolution.

Moved Jack Shaw **Seconded** Josephine Baron

That the Roebourne Advisory Committee accept the community applications from youthD10, Julawarlu & Fire Brigade for a combined total of \$20,500 as part of the Annual Community Association Development Scheme for 2010/2011 funding **CARRIED**

The committee also discussed projects that may be considered for the 2011/2012 Annual Community Association Development Scheme funding round and these were summarised and prioritised below.

- 1) Public Toilets (similar to those at the cemetery) Male and Female Disabled located at Centenary Park
- 2) Community Projects (\$40,000) that includes the "Lights On" project (\$10,000)
- 3) Playground on oval near school
- 4) Construction of a second War Memorial in Roebourne.

Moved Elizabeth Smith **Seconded** Marion Cheedy

That the Roebourne Advisory Committee endorse the following prioritised list of projects for the 2011/2012 Annual Community Association Development Scheme, and that officers investigate costings for the projects.

- 1) Public Toilets (similar to those at the cemetery) Male and Female Disabled located at Centenary Park
- 2) Community Projects (\$40,000) that includes the "Lights On" project (\$10,000)
- 3) Playground on oval near school
- 4) Construction of a second War Memorial in Roebourne.

CARRIED

7 GENERAL BUSINESS

Andrew Ward introduced Kelly Manning as the shire's Coordinator Community Safety who gave a brief overview of the Council projects including

- CleanSweep
- Urban Art Project at the Roebourne Basketball Courts
- Drink Safe message
- Greening Projects for Roebourne, Pt Samson & Wickham

The committee members raised the matter of the rumoured demolition of the Victoria hotel. Member were concerned about the possible demolition of the Victoria Hotel in Roebourne as they believed heritage listed and sort comment from Council officers. Officers advised that they were unaware of any proposal to demolish the hotel. And Councillor Jo Pritchard advised she would investigate the heritage listing of the Victoria Hotel.

8 CLOSURE & DATE OF NEXT MEETING

The meeting closed at 6.35pm and the next meeting is Tuesday 4 April 2011.

RESOLUTION REGISTER

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Car removal program to be established.	Investigations and costing required That the Shire budget for monthly removal of car bodies. Was suggested that the Shire work in partnership with Dept Housing to contact tenants about removal of old car bodies.	Lisa Manser – Ranger Services	A \$20,000 allocation has been put forward in the 2010/2011 Council Budget to establish a regular program of car body removal. An information sheet on how to report and abandoned vehicle has been prepared and will be circulated at the May meeting. Information to be posted on the Shires' web site and distributed to the community It was recommended that a Letter box drop with additional information discussed to be to be given to the Roebourne Post Office on the Abandon Vehicle document.	Ranger Services are coordinating the car body removal program. Was due to commence in Oct but delayed. Awaiting advice from Lisa Manser on revised dates. KL to develop forms for community to complete for vehicles they want removed. To be distributed through Milli Milli and Post Office
March 2010	Numbering of streets/houses	Investigations and costing required	Community Safety Community Development	Cr Fiona White-Hartig to contact various Community organisations to seek interest. Current status: Shire of Roebourne has already had discussions with Repay WA as a community service project for offenders to provide stencils, numbers of houses and paint for this project. Community Development and Community Safety Coordinator will work with Corrective Services on this project jointly. Costing for paint and stencils is currently being sourced and Dept Planning have already provided house numbering for Roebourne and Wickham.	Green background painting has begun. KL was adv 25/10 ventilation masks are required - to be ordered before project can continue. Repay WA to advise timeline for completion.

Roebourne Advisory Committee Meeting – Minutes

Monday 8 March 2011

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Footpaths to/from school priority- Sherlock & Crawford suggested	Investigations and costing required	Tech Services	Information provided at the Oct meeting requires amendment due to upgrades for Sherlock and Crawford have been budgeted for in the current financial year.	List of budgeted works includes upgrades as well as new footpaths. KL confirmed with Ron Van Welie that quotes are currently being called for.
March 2010	Roebourne Community Information Board	<ol style="list-style-type: none"> 1. Community Development to obtain additional quotes from alternative suppliers and then make a recommendation to the Committee or preferred solution. 2. Committee to make a decision on which option to proceed with. 3. Community development to obtain quotes for installation. 4. Internal Planning and building approvals obtained as required. 5. Installation. 6. Official opening and media. 	Community Development	<p>Roebourne Advisory Committee requested that the notice board be placed adjacent to the Post Office. The committee request allocation of the funds to be included in the 2010/11 budget.</p> <p>Community Development provided colour schemes for discussion to the Committee.</p> <p>Additional quotes were obtained from ForPark Australia. Two options from Landmark Engineering and three options from ForPark were presented to the Committee.</p> <p>19/8 The committee recommends the Weatherproof Montego display panel from Landmark Engineering which is weather proof and lockable. It is suggested the colours should be maroon or dark green to keep in line with the heritage theme of Roebourne. Moved: Jan K; Seconded: Marion C.</p> <p>Formal request required to be sent to Gary Bailey as landowner, seeking permission to have the info board installed next to the Post Office</p>	To be submitted as part of \$100K Annual Community Association Development Scheme.

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Banner poles in Roe Street	That the installation of banner poles in Roe Street in Roebourne be undertaken in accordance with the 2010/11 Budget provisions.	Kristy-Lee Cooke and Angela Bell	Money has been allocated in the Cleansweep budget for banner poles. Community Safety/Community Development to follow through.	Banner brackets have arrived. KL to work with the school, community and Juluwarlu to develop designs for banners. Brackets and banners to be installed to main street light poles once banners are printed.
March 2010	Broken kerbs	That a replacement/repair program be undertaken on the broken kerbs around Roebourne.	Technical Services	Ron Van Welie advised that the footpath crew would be in Roebourne in the Oct-Nov period. Regular maintenance only programmed for 2010-2011.	To be progressed in Oct-Nov.
March 2010	Cemetery - Interpretive signage project	Investigation and costing required.	Tech Services	An allowance has been made in the 2010/2011 Draft Budget. The Scope of the Project to be discussed at the May Meeting. Simple sign to be developed for the 5 Mile Cemetery and have it graffiti coated.	Project was discussed with committee and clarification of requirement was the installation of directional finger board signage only.
March 2010	Basketball court surface replacement	Prepare scope of works and seek cost estimate.	Community Facilities	An allowance has been made in the 2010/2011 Draft Budget. Estimate is \$30,000 to remove rubber backed surface and provide acrylic finish to reduce maintenance.	Facilities advised replacement due March – June 2011 due to heat over summer.
March 2010	Entry statement	To be consistent with Shire towns. Needs scope of works and cost.	Community Safety Angela Bell	An allowance of \$45k x 3 has been included in the 2010/2011 Draft Budget. Scope to be confirmed at the May Meeting. Roebourne Advisory Committee request that the construction be Pilbara Stone Walls at two entry points to town with information included and the remaining \$45K be allocated to a WWII memorial.	Committee was advised of Council's resolution on Entry statements at the October Council meeting.

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	War Memorial	<p>That the Community Safety Coordinator discuss construction of a new War Memorial at next Karratha and Districts RSL meeting and report back to the Roebourne Advisory Council.</p> <p>The Roebourne Advisory committee recommends that only two entry statements be installed and that the money for the third entry statement (Wickham Entry) be re-allocated towards a new war memorial.</p>	Community Safety Angela Bell	<p>RAC recommended that this be place adjacent to the current Memorial in Roe St and include a second list of names as the current Memorial has no further space left. \$45K requested to be allocated from entry statement budget.</p> <p>Angela Bell reported that she discussed this with the Karratha and Districts RSL at the recent meeting and their view was they had no involvement with the Roebourne war memorial or Anzac Day services.</p>	Waiting for Angela Bell to return from leave to advise on current status
March 2010	Indoor court/hall	Investigations required as part of needs analysis for redevelopment of Community Centre	50 Cent Hall Committee	Scoping scheduled for Q3 2010. Council to re-initiate 50 Cent Hall Committee.	50 Cent Hall Committee minutes of the September meeting were read to members. Minutes identified a number of issues and actions for the hall
March 2010	Village Park Enhancement	Shire of Roebourne to follow up with Marnda Mia in regard to progress on park planning and determine level of Shire support of otherwise.	Community Development	Discussions have occurred with Woodside on the project. Project manager from Mamda Mia has left so awaiting feedback from Woodside on support for the project	In Progress
March 2010	Standards of main street trees	Inspection required and attention to any maintenance items.	Tech Services	Budgeted funding for further beautification next financial year. White Ant inspection required. KL/SK understanding of this is that parks and gardens had inspected and trimmed the trees in the main street – need to seek confirmation from parks and gardens.	To be investigated as part of Roebourne rejuvenation scheme

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
21 October 2010	<p>Annual Community Association Development Scheme</p> <p>Officers outlined the schemes guidelines and purpose as well as key dates, in particular:</p> <ul style="list-style-type: none"> • Closing Date - 7 December, • Council consideration of applications 20 December and • Community Associations being advised of the outcomes 22 December 	<p>Committee members to discuss potential projects with the local community and provide information to the committee at the November meeting. The committee will prioritise the scheme application forms prior to the December 7 deadline for Council consideration.</p>	Kristy-Lee Cooke and John Verbeek	<p>Kristy-Lee and John Verbeek updated the committee on the Shire's \$100,000 grant scheme to community associations and provided guidelines, application form and information on the acquittal process</p>	Submission due Dec 7th
21 October 2010	<p>Blockades to certain Places for motor bikes and their trails</p>		Kristy-Lee Cooke	<p>Maureen Whitby raised the matter of the numerous trails for motorbikes not having bollards and restriction barriers between bollards being recently removed. The old cemetery was noted as a particular example.</p>	Kristy-Lee to query with Ron Van Welie
21 October 2010	<p>New laws, bush tracks and car seats and the effect it will have on local families.</p>	<p>Officers raised the matter of Vehicle usage on bush tracks with committee members and advised them of the information material circulated by local police.</p> <p>Kristy-Lee to contact Roebourne Prison to confirm whether their prisoners are qualified to install car seats to comply with new laws.</p>	Kristy-Lee Cooke	<p>Committee members also advised of the difficulty encountered with introduction of the new car seats laws, in particular fitting of car seats to older model cars, driving the local bus as well as the problems encountered by Yaandina community when transporting family's .KLC was advised that Roebourne prison was training their prisoners to be accredited installers.</p>	<p>KL met with Adrienne from Roadwise and confirmed there are currently 12 accredited installers in the Shire. Prisoners are being trained to raise awareness and also so they can install once returned home.</p>

The resolutions below have been completed or are of an ongoing nature. The committee has asked that this be left in the register for information purposes.

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Shire to reconvene Roebourne Youth Network	Shire of Roebourne to facilitate meeting of youth service providers.	Kristy-Lee Cooke	The Shire is in the process of updating its 3 Year Youth Plan and will use this process to re-engage the RYN as well as other stakeholders operating in the youth area.	In progress. KL to attend Roebourne Youth Forum on 8/09/10 Ongoing
March 2010	Tree verge maintenance on entrance to town	Investigations and maintenance program required	Tech Services	Current status: KL/SK understanding is that this was inspected and found that there had been significant damage to irrigation and trees were in poor condition etc. Check with parks/gardens on current status, however there was also previous discussion had with the committee about a possible garden/beautification project that if funded by the shire for cost of materials and plants etc that the community may undertake themselves or potentially may be another option for a Repay WA project.	To be inspected. Tech Services advised that no further action will be taken until Rejuvenation project announcements
March 2010	Various derelict houses condition	Inspection required and action needed where applicable.	John Verbeek	Demolition orders were placed on properties. NBAC has approached the Shire to possible redevelopment for indigenous group housing through Foundation Housing which would mean the facilities are demolished. Authority has been provided by Foundation Housing to NBAC to negotiate purchase.	JV adv 5 – 6 houses have already been demolished. Others have been purchased by new owners to either demolish or renovate. Complete
March 2010	Street lighting-condition/maintenance	Investigations of responsibilities required	Simon Kot	All lights not operating to be reported to Horizon Power. For discussion at May meeting. Current status: SK advised that all maintenance on street lighting be reported to Horizon Power as the SoR has a maintenance contract with Horizon to maintain and repair the street lights.	Horizon Power is the contact organisation for repairs and replacements. Not Shire responsibility. Completed

Roebourne Advisory Committee Meeting – Minutes

Monday 8 March 2011

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
March 2010	Signage on North West Coastal Highway approach to Roebourne to direct traffic.	Shire to contact Main Roads to progress	Community Development	MRWA advised existing NWCH signage as adequate to meet Aust Standards. SoR has ordered signs to install "No through Rd" sign and signs further down to Woodbrook and Harding Dam.	Completed
May 2010	Naming of creeks of NWC Highway	That Council liaise with the Main Roads Department to ascertain if the creeks along the North West Coast Highway from Whim Creek to Karratha can have naming assigned.	Main Roads Department SoR Jack Shaw	MRWA advise that due to constant vandalism MRWA is investigating other methods to sign post the bridges. Signs reported missing or damaged have been attended to in the past but they often go missing or are damaged again.	Completed
May 2010	Dog Problem	Investigate dog problem at 661 A/B Burrup St	Ranger Services	May 2010 13 dogs removed from property in last 3 month. Issue addressed.	No further action.
May 2010	Light pole on School Oval	Power supply - Investigate location of 3 phase outlet	May 2010	Light pole on School Oval	Currently no outlet, but SoR will noted for budget consideration in 2011/12
24 June 2010	'Welcome to Ngarluma Country' airport sign – example at Paraburdoo Airport	Follow up with Larry Softly in regard to obtaining information about the Paraburdoo Airport Welcome to Country signage.	John Verbeek	Contact made with Larry Softly. Mr Softly advised that he attended Paraburdoo Airport and to the best of his knowledge there was no welcome to country sign at Paraburdoo airport.	Put on hold at request of SoR CEO
24 June 2010	Rubbish around the Roebourne water pipeline	Investigate the feasibility of reopening the Roebourne waste management facilities.	John Verbeek, Troy Davis, Allan Moulton	The Roebourne Waste management facility is permanently closed and there is no intention of reopening. It is currently operating as a waste transfer station. 19/8 Ron advised the Shire does a clean up each time they are out that direction.	No further action required
27 July 2010	Speed humps for Cheeditha Community	Investigate who is responsible for roads in Cheeditha.	John Verbeek	Determined not to be Shire responsibility.	No further action
Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status

Roebourne Advisory Committee Meeting – Minutes

Monday 8 March 2011

27 July 2010	Projects for Roebourne in 2010/11 Budget	That the Executive Manager Technical Services be invited to the next meeting of the Roebourne Advisory Council to outline the impacts of the 2010/11 Budget in regard to the Roebourne town site.	Troy Davis	Ron Van Welie gave an update on the Tech services budget – CD to save copy for future reference	No further action
27 July 2010	Cyclone Pole on top of Mt Welcome	That the loose Cyclone Warning pole on the top of Mt Welcome be repaired.	Kristy-Lee Cooke Mike Booth	It needs to be identified who is responsible for the repairs to the cyclone pole. Community Development to investigate with Technical Services whether FESA are responsible. New conduit has been installed. Pole appears to have been repaired.	Completed
27 July 2010	Weeds in streets and verges near Library	That the Technical Services Department undertake a weed removal program on the weeds and verges near the library.	Technical Services	The committee requested that the weeds be poisoned and removed near the library.	Completed
27 July 2010	Toilet signage	That the Technical Services Department investigate and report back on the requirement for signage advising the location of the toilets in Roebourne town centre.	Technical Services Ron Van Welie to advise Works Coordinator to attend to.	Beth Smith requested that Tech Services remove the public toilet sign from the Rec Club given it is no longer open for use.	Completed
27 July 2010	NWC T Junction signage	That Council liaise with the Main Roads Department to ascertain if the signage on the North West Coast T-junction can be replaced/repared.	Main Roads Department	Needs to be determined who at the Shire will take carriage of liaising with Main Roads	Completed
27 July 2010	Quad bikes	That the Pilbara Police Superintendent be invited to the next meeting of the Roebourne Advisory Council to discuss solutions to the problem of quad bikes being driven along Roebourne footpaths.	Senior Ranger WAPOL Angela Bell to Liaise with WAPOL.	Police advised that they were limited in terms of what they can do and that it was more a Shire matter to deal with. It was recommended that the police and Senior Ranger work together on joint patrols as the Shire have the power to seize bikes and vehicles. Council to work with WAPOL to educate children in Roebourne.	Rangers have increased patrols, no bikes impounded to date, focus on education of riders. Ongoing
Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
27 July 2010	Vehicle congestion,	That an investigation into the	Technical Services	Recommendation by the committee was that	To be investigated

Roebourne Advisory Committee Meeting – Minutes

Monday 8 March 2011

	throughput and lack of parking on Roe Street	feasibility of removing the concrete treatments along Roe Street which inhibit parking is taken. That a program of monitoring the traffic movements along Roe Street in Roebourne be established to ascertain the speed of vehicles.		Tech Services work in partnership with Main Roads and WAPOL to address. It was also recommended that the 50km zone be extended through town up past the oval given the children crossing roads etc. Moved: Beth Seconded: Jan	as part of Roebourne rejuvenation scheme.
21 October 2010	Schedule Of Future Committee Meetings			The committee agreed to the first Monday of the Month at 5pm for all future Committee Meetings (except January).	All committee members notified
21 October 2010	Roebourne Library Staffing Issues		Leigh Cover	The matter of appropriate signage advising that the library was closed was discussed and it was resolved the Manager of Community Facilities will advise staff to display appropriate (size and location) signage advising the community members that the library was closed.	Completed Manager of facilities has been notified

11.10 AUDIT AND ORGANISATIONAL RISK COMMITTEE MINUTES 8 MARCH 2011

File No:	FM.1
Attachment(s)	1. Minutes of the Audit and Organisational Risk Committee 8 March 2011 2. CONFIDENTIAL Attachment
Responsible Officer:	Director Community and Corporate Services
Author Name:	Executive Manager Corporate Services
Disclosure of Interest:	Nil

REPORT PURPOSE

To receive the minutes and consider the recommendations of the Audit and Organisational Risk Committee held 8 March 2011.

Background

A meeting of the Audit and Organisational Risk Committee Meeting was held 8 March 2011. Unconfirmed minutes of the meeting are provided as an attachment to this report.

Issues

A summary of the key matters raised and discussed at the 8 March Audit and Organisational Risk Committee meeting were:

- 5) Conducting a review of the 'Terms of Reference' of the Audit and Organisational Risk Committee.
- 6) The preparation of a Management Response to the Misconduct Management Review Working Paper undertaken by the Corruption and Crime Commission.
- 7) Assessing the process for the Appointment of an Auditor.

Options

Council has the following options available:

That Council

5. Receive the unconfirmed minutes and recommendations of the Audit and Organisational Risk Committee meetings held 8 March 2011.
6. Receive the unconfirmed minutes and recommendations of the Audit and Organisational Risk Committee meetings held 8 March 2011 with amendments.

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

Budget allocations included with the 2010/11 Budget for provision of Audit Services will be reviewed upon receipt of quotations for Audit Services.

Voting Requirements

Simple.

RECOMMENDATION

That Council resolves to:

- 1. Receive the minutes of the Audit and Organisational Risk Committee held 8 March 2011;**

And

- 2. Adopt the recommendations of the Committee being:**

- (a) That the Minutes of the Audit & Organisational Risk Committee held on 20 December 2010 be confirmed as a true and correct record of proceedings.**

- (b) The committee resolved regarding Agenda Item 4.1 ‘Review Terms of Reference of the Audit and Organisational Risk Committee’ to “Lay the item” on the table, so that officers may research and review and bring the report back at the next meeting.**

- (c) That the Committee resolves to:**

- 1. Note the findings of the Misconduct and Management Review conducted by the Corruption and Crime Commission in May 2010.**
- 2. That the Committee request the CEO to present a response addressing the Corruption and Crime Commission’s recommendations to the next Audit and Organisational Risk Committee meeting.**

- (d) That the Committee resolves to:**

- 1. Form an Audit assessment Panel comprising Audit and Organisational Risk Committee members and officers.**
- 2. Hold a Special meeting of the Audit and Organisational Risk Committee on 28 March 2011.**
- 3. Provide to Council a preferred applicant to be appointed as the Council’s auditor at the Special Council meeting on 28 March 2011.**

ATTACHMENT 1 - MINUTES OF THE AUDIT AND ORGANISATIONAL RISK COMMITTEE 8 MARCH 2011



**AUDIT &
ORGANISATIONAL
RISK COMMITTEE**

MINUTES

NOTICE IS HEREBY GIVEN that an
Audit & Organisational Risk Committee Meeting
will be held in the Council Chambers,
Shire Office, Welcome Road, Karratha
on Tuesday 8 March 2011 at 11.06am

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	REVIEW TERMS OF REFERENCE OF THE AUDIT AND ORGANISATIONAL RISK COMMITTEE	4
4.2	MISCONDUCT MANAGEMENT REVIEW	8
4.3	APPOINTMENT OF AN AUDITOR	11
5	CLOSURE & DATE OF NEXT MEETING	15

AGENDA

1 OFFICIAL OPENING

The Meeting was officially opened at 11.06am

2 RECORD OF ATTENDANCES AND APOLOGIES

Committee Members: Cr Nicole Lockwood
Cr Evette Smeathers
Cr Jo Pritchard
Cr John Lally

Staff	Collene Longmore Ray McDermott Jessica Lardi Andrew Ward Debra Woods Henry Eaton	Chief Executive Officer Exec Manager, Corporate Services Management Accountant Director Community & Corporate Services DAO Community & Corporate Manger Corporate Compliance
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Apologies: Nil

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Res No : AOR 001/11

MOVED : Cr Jo Pritchard
SECONDED : Cr Nicole Lockwood

That the Minutes of the Audit & Organisational Risk Committee held on 20 December 2010 be confirmed as a true and correct record of proceedings.

CARRIED

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers

AGAINST : Nil

4 ITEMS FOR DISCUSSION

4.1 REVIEW TERMS OF REFERENCE OF THE AUDIT AND ORGANISATIONAL RISK COMMITTEE

File No: FM.1

Attachment(s) Audit and Organisational Risk Committee - Terms of Reference

Responsible Officer: Director Community And Corporate Services

Author Name: Executive Manager Corporate Services

Disclosure of Interest: Nil

REPORT PURPOSE

To review the current Terms of Reference of the Audit and Organisational Risk Committee.

Background

At its 15 March 2010 meeting the then Audit Committee recommended 'To broaden the scope of the Audit Committee to include Organisational Risk' which was resolved by Council in the affirmative.

Issues

With a committee membership including four (4) Councillors it will be potentially difficult to ensure that a quorum (50% of members plus 1) of three (3) Councillors is achieved. It is recommended that the Committee seek the appointment of an additional Councillor to ensure its effectiveness to conduct meetings.

It has also been identified that a robust Internal Audit mechanism is necessary to ensure effective understanding and adherence to Council policies and procedures.

Officers would recommend that a "Terms of Reference" be endorsed by the Committee and Council to provide formal direction and scope of the committee. A draft Terms of Reference has been developed for committee consideration (attached).

Options

Committee/Council has the following options available:

1. Agrees to expand the Councillor representation on the Committee and that an Internal Audit Policy and Scope be Drafted for presentation to the April 2011 Committee meeting.
2. Retains the Committee in its current form and scope.

Policy Implications

Nil

Legislative Implications

5.10. Appointment of committee members

- (1) A committee is to have as its members —
- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) ...
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
- (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Financial Implications

There are no financial implications resulting from this report.

Conclusion

Officers recommended that

- 1) An additional Councillor be appointed to the Committee to ensure the effectiveness of the Committee's monthly meetings
- 2) The Terms of Reference be endorsed by Committee/Council
- 3) Officers develop draft Policy and scope for Internal Audit be prepared for the 12 April 2011 Committee meeting.

Voting Requirements

Absolute Majority if varying the number of representatives on the committee, otherwise a simple majority required.

STAFF RECOMMENDATION

The Committee resolves to:

1. Seek Council resolution that Cr _____ be appointed to the Audit and Organisational Risk Committee.
2. That the modified Terms of Reference for the Audit and Organisational Risk committee (as attached) be endorsed.

3. Instructs the Chief Executive Officer to prepare a policy and scope for Internal Audit and report back to the 12 April 2011 Audit and Organisational Risk Committee meeting.

RECOMMENDATION / RESOLUTION

Res No : AOR 002/11
MOVED : Cr Nicole Lockwood
SECONDED : Cr Jo Pritchard

That the Committee suspend Standing Orders to allow open discussion of the item.

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers

AGAINST : Nil

CARRIED

RECOMMENDATION / RESOLUTION

RES NO : AOR003/11
MOVED : Cr John Lally
SECONDED : Cr Jo Pritchard

That the Committee reinstate Standing Orders.

CARRIED

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers

AGAINST : Nil

RECOMMENDATION / RESOLUTION

RES NO : AOR004/11
MOVED : Cr Nicole Lockwood
SECONDED : Cr John Lally

CARRIED

RESOLUTION

The committee resolved regarding Agenda Item 4.1 'Review Terms of Reference of the Audit and Organisational Risk Committee' to "Lay the item" on the table, so that officers may research and review and bring the report back at the next meeting.

CARRIED

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers

AGAINST : Nil

AMENDMENT TO THE RECOMMENDATION

REASON:

The committee members sought additional clarification and consider more time was required to develop the scope and objectives to the Terms of Reference.

4.2 MISCONDUCT MANAGEMENT REVIEW

File No: FM.1

Attachment(s) Confidential Attachment - Assessment of Approach to Misconduct Management Working Paper

Responsible Officer: Director Of Community & Corporate Services

Author Name: Executive Manager Corporate Services

Disclosure of Interest: Nil

REPORT PURPOSE

To consider the findings of the Corruption and Crime Commissions assessment of Council's approach to Misconduct Management.

Background

In May 2010 the Corruption and Crime Commission carried out a review at the Shire of Roebourne to assess the Shire's approach to misconduct management. This review forms part of a larger body of work that the Corruption and Crime Commission is undertaking of the local government sector.

Issues

The Corruption and Crime Commission provided its findings from the May 2010 review in a letter dated 29 November 2010.

Phil Barden from the Commission's Corruption Prevention Directorate has made himself available to discuss the working paper, via teleconference at the March Committee meeting.

Options

Council has the following options available:

1. Notes the Working Paper findings and discuss possible direction that Shire of Roebourne needs to action as a result of the report.
2. Note the Working Paper findings and instructs the Chief Executive Officer to prepare a response to the Corruption and Crime Commission.
3. Note the findings of the Working Paper.

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

Based upon the outcome of the discussion with Corruption and Crime Commission issues may need to be progressed that incur a financial impost on Shire operations.

Conclusion

Having reviewed the Misconduct and Management Review working paper, it would be prudent for the Committee/Council to receive a briefing by the Corruption and Crime Commission following which a report be prepared management in response to the findings.

Voting Requirements

Simple.

STAFF RECOMMENDATION

That Council:

1. Notes the findings of the Misconduct and Management Review conducted by the Corruption and Crime Commission in May 2010.
2. Instructs the Chief Executive Officer to prepare a response to the Corruption and Crime Commission Misconduct Management Review.

RECOMMENDATION / RESOLUTION

Res No : AOR 005/11
MOVED : Cr Nicole Lockwood
SECONDED : Cr Jo Pritchard

That the Committee suspend Standing Orders to allow open discussion of the item.

CARRIED

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers

AGAINST : Nil

RECOMMENDATION / RESOLUTION

RES NO : AOR006/11
MOVED : Cr Nicole Lockwood
SECONDED : Cr Jo Pritchard

That the Committee reinstate Standing Orders.

CARRIED

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers

AGAINST : Nil

RECOMMENDATION / RESOLUTION

RES NO : AOR007/11

MOVED : Cr Nicole Lockwood
SECONDED : Cr Jo Pritchard

That the Committee resolves to:

1. Note the findings of the Misconduct and Management Review conducted by the Corruption and Crime Commission in May 2010.
2. That the Committee request the CEO to develop a response addressing the Corruption and Crime Commission's recommendations to the next Audit and Organisational Risk Committee meeting.

CARRIED

REASON FOR VARIATION:

The committee the Management response to be presented to the next meeting of the Audit & Organisational Risk Committee

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers

AGAINST : Nil

4.3 APPOINTMENT OF AN AUDITOR

File No:	FM.1
Attachment(s)	Audit Scope
Responsible Officer:	Director Community And Corporate Services
Author Name:	Executive Manager Corporate Services
Disclosure of Interest:	Nil

REPORT PURPOSE

The Local Government Act and Regulations provide that on the recommendation of the Audit Committee a local government is to appoint a suitably qualified person to be its auditor by absolute majority.

Background

At the completion of the 2009/10 financial year audit the current Auditors term of three (3) years came to an end. The terms of the Contract allowed the Committee/Council to consider an option of a further two (2) year extension, however the scope of the Audit agreement required expansion to meet the Committee's/Council's needs. Hence a revised scope of Audit has been prepared as attached and quotations from Audit firms sought.

Issues

At the direction of the Audit and Organisational Risk Committee and Council, Shire officers have provided a detailed audit scope (with timeframes) to ensure greater efficiencies in meeting corporate deadlines.

The Audit Scope has been expanded to include increasing Asset Management requirements and Taxation Compliance.

The period for receipt of Quotations are due 14 March 2011, guidance is required from the Audit and Organisational Risk Committee to determine the process for interviewing Audit Firms and making recommendation to Council for the preferred supplier of Audit Services.

The Audit and Organisational Risk Committee is responsible for recommending to Council a preferred Auditor. In order to achieve the Audit timeframes it is suggested that Council consider the appointment of Auditors at the Special Council meeting 28 March 2011 or alternatively at the 18 April 2011 Ordinary Council Meeting.

Options

Council has the following options available:

1. Council Officers to assess and make recommendations on Audit Quotations
2. Committee Members and Council Officers to assess and recommendations on Audit Quotations

Policy Implications

There are no relevant policy implications pertaining to this matter.

Legislative Implications

Local Government Act Part 7

Division 2 — Appointment of auditors

7.2. Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3. Appointment of auditors

- (1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.

* *Absolute majority required.*

- (2) The local government may appoint one or more persons as its auditor.
(3) The local government's auditor is to be a person who is —

- (a) a registered company auditor; or
(b) an approved auditor.

[Section 7.3 amended by No. 49 of 2004 s. 6.]

7.4. Disqualified person not to be auditor

- (1) A person may not be appointed as a local government's auditor if that person is a disqualified person.

- (2) In this section — *disqualified person* means a person who —

- (a) is a councillor or an employee of the local government;
(b) is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —
(i) in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or
(ii) in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government;
(c) is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or
(d) is a member of a class of persons prescribed for the purposes of this subsection.

7.5. Approval of auditors

The Minister may approve a person who, immediately before the commencement of this Act —

- (a) was a registered local government auditor within the meaning of that term in Part XXVII of the *Local Government Act 1960* 4 as in force before that commencement; and
(b) was the auditor of a local government, as an approved auditor for the purposes of this Act.

7.6. Term of office of auditor

(1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

(2) The appointment of an auditor of a local government ceases to have effect if —

- (a) his or her registration as a registered company auditor is cancelled;
- (b) his or her approval as an approved auditor is withdrawn;
- (c) he or she dies;
- (d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
- (e) the auditor resigns by notice in writing addressed to the local government; or
- (f) the appointment is terminated by the local government by notice in writing.

(3) Where —

(a) the registration of a local government's auditor as a registered company auditor is suspended; or

(b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties, the local government is to appoint* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

** Absolute majority required.*

7.7. Departmental CEO may appoint auditor

If by 30 November in any year a local government has not appointed an auditor the Departmental CEO may appoint —

(a) a qualified person; or

(b) in default of an appointment under paragraph (a), the Auditor General, to be the auditor of the local government's accounts and annual financial report for the relevant financial year.

[Section 7.7 amended by No. 28 of 2006 s. 364.]

7.8. Terms of appointment of auditors

(1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

(2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Departmental CEO under section 7.7) are payable by the local government

[Section 7.8 amended by No. 28 of 2006 s. 364.]

Financial Implications

Provision has been made within the 2010/11 Budget and Draft 2011/12 Budget for Audit Services.

Conclusion

The Audit and Organisational Risk Committee are responsible for making recommendation to Council as its preferred Audit Firm based on who best meets the Audit Scope. Guidance is sought from the Audit and Organisational Committee in determining the process for the selecting Council's auditor.

Voting Requirements

Absolute majority required when appointing an auditor.

STAFF RECOMMENDATION

That Council resolves to:

1. Form an Audit assessment Panel comprising Audit and Organisational Risk Committee members and officers.
2. Hold a Special meeting of the Audit and Organisational Risk Committee on 28 March 2011.
3. Council consider appointment of Auditors at the Special Council meeting on 28 March 2011.

RECOMMENDATION / RESOLUTION

Res No : AOR 008/11
MOVED : Cr John Lally
SECONDED : Cr Jo Pritchard

That the Committee suspend Standing Orders to allow open discussion of the item.

CARRIED

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers
AGAINST : Nil

RECOMMEDATION RESOLUTION

RES NO : AOR009/11
MOVED : Cr Nicole Lockwood
SECONDED : Cr John Lally

That the Committee reinstate Standing Orders.

CARRIED

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers
AGAINST : Nil

RECOMMENDATION / RESOLUTION

STAFF RECOMMENDATION

That the Committee resolves to:

1. Form an Audit assessment Panel comprising Audit and Organisational Risk Committee members and officers.
2. Hold a Special meeting of the Audit and Organisational Risk Committee on 28 March 2011.
3. Provide to Council a preferred applicant to be appointed as the Council's auditor at the Special Council meeting on 28 March 2011.

RECOMMENDATION / RESOLUTION

RES NO : AOR010/11
MOVED : Cr John Lally
SECONDED : Cr Nicole Lockwood

CARRIED

FOR : Cr Lockwood, Cr Lally, Cr Pritchard, Cr Smeathers
AGAINST : Nil

5 CLOSURE & DATE OF NEXT MEETING

The Meeting closed at 11.50am and the date of the next meeting will be advised.

12 INFRASTRUCTURE SERVICES

Nil

13 DEVELOPMENT AND REGULATORY SERVICES

13.1 AMENDMENT TO BAYNTON WEST DEVELOPMENT PLAN

File No:	P2454
Attachment(s)	1. Location Plan 2. Existing and Amended Development Plan 3. Plan of Subdivision
Responsible Officer:	Director Development and Regulatory Services
Author Name:	Statutory Planner
Disclosure of Interest:	Nil

REPORT PURPOSE

Council is asked to consider and make determination on an amendment to the endorsed Baynton West Development Plan.

Background

Burgess Design Group, on behalf of their client LandCorp have requested, in correspondence received by the Shire of Roebourne on 4 March 2011, that Council approve an amendment to the Baynton West Development Plan which received approval from Council at the November 2007 Ordinary Council Meeting (Res No. 14261).

During the structure planning process for the Baynton West Development Plan, approximately 3.6ha of land forming part of a drainage reserve was identified by project engineers as being excess to the drainage requirements and was therefore identified on the approved development plan as being suitable for future urban development (refer to existing development Plan).

The subject land is currently zoned 'Parks, Recreation and Drainage' under the *Shire of Roebourne Town Planning Scheme No. 8* (the Scheme) and is approximately 3.6 hectares in extent. Upon clearing the land of Native Title, an amendment to rezone the area was lodged with the Shire. Amendment 20 to the Scheme, which proposes to rezone this area to 'Urban Development' received Council approval at the February 2011 Ordinary Council Meeting and final ministerial approval of the amendment is now pending.

The proposed modifications to the development plan is summarised as follows:

- Deletion of approximately 3.6ha of land previously identified as 'Possible Future Expansion Area' on the 2008 endorsed Development Plan;
- Inclusion of an additional area of 'Residential R17.5' to facilitate an additional 18-20 single residential lots;
- Inclusion of an additional 3,000m² of 'Residential R40' to facilitate a larger grouped housing site (was previously 5265m² and is now proposed at 8372m²);

- Addition of approximately 9,000m² of dedicated drainage still required for drainage purposes; and,
- Modification to the previously approved road network (Bajamalu Drive, Bardurra Street and Jadura Crescent) to extend each further westwards, in effect retaining the previous street pattern and road widths but extending the length of each street.

The extension of the development plan and subsequent increase in residential development opportunities has implications for the Public Open Space (POS) requirements. State Planning Policy DC2.3 requires that 10% of the subdividable area shall be allocated for POS; this equates to approximately 2701m². No additional POS has been proposed with the amendment to the development plan. This is discussed further in the Issues section of this report.

The proposed development plan modification is logical, simply extending the road network and the residential area shown on the existing development plan into the area which was flagged for future residential expansion.

An application to subdivide the area has already been lodged with the Western Australian Planning Commission (WAPC) and has been referred to the Shire for comment. The application proposes the subdivision of the area in accordance with the proposed modifications to the development plan (refer to attached plan of subdivision). In principle the subdivision is supported by Shire officers, and it is anticipated that upon final approval of Amendment 20 and endorsement of the amended development plan by the WAPC, a delegated recommendation of approval for subdivision subject to conditions will be forwarded to the WAPC.

Issues

Shire of Town Planning Scheme No. 8 and Statutory Requirements

Clause 5.2.8 of the Scheme states that –

‘The Council shall request development Plans, or any departure from or alterations it considers substantial, to be advertised seeking public submissions in accordance with subclauses 4.3.3 and 4.3.4, prior to considering endorsement of the plans.

The proposed amendment to the development plan is not considered to be substantial and therefore advertising was not thought necessary. The amendment relates to an area which was already identified on the approved development plan as suitable for residential expansion and there will be no people adversely affected by the changes and no significant planning implications as a result of the amendment.

Reduction in Drainage Reserve

The subject land was identified by project engineers as being excess to the drainage requirements in the early stages of structure planning and as such was shown on the development plan as being suitable for future residential expansion. The proposed amendment has been referred to the Shire’s Technical Services Department who have indicated that they have no issues with the reduction in the designated drainage reserve area.

Public Open Space requirements

State planning policy requires that 10% of an area subdivided for residential uses is provided for POS. An increase of 2.7ha of residential development which is proposed with the amendment to the development plan would require 2701m² of POS. Given there are

two POS areas within 400m of the subject land a cash contribution in lieu of providing the public open space is considered to be a reasonable option. Upon making a recommendation to the WAPC on the application for subdivision of the area, the Shire will request a condition requiring a cash contribution in lieu of providing the public open space. The cash contribution will be deposited in a trust account and with the approval of the Minister can be used for future works to be undertaken on public open space in the vicinity of the subdivision.

Options

Council has the following options available:

1. Approve the amendment to the Baynton West Development Plan subject to Amendment 20 receiving ministerial approval; or
2. Refuse the amendment to the Baynton West 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

Should the Western Australian Planning Commission approve the subdivision of the land subject to a condition requiring a cash contribution in lieu of public open space, a payment equivalent to the value of the public open space will be made to Council.

Conclusion

With the imminent approval of Amendment 20 to the Scheme which rezones the subject land to 'Urban Development', it is now an opportune time to initiate the process of amending the development plan to facilitate the subdivision of the area.

The proposed modifications to the development plan is reflective of the proposal to convert excess drainage land to residential development as indicated on the original development plan approved in 2007. The extension of the roads and residential cells eastwards is consistent with the existing layout and therefore it is recommended that Council resolve to amend the Baynton West Development Plan subject to the finalisation of Amendment 20.

Voting Requirements

Simple.

RECOMMENDATION

That the Council –

1. **Resolve to approve the amendment to the Baynton West Development Plan and forward the approved Development Plan to the Western Australian Planning Commission for endorsement following the endorsement of Amendment 20 to the Shire of Roebourne Town Planning Scheme No. 8 by the Minister of Planning; and**
2. **Upon making a submission to the Western Australian Planning Commission on the application for subdivision of the subject area (WAPC Ref. No. 143689), recommend a condition requesting a cash contribution in lieu of providing the required public open space.**

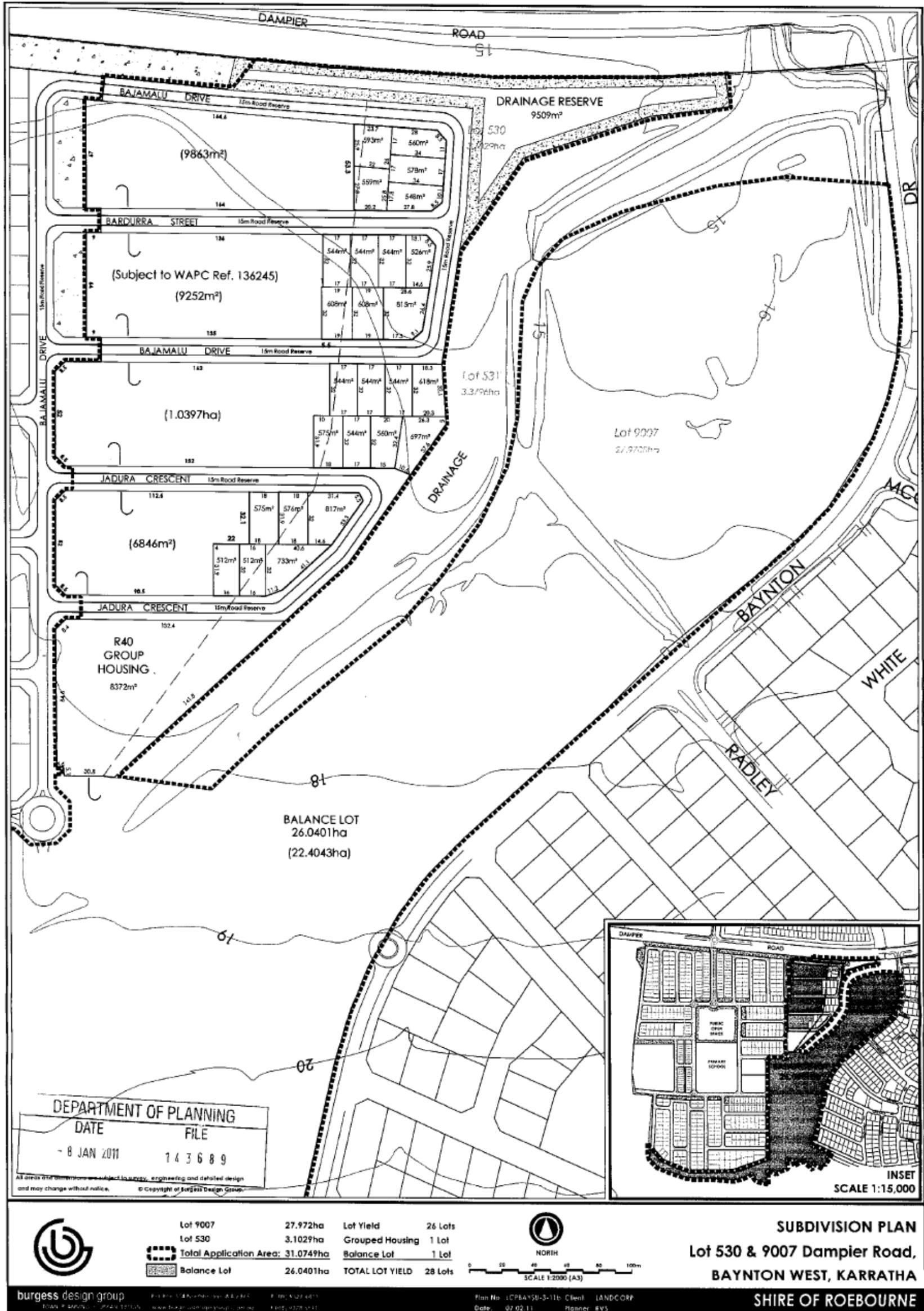
ATTACHMENT 1 – LOCATION PLAN



ATTACHMENT 2 - EXISTING AND AMENDED DEVELOPMENT PLAN



ATTACHMENT 3 – PLAN OF SUBDIVISION



13.2 ADOPTION OF THE WICKHAM SOUTH DEVELOPMENT PLAN

File No: LP.77

Attachment(s)

1. Wickham South Development Plan
2. Wickham Townsite Structure Plan
3. Subdivision Concept Plan
4. Submissions

Responsible Officer: Director Development And Regulatory Services

Author Name: Manager Statutory Planning

Disclosure of Interest: Nil

REPORT PURPOSE

For the Council to consider a request to adopt the Wickham South Development Plan, prepared for the purpose of guiding the subdivision and development of approximately 73ha of land located south of the Wickham Townsite.

Background

In March 2010, the Shire of Roebourne and Rio Tinto agreed to work collaboratively to address growth and development options and opportunities for the Wickham Townsite.

The Wickham South Development Plan (WSDP) and the associated Wickham Townsite Structure Plan (WTSP) were prepared to provide greater urban context considering Rio Tinto's planned expansion of its operations at Cape Lambert and the need to consider its resultant construction and operational workforce requirements. The Shire welcomed the opportunity to participate in the planning process considering the impending preparation of its Local Planning Strategy and full Scheme review.

The WSDP was prepared to satisfy the requirements of the Shire of Roebourne Town Planning Scheme No. 8 (TPS8) over the portion of land zoned 'Urban Development', south of the Wickham Townsite. Wickham South is deemed to be the most appropriate location to commence expansion of the Town as provided on the adopted WTSP. The WSDP will facilitate permanent residential development in order to accommodate employees required as part of Rio Tinto's proposed expansion of its Cape Lambert Operations.

While the WSDP will provide an overall land use and movement structure, it is expected that the subdivision design will undergo further refinement as part of the detailed design stages. Any departures from the Plan will be addressed at the Development Application and detailed design stages, as allowed for by TPS8.

Wickham Townsite Structure Plan and Town Centre Revitalisation Masterplan

Council recently considered the WTSP and Wickham Town Centre Revitalisation Masterplan to guide the future expansion of the Townsite and to assist with informing the

Shire in the preparation of its Local Planning Strategy and full Scheme review. At the February 2011 Ordinary Council Meeting it was resolved:

That Council –

1. *Adopts the Wickham Townsite Structure Plan*

and

2. *Accepts Wickham Town Centre Revitalisation Masterplan as the basis of further discussion, guiding strategic plans for the future development planning and expansion of the Wickham townsite.” (Resolution number 151513).*

The WTSP was adopted to provide an overall development context for accommodating an expanded population in Wickham. The WTSP will provide an important tool to guide future potential development of Wickham, particularly within the WSDP area, but also for future Development Plan areas.

Advertising

Planning Services advertised the WSDP for a period of twenty-one [21] days, in accordance with TPS8, on 8 December 2010. Advertising included an advertisement in the Pilbara News and notification on the Shire of Roebourne Council website. Documents were made available over the counter and on the website. The submission period concluded on 29 December 2010. As well as advertising the WSDP was referred to ten key agencies and internally distributed to Technical Services, Community Services and Strategic Planning Services for assessment. A total of four submissions were received. All of the submissions were from referral agencies and responses are set out below.

The following written submissions were received from four of the ten referral agencies:

Agency	Summary of Submission
1. Department of Education	<p>Within the proposal to increase the Town’s population to 5,000 the Department would be able to accommodate any expected increase in enrolments at the existing Wickham school sites.</p> <p>Should there be a requirement to increase the capacity of the school there is sufficient education land available to increase the size of the school building footprint.</p> <p>Should the Wickham Townsite increase in the future, beyond that which is bounded by Walcott Drive and Roebourne – Point Samson Road, then there may be a need to investigate a second school within the town.</p>
2. Water Corporation	<p>Provided Rio Tinto is able to supply water within its existing entitlements, the Corporation is satisfied for the Town’s water supply to be provided in this manner.</p> <p>The WC’s current infrastructure planning is required to be reviewed to determine specific requirements for the provision of new and upgrades to existing infrastructure requirements.</p> <p>Servicing advice provided in section 7 of the WSDP report, including the need for an upgrade of the Wickham WWTP and construction of a WWPS and pressure main, is consistent with</p>

	<p>previous advice provided by the Corporation.</p> <p>The Corporation’s current infrastructure planning is required to be reviewed to determine specific requirements.</p> <p>Recent discussions between Water Corporation and Rio Tinto have confirmed that infrastructure reviews should be undertaken by the Corporation. Capital funding to expand water and wastewater services in Wickham is not currently included in its five year capital program.</p>
<p>3. Department of Water</p>	<p>Based on the level of risk posed by the site, a Local Water Management Strategy (LWMS) should be prepared before consideration of the WSDP.</p> <p>Given the Wickham Townsite and surrounding area is highly constrained (severely limited groundwater, limited sewerage capacity) DoW cannot support the plans until an LWMS has been produced for the site.</p> <p>Preliminary assessment has shown the capacity of the existing 9,000 kL storage tank is satisfactory only in the short term (400 – 500 lots). The LWMS should demonstrate that Wickham is capable of supporting the proposed development (3,000 and 5,000 scenario) and how the above constraints will be managed.</p> <p>The LWMS should be consistent with the policy measures outlined in State Planning Policy 2.9.</p>
<p>4. Main Roads WA</p>	<p>MRWA has no objection to the content of the plans subject to the following conditions:</p> <ul style="list-style-type: none"> • The proposed development shall not impact existing drainage on and for Roebourne – Point Samson Road. • The proposed two new accesses to the development on Roebourne – Point Samson Road shall be channelized ‘C’ type intersections, designed to accommodate 53.5m road-train traffic. • The spacing between the new accesses shall be adequate to enable and correct operation for traffic on Roebourne – Point Samson Road. <p>MRWA would consider lowering the speed limit to 80km/h on Roebourne – Point Samson Road near Wickham Townsite for safe movement of traffic.</p>

No formal submissions were received from the community in response to advertising.

The Shire’s Coordinator Works and Technical Services has advised that three elements of the WSDP require attention, including:

1. The intersection shown in figure 3 (Y intersection and roundabout) is to be redesigned
2. Drainage areas are to be vegetated with grasses only
3. Walk trails at the rear of lots must have 2m concrete paths

4. Public Open Space shown as 6, 10, 12 and 13 are walkways

A technical services engineer has agreed that these matters can be addressed during the detailed design stages and does not require an amendment to the WSDP.

Stakeholder and community consultation was undertaken by Rio Tinto, in conjunction with the Shire of Roebourne, in addition to the statutory advertising processes. The proponent has advised that feedback on the WSDP was limited during this process with the key points raised by the community being:

- the increase in traffic resulting from an extension of Jacaranda Place to the WSDP area;
- the number of connections to Roebourne – Point Samson Road should be reduced; and
- the extension of Carse Street / review of Tamarind Place alignment.

An extension from the WSDP area to Jacaranda Place is necessary for convenient access for residents to the primary school. The number of connections from the WSDP area to Roebourne – Point Samson Road has been reduced from three to two and is supported by Main Roads WA. A connection is provided on the WSDP for a future extension of Carse Street, in lieu of the Tamarind Place extension being removed from the WTSP.

During the advertising period, an internal assessment of the WSDP was undertaken by the proponent and the project team. The main changes to the plan include a realignment of the local access roads from a predominately east-west alignment to a north-south alignment to achieve better solar orientation for dwellings and to reduce the number of drainage swale crossings which in turn will reduce costs. An amended plan was subsequently submitted to the Shire which is the plan recommended for adoption. The proponent has provided the following justification in support of the WSDP not requiring additional advertising:

- The WSDP is consistent with the approved WTSP.
- The majority of amendments relate to internal local subdivision roads (alignment change from east-west to north-south for better dwelling solar orientation).
- The majority of land use and residential density allocation remain unchanged.
- Dwelling yield is comparable (slight decrease) with the submitted / advertised WSDP.
- Dwelling distribution is similar to the submitted WSDP.
- The main connector roads retain a similar alignment to the submitted WSDP, including:
 - A northern connection to Jacaranda Place.
 - The extension of Spinifex Drive into Wickham South.
 - A northern link to the Town Centre via an extension of Carse Street into Wickham South. This is in lieu of the Tamarind Place extension being removed from the WTSP.
- Main Roads WA has supported a rationalisation of access to Roebourne – Point Samson Road, from three to two points of access.

- The extension of Walcott Drive to Roebourne – Point Samson Road remains unchanged.
- The drainage system remains unchanged from the submitted WSDP.
- The locations of the main areas of Public Open Space (POS) remain unchanged.
- Comments received from the relevant servicing authorities (i.e. Department of Water, Department of Education, Main Roads WA and Water Corporation) during advertising, relate to general service provision and are not design specific. The internal changes undertaken to the WSDP would, therefore, not be expected to draw additional comment from the servicing authorities.
- No submissions were received from the public during the public comment period.

On the basis of the above, it was deemed appropriate not to require the WSDP to be re-advertised.

Key Principles

Taylor Burrell Barnett identified the following Key Principles for the design of the WTSP. They were selected following consideration and analysis of the issues and opportunities for accommodating an expanded population in Wickham.

Movement

- The street network should have a high level of connectivity and be responsive to the site's characteristics.
- Higher-order streets should provide easily-understood access to key land-use nodes and destinations.
- Lower-order streets should enable easy movement throughout the area, whilst also providing opportunities for quieter residential street environments.
- Streets should be aligned to focus on points of interest, and provide direct links between land use and landscape features.
- Safe, pleasant and effective pedestrian and cycle movement should be provided through the street and open space fabric.
- The creation of street connections between the WSDP area and the Town Centre should be optimised.
- Connections to Roebourne – Point Samson Road should be optimised to enable the effective distribution of traffic to and through the WSDP area.

Public Open Space

- A variety of POS areas should be provided, to enable a diversity of outdoor activities and experiences.
- Key high points and steep slopes should be integrated into POS as landscape features.
- Flat areas of POS should be provided for passive and active recreation.
- Streets should be designed to create linear landscape links between POS areas, and provide amenity to support the provision of medium-density residential living.

Land Use

- Provide a diversity of low and medium-density housing opportunities throughout the WSDP area.
- Optimise the location of medium-density residential in close proximity to POS amenity and key community facilities.
- Provide the opportunity for the establishment of local convenience retail in a location that supports business sustainability and optimises the ‘walkable catchment’ of residents.

Land Use Distribution and Rationale

Residential Density

The WSDP generally provides for residential land uses and the provision of open space and drainage areas consistent with a traditional residential neighbourhood. In this regard, a mix of low and medium residential densities are provided and distributed in accordance with the recommendations of the WAPC’s Liveable Neighbourhoods operational policy whilst taking into consideration existing subdivision layout within the Town and other site characteristics. The application of a range of residential densities will facilitate the construction of various housing types.

The base residential density applied to the WSDP is R20 which provides for a minimum lot size of 440m² and an average lot size of 500m², providing for the bulk of the housing product for the site. Medium density coded areas include land coded R30, which provides for a minimum lot size of 270m² and an average lot size of 300m², and R40 (Grouped Housing), which provides for a minimum lot size of 200m² and an average lot size of 220m². The distribution of medium density coded areas is based on the following:

- along higher order streets which provide convenient access to neighbourhood, town and regional road systems linking to the Wickham Town Centre, primary school, recreational areas etc;
- adjacent and opposite to areas of high amenity (i.e. POS);
- adjacent and opposite to points of interest (i.e. topographical features);
- for amenity purposes, adjacent and opposite to landscaped drainage reserves;
- to provide grouped housing sites which are distributed throughout the site; and
- within the theoretical 400m/five minute ‘walkable catchment’ boundary from local convenience retail.

Public Open Space

The provision and distribution of POS throughout the WSDP area is based on the following:

- topographical features;
- even distribution to provide convenient accessibility to residents;
- accessed via a series of highly connected higher and lower order streets to promote maximum use;
- to consolidate drainage reserves;
- to consolidate and round-off existing Parks, Recreation and Drainage reserved land;
- to provide useable areas of POS generally for passive recreational purposes;
- to provide high levels of amenity for residents by generally locating medium density housing to front areas of POS; and
- landscaped streets and drainage reserves that will provide links between areas of POS.

POS areas will be landscaped and developed by Rio Tinto as part of the subdivision of the land to provide high levels of amenity for residents from the point of occupancy of the dwellings. Landscaping plans will be provided to the Shire at the subdivision stage. Where sites are identified for passive recreation, natural vegetation is to be retained and/or rehabilitated where possible.

The proponent intends that the POS areas be set aside as Reserves for Parks, Recreation and Drainage on the Deposited Plan for the creation of the Crown lots, with future management of the Reserves the responsibility of the Shire and agreement reached on the interim period of management and maintenance of these Reserves by the developer, in accordance with the Shire's standard subdivision/development requirements. In this regard, the proponent is prepared to negotiate with the Shire at the appropriate time prior to creation of the Reserves.

It is considered that those areas intended as POS and those serving as drainage reserve should be clearly differentiated and that any shortfall in POS should be made up through a POS contribution of 10% cash in lieu. This matter will be addressed through the development approval process at the time of considering the subdivision and appropriate conditions of approval will be included in the plan

Other Land Uses

To acknowledge the recommendations of key WAPC operational policies, such as Liveable Neighbourhoods, a grouped dwelling site, with a Residential R40 density code, has been identified for potential small scale commercial development to service local convenient retail needs within the WSDP area. The size of this centre is not expected to detract from existing businesses within the Town Centre.

A diversity of formalised open space areas will be provided throughout the WSDP area, which may include fenced infant play areas, kick-about spaces, fitness track and fitness stations and shade structures. Completing these formal open space areas will be areas for passive recreation, where efforts will be made to retain and enhance natural vegetation and topography, where possible.

Drainage areas will provide an important infrastructure use associated with the road network, will be landscaped to provide key areas of amenity throughout the subject site and will be developed in accordance with contemporary water management practises. POS will be provided along the edges of the drainage system to facilitate additional landscaping and pedestrian access for amenity purposes.

Road Layout

The WSDP is based on a predominately north-south road layout and subsequent east and west facing lots to satisfy energy design standards, generally relating to solar orientation, which is considered the best design outcome in response to the modular built form selected for the site.

Two main access roads along the northern and southern ends of the WSDP area are depicted and will provide the link between Walcott Drive and Roebourne – Point Samson Road. East-west access is also provided through the middle of the site to provide good vehicular connectivity to major access routes (north and south connectors and Roebourne – Point Samson Road) and the main areas of POS.

A central north-south connector road has been provided through the site to link to a possible extension of Carse Street. A second main north-south connector which connects

to Jacaranda Place is provided to link with the primary north-south connector road at a 'T' junction near the western edge of the main POS area. Access is depicted from the WSDP area to Spinifex Drive.

The WSDP is based on a predominantly north-south road layout and subsequent east and west facing lots to satisfy energy design standards, generally relating to solar orientation, which is considered the best design outcome in response to the modular built form selected for the site.

Supporting Technical Reporting

A series of technical reporting has been undertaken in support of the WSDP. This reporting includes:

1. Traffic Impact Assessment
2. Hydrology – Local Water Management Strategy
3. Engineering – Servicing

Traffic

Shawmac consulting civil and traffic engineers, risk managers has undertaken a traffic review of the extension of the Wickham Townsite based on the land use distribution and subdivision layout depicted on the WSDP.

The WSDP proposes to extend the existing Wickham road system including Walcott Drive, Carse Street and Spinifex Drive. Access from the local road network within the WSDP area will also be provided to Roebourne – Point Samson Road. The extension of Carse Street will require the approval of the Department of Education as its extension is proposed through land under the control of the Department. Discussions between the proponent and the Department of Education have commenced regarding access arrangements around the primary school. A series of higher and lower order roads will be provided throughout the WSDP area, linking to the roads referred to above.

Traffic generation from the WSDP area was estimated based on industry recognised generation trip rates of 8 daily trips per dwelling unit.

To distribute trips onto the road network a number of assumptions with respect to origin and destination were made and are summarised below:

- Trips north via Walcott Drive will account for approximately 20.2% of all trips.
- Trips north via Carse Street will account for approximately 17.7% of all trips.
- Trips north via Spinifex Drive will account for approximately 12.6% of all trips.
- Trips north via Roebourne – Point Sampson Road will account for approximately 25.4% of all trips.
- Trips south via Roebourne – Point Sampson Road will account for approximately 24.1% of all trips.

The WSDP provides for adequate sight distance at each intersection. Main Roads WA has advised the points of access from the subject site onto Roebourne – Point Samson Road are acceptable. Detailed engineering design will ensure minimum sight distances as per Austroads guidelines.

Hydrology – Local Water Management Strategy

The WSDP has taken into consideration the stormwater characteristics of the Pilbara, in particular the potential for erosion and sedimentation from surface water runoff. In accordance with the requirements of the Department of Water and Department of Planning's Better Urban Water Management guide, a Local Water Management Strategy (LWMS) has been prepared by JDA Consultant Hydrologists. The LWMS includes a flood study of the creek located to the south of the subject site. The LWMS has been lodged with the Shire and the Department of Water for review and approval.

Ongoing operation and maintenance of the drainage system will be the responsibility of the Shire of Roebourne. The surface drainage system will require routine maintenance to ensure its efficient operation.

The flood study undertaken for the creek located to the south of the subject site, investigated the impacts of the proposed subdivision (which includes partial filling of the floodplain) on the hydraulic regime of the creek.

The flood study report indicates that the south east corner of the site is located within the 100 year flood extent of the creek. Therefore the subject site will need to be filled 0.5m above the 100 year ARI flood level.

Council's Co-ordinator Works and Technical Services has not raised any issues in relation to the results of the LWMS or the proposed fill to be located on the floodplain.

Engineering – Servicing

Serling Consulting engineers has advised that there are no servicing restrictions to developing the site which cannot be addressed through an extension or upgrade of service infrastructure.

Subdivision Concept Plan

The Robe River Joint Venture Special Lease agreement for the land requires the preparation and lodgement of a plan of subdivision with the Minister for State Development. This is separate to the requirement for subdivision approval by the WAPC under the *Planning and Development Act 2005*, which is required on alienated land (not Crown Land). That is to say, the approval of the WAPC to subdivide the subject site in accordance with the WSDP is not required. Civil construction works will instead be facilitated by the approval of a Development Application by the Shire's Planning Service and the approval of detailed engineering designs by the Shire's Technical Service.

As a result of the subject site not requiring the approval of the WAPC, as is normally the case for the subdivision of land, a detailed subdivision concept plan has been prepared by Taylor Burrell Barnett to inform the Shire and the WAPC of Rio Tinto's preferred subdivision layout.

The Subdivision Concept Plan will provide the basis for the preparation of detailed engineering designs that will be the subject of a Development Application lodged for approval with the Shire, in accordance with TPS No.8.

The Subdivision Concept Plan depicts the subdivision of the subject site in accordance with the road layout and land use distribution depicted on the WSDP. Lot sizes are greater than the Residential Design Codes' minimum and average requirements for the corresponding density code. Lot sizes have taken into consideration the existing housing product and lot size in Wickham; the desired housing stock of Rio Tinto; and the road layout depicted on

the WSDP, and as a result the lot sizes are substantially larger than the minimum lot size requirements of the R Codes.

Lot configuration for those lots adjacent to and opposite POS and drainage reserves has been designed to take advantage of the benefits associated with a higher level of amenity by ensuring lots directly front these areas.

The lots have been provided with significant frontages to facilitate the construction of a variety of dwelling designs and to accommodate the construction of modular housing; facilitate sufficient side access; and for appropriate solar orientation.

As depicted on the WSDP, total POS within the subject site accounts for 8.5201 ha. Total Drainage within the subject site accounts for 3.8927 ha (excluding existing Parks, Recreation and Drainage reserved land which is 1.4198 ha). The construction of 738 dwellings is possible based on the Subdivision Concept Plan. A complete lot yield summary is provided on the Plan.

Issues

The layout of the development plan has been substantially amended since advertising and the public have not had an opportunity to comment on those amendments. Despite the extent of the changes to the layout of the site it is the opinion of the reporting officer and technical staff that the amended plan does not introduce any changes that could be considered to affect the general public or referral agencies to such an extent that further submissions should be called for.

Council's Coordinator Works and Technical Services has identified that the 'Y' intersection set out in figure 3 is unlikely to achieve adequate sight lines and will require re-design at the subdivision stage. It is not considered that the redesign will require an amendment to the development plan.

Options

Council has the following options available:

1. To adopt the Wickham South Development Plan without modification and request the Western Australian Planning Commission to also adopt the Plan.
2. To adopt the Wickham South Development Plan subject to modification:
 - the redesign of the intersection shown in Figure 3 to the satisfaction of the Coordinator Works and Technical Services.
3. To require the amended plan to be advertised and call for public submissions.
4. To refuse to adopt the Wickham South Development Plan.

Policy Implications

There are no relevant policy implications pertaining to this matter.

Legislative Implications

Planning and Development Act 2005 – Shire of Roebourne Town Planning Scheme No. 8

Financial Implications

The cost of considering the development plan has been met by the proponent.

Where POS is not provided a contribution 10% of cash in lieu shall be taken.

Conclusion

The WSDP takes into consideration a number of aspects associated with the existing Wickham Townsite in order to achieve a development that is complimentary to the town and consistent with the objectives of TPS8 and Rio Tinto.

The WSDP has been prepared in accordance with the adopted WTSP which provides an appropriate context for the WSDP area based on existing zoned land within the town which is appropriate for development.

The WSDP has been prepared based on contemporary planning methodologies such as the recommendations of WAPC operational policies like Liveable Neighbourhoods; existing site constraints such as topography and road reserves; and land tenure arrangements.

The WSDP will ensure a coordinated extension of the Wickham Townsite whilst providing a staged development for Wickham South to meet the housing demands of Rio Tinto's future workforce.

On the above grounds, it is recommended that the Council adopts the Wickham South Development Plan to guide the subdivision and development of Wickham South.

Voting Requirements

Simple.

RECOMMENDATION

That the Council

- 1) **adopts the Wickham South Development Plan without modification and requests the Western Australian Planning Commission to also endorse the Plan;**
- 2) **requires the period for which the proponent will be responsible for maintenance of reserves and roads to be negotiated prior to reserves being created through the development approval process;**
- 3) **requires those areas intended as POS and those serving as drainage reserve be clearly differentiated and demarcated on the development application plan;**
- 4) **requires any shortfall in POS to be made up through a POS contribution of 10% of cash in lieu.**

ATTACHMENT 1 – WICKHAM SOUTH DEVELOPMENT PLAN

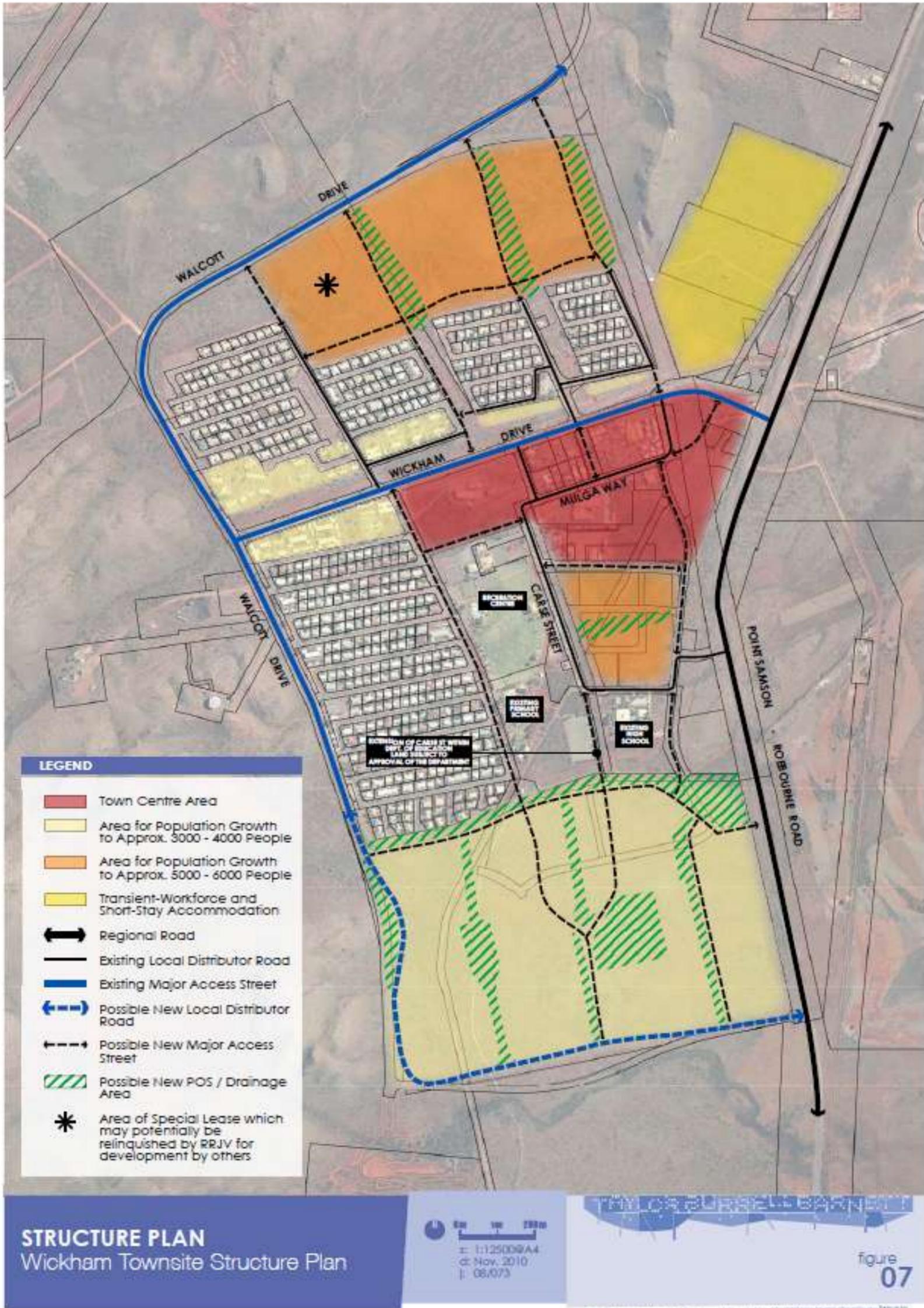


DEVELOPMENT PLAN
Wickham South Development Plan

08 24 32 60h
14000 (EA3)
of Feb 2021
p. 05.07/302418

Taylor Barratt Barnett Town Planning and Design
187 Haines Road, Suckalee, Western Australia 6108
p. (08) 9362 2911 f. (08) 9362 4366
e. tbn@tbnplanning.com.au

ATTACHMENT 2 – WICKHAM TOWNSITE STRUCTURE PLAN



ATTACHMENT 3 –SUBDIVISION CONCEPT PLAN



SUBDIVISION CONCEPT PLAN
Wickham Estate Development Plan



ATTACHMENT 4 – SUBMISSIONS



Government of **Western Australia**
Department of Education

08/073

Your ref :
Our ref : D10/0779709
Enquiries :

RECEIVED
10 DEC 2010

BY:

Ms Rachel Chapman
Senior Associate
Taylor Burrell Barnett
PO Box 8186
SUBIACO EAST WA 6008

Dear Ms Chapman

WICKHAM TOWNSITE STRUCTURE PLAN AND WICKHAM SOUTH DEVELOPMENT PLAN

Thank you for your letter dated 25 November 2010 regarding the Wickham Townsite Structure Plan and Wickham South Development Plan.

The Department of Education has reviewed the Structure Plans and wishes to make the following comments;

- Within the proposal to increase the town's population to 5,000 the Department would be able to accommodate any expected increase in enrolments at the existing Wickham school sites.
- Should there be a requirement to increase the capacity at the school there is sufficient education land available to increase the size of the school building footprint.

The Department also advises that should the Wickham Townsite increase in the future beyond that which is bounded by Walcott Drive and the Port Samson-Roebourne Road then there may be a need to investigate a new second school site within the town.

Yours sincerely

MICHAEL COOPER
A/PRINCIPAL CONSULTANT
ASSET AND ADMINISTRATIVE SERVICES

8 December 2010

Cc Mr Patrick McClure
Shire of Roebourne

151 Royal Street, East Perth Western Australia 6004



ABN: 50 860 676 021

Enquiries: Manish Gupta on 08 9172 8813
Our Ref: D10# 288833
Your Ref: 08/073 KA: ct

23 December 2010

Ms R Chapman
SENIOR ASSOCIATE
TAYLOR BURRELL BARNET
P O Box 8186
Subiaco East WA 6008

RECEIVED
- 4 JAN 2011

BY:

Dear Madam

WICKHAM TOWNSITE STRUCTURE PLAN AND WICKHAM SOUTH DEVELOPMENT PLAN

Thank you for your letter of 25 November 2010 and e-mail with attached plans dated 22 December 2010 requesting comments from Main Roads Western Australia (MRWA) regarding the content of the above Structure and Development Plans.

MRWA has no objection to the content of the above plans subject to the following conditions:

- The proposed development shall not impact existing drainage on and for Point Samson – Roebourne Road.
- The proposed two new accesses to the development on Point Samson – Roebourne Road shall be channelized 'C' type intersections, designed to accommodate 53.5 m road- train traffic.
- The spacing between the new accesses shall be adequate to enable and correct operation for traffic on Point Samson – Roebourne Road.

MRWA would consider lowering the speed limit to 80 km/h on Point Sampson – Roebourne Road near Wickham Town site for safe movement of traffic. If you require any further information please contact Manish Gupta on 08 9172 8813.

Yours faithfully

Andrew Pyke
REGIONAL MANAGER /A



Your Ref: 833-2-30-125-Pt 1
Our Ref: JT1 2010 11687 V01
Enquiries: Wayne Burns
Telephone: 9420-2617

RECEIVED
21 DEC 2010

BY:

16 December 2010

Taylor Burrell Barnett
PO Box 8186
SUBIACO EAST WA 6008

Attn: Rachel Chapman

629 Newcastle Street
Leederville 6007
Western Australia
PO Box 100
Leederville 6902
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Tel (+61 8) 9420 2420
www.watercorporation.com.au
ABN 28 002 434 917

WICKHAM TOWNSITE STRUCTURE PLAN AND WICKHAM SOUTH DEVELOPMENT PLAN

I refer to your letter dated 25th November 2010, seeking the Water Corporation's comments in respect of the abovementioned structure and development plans. In providing comments it is acknowledged that discussions between Rio Tinto and the Corporation are ongoing, regarding the matters addressed.

Water Supply

The Corporation acknowledges the advice contained within the draft WSDP that source water is intended to be provided under Rio Tinto's current entitlements. In this regard, provided Rio Tinto is able to supply water within its existing entitlements, the Corporation is satisfied for the town's water supply to be provided in this manner.

With regard to the provision of water service infrastructure, the Corporation's current infrastructure planning will be required to be reviewed to determine specific infrastructure requirements to service the development proposals of the advertised plans.

Wastewater

The servicing advice provided in section 7 of the WSDP, including the need for an upgrade of the Wickham WWTP and construction of a WWPS and pressure main, is consistent with previous advice provided by the Corporation.

With regard to the provision of new and upgrades to existing service infrastructure, the Corporation's current infrastructure planning is required to be reviewed to determine specific requirements.

Funding of Infrastructure Reviews and Upgrades

Recent discussions between the Corporation and Rio Tinto have accepted that the aforementioned infrastructure reviews should be undertaken by the Corporation. Currently however, no allowance is made within the Corporation's Capital Investment Program to commence these tasks.



The Water Corporation will be guided by whole of Government priorities with regard to the expansion of the Wickham townsite. We understand that discussions are currently being held in this regard with other agencies. The Water Corporation reiterates that capital funding to expand water and wastewater services in Wickham is not currently included in our five year capital program.

Should you have any queries with respect to this advice, please do not hesitate to contact the undersigned via the above contact details.



Wayne Burns
Senior Town Planner
Development Services

CC: Patrick McClure
Shire of Roebourne
PO Box 219
Karratha WA 6714



Government of Western Australia
Department of Water



Your ref. 06/073 KA;ct
looking after all our water needs

File ref. RF740-03

Enquiries: Natalie Leach

Tel: 9144 2000

RECEIVED
- 4 JAN 2011

BY:

Rachael Chapman
Senior Associate
Taylor Burrell Barnett
PO Box 8186
Subiaco East
WA 6008

Dear Ms Chapman

RE: WICKHAM TOWNSITE STRUCTURE PLAN AND WICKHAM SOUTH DEVELOPMENT PLAN

Thank you for the above referral. The Department of Water (DoW), Pilbara region has considered the proposal and based on the level of risk posed by site, a Local Water Management Strategy (LWMS) should be prepared before consideration of the development plan.

Given the Wickham town site and surrounding area is highly constrained (severely limited groundwater, limited sewerage capacity) DoW cannot support the plans until a LWMS has been produced for the proposed site. The document states that Rio Tinto's current entitlements can accommodate additional services to new subdivided land, however preliminary assessment has shown the capacity of the existing 9,000kL storage tank is satisfactory only in the short term (400 – 500 lots). The LWMS should demonstrate that Wickham is capable of supporting the proposed development (3,000 and 5,000 scenario) and how the above constraints will be managed.

The LWMS should be consistent with the policy measures outlined in *State Planning Policy 2.9*;

"Planning to guide water resources management should be integrated with land use planning decisions to achieve more sustainable development and protection of our water resources".

and

"...the implementation of water sensitive urban design principles for proposed or new development, including residential, industrial, commercial and special rural development, that is consistent with best practices in sustainable total water cycle management with particular regard to the functioning of stormwater management as well as the need to maximise control of stormwater at the source."

and *Liveable Neighbourhoods (WAPC)*;

"Subdivision and development should have regard to an urban water management strategy that forms part of the regional, district and/or local structure plans..."

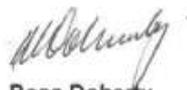
Pilbara Region
Lot 4608 Cherratta Road KIE
Karratha Western Australia 6714
PO Box 836 Karratha Western Australia 6714
Telephone (08) 9144 2000 Facsimile (08) 9144 2610
www.water.wa.gov.au
wa.gov.au

The LWMS should contain a level of information that reflects the site constraints and risk to water resources and a commitment to prepare an Urban Water Management Plan at subdivision. The principles identified in the LWMS should be consistent with the *Better Urban Water Management* document, *Liveable Neighbourhoods (WAPC, 2007)*, the *Stormwater Management Manual for Western Australia (DoW 2004-2007)* and include, but not be limited to;

- Proposed development
- Pre-development environment
- Design Criteria
- Water Sustainability and water efficiency initiatives
- Stormwater and groundwater management strategy
- Monitoring
- Implementation at subdivision and UWMP

If you wish to discuss the matter further, please contact Natalie Leach on (08) 9144 2000.

Yours sincerely,



Ross Doherty
A/Regional Manager
Department of Water
Pilbara Region

20 December 2010

CC: Patrick McClure, Shire of Roebourne

13.3 PROPOSED TELECOMMUNICATIONS POLE - RESERVE 41146 (KARRATHA CEMETERY)

File No:	P2397
Attachment(s)	Aerial, Site Plan, Floor Plan, Elevations
Responsible Officer:	Director Development & Regulatory Services
Author Name:	Senior Planning Officer
Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider and make determination on application for planning approval P2397 for a proposed telecommunications pole and equipment shelter at Lot 262 Dampier Road, Karratha being Reserve 41146 (Karratha Cemetery). The application has been deferred to Council as any planning approval that may be granted for this proposal will require Council's support to develop a lease to be entered into between the Shire (as the Management Authority of the Reserve) and the proponent. Therefore, this report will require Council to undertake two separate resolutions. Firstly, to resolve to determine the application for planning approval and secondly, should Council grant planning approval, a resolution is required in regard to supporting the preparation for a lease between the Shire and the proponent for the facility within the Reserve.

Background

Application for planning approval P2397 was received on 26 November 2010 submitted by Aurecon on behalf of Optus. The application proposes the development of a single 35m high telecommunication pole that will include a ground mounted equipment shelter contained within a fenced compound. The telecommunications pole and associated compound is proposed to be located 30m to the east of an existing 28.8m high Telstra telecommunications pole and compound within Reserve 41146. Reserve 41146 is a Reserve vested in the Shire of Roebourne through a Management Order for the purpose of 'Cemetery and Public Infrastructure'. The Reserve has an area of 7 hectares of which approximately one half of the Reserve is used as a formalised and operational cemetery.

The applicant has stated that originally Optus had attempted to co-locate its antennas and dishes on the existing Telstra pole however, '*...the structural analysis of the existing pole revealed that pole could not accommodate the future reserved antennas load of Telstra and Optus facilities. There are no other poles or masts within the area that are located that they could be used to meet the coverage objective...*' The applicant further states, '*Optus has committed to constructing a structure that is strong enough to satisfy the needs of other telecommunications carriers via co-location should they have a need to provide services to customers in this area.*'

The land surrounding the proposed site of the pole to the south and the east of the cemetery Reserve is currently vacant land zoned as Urban Development under TPS8. A proposal has been submitted to Council in the form of a Development Plan to provide for what is termed the Madigan Road subdivision. This proposal by Landcorp, would if approved and subject to development approvals granted by the Shire and the WAPC, provide for various forms of residential housing in this area.

The cemetery (Reserve 41146) is zoned as a Reservation for Public Purposes: Cemetery under TPS8. For any proposed development within a scheme zoned Reservation, Council must consider the purpose intended for the reservation.

Issues

TPS8 Provisions

Although the purpose intended under the TPS8 zoning is for cemetery the land tenure is a Reserve (41146) vested in the Shire for the purpose of 'Cemetery and Public Infrastructure', therefore allowing both the use of the cemetery whilst also providing for public infrastructure within the same land parcel. It is considered that as the proposal meets the purpose of the Reserve and does not interfere with the continued use of that portion of the site dedicated as a formalised cemetery that the proposed telecommunications facility is an acceptable use within the Reserve. Further to this, this parcel of land is considered capable of accommodating this utility installation.

Proposed Location and Impacts on the Cemetery Reserve

Within the submitted planning application the applicant has presented it's considerations for co-locating with the existing Telstra pole and for the desired location. Co-locating is stated by the applicant as not being possible due to technical parameters of the existing pole and needs of the various suppliers in relation to these parameters, making this option non-viable. The applicant originally submitted a plan to locate the new pole 70m to the north of the existing pole and still within the Shire's Reserve. Planning Services staff have considered this option along with the option now presented before Council to locate 30m east of the existing pole. The revised option presented to Council is considered more appropriate as it keeps the existing pole and the proposed pole in closer proximity which will simplify any future planning for future land uses within the immediate area. It is considered that should the vacant southern areas of the Reserve be dedicated for a differing land use in the future that the proposed location of the pole will not impact on the continued use of the cemetery. There are large areas within the existing formalised portion of the cemetery Reserve that would enable the use of the site for interments well into the future before capacity is achieved.

Visual Amenity

The proposal to locate the pole closer to the existing pole is considered to minimise the visual impact of the poles to future residents of the area as opposed to separating them at a greater distance in the same area. It is recognised that some portion of the proposed pole will be visible from numerous areas of the public domain within the western areas of the townsite of Karratha and will be visible to those residents that may ultimately reside within any future subdivision that may be approved in this area. There is potential for the pole to be located across Madigan Road to the west in the area that has been earmarked for bulky goods commercial development and transient workforce accommodation. This potential location does not satisfy the proponent as the timing to locate the pole in this area would not see the infrastructure installed for possibly a year or longer due to tenure and planning issues for the area. In any case this location would have virtually the same visual impacts on surrounding future residents as the proposed location due to the height of the structure.

The nature of telecommunications poles is that they are a visible structure due to the necessary height to achieve their purpose. It is considered that wherever this pole was located within the immediate area it would be visible from both the public domain and

future residential properties. This location serves a functional purpose so that the facility operates viably and is considered an acceptable visual element in the landscape.

Environmental

The applicant has submitted a report calculated in accordance with the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) prediction methodology and report format and an environmental Electro Magnetic Exposure (EME) report for the site. The report states that the maximum EME level meets the relevant standards for public exposure limits as developed by ARPANSA.

Lease Arrangements

Should Council grant planning approval for this proposal, a separate resolution by Council is to be undertaken to provide for the lease arrangement between the Shire (as the Management Authority) and the proponent. The Lease would enable the proponent to use a portion of Reserve 41146 for the purpose of a telecommunications facility in accordance with any planning approval that may be granted by the Council and shall also set out the applicable lease fee and terms that the proponent shall agree to with the Shire.

Options

Council has the following options available:

1. Approve, with relevant conditions, planning application P2397 for the development of a telecommunications pole and ancillary infrastructure within Lot 262 (Reserve 41164) Dampier Road, Baynton.
2. Refuse planning application P2397 for the development of a telecommunications pole and ancillary infrastructure within Lot 262 (Reserve 41164) Dampier Road, Baynton.

Policy Implications

There are no policy implications associated with this matter.

Legislative Implications

A lease agreement will be required to be entered into by both the Shire and the proponent to lease the portion of land within Reserve 41146 and to use the Reserve for the purpose of telecommunications facility in accordance with any planning approval the Shire may grant for this application.

Financial Implications

The applicant has made payment of the fee applicable to the planning application (\$465) based on development cost.

Conclusion

The proposed telecommunications pole will provide an additional public service by providing upgraded and competitive telecommunications services within the Shire. The installation as proposed has been designed to enable future service providers to co-locate on this pole so that new additional poles will not be required in this area. The proposal meets the relevant standards in regard to future residential development on adjacent lands and the Cemetery (Reserve 41146) is considered capable of accommodating this installation in the location proposed without detrimentally impacting upon the continued use of the cemetery over the long term.

It is therefore recommended that Council approve the application for planning approval, with relevant conditions, for the proposed development of a telecommunications pole and ancillary infrastructure at Lot 262 (Reserve 41146) Madigan Road, Gap Ridge. Further to this, it is recommended that Council approve the preparation of a Lease document to be entered into by the Shire and the proponent which shall reflect any planning approval that Council may grant for this application.

Voting Requirements

Simple.

RECOMMENDATION

1. **That Council:**
2. **Resolves to approve the planning application (P2397) for a telecommunications pole and ancillary works at Lot 262 (Reserve 41146) Dampier Road, Baynton subject to the following conditions and any other conditions or amendments as the Council sees fit:**

- i) **The approved building, works and layout shall not be altered without the prior written consent of Planning Services.**

Note: Prior to undertaking any departure from the endorsed plans Planning Services must be contacted to determine whether an amendment to this development approval is required, or whether the departure is permissible to be documented on 'as constructed' plans to be submitted to Planning Services for endorsement upon the completion of the development.

- ii) **In the event that the facility is no longer operational the proponent is to remove the facility to the satisfaction of the Shire within 3 months of operations ceasing on site.**
- iii) **All temporary building(s) for construction purposes must be contained wholly within Reserve 41146 and, if located on the site between 1 October and 30 April, adequate cyclone tie downs and anchor points shall be installed in accordance with Region D Terrain Category 2 (cyclonic areas) requirements under the Building Code of Australia.**

Note: A building licence may also be required for the temporary buildings and fencing, please contact Building Services regarding the need for building approval prior to locating any buildings or structures in the site compound or erecting security fencing around the compound

Note: Temporary buildings for construction purposes must not be used for overnight accommodation at any time.

Note: All temporary buildings for construction purposes, building materials, machinery, or vehicles remaining overnight must be stored or parked wholly within the development site and removed upon the completion of building works.

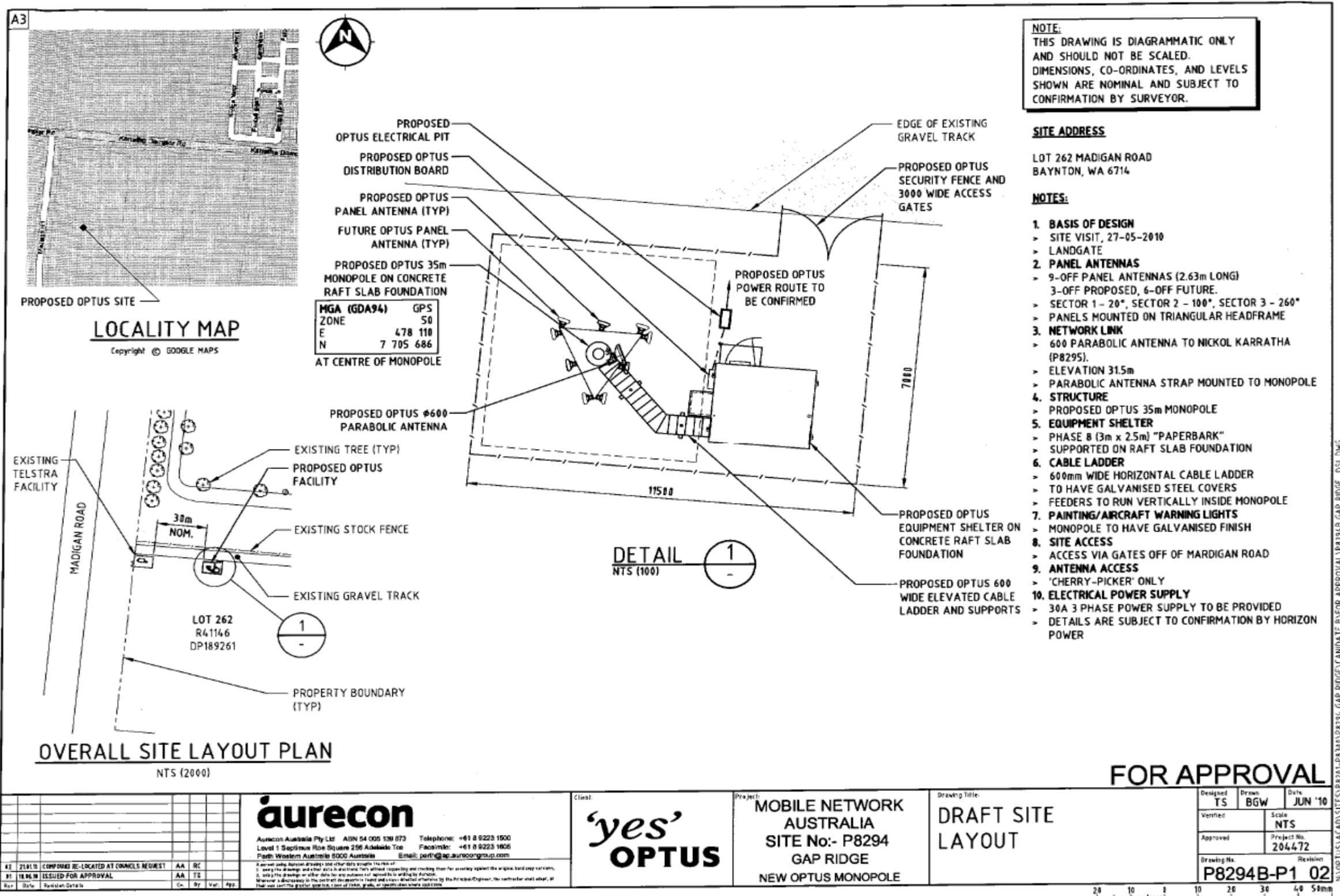
- iv) **The ongoing use of the site and approved development works shall not cause erosion or degradation to the subject or surrounding land. Should Planning Services deem it necessary to undertake mitigation works; plans, specifications and work schedules may be required to be submitted and the works undertaken by the proponent at no cost to and to the satisfaction of the Shire.**
- v) **Damage to road pavements, kerbing, footpaths or Shire assets (as applicable) caused by construction activity including; but not limited to vehicle movements, shall be repaired in accordance with specifications and works supervision and scheduling arrangements to be approved by the Shire.**
- vi) **Prior to any works beginning on site the proponent must enter into a lease agreement with the Shire of Roebourne for the portion of Reserve 41146 approved to be used and the subject of this approval. Any costs associated with the preparation of the lease document are to the care of the proponent.**
- vii) **The approved telecommunications pole is to be designed to enable at least two further service providers to utilise the facility into the future.**
- viii) **This decision to approve will expire if the development has not substantially commenced and is in continuation within two [2] years of the date of this decision.**

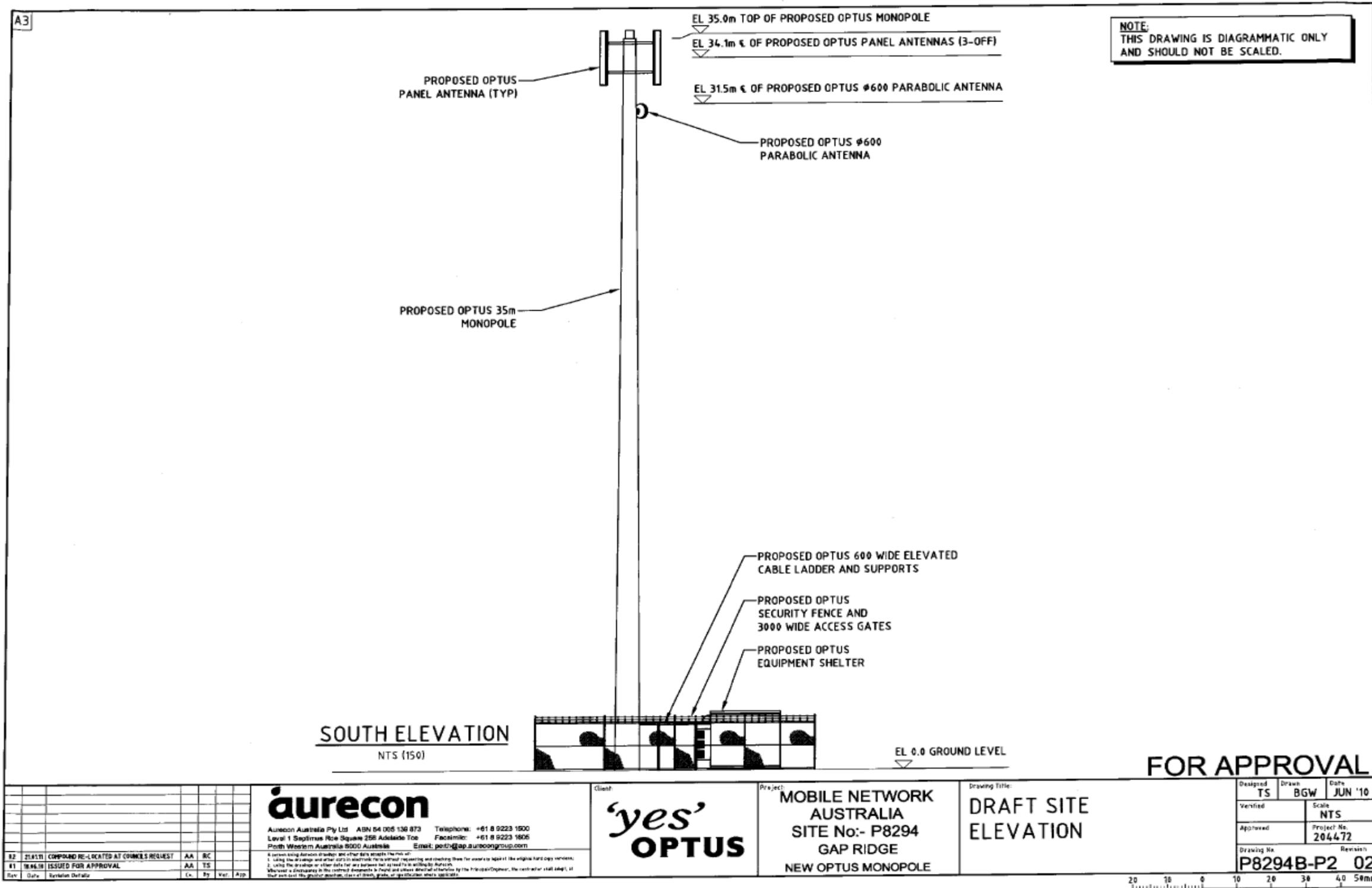
Note: Planning Services will consider extensions to the approval period for up to two [2] years provided a written request is received no later than the original or extended date of expiry.

2. Prepare a Lease between the proponent (Optus) and the Shire of Roebourne for the use of a portion of Reserve 41146 by the proponent for the purpose of Utility Installation (Telecommunications Facility) for a period of time and at a negotiated fee to be approved by the Chief Executive Officer.

3. The negotiated lease agreement is to be presented to Council for Information.

ATTACHMENT 1 - AERIAL, SITE PLAN, FLOOR PLAN, ELEVATIONS





NOTE:
THIS DRAWING IS DIAGRAMMATIC ONLY
AND SHOULD NOT BE SCALED.

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aurecon
 Aurecon Australia Pty Ltd ABN 64 005 136 873 Telephone: +61 8 9223 1500
 Level 1 Seppings Rise Square 256 Adelaide Toe Facsimile: +61 8 9223 1806
 Perth Western Australia 6000 Australia Email: perth@ap.aurecongroup.com

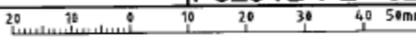
Client: **'yes' OPTUS**

Project: **MOBILE NETWORK AUSTRALIA**
SITE No:- P8294
GAP RIDGE
NEW OPTUS MONOPOLE

Drawing Title: **DRAFT SITE ELEVATION**

FOR APPROVAL

Designed	TS	Drawn	BGW	Date	JUN '10
Verified				Scale	NTS
Approved				Project No.	204472
Drawing No.	P8294B-P2		Revision	02	



13.4 APPLICATION FOR PLANNING APPROVAL P2434 - ALTERATION AND INCIDENTAL USE 'ON-SITE CANTEEN' TO EXISTING TRANSIENT WORKFORCE ACCOMMODATION

File No:	P2434
Attachment(s)	1. Location Plan 2. Site, Floor and Elevation Plans
Responsible Officer:	Director Development and Regulatory Services
Author Name:	Statutory Planner
Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to consider and make determination on an application for planning approval P2434 that proposes an incidental use of 'On-site Canteen' and minor alterations to an existing Transient Workforce Accommodation facility. The application requires determination by Council as there is no officer delegation to determine applications relating to Transient Workforce Accommodation facilities within 20km of a townsite.

Background

On 1 February 2011 the Shire of Roebourne ('the Shire') received an application for planning approval for an incidental use of 'On-site Canteen' and alterations to an existing Transient Workforce Accommodation (TWA) facility located at Lot 1072 Cherratta Road, Karratha Industrial Estate. The facility is known as Cherratta Lodge and consists of 48 single rooms and associated structures. Under the *Shire of Roebourne Town Planning Scheme No. 8* ('the Scheme'), the subject lot is zoned 'Transient Workforce Accommodation' and is 4785m² in extent.

The application for planning approval proposes the relocation of the existing dining hall airlock from inside the dining hall to an external position to allow for the seating capacity of the dining hall to be increased from 48 seats to 121 (refer to attached development plans). It is anticipated that the increase in the seating capacity of the dining hall will meet the demands of the residents of the adjacent TWA facility, Velocity Village, which is nearing completion. Velocity Village has not been developed with a communal dining hall as kitchen facilities are contained within each unit. Research carried out by the proponent has indicated that there will be a demand created by those residents of Velocity Village who will prefer to be provided with meals in a dedicated dining facility.

Catering for residents other than those residing at Cherratta Lodge requires planning approval as it is considered to be an 'On-site Canteen' under the Scheme. The Scheme defines the use 'On-site Canteen' as:

'a building, and any associated outbuilding and grounds, which are incidental to a predominant land use and where food is prepared for sale, consumed on the premises or ready to be eaten off the premises without further preparation, by staff and visitors to the predominant land use and may or may not be licensed to sell liquor'.

An ‘On-site canteen’ is an IP use in ‘Transient Workforce Accommodation’ zoning which means that the use is not permitted unless it is incidental to the predominant use; in this case the predominant use is ‘Transient Workforce Accommodation’ and the ‘On-site Canteen’ would be incidental to this use.

Issues

The proposal has been assessed for compliance against the Scheme and Local Planning Policy DP10 Transient Workforce Accommodation. The main issues which have been identified and require further discussion relate to the requirements for the provision of seats in TWA facility dining halls and car parking requirements for the existing and proposed use.

Dining Hall Capacity in Transient Workforce Accommodation Facilities

Local Planning Policy DP10 requires that an average of 0.4 dining seats is provided per resident; this equates to the following for Cherratta Lodge and Velocity Village:

Village	Residents	Seats Required (0.4/resident)	Seats Proposed
Cherratta Lodge	48	19.2	121
Velocity Village	184	73.6	Kitchens in units
Total	232	92.8	121

Table 1. Required dining seats per resident

Table 1 indicates that a 121 capacity dining hall will adequately meet the demands of Cherratta Lodge and Velocity Village and provides an additional 22.2 seats over and above what Planning Policy DP10 requires. The proponents have indicated that the dining hall will not be open to the general public and the Management Plan for Cherratta Lodge has been amended to reflect that the occupancy of the dining hall shall not exceed 121 persons at any time.

The use arrangements will be ensured by a condition of approval that limits the use of the facility to the residents of Cherratta Lodge and Velocity Village. This will require an amendment to the current management plan, which can also be a condition of approval. Should there be a change to this arrangement; the individual kitchens within units will remain available for residents of Velocity Village to use.

Pedestrian Movements

There has been no information provided with the application on pedestrian movements between the sites. A condition of approval requiring an indicative plan showing pedestrian movements between Cherratta Lodge and Velocity Village would be appropriate and should demonstrate that the route is clear, unobstructed and will ensure the safety of residents travelling between the sites.

Car parking Requirements

The parking requirements for the proposed development are specified in Planning Policy DP10 Transient Workforce Accommodation and Appendix 4 to the Scheme. Planning

Policy DP10 requires TWA facilities provide 0.5 car bays per resident, which equates to a requirement of 24 bays for Cherratta Lodge. Under the Scheme the car parking requirement for the incidental 'On-site Canteen' use is one bay per ten square metres of dining space. The area of the dining space at Cherratta Lodge is approximately 67.5m² which equates to a requirement of 6.75 bays for this use. In total 31 bays are required for the existing and proposed use. There are 26 existing car bays and no additional bays are proposed as part of this application, as such there is a shortfall of 5 car parking bays for this site.

The proponents have justified that no additional parking bays will be required as residents of Velocity Village will walk the short distance to Cherratta Lodge. The validity of this argument is recognised by Shire's officers. If however, the dining hall is open to residents of TWA facilities which are located further away, travelling to the site is likely to be via a motor vehicle which will increase the demand for parking on site. Amending the management plan to reflect the use arrangements between Cherratta Lodge and Velocity Village will prevent the parking shortfall from being an issue.

Options

Council has the following options available:

1. Refuse application for planning approval P2434 for an incidental use of 'On-site Canteen' and alterations to an existing Transient Workforce Accommodation facility; or
2. Approve subject to conditions, application for planning approval P2434 for an incidental use of 'On-site Canteen' and alterations to an existing Transient Workforce Accommodation facility.

Policy Implications

Policy number DP10 titled Transient Workforce Accommodation is relevant to this matter.

Legislative Implications

Nil

Financial Implications

Nil

Cherratta Lodge has recognised that some residents of TWA facilities prefer the option of having a dedicated dining facility as oppose to individual kitchens. They have responded by proposing to increase the seating capacity of their dining facility by relocating the airlock and to have an incidental use of 'On-site Canteen' approved for the site.

Compliance with the relevant policy and the Scheme provisions has been demonstrated with the exception of meeting car parking requirements. If there is no restriction on which TWA facilities utilise the dining hall, the parking shortfall would likely to be an issue. The use arrangements of the facility can be ensured through the management plan, which can state that only residents of Cherratta Lodge and Velocity Village will have use of the facility.

Given the above, it is recommended that Council approve application for planning approval P2434 for Lot 1072 Cherratta Road, Karratha Industrial Estate subject to relevant conditions.

Voting Requirements

Simple.

RECOMMENDATION

That Council approve application for planning approval P2434 for alterations and an incidental use ‘On-site Canteen’ to ‘Transient Workforce Accommodation’ located at Lot 1072 Cherratta Road, Karratha Industrial Estate, subject to the following conditions:

- 1. The approved buildings, works and layout shall not be altered without the prior written consent of Planning Services.**

Note: Prior to undertaking any departure from the endorsed plans Planning Services must be contacted to determine whether an amendment to this development approval is required, or whether the departure is permissible to be documented on ‘as constructed’ plans to be submitted to Planning Services for endorsement upon the completion of the development.

- 2. This decision to approve will expire if the development has not substantially commenced and is in continuation within two [2] years of the date of this decision.**

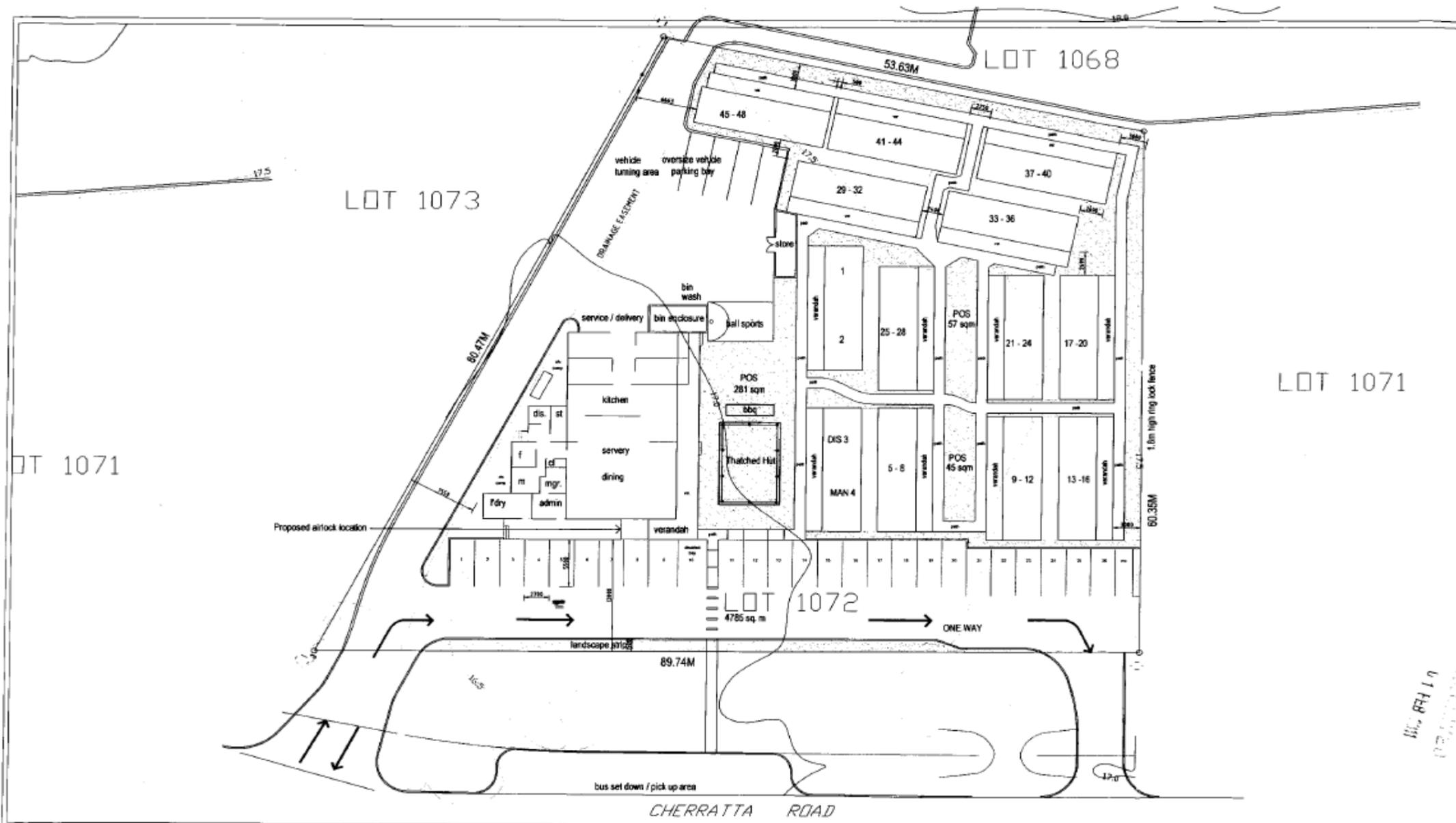
Note: Planning Services will consider extensions to the approval period for up to two [2] years provided a written request is received no later than the original or extended date of expiry.

- 3. Prior to commencement of the development, an amended management plan which states the dining facility at Cherratta Lodge will be available for use by residents of Cherratta Lodge and Velocity Village, shall be submitted to Statutory Planning Services.**
- 4. Prior to commencement of the development, an indicative plan showing proposed pedestrian movement between Cherratta Lodge and Velocity Village is to be submitted to Statutory Planning Services.**
- 5. The dining facility at Cherratta Lodge shall be available for use by residents of Cherratta Lodge and Velocity Village in accordance with the amended management plan for Cherratta Lodge and shall not be open to the general public.**
- 6. Condition regarding demarcation of the pedestrian route from one facility to the other if necessary.**

ATTACHMENT 1 – LOCATION PLAN



ATTACHMENT 2 - SITE, FLOOR AND ELEVATION PLANS



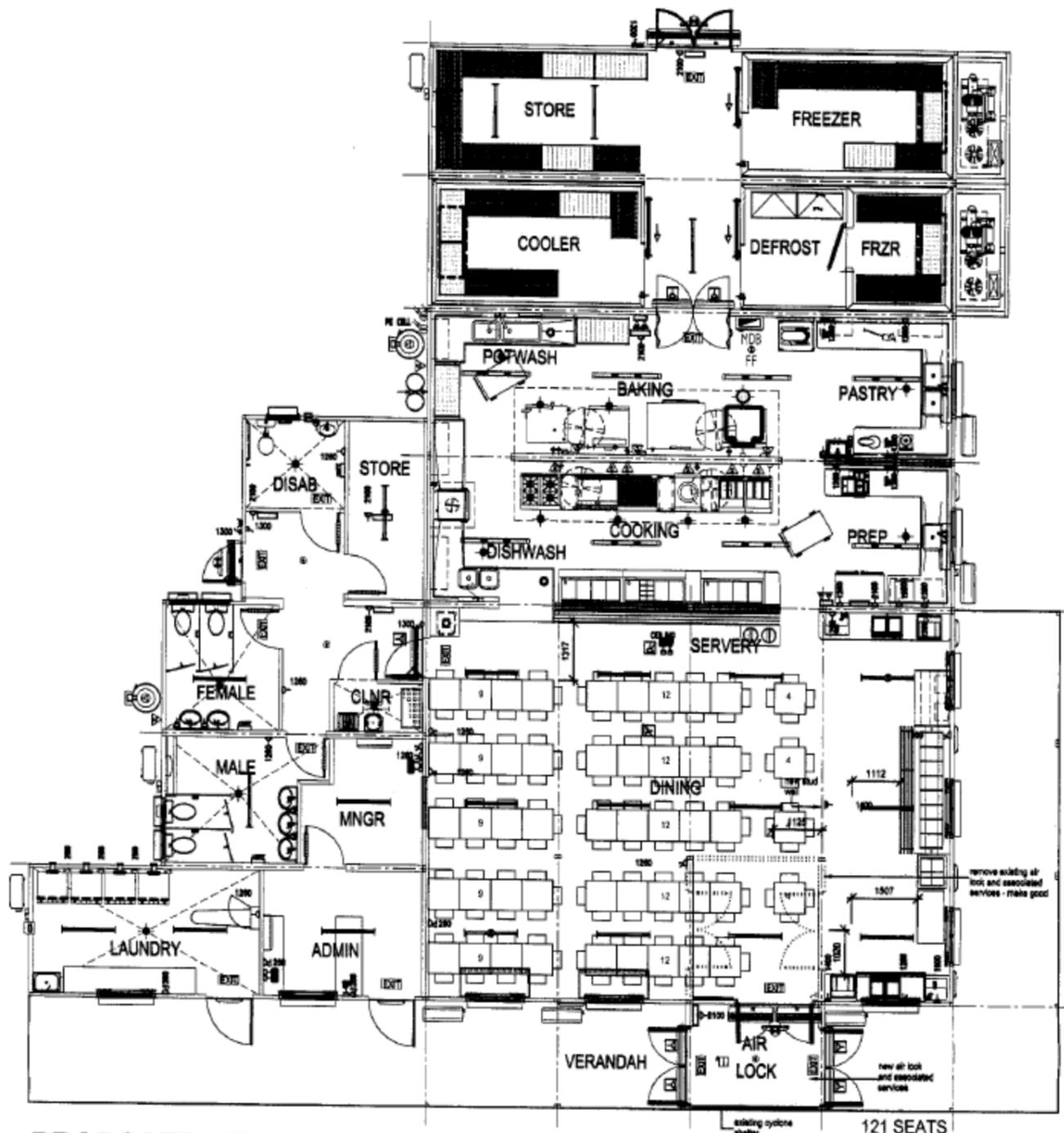
SITE PLAN - PROPOSED AIR-LOCK MODIFICATION

Lot 1072 Cherratta Road, Karratha
Shire of Roebourne



date 28.05.10 | scale at A3 1:500 | ref A43A Site plan | revised 31.01.11

DISCLAIMER: THIS DOCUMENT IS A PRELIMINARY DESIGN AND SHOULD NOT BE USED FOR CONSTRUCTION WITHOUT THE APPROVAL OF THE SHIRE OF ROEOURNE. ALL DIMENSIONS AND COORDINATES ARE APPROXIMATE ONLY AND ARE SUBJECT TO FURTHER SURVEY ENGINEERING AND DESIGN.

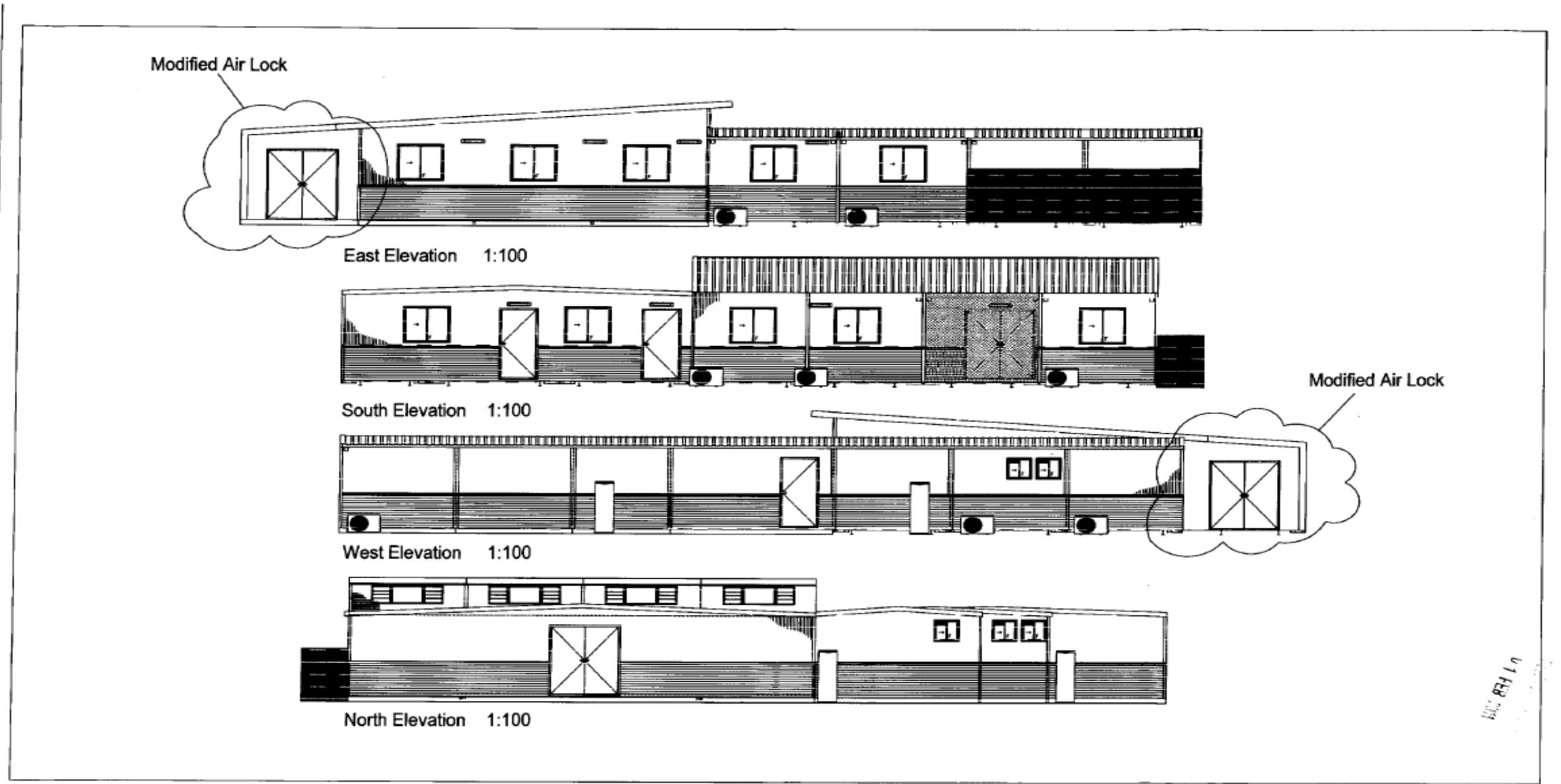


PROPOSED KITCHEN LAYOUT
SCALE 1:100



CHERRATTA LODGE KITCHEN CLIENT: MAPT DEVELOPMENTS		JOB ADDRESS: LOT 1072 CHERRATTA ROAD KARRATHA		DATE: JAN 2011	DESIGNER: M.CARBONE
no. date revision 19.01.11 issued for review				SCALE: AS SHOWN	JOB No: 21004
				DRAWN: M.CARBONE	PLOT DATE: 20.01.11
				CAD FILE: CHERRATTA.DWG	SHEET OF 2 2

1 FEB 2011



Central Facility Building Elevations

"Cherratta Lodge", Lot 1072 Cherratta Road
Shire of Roebourne

DISCLAIMER: AREA SUBJECT TO APPLICATION. DIMENSIONS AND FINISHES ARE APPROXIMATE ONLY AND ARE SUBJECT TO FURTHER ARCHITECTURAL AND DESIGN DEVELOPMENT.

date 28.05.10 | scale at all 1:100 | ref A43A Site plan | revised 31.01.11

masterplan
www.masterplanwa.com

13.5 REGULATORY SERVICES ASSESSMENTS OF RESIDENTIAL AND COMMERCIAL AREAS

File No:

Attachment(s) Nil

Responsible Officer: Director Development and Regulatory Services

Author Name: Manager Environmental Health

Disclosure of Interest: Nil

REPORT PURPOSE

The Shire's Development and Regulatory Services Division seeks Council endorsement of the current pilot program and continuation of this program, investigating all residential properties within the Shire, targeting illegal shipping containers, building materials, rubbish left on verges, illegal occupation of caravans, abandoned vehicles and vehicles stored on verges (including trailers and boats).

Background

At the request of the Chief Executive Officer, the Shire's Regulatory Service commenced a pilot inspection program of residential areas within Karratha to determine the level of compliance with the Shire's Local Laws and other legislation. The suburbs of Baynton, Nickol and Millars Well have been assessed with the results indicating that though the majority of residents are complying with the Shires Local Laws, there are several residences located in each suburb which are currently in breach.

Issues

Due to the ongoing development/resources boom in the area and previous lack of staffing, the enforcement of the Shires Local Laws and other legislation has not been all encompassing. There are instances, in both the established suburbs and new land developments where breaches of the Shire's Local Laws have occurred and may continue to occur.

As the Shire of Roebourne moves toward City status, Regulatory Services needs to start with a relatively clean slate and a point by which to undertake more proactive enforcement of both state legislation and the Shires Local Laws. However there is a liability which arises once the Shire is aware of non-compliance with legislation. It is the knowledge that this illegal activity is occurring and the failure to enforce which creates a liability issue for the Shire.

The pilot program has targeted the suburbs of Baynton, Nickol and Millars Well resulting in approximately 130 Ranger hours and 57 administration officer hours to undertake the initial investigation of the suburbs, and provide the resident/building contractor with a "Direction Notice" or "friendly reminder notice" advising of the breach and requesting compliance. In the majority of cases, the "Direction Notice" or "friendly reminder notice" has been acted upon by the resident/building contractor.

As no formal enforcement action has been undertaken, Regulatory Services cannot provide a true reflection of the hours worked on this project. To extend this program to investigate the remaining residential areas within Karratha, together with the townships of Dampier, Wickham, Roebourne and Point Samson, it is expected that this will consume approximately 450 staff hours. While undertaking this work, the Rangers involved do not undertake general district duties, which will delay response times to general enquiries and service requests. Unfortunately, due to the current legislative framework (the Shires Local Laws especially), in most cases the outstanding breaches could only be referred the Courts as infringement provisions are not available.

The results of the pilot investigation program have been positive with 122 breaches identified as follows:-

Telstra frames	8
Shipping/sea containers	18
Parking	1
Abandoned vehicles	7
Hazards	2
Activities on thoroughfares	28
Cyclone issues	51
Illegal occupation of caravans	7

Of these, over 80% of the requests for compliance have been addressed by the resident once they were made aware of the breach. This positive response by the community is seen as a desire to move forward in keeping with the Shire's intent to attain City status, a change of mindset is more desirable for the community.

Where continued non-compliance occurs, the Shire's "Principles of Good Enforcement" (Policy DE2) can be adapted to any circumstance. The resident/builder will be afforded time to comply with the Shires requirements, and receive warnings prior to any formal enforcement action being undertaken (ie infringement notice through to court proceedings). If any court proceedings were to occur, any costs would be absorbed in the existing departmental legal budgets.

Options

Council has the following options available:

- 1) endorse the current regulatory inspection program undertaken by the Shires Development and Regulatory Services Division, and expand this to include the whole of the Shire of Roebourne
- Or
- 2) discontinue the regulatory inspection program, once all outstanding non-compliances have been addressed. No further assessments of the district are to be conducted.

Policy Implications

Policy number DE2 titled Principles of Good Enforcement is relevant to this matter.

Legislative Implications

Where a breach of either State or Shire legislation is determined, the Shire's Development and Regulatory Services Division is to undertake enforcement action. It is the knowledge that this illegal activity is occurring and the failure to enforce which creates a liability issue for the Shire.

Financial Implications

Costs of the inspection program, and any enforcement action will be absorbed in the existing budgetary framework.

Conclusion

The Shire's Development and Regulatory Services Division seeks Council endorsement of the current pilot program and continuation of this program, to determine the level of compliance with the Shire's Local Laws and other legislation. A positive response from both residents and builders has been received where non-compliances have been found.

Voting Requirements

Simple.

RECOMMENDATION

That Council endorse the current regulatory inspection program undertaken by the Shires Development and Regulatory Services Division, and expand this to include the whole of the Shire of Roebourne

13.6 SHIRE OF ROEBOURNE PARKING AND PARKING FACILITIES AMENDED LOCAL LAW 2011

File No:	LE.1
Attachment(s)	Parking and Parking Facilities Amended Local Law 2011
Responsible Officer:	Director Development And Regulatory Services
Author Name:	Ranger Services Coordinator
Disclosure of Interest:	Nil

REPORT PURPOSE

For Council to adopt the Shire of Roebourne Parking and Parking Facilities Amended Local Law 2011.

Background

Council resolved at the Ordinary Council Meeting held on 15 November 2010 to:

That, in respect of the 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*, Council resolved to provide the following undertakings to the Joint Standing Committee on Delegated Legislation:

- 1. to replace the word 'works' with 'words' in the definition of 'keep clear marking' and to delete the duplication of the words 'Currency Act 1965' in clause 1.5(1);**
- 2. to delete two unnecessary occurrences of '1974' in clause 1.5(5)(b);**
- 3. to replace *Road Traffic Act 1974* with 'Road Traffic Act' in clause 4.8(b); to correct 'shoeing' to 'showing' in clause 4.16;**
- 4. to delete clause 4.17;**
- 5. that all consequential undertakings arising from the undertakings be made;**
- 6. that the clauses will not be enforced in a manner contrary to the undertakings;**
- 7. that the undertakings will be completed within 6 months of the date of the Shire's letter giving the undertakings;**
- 8. that the Shire of Roebourne will provide a copy of the minutes of the meeting at which the Roebourne Council resolves to provide the undertakings; and**
- 9. that the Shire will make publicly available, whether in hard copy or electronic form, a copy of these undertakings together with the principal local law.**

The amendments of the local law were subsequently advertised in the West Australian and Pilbara Newspapers, in accordance with section 3.12 of the *Local Government Act 1995* and referred to the Minister for Local Government and Regional Development.

At the conclusion of the 42 days for public comment, being 10 January 2011, no submission were received.

Issues

After the closing of the public notice submission date a number of changes were identified as requiring minor alterations, such as reducing repetition, re-wording, updating definitions

to reflect legislative requirements, and using the correct terminology for people with disabilities.

Assistance was sought from the Department of Local Government (DLG) to ensure formatting and proposed terminology was correct and consistent with legislative requirements. The *Government Gazette* requires a certain style of drafting and formatting and this was changed to better suit their requirements.

The following fine-tuning was undertaken after the closing of the public notice submission date —

Clause 1.5

“disability parking bay” is a new definition to reflect legislative requirements and clause 4.13 parking for persons with disabilities;

“senior person” is a new definition to support the clause for “seniors parking”;

Clause 3.3

A new subclause was included as this section relates to parking prohibitions and restrictions and ACROD parking was not covered;

Clause 4.13

Clause 4.13 was identified as being very repetitive and was updated by using the correct terminology. The intent of this clause hasn't changed, only re-worded to make it easier to read/understand, still reflects legislative requirements, but most importantly the correct terminology for persons with disabilities has been included.

The heading was “Disabled persons parking”, and this has been altered to “Parking for persons with disabilities”. The subclauses have been re-worded and definitions specific to this clause have been introduced.

It is the Ranger Services Coordinators opinion that these alterations undertaken are only minor from the advertised amendment local law and allowable pursuant to section 3 of the *Local Government Act 1995* (the ACT). The Act allows minor alterations to a local law after the last day for submissions to make a local law that is not significantly different to what was proposed.

Options

Council has the following options available:

1. Agree to adopt the Parking and Parking Facilities Amended Local Law 2011 (as attached and with minor alterations) in accordance with Section 3.12 of the *Local Government Act 1995*.

OR

2. Not to proceed with adopting the Parking and Parking Facilities Amended Local Law 2011.

Policy Implications

There are no relevant policy implications pertaining to this matter.

Legislative Implications

The amending of the proposed Shire of Roebourne Parking and Parking Facilities Amended Local Law 2011 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* applies.

The gazettal process for the Shire of Roebourne Parking and Parking Facilities Amended Local Law 2011 is pursuant to section 3.14 of the *Local Government Act 1995*. Sections 3.5 & 3.12 of the *Local Government Act 1995* apply.

Financial Implications

All costs will be absorbed within the Development and Regulatory Budget.

Conclusion

During the process of adopting the Shire of Roebourne's parking local law, the JSCDL identified a number of issues that required amending or the JSCDL would repeal the local law, leaving the Shire to start the whole process again.

The process for amending the parking local law has been undertaken in accordance with section 3.12 of the Act. Some minor alterations have been done after the closing of the public notice submission date and these have been done with assistance and consultation of the Department of Local Government.

It is of the opinion of the Ranger Services Coordinator that these alterations are only minor and allowable pursuant to section 3 of the Act. The Act allows alterations to the local law after the closing date for submissions as long as these alterations are not significantly different to what was proposed.

Voting Requirements

Absolute.

The Shire President to read aloud the Purpose and Effect.

“Purpose: the purpose of these amendments is to reflect the requirements of the Joint Standing Committee on Delegated Legislation, to include residential parking permits and rationalise the Shire of Roebourne Parking Local Law.

Effect: the effect of these amendments is to ensure that it is consistent with other legislation and to control the parking within the Shire of Roebourne for the benefit of the community”.

RECOMMENDATION

That Council:

- 1. Adopt the Shire of Roebourne Parking and Parking Facilities Amended Local Law 2011;**
- 2. 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;**
- 3. 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**

4. **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.**

ATTACHMENT 1 - PARKING & PARKING FACILITIES AMENDED LOCAL LAW 2011

LOCAL GOVERNMENT ACT 1995

SHIRE OF ROEBOURNE PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2011

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling the local government, the Council of the Shire of Roebourne resolved on [insert date] to adopt the following local law.

1. Citation

This local law is cited as *the Shire of Roebourne Parking and Parking Facilities Amendment Local Law 2011*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law

In this local law, the *Shire of Roebourne Parking and Parking Facilities Local Law 2010* published in the *Government Gazette* on 30 July 2010 is referred to as the principal local law. The principal local law is amended.

4. Clause 1.5 amended

- 4.1 In clause 1.5(1) delete the definitions “*attended parking station*”, “*currency*”, “*keep clear marking*”, “*loading zone*”, “*parents with prams*”, “*seniors parking sign*”, “*sign*” and “*thoroughfare*” and insert the following definitions in alphabetical order—

“*attended parking station*” means a parking station attended by a person appointed by the local government and in respect of which fees for the parking of a vehicle are payable immediately prior to the removal of the vehicle from the station;

“*currency*” means any notes and coins which are legal tender pursuant to the *Currency Act 1965 (Commonwealth)*;

“*disability parking bay*” means a portion of the carriageway or parking area set aside for the use of persons with disabilities and identified by and in accordance with *Local Government (Parking for Disabled Persons) Regulations 1988*;

“*keep clear marking*” means the words “keep clear” marked across all or part of a carriageway, with or without continuous lines marked across all or part of the carriageway;

“*loading zone*” means a length of carriageway, parking stall or parking area to which a “loading zone” sign applies;

“*parents with prams*” means a parking facility set aside for the use of people accompanied by a young child or children using a pram at the time to transport the child or children and identified in accordance with a permit issued by the local government;

“*path*” includes bicycle path, footpath, separated footpath and shared path;

“*residential street*” means a thoroughfare where the majority of properties abutting the thoroughfare are used for residential purposes;

“*seniors parking*” means a parking facility set aside for use by a senior person and identified in accordance with a permit issued by the local government;

“*senior person*” means a person aged 60 years or more;

“*sign*” includes a traffic sign, inscription, road marking, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking, using or stopping of vehicles;

“*thoroughfare*” means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end;

“*verge*” means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath; and

“*yellow edge line*” has the same meaning as given to it by the Code.

4.2 In clause 1.5(5), delete paragraph (b) and insert —

(b) it is defined in the Road Traffic Act or in the Code, it shall have the meaning given to it in the Road Traffic Act or the Code.

5. **Clause 3.3 amended**

In clause 3.3, after subclause (2), insert new subclause (3) —

(3) A person shall not stop or park a vehicle, other than a vehicle displaying a current ACROD sticker, on any land which has been set aside within a parking region as a parking bay marked for the use of people with disabilities.

6. **Clause 4.1 amended**

In clause 4.1, delete subclause (2) and re-number subclauses “(3)”, “(4)”, “(5)” and “(6)” to “(2)”, “(3)”, “(4)” and “(5)” respectively.

7. **Clause 4.5 amended**

In clause 4.5(3), delete paragraph (f) and insert —

- (f) on, over or across any footpath or pedestrian crossing or where there is no constructive footpath;

8. Clause 4.8 amended

In clause 4.8 delete paragraph (b) and insert —

- (b) if that vehicle is not licensed under the Road Traffic Act;

9. Clause 4.10 amended

In clause 4.10, delete “upon” and insert “upon, across”.

10. Clause 4.12 amended

In clause 4.12, after subclause (2), insert new subclause (3) —

- (3) Where permission is granted under subclause (1), the local government, the CEO or authorised person may withdraw permission at any time and that person and the vehicle to which permission was given to, must leave the thoroughfare or parking facility without delay.

11. Clause 4.13 amended

Delete clause 4.13 and its heading and insert —

4.13 Parking for persons with disabilities

- (1) In this clause —

“*AS1428.1-2001*” means the standard called “Signs indicating access for people with disabilities” published by the Standards Association of Australia;

“*disability parking area*” is a length or area of a road —

- (a) set aside for the use of people with disabilities under the *Local Government (Parking for Disabled Persons) Regulations 1988*;
- (b) indicated by the words “Disabled Parking Only” clearly written on the ground or marked with a symbol indicating it is solely for use of persons with disabilities, and an elevated parking sign bearing the “international symbol for access for the disabled”.

“*disability vehicle*” means —

- (a) a vehicle displaying a current ACROD sticker; and
- (b) the ACROD sticker relates to the “driver” of that vehicle.

“driver” means —

- (a) the driver of a “disability vehicle” or the passenger in that vehicle; and
- (b) displays a current ACROD sticker; and
- (c) who must disembark from that parked vehicle;

“international symbol for access for the disabled” means the symbol described in AS1428.1-2001.

- (2) A driver shall not stop and park in a parking facility, parking area or parking bay that is marked for the sole use of people with disabilities unless he or she is using a disability vehicle.
- (3) A driver of a disability vehicle may park that vehicle in a parking bay, parking facility or parking area other than in a parking stall marked solely for the use of people with disabilities, for twice the period of time permitted by the sign referable to that facility or area or bay.

12. Clause 4.16 amended

In clause 4.16, delete “shoeing” and insert “showing”.

13. Clause 4.17 amended

Delete “Division 3 — Special events parking” and the entire clause 4.17.

14. Clause 5.13 amended

Delete clause 5.13 and its heading, and insert —

5.13 Stopping or driving on a path, median strip, or traffic island

The driver of a vehicle (other than a bicycle or an animal) shall not drive along or stop a vehicle so that any portion of the vehicle is on, over or across a path, traffic island or median strip, unless the driver stops in an area, to which a parking control sign applies and the driver is permitted to stop at that place by the sign.

15. Clause 5.16 amended

In clause 5.16, delete subclauses (a) and (b) and insert —

- (a) on a carriageway or thoroughfare in a built-up area for any period exceeding 1 hour, unless engaged in the picking up or setting down of goods; or
- (b) on a carriageway or thoroughfare outside a built-up area, except on the shoulder of the carriageway, thoroughfare or in a truck bay or other area set aside for the parking of such vehicles.

16. Part 9 amended

16.1 Delete Part 9 heading and replace with —

PART 10 — PENALTIES

16.2 Re-number clauses “9.1” and “9.2” to “10.1” and “10.2” respectively.

16.3 After Part 8 insert new Part 9—

PART 9 — RESIDENTIAL PARKING PERMITS

9.1 Definitions

In this Part, unless the context otherwise requires—

“*dwelling unit*” means premises lawfully used for self-contained living quarters;

“*eligible person*” where used in relation to an application for a—

- (a) residential parking permit means a single house occupier, a unit occupier or a unit owner;
- (b) visitor’s parking permit means—
 - (i) a single house occupier;
 - (ii) a strata company;
 - (iii) a unit owner of a residential unit which is not a strata lot;

“*residential parking permit*” means a permit issued to a resident by the local government pursuant to clause 9.3(1);

“*residential unit*” means a dwelling unit which is part of a building adjacent to a part of a thoroughfare on which thoroughfare the stopping or parking of vehicles is prohibited for more than a specified period and which building contains—

- (a) two or more dwelling units with or without any non-residential units;
- (b) one dwelling unit with one or more non-residential units;

“*single house*” means a dwelling unit constructed on its own lot and used for self-contained living quarters and which is adjacent to a part of a road on which the stopping or parking of vehicles is prohibited for more than a specified period;

“*single house occupier*” means an occupier of a single house;

“*strata company*” has the meaning given to it in the *Strata Titles Act 1985*;

“*unit occupier*” means a person who is an occupier of a residential unit but does not include a unit owner;

“*unit owner*” means a person who is an owner of a residential unit; and

“visitor’s parking permit” means a permit issued by the local government pursuant to clause 9.3(2).

9.2 Exemption for permit holders

- (1) Where on any part of a thoroughfare the stopping or parking of vehicles is prohibited by a sign for more than a specified period or where any part of a thoroughfare is a metered space, the holder of a valid permit is exempted from such prohibition.
- (2) The local government may also issue a permit which exempts the holder from compliance with the requirements of clauses 9.3(1) and 9.3(2).
- (3) The exemption conferred by subclause (1) shall apply only—
 - (a) to that part of a thoroughfare specified in the permit;
 - (b) where the time restriction applicable to that part of the thoroughfare is for a period exceeding 30 minutes;
 - (c) where the permit displayed is a residential parking permit to the vehicle specified in the residential parking permit;
 - (d) if the permit is displayed in the vehicle or affixed to the windscreen of the vehicle so as to be clearly visible and able to be read by an authorised person from outside the vehicle; and
 - (e) if the permit is valid.
- (4) The exemption conferred by subclause (1) shall not, unless specifically noted on the permit, apply during any period in which the stopping or parking of vehicles is prohibited in the thoroughfare or the part of the thoroughfare specified in the permit.

9.3 Issue of permits

- (1) The local government may upon a written application of an eligible person issue a residential parking permit.
- (2) The local government may upon a written application of an eligible person issue for the occasional use of visitors, a visitor’s parking permit.
- (3) The local government’s power to issue, replace and revoke permits under this Part may be exercised by an authorised officer.
- (4) Notwithstanding any other provisions in this local law, the local government may approve the issue of a number of residential or visitor’s parking permits to any owner or occupier on such terms and conditions as the local government sees fit.

9.4 Discretionary authority

Notwithstanding any other provisions in this local law which restrict the number of residential or visitors’ parking permits that may be issued, the local government may approve the issue of one additional residential parking permit or one additional

visitor's parking permit to any occupier on such terms and conditions as the local government sees fit.

9.5 Validity of permit

- (1) Every residential parking permit or visitor's parking permit as the case may be shall cease to be valid upon—
 - (a) the expiry of a period of 12 months from and including the date on which it is issued;
 - (b) the holder of the permit ceasing to be an eligible person;
 - (c) the revocation of the permit by the local government pursuant to clause 9.6;
 - (d) the replacement of any permit by a new permit issued by the local government pursuant to clause 9.3.

9.6 Revocation of a permit

- (1) The local government may at any time give an eligible person to whom a permit was issued pursuant to the provisions of this local law notice requiring that person to notify the local government of any reason why that permit should not be revoked.
- (2) The local government shall give notice referred to in subclause (1) by serving a notice on the eligible person to whom the permit was issued.
- (3) If within 7 days after the date of receipt of the notice referred to in subclause (2) the eligible person to whom the permit was issued—
 - (a) fails to give the local government notice in writing of any reason why the permit should not be revoked;
 - (b) gives the local government notice in writing of any reasons why the permit should not be revoked; then the local government may in its absolute discretion revoke that permit.
- (4) For the purpose of subclause (3) the date of receipt of the notice shall be the date the notice was served.
- (5) The local government shall give notice of the revocation by serving a notice on the eligible person to whom the permit was issued.

9.7 Removal of a permit from a vehicle

The holder of a residential parking permit shall forthwith upon that permit being revoked or ceasing to be valid remove the permit from the vehicle in which it is displayed or to which it is affixed.

9.8 Replacement of permit

- (1) The local government may upon a written application of an eligible person and upon payment of the fee referred to in subclause (2), if any, issue a permit to replace a residential parking permit or visitor's parking permit which is lost, destroyed or stolen.

- (2) The local government may determine and impose a fee for the issue of a replacement permit pursuant to this clause.
- (3) Notwithstanding subclause (2), no fee shall be payable for the issue of a replacement permit if evidence is produced in writing to the satisfaction of the local government—
 - (a) that the vehicle in which the permit is displayed has been disposed of;
 - (b) that the vehicle’s windscreen in which the permit is displayed has been replaced; or
 - (c) which the local government considers warrants the waiving of the fee.

9.9 Display of residential or visitor’s parking permits

A person shall not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a valid permit is displayed inside the vehicle and is clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.

17. Schedule 2 amended

- 17.1 In the table in Schedule 2, delete items 17, 37, 55 and 62 (under the same column heading) and replace with —

Item No.	Clause No.	Description of Offence	Modified Penalty \$
17	4.2(1)(e)	Causing obstruction on carriageway	100
37	4.10	Driving or parking on reserve	250
55	5.23	Stopping in parents with prams parking area	120
62	7.10	Leaving vehicle so as to obstruct a public place	200

- 17.2 Re-number items “65” and “66” to “66” and “67” respectively.

- 17.3 After item 64 (under the same column heading) insert —

Item No.	Clause No.	Description of Offence	Modified Penalty \$
65	9.9	Failure to display a valid permit	100

Dated: [insert date].

The Common Seal of the Shire of Roebourne was affixed by authority of a resolution of the Council in the presence of —

NICOLE LOCKWOOD, President.

COLLENE LONGMORE, Chief Executive Officer.

13.7 SOCIAL IMPACT MITIGATION PLAN - BIRABIRA CAMP: RIOTINTO IRON ORE EXPANSION PLAN - CAPE LAMBERT

File No: P2349

Attachment(s)

1. Draft Social Impact Mitigation Plan
2. FIFO Survey Birrabira Camp A
3. Rio Tinto Response to Mitigation Strategies outlined in Social Impact Mitigation Plan, Birrabira B

Responsible Officer: Director Development & Regulatory Services

Author Name: Senior Planning Officer

Disclosure of Interest: Nil

REPORT PURPOSE

For Council to consider the recently prepared 'working draft for discussion' of the Social Impact Mitigation Plan (SIMP) prepared by Creating Communities on behalf of RioTinto.

Background

The SIMP was recognised as a necessary assessment tool for the impacts of the 1200 person transient workforce accommodation facility which was granted planning approval at the Ordinary Council Meeting of 15 November 2010. As a result Council's resolution (Res No. 151412) stated the following:

That Council:

1. Approve planning application P2349, subject to the completion of a socio-economic impact assessment and the mitigation of effects to the satisfaction of the Chief Executive Officer.
2. That the negotiated outcome comes back to Council for consideration.

This report is presented to Council for consideration. It is noted that the Draft report as presented as an attachment to this report has undergone discussions between RioTinto and Shire staff including the CEO and the Director of Development and Regulatory Services to fine tune the listed mitigation measures and recommendations. The CEO was granted delegation to endorse the SIMP following the negotiation of the mitigation measures with the proponent. However, part two of that resolution requires this negotiated outcome to be put before Council for consideration. This report will provide a recommendation that may then allow the SIMP to be finally endorsed as required by Condition 6 of amended planning approval P2349 which states the following:

- 6 A socio- economic impact assessment, that is to include recommendations for the mitigation of effects that are to the satisfaction of the CEO, is to be submitted to and endorsed by the CEO prior to the issue of building licences. This assessment is to consider the socio-economic impacts of the proposal on the towns of Point Samson and Wickham. Amended

Issues

The proponent has spent considerable time and resources preparing the SIMP as required by Condition 6 of planning approval P2349 and Council's resolution of 15 November 2010. Additionally, Shire staff and the proponent have since come to agreement on the mitigation measures and recommendations presented in the SIMP. Shire staff are satisfied that these mitigation measures and recommendations provide the certainty to the community that potential recognised social impacts on the towns of Wickham and Point Samson are adequately addressed by the measures presented in the SIMP. It is considered that the Council and CEO can be satisfied with the content of the SIMP and that the SIMP can be endorsed by the CEO and Council allowing condition 6 of the planning approval to be met.

Options

Council has the following options available:

1. Endorse the Draft SIMP for the Birrabira Camp as presented in the attachments to this report; and
 2. Adopt the negotiated outcomes as detailed in the *Rio Tinto Response to Mitigation Strategies Outlined in Social Impact Mitigation Plan, Birrabira B*
- or
3. Provide additional information to the CEO should Council consider that any modifications be made to the Draft SIMP

Policy Implications

DP10 Transient Workforce Accommodation

Legislative Implications

Planning and Development Act 2005.

Financial Implications

The SIMP outlines ex-gratia payments and recommends that the Shire and RioTinto work together to provide clarity as to how these payments contribute toward achieving the mitigation measures outlined in the SIMP.

Conclusion

It is considered that the Draft SIMP for the Birrabira Camp has been undertaken following considerable consultation with the communities of Point Samson and Wickham as well as with Shire staff. It is recommended Council consider this document and endorse the document in its current form.

Voting Requirements

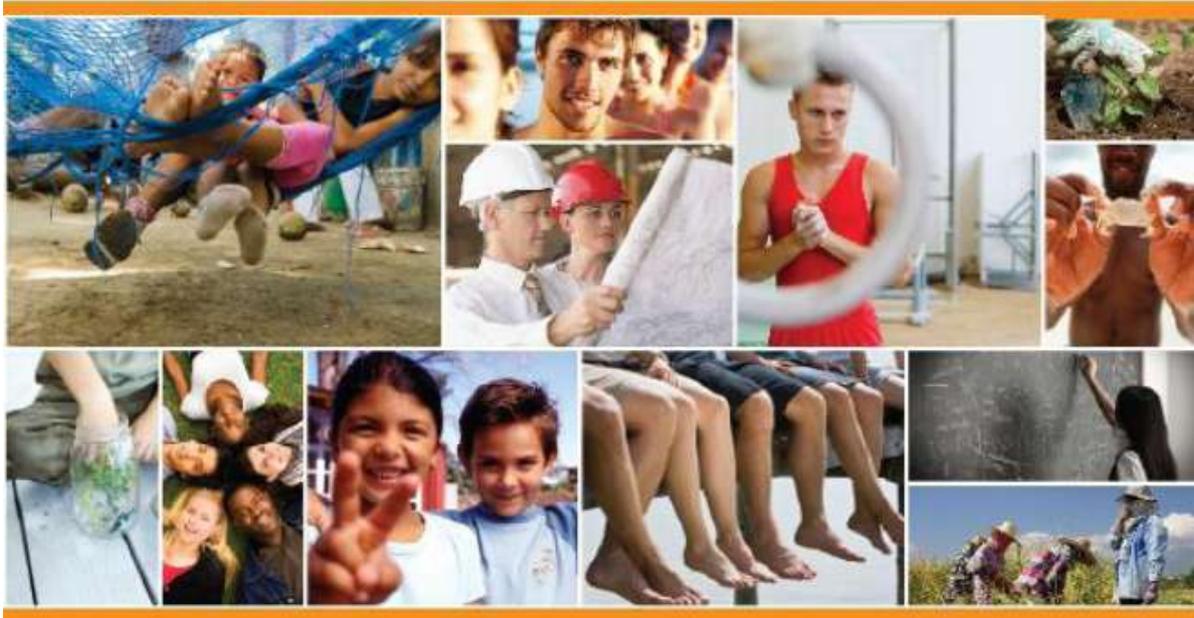
Simple.

RECOMMENDATION

That Council:

- 1 Endorse the Draft SIMP for the Birrabira Camp as presented in the attachments to this report; and
- 2 Adopt the negotiated outcomes as detailed in the *Rio Tinto Response to Mitigation Strategies Outlined in Social Impact Mitigation Plan, Birrabira B*

ATTACHMENT 1 - DRAFT SOCIAL IMPACT MITIGATION PLAN



**CREATING COMMUNITIES
SOCIAL IMPACT MITIGATION PLAN**

**Birrabira Camp
Rio Tinto Iron Ore Expansion Plan**

Client Representative: Donna Shepherd

Working Draft for Discussion

Contents

1.	Introduction.....	3
2.	Report Scope.....	3
3.	Background	4
4.	Methodology.....	6
	4.1 Identification of Social Impact Variables and Indicators.....	6
	4.2 Consultation Method.....	7
	4.3 Survey Method.....	7
5.	Results.....	9
	5.1 Community and Stakeholder Consultation.....	9
	5.2 Temporary Worker Survey.....	12
6.	Impact ranking.....	14
	6.1 Cumulative impacts.....	15
7.	Mitigation Strategy.....	16
8.	Conclusion and Recommendations.....	20
	Appendix A – Community/Stakeholder Identified Social Impacts (incl frequency of mention). Error! Bookmark not defined.	
	Appendix B – Table of Social Impact Assessment Variables and Weighting..... Error! Bookmark not defined.	
	Appendix C –Community/Stakeholder Mitigation Suggestions..... Error! Bookmark not defined.	

DRAFT

1. Introduction

Rio Tinto Iron Ore is currently seeking planning approval for the development of a 1200 person Transient Workforce Accommodation (TWA) facility known as Birrabira Camp B, which will be located near the existing Birrabira Camp A site on Cape Lambert Road at Cape Lambert. The camp will house construction workers for the Cape Lambert port and rail expansion.

This Social Impact Mitigation Plan (SIMP) reports on community and stakeholder perceptions of social impacts, projected FIFO impacts and recommends mitigation strategies associated with the proposed Birrabira Camp B in Cape Lambert.

The scope of this study is limited to the TWA facility's impacts and associated mitigations on the local communities and towns.

A number of previous studies and surveys have been conducted pertaining to this project and to the existing social and economic environment including:

- Social Impact Assessment (SIA), conducted for the proponent (URS & ASIL Tasman 2008);
- Public Environmental Review – Cape Lambert Port B Development (PER), conducted for the proponent (Sinclair Knight Merz 2008); and
- planning documentation.

2. Report Scope

Typically social impact assessments (SIA) include analysis and mitigation measures to manage the positive and negative, intended and unintended social consequences of projects.

Expansion projects can provide a challenge for planning; as projects ramp up social impacts can evolve requiring further social planning.

Rio Tinto Iron Ore's Pilbara expansion creates such a challenge. SIA's have been conducted for previous projects and further SIAs are being planned to be conducted to address all components of the Cape Lambert expansion. In the interim there is a need for planning approval for a TWA facility to accommodate construction workers. The proposed Birrabira Camp B will house the planned additional construction workers.

In order to understand the potential impacts of this camp on local communities the Shire of Roebourne has requested a targeted Social Impact Mitigation Plan.

This report responds to this request by:

- Documenting consultations conducted by the proponent with the communities of Wickham and Point Samson, key stakeholders, communities members and a survey of workers residing in Camp A;
- Providing an analysis of the issues, opportunities and mitigation proposals emanating from the consultations;
- Investigating the economic impacts of the planned camp; and
- Recommending mitigation strategies to address impacts and capitalise on opportunities.

3. Background

Rio Tinto Iron Ore's expansion in the Pilbara will increase production in the region to 333mtpa. The growth will include further development of the port facilities in Cape Lambert, rail, and mines. Expansion of the Wickham townsite is also planned. Planning for this project is underway and will include the commissioning of a Baseline Community Assessment and Social Impact Assessment early in 2011. In the interim there is a need to gain approval for the proposed Birrabira Camp B to enable the next phase of the expansion program to progress.

Birrabira Camp B will accommodate some of the construction workforce associated with the Cape Lambert Port upgrade works. It is anticipated that the accommodation will be required for approximately five years.

Birrabira Camps A & B are located approximately 3.2km north-northeast of Wickham, and the town of Point Samson is located approximately 4.2km to the north east. An area of tidal marine flats is located approximately 500m to the east of the site.

A 1200 bed TWA (Birrabira Camp A) has previously been approved adjacent to the proposed Birrabira Camp B. Birrabira Camp A is presently operational with the majority of the approved facilities having been constructed and presently able to accommodate 780 persons. The camp currently accommodates 460 FIFO construction workers. Birrabira Camp A approvals allow for a further 420 persons to be accommodated.

The proposed development of Birrabira Camp B is spread across three parcels of land (refer to planning documents detailed in Shire of Roeboume, Ordinary Meeting of Council 15 November 2010). The majority of the land subject to this proposal is zoned 'Strategic Industry' with the portion of unallocated crown land that is to contain the sprayfield, being zoned 'Conservation Recreation and Natural Landscapes'.

The Camp has been designed to be relatively self-contained. As shown below, all daily needs are accommodated onsite including: social spaces, recreation facilities, health services, education spaces etc.

The proposal contains the following components:

- Accommodation for 1200 persons within 4 single person accommodation units and 8 single accessible accommodation units. These units are arranged in groups of 14 four person units across the development with each group being linked by footpaths to a laundry;
- Kitchen and dining facilities (this building also acts as the emergency cyclone shelter);
- Administration and office buildings;
- Internet Café;
- Gymnasium;
- Medical facility with ambulance shelter;
- Tavern and beer garden,
- Outdoor kitchen and BBQ area;
- Cricket Nets;
- Multi-sport court;

- Swimming pool;
- Shop Induction/Training Room;
- Store rooms;
- Linen Facilities;
- Bin compound and washdown areas;
- Maintenance shed and compound;
- Vehicle wash down bay;
- Gate house;
- Communications room;
- Parking (total of 433 car parking bays (including 9 disabled bays) plus 32 bus/truck parking bays);
- Internal road network and connection to Cape Lambert Road;
- Perimeter fencing;
- Waste Water Treatment Plant and associated treated effluent disposal system;
- Earthworks and stormwater drainage systems;
- Topsoil stockpile.

4. Methodology

The development of the Social Impact Mitigation Strategy (SIMP) for Birrabira Camp B has involved the following:

- Determining the scope of public consultation with Rio Tinto Iron Ore and the Shire of Roebourne;
- Consultations with local stakeholders and community members;
- Community workshops in Wickham and Point Samson;
- A survey of FIFO workers residing in Birrabira Camp A;
- Development of a list of potential impacts and opportunities resulting from the proposed Birrabira Camp B;
- Prioritisation and ranking of impacts according to frequency and likely scale of impact of issues; and
- Development of mitigation measures.

4.1 Identification of Social Impact Variables and Indicators

The SIMP has analysed potential impacts of the Birrabira Camp B during the construction period for the Cape Lambert Port expansion i.e. the duration of the stay of FIFO workers. The selection of variables for Birrabira Camp B has been informed by the literature review and consultations indicated above. It has also been informed by models of community wellbeing such as the Sociology of Community (Creating Communities Australia)¹ and the Deakin University Australian Unity Wellbeing Index.²

Criteria for indicator selection included internationally accepted social impact criteria³.

The above data has been analysed using the Creating Communities Multi Criteria Community Assessment Tool © which ranks and rates criteria to provide a weighted prioritisation of impacts. Section 6 of this report provides details on the prioritisation of impacts.

¹ Information on the Sociology of Community is available online at <http://www.creatingcommunities.com.au>

² Information on the Index is available online at <http://www.deakin.edu.au/research/acool/auwbi/index.php>

³ A Community Guide to Social Impact Assessment, Rabel J. Burdge. 2004. Social Ecology Press

4.2 Consultation Method

The consultations detailed in Table 1 were conducted for the SIMP.

Table 1 Community and Stakeholder Consultations

DATE	ACTIVITY
16.11.10	Site Visit - Port Walcott Yacht Club and Wickham Golf Club
16.11.10	Meeting with SKM Facilities Manager and Site Representative Rio Tinto
16.11.10	Manager, Communities, Rio Tinto
17.11.10	Executive Manager (Director like role) of Planning Shire of Roebourne
17.11.10	WA Police, Pilbara District – Inspector, Crime, Inspector, West Pilbara, Sergeant (OIC) & Senior Constable, Wickham Police Station
17.11.10	Meeting with Old Bastards Social Club
17.11.10	Wickham Newsagent
17.11.10	Westmore Seafoods – Point Samson
17.11.10	Attendance at community meeting to review the proposed development of Wickham South [50+ attendees including Shire of Roebourne, Vice President]
17.11.10	Owner Point Samson Tavern; General Store and Bottle Shop
29.11.10	Point Samson Community Meeting on proposed Birrabira Camp B [30+ attendees including Shire of Roebourne Representative]
30.11.10	Wickham Community Association and Wickham Community Advisory Group (CAG) on proposed Birrabira Camp B [20+ attendees including Shire of Roebourne Councillor]
30.11.10	Roebourne Visitor Centre
30.11.10	Manager of Woolworths
30.11.10	Anglican Minister Wickham
30.11.10	Manager Norwest Sand & Gravel
30.11.10	Meeting with local residents who requested meeting

4.3 Survey Method

A survey of Birrabira Camp A residents was also conducted from 8 to 15 December. The surveys were left at key locations in the camp, in the rooms of residents and camp staff (ISS) were on-site during the week encouraging the camp residents to participate and assisting where necessary.

A very good survey response rate of 35% was achieved; with 149 out of 420 FIFO workers at Birrabira Camp A returning the survey. Using a 95% confidence level, a confidence interval (or margin of error) of 6.6 exists (i.e. there is 95% certainty that the response averages are within $\pm 6.6\%$ of the whole Camp A workforce average response range). A copy of the survey is attached (Appendix A).

5. Results

5.1 Community and Stakeholder Consultation

Consultation with a range of stakeholders revealed a variety of potential impacts and issues in relation to the proposed Birrabira Camp B and camp developments in general. Both beneficial and challenging impacts were cited. The scope of impacts included personal, family and community issues, effects on local services, facilities and infrastructure, social-economic factors and potential environmental considerations.

The most prominent personal, family and community issues that arose during consultation, related to an overall increase in population and more specifically an increase in transient/fly-in-fly-out (FIFO) workers. Although antisocial behaviour issues in local communities were seen by many to result from a range of community members, not specifically RTIO staff and contractors, there was significant concern that such issues would increase with a population influx created by the camp development. These concerns also extended to the wider affect on community spirit and local culture; though stakeholders saw potentially positive and negative impacts in this respect and discussion on this prompted an extensive list of suggestions for developing positive change through future developments.

Similarly, the main concerns relating to local infrastructure, services and facilities, and the socio-economic environment, were based on population influx and the resulting increased pressure on amenities. Areas thought most likely to be under strain were local businesses, recreation areas, and local services such as police and medical. In contrast to concerns raised in this area, there were equally hopeful perspectives regarding potential developmental opportunities associated with an increase in local population and an increased capacity for input from local business.

The majority of environmental impacts noted through consultation were potential amplifications of issues already faced in local communities, rather than new impacts that might arise due to future developments. Concerns most frequently voiced related to rubbish and the protection and maintenance of local marine and coastal environments. Many proposed mitigation strategies in this arena, also addressed impacts in other areas; thereby presenting a number of significant, positive, whole-of-community solutions to key concerns. Most environmental impacts relate to the broader project rather than the camp itself and should be addressed in environmental planning. Table 2 summarises the impacts proposed by participants of the consultations on the Birrabira Camp B. Impacts have been categorised into standard social impact assessment variables.⁴ The table also shows the frequency of mention. See Appendix B for additional detail on frequency of distribution and mitigation strategies proposed by the community and stakeholders.⁵

⁴ Rabel J. Burdge, *A Community Guide to Social Impact Assessment*, Social Ecology Press, 2004.

⁵ List of sources: Appendix B

Table 2 Summary of Community and Stakeholder Identified Social Impacts and Frequency of Mention⁶

*frequency of mention for each sub-issue is noted in brackets and/or sub-issues are listed from highest to lowest frequency

POTENTIAL IMPACTS*	FREQUENCY OF MENTION
Community Institutional Arrangements	
Enhanced economic inequities	
Pressure on local business (30)	
<ul style="list-style-type: none"> • high turnover of product • attraction/retention of staff • insufficient facilities 	
<ul style="list-style-type: none"> • centralised ownership of business by large companies • contractor employment conditions • increased running costs 	59
Lack of revenue benefits for local business/contractors (16)	
Affordability of accommodation (8)	
Increased cost of living (rates, facilities, services) (5)	
Large wage disparity (2)	
Enhanced economic opportunities	
Increased employment / business opportunities (13)	16
Development of tourist industry (3)	
Individual and Family Level Impacts	
Frequency of crime and anti-social behaviour	
Anti-social behaviour (27)	45
Perceptions of increased crime (18)	
Public health and safety	
Personal health and safety (23)	
<ul style="list-style-type: none"> • drug/alcohol use • risk involved in exercising on roadside • mental health • marine safety • fitness 	32
<ul style="list-style-type: none"> • road safety/drink driving • availability of illicit drugs 	
Indigenous health and safety (7)	
Paedophilia/ sexual abuse (2)	
Change in leisure opportunities	7
Community Infrastructure and Cultural Impacts	

⁶ Categories based on standard social impact assessment variables - Rabel J. Burdge, *A Community Guide to Social Impact Assessment*, Social Ecology Press, 2004

Pressure on local services and facilities	
<ul style="list-style-type: none"> • medical • Pope's Nose Bridge fishing spot • boat ramp • police • recreation facilities • ambulance • aged care 	41
<hr/>	
Change in community aesthetic	9
<hr/>	
Community spirit/ local culture	
<ul style="list-style-type: none"> • lack of integration b/n FIFO and local community • cultural awareness • impacts on volunteerism 	38
<hr/>	
Other Impacts	
<hr/>	
Rubbish (local and from shipping)	18
<hr/>	
Noise	2
<hr/>	
Dust	4
<hr/>	
Marine/coastal resource damage	
<ul style="list-style-type: none"> • over-fishing in local areas (fish traps) • reef damage • beach • effects of shipping 	12
<hr/>	
Dune degradation	4
<hr/>	
Dredging (process and waste management)	1
<hr/>	
Habitat destruction (local fauna)	2
<hr/>	
Bush fires	1
<hr/>	
Mine waste management	1
<hr/>	
Pressure on roads / traffic increase	8
<hr/>	
Change in built form of local towns - building development (density, design)	1
<hr/>	

5.2 Temporary Worker Survey

The full survey of temporary workers is attached in Attachment A. Analysis of survey responses for each question, along with more detailed demographic modelling of survey responses, was used to identify key themes or findings. These are listed below.

With a satisfactory sample size achieved, these results provide a good indication of Birrabira Camp A population demographics, background, preferences and perspectives. This information is a helpful resource in understanding Camp A resident's needs and impacts on site and in local towns.

Predominantly older male population, with most in relationships - The majority of residents in Birrabira Camp A are male (approximately 80%) with greatest proportion of the workforce being between the ages of 40 and 59 (56%); only 4% are aged below 25. Over two thirds of residents of Camp A are in relationships; half of those have children.

Experienced FIFO workforce - Over 57% of the workforce have 3 or more years of experience working in a Fly-in Fly-out capacity. Almost one quarter (25%) of residents in Birrabira Camp A has been FIFO workers for over 9 years.

New to the area - The majority of residents have been accommodated at Birrabira Camp A since August 2010 (within the last 3 months); 76% of residents have been located at Birrabira Camp A for less than one year.

Motivated by earnings and working conditions - Overall salary, personal finance and the type of work were identified as the most important reasons for working in the Pilbara.

Living locally - A third (33%) of respondents indicated they would consider residential over FIFO

Camp A facilities - The wet mess and gym are the most frequently used facilities. The internet room, telephone room and DVD rental services are not used by the majority of Birrabira Camp A residents.

Buying local - Most people go to local towns to buy groceries, alcohol, reading materials and meals. Women tend to spend more than men on groceries and reading materials. Wickham and Point Samson are the most frequently visited towns; Roebourne is the least preferred and visited. Wickham and Karratha are the preferred locations to buy goods and services. The greatest amount of money is spent in Wickham, followed by Karratha and then closely by Point Samson (mainly on meals and alcohol). The majority of respondents indicated a preference to buy goods and services at local towns if they were available, providing the range and quality meets their requirements/needs. Wickham and Karratha are used mostly for convenience shopping, whilst Port Samson tends to be accessed more for recreation and leisure.

Investment in local economies - Birrabira Camp A residents currently spend between \$112 and \$219 per person/per week on local products, facilities and services (equating to between \$2.7m and \$5.3m per annum).⁷

Access and awareness of towns - Transport provided by contract companies is the major form of transport used to access local towns; a quarter of the number using Contract companies' transport use private vehicles. Wickham and Port Samson are considered the easiest towns to access; Karratha and Dampier are considered the most difficult. Most people find out about local towns by word of mouth and independently; few workers access this information at Birrabira Camp A or as part of RIO Birrabira Camp A induction.

Feeling welcome in town - The majority people in Birrabira Camp A feel welcome in local towns; less than 1% felt unwelcome. Demographic analysis of this question revealed the women overall feel less welcome than men in local towns.

⁷ This calculation assumes a current FIFO Birrabira Camp A workforce of 460

Participation and learning - A third of respondents indicated a desire to participate in voluntary activities; however only 6% are involved with the nominated voluntary organizations listed in the survey, these being SES, Ambulance, Fire & Rescue or Sea rescue) in their 'residential' community. However the majority of these residents indicated they would be interested in using their experience in surrounding local towns or undertaking further studies.

6. Impact ranking

The table below shows the weighted socio-economic impacts of the Birrabira Camp B. The table includes those impacts cited by the community and stakeholders as well as other standard socio-economic indicators. All indicators have been rated and ranked using the Creating Communities Multi Criteria Community Assessment Tool ©⁸. The prioritisation of impacts considered:

- community and stakeholder priorities;
- community development principles based on The Sociology of Community (Creating Communities Australia) and the Deakin University Australian Unity Wellbeing Index.

It is important to note that this mitigation strategy is not based on the extensive research that would ordinarily form part of a social impact assessment; rather it is based on consultations and surveys, which means that the impacts and the weighting of impacts may be based more on perceptions rather than necessarily being verified by baseline measurements and other research. This should be more fully explored in the planned SIA for the Cape Lambert Expansion.

Table 3 Ranked Social Impact Assessment Criteria

POTENTIAL IMPACTS

Significant Impact

Public health and safety of community (Indigenous health and safety, availability of illicit drugs, drug/alcohol use, marine safety, road safety/drink driving, pedophilia/ sexual abuse,)

Public health and safety of FIFO (drug use, mental health, drug/alcohol use, marine safety, fitness, road safety/drink driving)

Perceived enhanced economic inequities (affordability of accommodation, increased cost of living (rates, facilities, services), lack of revenue benefits for local business/contractors, large wage disparity, pressure on local business)

Frequency of crime (anti-social behavior, perceptions of increased crime)

Community spirit/ local culture (cultural awareness, lack of integration between FIFO and local community, Impacts on volunteerism)

Moderate Impact

Pressure on local services and facilities (medical, police, Pope's Nose Bridge fishing spot, boat ramp, aged care, recreation facilities, ambulance)

Formation of attitudes towards project

⁸ See Appendix C for table of Social Impact Assessment Variables and Weighting

Traffic and transport

Low Impact

Dissimilarity in age, gender, racial and ethnic composition

Effects on Indigenous heritage

Change in employment opportunities

Low Positive Impact

Enhanced economic opportunities (Increased employment / business opportunities, development of tourist industry)

Significant Positive Impact

Revenue generation for local retail

6.1 Cumulative impacts

Cumulative social impacts are expected to be significant in Cape Lambert as the amount of mining in the region continues to grow. The impacts listed above need to be considered in relation to the broader impacts of other mining operations in the region on the subject towns. The mitigation strategy below responds to the impacts resulting from the construction and operation of the Birrabira Camp B, but it does not address cumulative impacts. Cumulative impacts will be considered in the full SIA planned by RTIO in 2011.

7. Mitigation Strategy

The design of the Birrabira Camp B and the employment of transient construction workers, significantly mitigate potential impacts on local services and facilities such as education, health and recreation facilities. The Camp is designed to be relatively self-contained with daily needs accommodated onsite including: social spaces, recreation facilities, health services, education spaces etc. In addition, the hours in which the transient workers can socialise is limited by shift roster and camp regulations.

There are a number of other FIFO worker behaviours, presented in the results of the *Birrabira Camp A FIFO Survey Report*, which provide in-built mitigation strategies. Firstly, with most transient workers visiting a nearby town at least once per week, an increased contribution to local retail is likely with an influx of Camp B workers. Towns most likely to benefit from this are Wickham, Point Samson and Karratha. In addition, based on spending trends of current Camp A residents (see Survey Results) it is forecast that the addition of Camp B residents (along with the completion of Camp A) will increase residents' contribution to the local economy to between \$14.0m and \$27.4m per annum.⁹

Further to the financial contribution, indications by Birrabira Camp A residents suggest that approximately 29% of camp residents would be interested in participating in voluntary activities in the community, and that approximately 8% of camp residents are likely to be members of SES, Ambulance, Fire & Rescue or Sea Rescue in their 'home communities'. These factors present an opportunity to develop mitigation strategies, targeting interested FIFO workers, aimed at developing integration between workers and local communities. Refer to the full *Birrabira Camp A FIFO Survey Report* for more details of factors contributing to the development of the following mitigation strategies (Attachment 1).

Table 4 lists the potential impacts of the development of Birrabira Camp B, as previously presented, and provides a series of mitigation strategies in each area. These mitigation strategies have been developed through consideration of:

- strategies proposed by the community and stakeholders during consultations;¹⁰
- results of the Birrabira Camp A FIFO survey;
- social planning principles and industry practice.

⁹ Assuming a combined camp workforce of 2400 people.

¹⁰ Note - a complete list of mitigations proposed by the community and stakeholders is listed in Appendix C

Table 4 Social Impact Mitigation Plan

POTENTIAL IMPACTS ¹¹	MITIGATION STRATEGIES	ORGANISATIONS
Significant Impact		
<p>Public health and safety of community</p> <p><i>(Indigenous health and safety, availability of illicit drugs, drug/alcohol use, marine safety, road safety/drink driving, pedophilia/ sexual abuse)</i></p>	<p>MITIGATIONS</p> <ul style="list-style-type: none"> • Accommodate construction workforce in transient workers accommodation • Address concerns relating to litter • RTIO to make appropriate contribution to local policing • Redeployment inductions to include Police representation and cover community and child safety and responsible drinking, litter and rubbish and the Point Samson reef with the Departments of Environment and Conservation • Further investigation into the existence/prevalence of pedophilia/sexual abuse and strategy development to address issues • Develop RTIO protocols for community, staff and contractor reporting of crime • Work with Indigenous leaders and agencies to establish a child safety project • Review induction processes for FIFO workers and include specific induction pertaining to local health and safety issues and the associated laws. Recommend inclusion of local police in induction processes. 	<ul style="list-style-type: none"> • RTIO • Shire of Roeboume • WA Police • Department of Environment and Conservation • WA Police (Operations LEEDS) • Department of Child Protection • Local Indigenous communities
<p>Public health and safety of FIFO workers</p> <p><i>(drug use, mental health, drug/alcohol use, marine safety, fitness, road safety/drink driving)</i></p>	<p>MITIGATIONS</p> <ul style="list-style-type: none"> • Provide on-site health facilities and services • Provide counseling/pastoral support services to FIFO • Provision of coach/bus transport for FIFO workers • Liaise with WA Police to support strengthening drink driving and responsible drinking initiatives • Establish safe running track between camp and Point Samson • Improve signage in car parks at Wickham shops and Point Samson regarding street drinking • Consider development of sheds for FIFO workers, gardens and art spaces to provide a positive outlet 	<ul style="list-style-type: none"> • RTIO • WA Police • Shire of Roeboume • Department of Main Roads • Shopping Centre proprietors
<p>Perceived enhanced economic inequities</p> <p><i>(affordability of accommodation, increased cost of living [rates, facilities, services], lack of revenue benefits for local business/ contractors, large wage</i></p>	<p>MITIGATIONS</p> <ul style="list-style-type: none"> • Accommodate construction workforce in transient workers accommodation • Implement a 'buy local' employment and contract policy for RTIO and contractors • Support initiatives to attract more skilled workers for local businesses into the region (state and community led strategies required) • Support training initiatives for local contractors and businesses 	<ul style="list-style-type: none"> • RTIO • Shire of Roeboume • Karratha and Districts Chamber of Commerce and Industry • Local businesses, contractors

¹¹ Collated based on standard social impact assessment variables - Rabel J. Burdge, *A Community Guide to Social Impact Assessment*, Social Ecology Press, 2004

<p><i>disparity, pressure on local business)</i></p>	<ul style="list-style-type: none"> • Communicate the economic contribution of FIFO workers to local communities 	<p>and community</p> <ul style="list-style-type: none"> • Pilbara Development Commission
<p>Frequency of crime <i>(anti-social behavior, perceptions of increased crime)</i></p>	<p>MITGATIONS</p> <ul style="list-style-type: none"> • Camp regulations restricting workers socialization time • RTIO to make appropriate contribution to local policing • Support reporting on crime statistics in local papers • CCTV around Point Samson Tavern and Wickham town centre • Quarterly meetings with local tavern owner/managers • Assess alternative RDOs to provide more options for recreational activity and lessen impact on weekends • Review induction processes for FIFO workers and include specific induction pertaining to local laws and behavioural expectations, Include local police in induction for FIFO workers. 	<ul style="list-style-type: none"> • RTIO • WA Police • Shire of Roeboume • Local businesses
<p>Community spirit/ local culture <i>(cultural awareness, lack of integration between FIFO and local community, impacts on volunteerism)</i></p>	<p>MITGATIONS</p> <ul style="list-style-type: none"> • Provide chaplaincy services to FIFO • Collaborate with local volunteer/community agencies to support local activities • RTIO attendance at community meetings • Survey to see if there is any scope for volunteering; get idea of qualifications of FIFO/residents. e.g. FESA • Provide more effective induction to FIFO about local area – involve local spokespeople and include information on cultural awareness, dress standards and community expectations regarding behaviour. • Promote local activities/integration messages on camps' in-room TV channel • Hold an annual camp open day event to allow community to see facilities • Assess capacity for camp facilities to be used by/ in collaboration with local community (i.e. fundraising events) 	<ul style="list-style-type: none"> • RTIO • Local community organisations • Shire of Roeboume • Local community representatives and Residents' Associations • Regional visitors centres • Local Indigenous organisations
Moderate Impact		
<p>Pressure on local services and facilities <i>(medical , police, Pope's Nose Bridge fishing spot, boat ramp, aged care, recreation facilities, ambulance)</i></p>	<p>MITGATIONS</p> <ul style="list-style-type: none"> • Provision of on-site recreational, health and medical facilities and services • Ex-gratia payments - \$250 per bed per year • Propose and implement a community sponsorship program to support local community organizations • Contributions to local services and facilities • Develop coastal/beach amenity/ facilities in Point Samson (bins, boardwalk, shelters) • Integrated development of facilities at the Port Walcott Yacht Club to provide alternative social and meeting places that benefit both FIFO workers and the community • Support the development of a Community Plan for Wickham and Point Samson communities to include: club development, FIFO integration in towns, recreation 	<ul style="list-style-type: none"> • RTIO • Local community organisations, services and facilities • Shire of Roeboume • Department of Main Roads • Local businesses, services and facilities • Local volunteer organisations • Yacht Club Committee

	<p>planning to accommodate additional FIFO</p> <ul style="list-style-type: none"> • Seal frequently used roads to recreation areas (Sam's Creek) • Contribute to ranger services at Point Samson • RTIO and contractors make workers available for volunteering in local clubs and for emergency services 	
Formation of attitudes towards project	<p>MITIGATIONS</p> <ul style="list-style-type: none"> • Develop and initiate communications strategy to communicate information on FIFO workforce, lifestyle, and contributions to local community and economy • Provide project updates in local papers, newsletters and/or via the internet 	<ul style="list-style-type: none"> • RTIO • Local media and spokespeople
Traffic and transport	<p>MITIGATIONS</p> <ul style="list-style-type: none"> • Provide regular bus/coach services for FIFO • Assess traffic impacts of the project in the planned SIA • Town planning in Wickham to address parking, vehicle and pedestrian movements 	<ul style="list-style-type: none"> • RTIO • Shire of Roeboume • Department of Transport • Department of Main Roads
Low impact		
Dissimilarity in age, gender, racial and ethnic composition	<p>MITIGATIONS</p> <ul style="list-style-type: none"> • Develop policy to attract a diverse workforce • Communicate diverse FIFO demographic to the community via communications strategy 	<ul style="list-style-type: none"> • RTIO • Shire of Roeboume • Karratha and Districts Chamber of Commerce and Industry • Pilbara Development Commission
Effects on Indigenous heritage	<p>MITIGATIONS</p> <ul style="list-style-type: none"> • Ensure on-going access of Indigenous community to heritage sites • Observe appropriate Indigenous cultural practices such as "Welcome to Country" • Develop a Reconciliation Plan for RTIO and contractors 	<ul style="list-style-type: none"> • RTIO • Local Indigenous communities
Change in employment opportunities	<p>MITIGATIONS</p> <ul style="list-style-type: none"> • As above - Implement a 'buy local' employment and contract policy for RTIO and contractors 	<ul style="list-style-type: none"> • RTIO • Karratha and Districts Chamber of Commerce and Industry • Pilbara Development Commission • Local businesses and contractors
Low Positive Impact		

Enhanced economic opportunities
(increased employment / business opportunities, development of tourist industry)

MITIGATIONS

- Support development of local economic development planning

- RTIO
- Shire of Roeboume

Significant Positive Impact

Revenue generation for local retail

MITIGATIONS

- Increase operating hours of local businesses
- Provide information to FIFO workers on local retail and services

- Shire of Roeboume
- RTIO
- Local businesses

8. Conclusion and Recommendations

This Social Impact Mitigation Plan is a document, which responds to local government requirements specific to the establishment of Birrabira Camp B. A full Social Impact Assessment on RTIO's Cape Lambert Expansion is due to be commenced early in 2011.

This report has documented the results of consultations with the communities of Wickham, Point Samson and stakeholders. Local agencies, residents and businesses contributed to an assessment of the social impacts of the proposed Birrabira Camp B and proposed mitigations. Shire of Roebourne staff and Councillors were invited to contribute at all stages of the study including areas such as the feedback on the scope of the SIA, development of Birrabira A survey, and participation in individual and group meetings. Furthermore, the report has also detailed the results of a survey with transient workers residing in Birrabira Camp A.

Likely social impacts from Birrabira Camp B have been assessed using international standards and social planning methodology and have been ranked according to social assessment criteria and frequency of mention during consultations. The resulting impacts to the local communities have been broadly assessed using results of the consultations, the survey and previous literature.

The design of the Birrabira Camp B and the employment of construction workers will significantly mitigate impacts on local services and facilities with no impact to education facilities and limited impacts to health, police and most recreation facilities. There are likely to be impacts to some of the local facilities such as the pool in Wickham, the beach and boat ramp in Point Samson.

The transient workers accommodated in the Birrabira Camp B are projected to make a significant contribution to the local economy with spending approximately between \$112 and \$219 per person/per week.¹² Workers accommodated in Birrabira Camps A and B (when at maximum capacity) are collectively projected to contribute between \$14.0m and \$27.4m per annum to the local economy.¹³

¹² As projected by Birrabira Camp A FIFO survey results

¹³ Assuming a combined camp workforce of 2400 people.

Generally there is a poor perception of FIFO workers in the community with many social ills being attributed to the workers. Understanding actual social issues and communicating of actual and perceived issues is required in the community. The impacts of greatest concern to the community and stakeholders are health and safety of the community, impacts on the marine environment from the fishing activity of transient workers, antisocial behaviour, increased crime, impacts to the community spirit and impacts to services and facilities.

Two stakeholders raised concern relating to the sexual abuse of local children. While this issue has previously been investigated by WA Police and is continually monitored through Operation Leeds, given the severity of this issue, ongoing communication with relevant agencies is essential.

A range of mitigations have been commenced and have been recommended in table 3.

The following recommendations are proposed to follow up this report.

Recommendation 1

That Rio Tinto Iron Ore implements a mitigation plan in response to this report.

Recommendation 2

RTIO immediately refer any allegations or comments relating to child abuse to the WA Police for investigation.

Recommendation 3

Work with the SoR to provide clarity to the community and stakeholders on how the \$250 per head per annum ex gratia payments to the SoR contribute to mitigations.

Recommendation 4

RTIO provide feedback to stakeholders and the communities of Wickham and Point Samson on the SIMP and seek endorsement and further input on the proposed mitigations.

Recommendation 5

RTIO reports to the Shire of Roebourne on the progress of the mitigation plan at scheduled monthly meetings with the CEO, Shire President and invited Councillors.

Recommendation 6

Develop a communications strategy to report regularly on the Birrabira Camp B project, and the Cape Lambert Expansion project as a whole. The communications strategy should also address perceptions of FIFO workers and seek to provide accurate information on their lifestyle, rosters and the economic contribution they make to the local communities. The communication strategy should include a range of communications vehicles including: newsletters, open days; consultation meetings, regular updates on the mitigation strategy etc.

Recommendation 7

The scope for the planned Social Impact Assessment on RTIO's Cape Lambert Expansion should include:

- benchmarking of the social impacts identified in the report;
- examination of those areas of particular interest to the community such as the impacts on local facilities and services such as the hospital, medical centre, types of medical services available to the Community, pharmacy, medical staff etc;
- investigation of the impacts listed as "Other Impacts" in table 2 (page 11);
- the cumulative social impacts of all present and planned mining operations in the Cape.

ATTACHMENT 2 - FIFO SURVEY BIRRABIRA CAMP A

FIFO Survey Birrabira Camp A, Pilbara

RIO Tinto Iron Ore January 2011

Creating Communities Australia

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Contents

1.	Background.....	4
2.	Survey Results.....	5
	Employee Profile - Questions 1 to 3.....	5
	Employee Profile - Questions 4 to 6.....	6
	Employee Profile - Question 7.....	7
	Employee housing/facility preferences - Questions 8 and 9.....	7
	Visitation and spending - Questions 10 to 14.....	8
	Getting there and around - Questions 15 to 17.....	9
	Information and participation - Questions 18 to 23.....	10
	Information and participation - Questions 24 to 26.....	11
3.	Demographic survey analysis.....	12
	Live locally or FIFO preference.....	12
	Feeling welcome.....	13
	Finding out about local towns.....	13
	Ease of access.....	14
	Spending habits.....	15
4.	Summary findings.....	17
	Future trends and focus areas.....	Error! Bookmark not defined.

1. Background

This report provides a summary of survey findings from the 'Camp A – Transient worker survey' conducted in December 2010 with the residents of Camp A in Wickham.

The purpose of the survey is to assist with the planning and development of Camp B and the Wickham town site given Rio Tinto's expansion plans within the area. Specifically key survey topics included:

1. Transient worker demographics – understanding who is in the workforce
2. Transient worker lifestyle and motivations
3. Transient worker local spend in Wickham and surrounding towns

Results of the survey are provided in section 2 of this report and a copy of the survey questions is available in Appendix A.

Survey Methodology

Specific details of the methodology included the following elements.

Survey format: Hard copy survey with an accompanying envelope. This will ensure all FIFO workers receive a copy of the survey and have the opportunity to participate.

Sample size: 149 FIFO workers in Camp A were surveyed of a total of 420 workers that are accommodated at Camp A i.e. approx 35%.

Timeframe: The survey was conducted by RTIO during first two weeks December 2010.

Analysis: Creating Communities conducted data entry, analysis and reporting.

Distribution: The surveys were left at key locations in the camp, in the rooms of residents and RTIO staff were on-site during the week encouraging the camp residents to participate and assisting where necessary.

Collection: RTIO staff consulting with FIFO workers collected all the completed surveys and delivered them to Creating Communities for data entry and analysis on 17 December 2010.

Survey validity: A solid sample size of 149 of the 420 FIFO workers or about 35% at Camp A was achieved. This provides a 95% confidence level. A confidence interval (or margin of error) of 6.6 exists i.e. there is 95% certainty that the response averages are within $\pm 6.6\%$ of the whole Camp A workforce average response range.

Prize: First and second prizes to the value of A\$2,400 and A\$600 were offered as an incentive for workers to participate in the survey. Rio also contributed a donation of A\$5 completed per survey to the Royal Flying Doctor Service.

Format of this report

This report is comprised of the following two sections:

1. Survey Results - A summary report on each survey question
2. Summary Findings – A demographic and more detailed analysis of the data collected relating to how welcoming towns are, finding out about local goods and services, access and spending habits.

For the purposes of this report survey questions have been grouped into common areas,

- Employee profile – Questions 1 to 7
- Employee housing/facility preferences – Questions 8 to 9
- Visitation and spending – Questions 10 to 14
- Getting there and around – Questions 15 to 17
- Information and participation – Questions 18 to 26

2. Survey Results

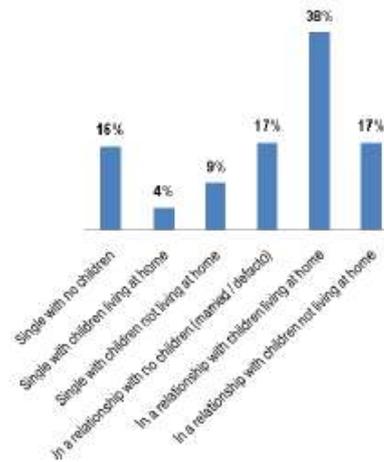
Employee Profile - Questions 1 to 3

Question 1 - What is your gender?



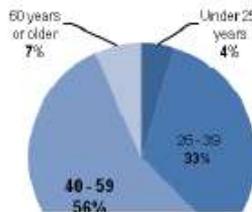
Answer Options	Response Count
Male	122
Female	27
Responses	149

Question 3 - Please select which of the following best describes your relationship status?



Answer Options	Response Count
Single with no children	23
Single with children living at home	6
Single with children not living at home	13
In a relationship with no children (married / de facto)	24
In a relationship with children living at home	54
In a relationship with children not living at home	24
Other (please specify)	8
Responses	144

Question 2 – How old are you?



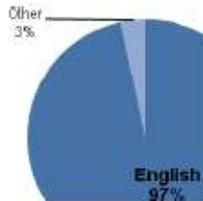
Answer Options	Response Count
Under 25 years	7
26 - 39	49
40 - 59	83
60	1

Highlights 1 to 3

- The majority of residents in Camp A are male (approximately 80%).
- The greatest proportion of the workforce is between the ages of 40 and 59 (56%), only 4% are aged below 25.
- Over two thirds of residents of Camp A are in relationships (72%) and over half of them have children living at home (38%).

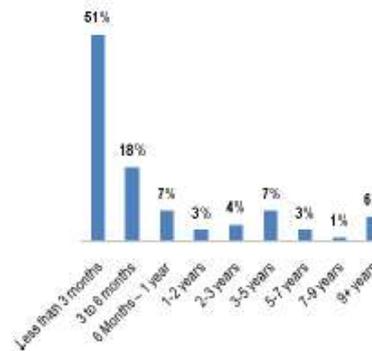
Employee Profile - Questions 4 to 6

Question 4 – What is your first language?



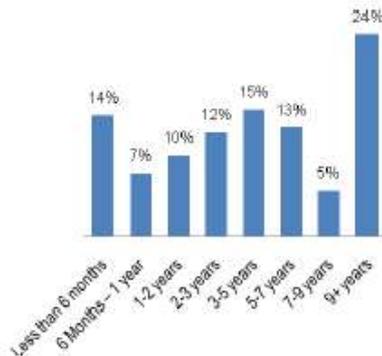
Answer Options	Response Count
English	142
Other (please specify)	5
Please list your language	7
Responses	147

Question 6 – How long have you been a FIFO worker residing in Camp A?



Answer Options	Response Count
Less than 3 months	76
3 to 6 months	27
6 Months - 1 year	11
1-2 years	4
2-3 years	6
3-5 years	11
5-7 years	4
7-9 years	1
9+ years	9
Responses	149

Question 5 - How long have you been a FIFO worker?



Answer Options	Response Count
Less than 6 months	21
6 Months - 1 year	11
1-2 years	14
2-3 years	18
3-5 years	22
5-7 years	19
7-9 years	8
9+ years	35
Responses	148

Highlights 4 to 6

- Almost one quarter (25%) of residents in Camp A has been FIFO workers for over 9 years. Just over one fifth of this group (6% total) has been working at Camp A for over 9 years.
- Over 57% of the workforce has 3 or more years of experience working FIFO.
- The majority (51%) of residents have been accommodated at Camp A since August 2010 (within the last 3 months).
- 76% of residents have been located at Camp A for less than one year.

Employee Profile - Question 7

Question 7 – What is your main motivation to work FIFO in the Pilbara? Please rate your top 3 reasons.

Answer Options	Top reason	Second reason	Third reason	Response Count
Income/salary	73	15	6	94
To add to my savings	5	25	19	49
To pay off my mortgage	8	24	17	49
Type of work	10	17	15	42
Location	1	4	5	10
Roster / work hours	2	7	9	18
Extended periods at home	3	6	11	20
Work colleagues	0	4	12	16
The company I work for	2	1	10	13
			Responses	108

* 41 respondents did not rank their 3 top three reasons

Highlights 7

- Overall 'income/salary' was identified as the highest ranked reason for working in the Pilbara.
- 'Type of work' was the second top ranked reason for working in the Pilbara.
- 'Adding to savings' and 'paying off mortgage' were the second and third overall ranked reasons for working FIFO in the Pilbara.

Employee housing/facility preferences – Questions 8 and 9

Question 8 – Would you consider residential over FIFO?

Question 9 - Please describe how often you use the listed facilities and services at Camp A?

Answer Options	Frequently (2 times or more/week)	Once a week or less	Never	Response Count
Gym	66	28	47	141
Wet Mess	53	70	19	142
Internet Room	13	18	98	129
Telephone Room	4	5	118	127
Sports Courts	13	44	73	130
ALC Activity Programs	10	27	88	125
DVD loan services	9	7	105	121
Outdoor Shade & BBQ Areas	14	73	44	131
			Responses	148

* ALC - Active Lifestyle Coordinator

Note: Frequency values have been grouped for the purposes of this summary table. 'Frequently' includes - daily, 4-5 times/week and 2-3 times/week. 'Once a week or less' includes - once/week, every couple of weeks and less than once every couple of weeks.



Answer Options	Response Count
Yes	48
No	98
	Responses
	148

Highlights 8 and 9

- A third (33%) of respondents indicated they would consider residential over FIFO
- The wet mess and gym are most frequently used facilities at Camp A with over 40% of respondents using these facilities more than 2 times per week.
- The internet room, telephone room and DVD rental services are not used by the majority (over 65%) of Camp A residents.

Visitation and spending - Questions 10 to 14

Question 10 - How often do you spend time in the listed towns?

Answer Options	Frequently (2 times or more/week)	Once a week or less	Never	Response Count
Wickham	44	90	15	149
Point Samson	21	104	17	142
Roebourne	2	21	109	132
Karratha	8	124	15	147
Dampier	4	55	75	134
Responses				149

Note: Frequency values have been grouped for the purposes of this summary table. 'Frequently' includes - daily, 4-5 times/week and 2-3 times/week. 'Once a week or less' includes - once/week, every couple of weeks and less than once every couple of weeks.

Question 11 - On average how much do you spend each week in the listed towns when residing in Camp A?

Answer Options	\$1 to \$50	\$51 to \$150	Over \$151	Response Count
Wickham	80	55	8	143
Point Samson	81	29	5	115
Roebourne	51	3	0	54
Karratha	59	50	11	120
Dampier	58	5	0	63
Responses				149

Note: Spend values have been grouped for the purposes of this summary table.

Question 12 - What do you spend your money on in the following towns when residing in Camp A? Please tick which of the following apply for each town (you can choose more than one).

145 respondents completed this question. The lowest ranked categories are:

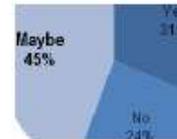
Lowest 6 Spending Categories	Responses (overall rank)
Entertainment	5 (12)
Community/Donations	6 (11)
Tours/Charters	7 (10)
Local Services	16 (9)
Other	20 (8)
Sport/Recreation	21 (7)

The top 6 spending categories are:

Top 6 Spending Categories	Responses (overall rank)
Groceries	106(1)
Alcohol	104 (2)
Meals (Restaurant/takeaway)	88 (3)
Reading materials	83(4)

Medicines/Treatments	41(5)
Cigarettes/ Tobacco	35 (6)

Question 13 - Would you spend more money in the towns if there were more things to spend your money on? (i.e. services, shops)



Answer Options	Response Count	
Yes	45	
No	35	
Maybe	64	
Responses		144

Question 14 - Please list what other items or services you would purchase in these towns if they were available?

Category	Resp	Details
Cinema	7	
Sport	9	
Restaurants/ Take away	12	
Health/wellbeing	7	Chemist, yoga, massage, physio
Retail (Clothing, homewares)	20	Hardware, gifts, reading, homewares
Retail (Surfing)	6	
Personal services (hairdresser, etc)	3	

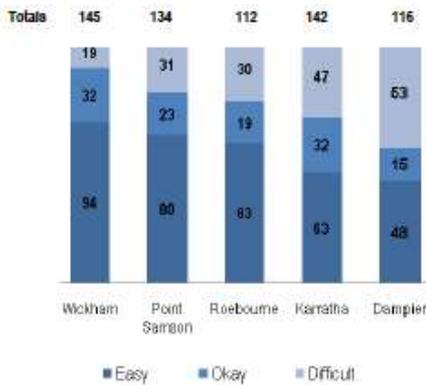
Note: These responses have been grouped for the purposes of this summary table.

Highlights 10 to 14

- Wickham and Point Samson are the most frequently (greater than 2 visits/week) visited destinations.
- Roebourne is rarely visited with over 70% of respondents never visiting the town.
- The greatest amount of money spent/week by Camp A residents is in Wickham, followed by Karratha and then closely by Point Samson (mostly on meals and alcohol).
- Across all spending categories Wickham and Karratha were the preferred destinations for purchase of goods and services. Roebourne was the least preferred.
- Point Samson was the overall preferred location for spending on 'meals'.
- Groceries and alcohol are purchased by over 70% of respondents in local towns. Meals and reading materials were purchased by just over 50% of respondents.
- Over 75% of respondents indicate a positive attitude to spending in local towns if the right services and goods are available there.

Getting there and around - Questions 15 to 17

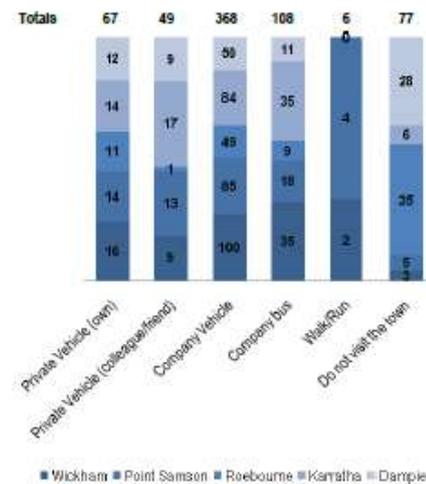
Question 15 - How easy is it to travel into the towns from Camp A?



Note: Answer categories have been grouped for this summary chart. 'Easy' includes very easy and 'difficult' includes very difficult.

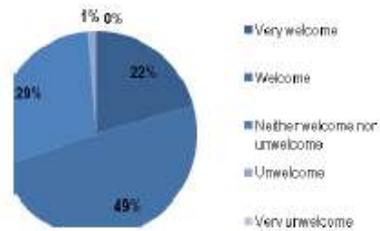
Answer Options	Easy	Okay	Difficult	Response Count
Wickham	94	32	19	145
Point Samson	80	23	31	134
Roebourne	63	19	30	112
Karrotha	63	32	47	142
Dampier	48	15	53	116
Responses				147

Question 16 - What means of travel do you usually use to travel to the listed towns?



Note: Cycling has been excluded from this summary as no respondents selected this option.

Question 17 - Please describe how welcome you are in local towns when you spend time there.



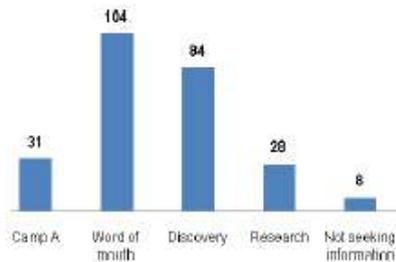
Answer Options	Response Count
Very welcome	30
Welcome	72
Neither welcome nor unwelcome	42
Unwelcome	2
Very unwelcome	0
Responses	146

Highlights 15 to 17

- Wickham and Port Samson are the easiest towns to access, Karrotha and Dampier are considered the most difficult to access.
- Transport provided by Rio (company vehicle or bus) is the major form of transport used to access local towns, a quarter of that number use private vehicles.
- The majority (over 70%) of respondents, feel welcome in local towns, less than 1% feel unwelcome.

Information and participation - Questions 18 to 23

Question 18 - Please describe how you find out information about local towns.



Answer Options	Response Count
Information from Camp A or at induction (Camp A)	31
Word of mouth from fellow workers or camp residents (Word of mouth)	104
By visiting the towns and discovering for myself (Discovery)	84
By sourcing my own information materials (e.g. books or the internet) (Research)	28
I do not seek any information about local towns (Not seeking information)	8
Responses	147

Question 19 - What community activities do you participate in, in the listed towns?

130 respondents answered this question. The question listed a range of sporting, recreation and hospitality facilities and asked the respondents to identify which of these in each town are used.

For the purposes of this summary only the top one or two scoring towns are identified for each of the top 5 scoring community activities. The top 5 overall responses for community activities were:

- Shops-groceries (Wickham and Karratha)
- Bottle shop (Wickham and Karratha)
- Hotel (Port Samson and Karratha)
- Beach (Port Samson)
- Pool (Wickham)

Roebourne is rarely used by respondents for community activities. The boat ramp at Port Samson is used by 17 respondents.

Questions 20 and 21

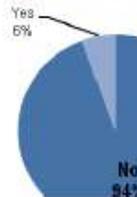
These questions repeated questions 17 and 18. Please refer to the summary provided above for these questions.

Question 22 - Would you be interested in being involved in voluntary activities in the local towns while residing in Camp A?



Answer Options	Response Count
Yes	40
No	99
Responses	139

Question 23 - Are you a member of SES, Ambulance, Fire & Rescue or Sea rescue in your 'residential' community?



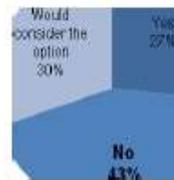
Answer Options	Response Count
No	133
Yes	8
Responses	141

Highlights 18 to 23

- Most respondents (over 70%) find out about local towns by word of mouth, less than 20% access this information at Camp A or as part of induction.
- Wickham and Karratha appear to be used mostly for convenience shopping, whilst Port Samson tends to be accessed more for leisure and fishing.
- A third of respondents indicate a desire to participate in voluntary activities and over 90% of respondents are not currently involved with voluntary organizations in their 'residential' community.

Information and participation - Questions 24 to 26

Question 24 - If you had the opportunity would you be interested in the opportunity to use your experience in the local communities around Camp A?



Answer Options	Response Count
Yes	23
No	37
Would consider the option	26
Responses	86
<i>skipped question</i>	<i>63</i>

Question 25 - If there was the opportunity to study online or externally through a partnership with a University or TAFE, would you be interested?



Answer Options	Response Count
No	61
Yes	79
Responses	140

Question 26 - Are there any other comments/issues you wish to raise in regards to the content of this survey?

The majority of respondents indicated they had nothing further to add, supported the opportunity to participate in the survey or did not provide a response (over 70%). Below is a summary of responses provided:

- More activities should be provided in or surrounding Camp A; including yoga, camping and inviting local Aboriginal community to speak with residents.
- Positive and negative views were expressed about the design of Camp A grounds and buildings.
- A number of respondents expressed a desire to have more IT facilities and internet in rooms.
- More bus services during week and services linking towns were suggested.
- A range views and recommendations were expressed about rosters and working conditions.
- A small number of people (3) felt there should have been more focus in the survey on working conditions.

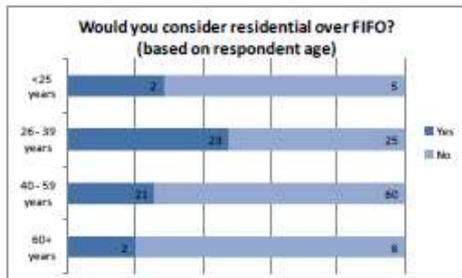
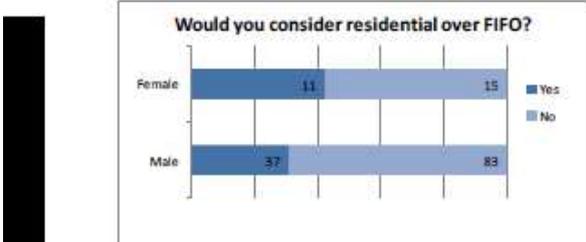
Highlights 24 to 26

- A large proportion of respondents did not answer question 24 (over 40%) of those that did respond the majority indicated they would be interested in using their experience in surrounding local towns.
- The majority of respondents (56%) indicated they would be interested in undertaking further studies.

3. Demographic survey analysis

The following demographic analysis of survey responses has been undertaken to better understand gender and age differentiation in responses to survey results.

Live locally or FIFO preference



Demographic analysis of the data above reveals that:

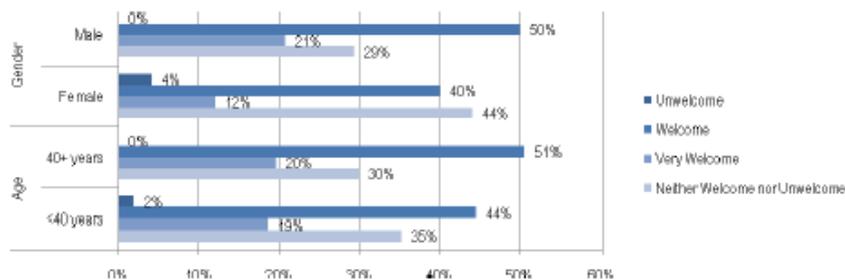
- Overall across all relationship categories FIFO was preferred over residential.
- A greater proportion of female residents to males indicated a preference for residing locally over FIFO.
- The highest proportion of people indicating a local residential preference is between the ages of 26 and 39.
- People in relationships with no children or children living at home and single respondents with children not living at home indicated demographic groups that demonstrated the strongest preferences for residential over FIFO.

Feeling welcome

Demographic analysis of survey responses reveals that female FIFO workers tend to feel moderately less welcome when visiting local communities when compared with males. 48% of females feel 'neither welcome nor unwelcome' or feel generally unwelcome, compared with only 29% of males. Conversely, only 52% of women feel welcome or very welcome compared with 71% of men.

In addition, analysis of respondents age reveals that younger FIFO workers (less than 40 years) feel less welcome than older FIFO workers (40 years and older). More precisely, 63% of younger workers feel welcome or very welcome compared with 81% of older workers.

Figure 4 - Perceived community acceptance of FIFO workers (demographic comparison)

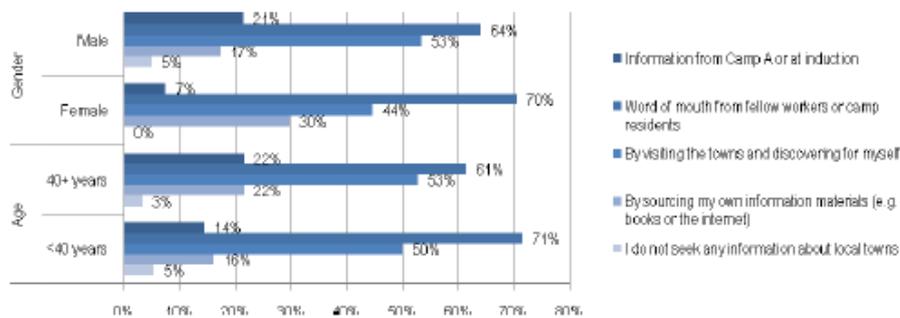


Finding out about local towns

Analysis of respondent demographics reveals a number of trends in relation to information sources by FIFO workers to find out about local communities, including:

- The two most frequently used information sources for male and female workers, and workers of all ages, are word of mouth from fellow workers or camp residents and visiting the towns to discover for themselves;
- More male FIFO workers (21%) obtain information through Camp A or at induction than their female counterparts (7%);
- Female workers obtain information less frequently by visiting towns to discover for themselves and more commonly rely on word of mouth;
- Male workers (17%) less frequently source their own information materials compared with their females counterparts (30%) and more commonly do not seek any information about towns (5% compared with 0% of females);
- FIFO workers under 40 years old (14%) obtain less information from Camp A or via induction compared with older FIFO workers (22%) and they rely more heavily on word of mouth;
- Younger workers also less frequently source their own information materials and more frequently do not seek any information about local towns.

Figure 1 - Information sources used by FIFO workers to find out about local communities (demographic comparison)

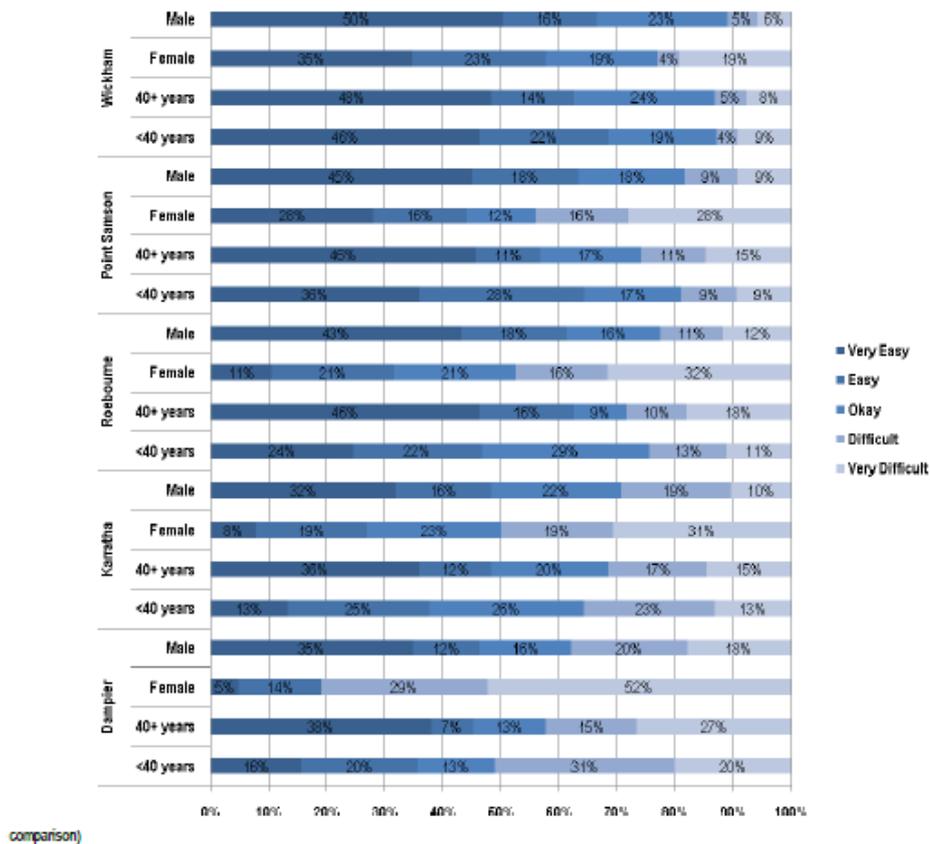


Ease of access

Demographic analysis of data in relation to ease of access to surrounding towns from Camp A, reveals that male FIFO workers find it significantly easier to access all surrounding towns (Wickham, Point Samson, Roebourne, Karratha and Dampier) compared with their female counterparts. Dampier is presented as the town most difficult to access for both men and women, with Wickham the easiest town for men and women to access. Comparatively there is significant variation in response when examined based on respondent age, however the following trends are revealed:

- Older FIFO workers (40 years and over) find three of the five surrounding towns (Dampier, Karratha and Roebourne), easier to access than younger Camp A residents;
- Compared with older workers, younger workers find Wickham and Point Samson easier to access;
- Overall, Wickham is perceived as the easiest town to access by FIFO workers of all ages, and Dampier is perceived as the town most difficult to access.

Figure 2 - Ease of access to surrounding towns from Camp A (demographic

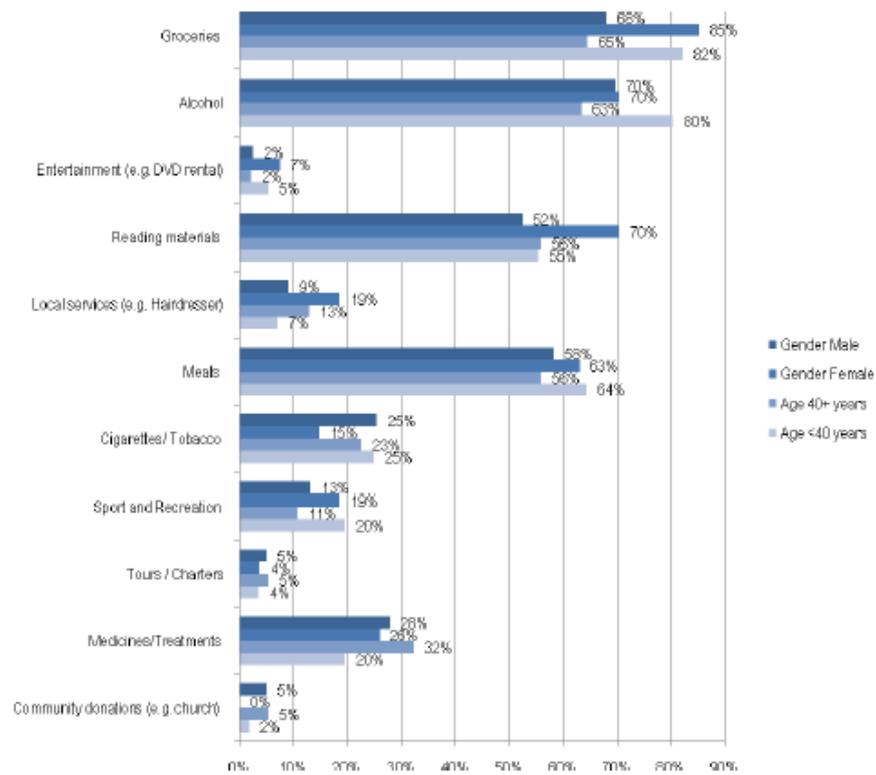


Spending habits

Comparison of survey responses and demographics reveals the following trends in spending habits:

- Overall groceries and alcohol are the top two spending areas for all respondents, followed closely by meals and reading materials;
- The areas of least frequent spending are community donations, tours and charters and entertainment such as DVD rental;
- More women (85%) spend their money on groceries than men (68%) and identical numbers of both men and women (70%) spend money on alcohol;
- A greater percentage of women respondents spend money on reading materials, meals, sport and recreation and local services than men;
- A greater percentage of men (25%) compared to women (15%) spend their money on cigarettes and tobacco;
- More younger workers (less than 40 years old) spend money on groceries, alcohol, meals, cigarettes and tobacco, sports and recreation, and entertainment (i.e. DVD rental) in comparison to their older counterparts;
- More older workers (40 years and over) spend money on local services, medicines and treatments and community donations compared with younger workers.

Figure 3 - Local spending habits of Camp A FIFO workers (demographic comparison)



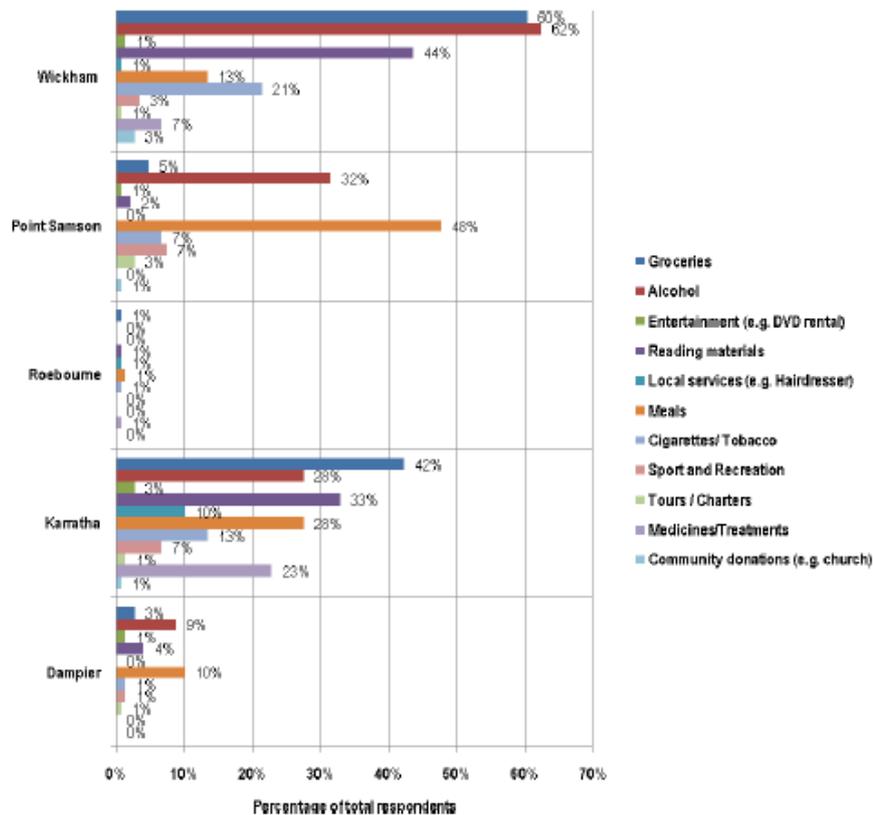
Examination of the spending habits of Camp A residents reveals the following trends in each town:

- The most frequent spending areas for workers visiting Wickham are groceries and alcohol, followed closely by reading materials;
- The key spending areas in Point Samson are alcohol and meals;
- A broad range of spending occurs in Karratha, though the areas used by the highest numbers of camp residents are groceries, reading materials, alcohol and meals;
- Roebourne draws minimal attention from Camp A residents with only 1% of workers spending money in any particular area;
- Similarly Dampier draws only minimal spending, though approximately 10% of workers spend money on alcohol and meals in the town;

When various spending areas are compared, the following trends are presented:

- When purchasing groceries, the towns used by the highest numbers of Camp A residents are Wickham (60%) and Karratha (42%);
- Alcohol is purchased by the highest number of residents in Wickham (62%), Point Samson (32%), Karratha (28%) and Dampier (9%);
- Those who purchase reading materials tend to do so in Wickham (44%) and Karratha (33%);
- Karratha draws the highest usage of local services such as hairdressers, with 10% of Camp A residents spending money there;
- For the purchase of meals, Point Samson is the town used by the highest number of workers (48%), followed by Karratha (28%), Wickham (13%) and Dampier (10%);
- Cigarette and tobacco are generally purchased in Wickham (21% of workers) and Karratha (13% of workers);
- Karratha (23%) and Wickham (7%) are the most common places to purchase medicines and treatments.

Figure 4 - Spending habits of Camp A residents in surrounding towns



4. Summary findings

4.1 Temporary Worker Survey

The full survey of temporary workers is attached in Attachment A. Analysis of survey responses for each question, along with more detailed demographic modelling of survey responses, was used to identify key themes or findings. These are listed below.

With a satisfactory sample size achieved, these results provide a good indication of Birrabira Camp A population demographics, background, preferences and perspectives. This information is a helpful resource in understanding Camp A resident's needs and impacts on site and in local towns.

Predominantly older male population, with most in relationships - The majority of residents in Birrabira Camp A are male (approximately 80%) with greatest proportion of the workforce being between the ages of 40 and 59 (56%); only 4% are aged below 25. Over two thirds of residents of Camp A are in relationships; half of those have children.

Experienced FIFO workforce - Over 57% of the workforce have 3 or more years of experience working in a Fly-in Fly-out capacity. Almost one quarter (25%) of residents in Birrabira Camp A has been FIFO workers for over 9 years.

New to the area - The majority of residents have been accommodated at Birrabira Camp A since August 2010 (within the last 3 months); 76% of residents have been located at Birrabira Camp A for less than one year.

Motivated by earnings and working conditions - Overall salary, personal finance and the type of work were identified as the most important reasons for working in the Pilbara.

Living locally - A third (33%) of respondents indicated they would consider residential over FIFO

Camp A facilities - The wet mess and gym are the most frequently used facilities. The internet room, telephone room and DVD rental services are not used by the majority of Birrabira Camp A residents.

Buying local - Most people go to local towns to buy groceries, alcohol, reading materials and meals. Women tend to spend more than men on groceries and reading materials. Wickham and Point Samson are the most frequently visited towns; Roebourne is the least preferred and visited. Wickham and Karratha are the preferred locations to buy goods and services. The greatest amount of money is spent in Wickham, followed by Karratha and then closely by Point Samson (mainly on meals and alcohol). The majority of respondents indicated a preference to buy goods and services at local towns if they were available, providing the range and quality meets their requirements/needs. Wickham and Karratha are used mostly for convenience shopping, whilst Port Samson tends to be accessed more for recreation and leisure.

Investment in local economies - Birrabira Camp A residents currently spend between \$112 and \$219 per person/week on local products, facilities and services (equating to between \$2.7m and \$5.3m per annum).¹

Access and awareness of towns - Transport provided by contract companies is the major form of transport used to access local towns; a quarter of the number using Contract companies' transport use private vehicles. Wickham and Port Samson are considered the easiest towns to access; Karratha and Dampier are considered the most difficult. Most people find out about local towns by word of mouth and independently; few workers access this information at Birrabira Camp A or as part of RIO Birrabira Camp A induction.

Feeling welcome in town - The majority people in Birrabira Camp A feel welcome in local towns; less than 1% felt unwelcome. Demographic analysis of this question revealed the women overall feel less welcome than men in local towns.

Participation and learning - A third of respondents indicated a desire to participate in voluntary activities; however only 6% are involved with the nominated voluntary organizations listed in the survey, these being SES, Ambulance, Fire & Rescue or Sea rescue) in their 'residential' community. However the majority of these residents indicated they would be interested in using their experience in surrounding local towns or undertaking further studies.

¹ This calculation assumes a current FIFO Birrabira Camp A workforce of 460

ATTACHMENT 3 - RIO TINTO RESPONSE TO MITIGATION STRATEGIES OUTLINED IN SOCIAL IMPACT MITIGATION PLAN, BIRRABIRA B

RIO TINTO RESPONSE TO MITIGATION STRATEGIES OUTLINED IN SOCIAL IMPACT MITIGATION PLAN, BIRRABIRA B, [CREATING COMMUNITIES, JANUARY 2011]

Please note: Potential Impact, Mitigation Strategies, Responsible Agency are from Table #4 Birrabira Camp B SIMP, Creating Communities

POTENTIAL IMPACT	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
Significant Impact							
Public health and safety of community	Accommodate construction workforce in transient workers accommodation	Yes	For the life of Camp A & B	In Development Plan		\$108m committed	RTIO only
<i>(Indigenous health and safety, availability of illicit drugs, drug/alcohol use, marine safety, road safety/drink driving, pedophilia/ sexual abuse)</i> <u>Frequency of concern:</u> Rubbish 18 Anti-social behaviours 27 Marine damage 12 Habitat destruction 2	Report Page 20 – “The design of the Birrabira Camp B and the employment of construction workers will significantly mitigate impacts on local services and facilities with no impact to education facilities and limited impact to health, police and most recreation facilities”.						
	Address concerns relating to litter	Yes	Progressing	Purchase an appropriate trailer.	Two days per week of litter collection in Wickham and on the road between Cape Lambert turnoff and Point Samson (subject to availability of Prison staff)	\$6 000 committed	Roebourne Prison.
		Yes	Progressing	Covering of Utes – change in RTIO standards	All RTIO contractor and employee work utes will have a covered tray.	Internal costs	
		Yes	2010-2012	Coordinator, Taskforce CleanSweep	Monthly focus on litter, graffiti, vandalism, anti-social behaviours such as street drinking.	\$120 000 committed	Shire of Roebourne - KPIs for partnership available.
		Yes	2011 -2013	Local Ranger position	Establish a locally based Ranger position to respond to concerns such as parking, littering, over fishing and off road vehicles.	FTE \$180 000 Committed	Shire of Roebourne – to be discussed. (Indigenous trainee)
		Yes	2010 onwards	CARE & ICARE	Participate in CARE programs	Internal costs	RTIO Employees & contractors
	Report Page 9 – “Although antisocial behaviour issues in local communities were seen by many to result from a range of community members, not specifically RTIO staff and contractors, there was significant concern that such issues would increase with a population influx created by camp development”.						

	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS	
<p>Public health and safety of community</p> <p><i>(Indigenous health and safety, availability of illicit drugs, drug/alcohol use, marine safety, road safety/drink driving, pedophilia/ sexual abuse)</i></p> <p><u>Frequency of concern:</u> Personal Health & Safety 23 Anti-social behaviours 27 Perceptions of increased crime 18</p>	RTIO to make appropriate contribution to local policing (no evidence by WA Police of impact from Camp A or expected for Camp B but high level of concern in Community)	Yes	2011 – 2013	Additional Police services	'Additional police effort' in the areas of operations, crime and safety, and community engagement.	\$450 000 committed	WA Police – details being discussed	
		Yes	For the life of Camp A & B	Camp Security	No impact on police services	\$312 000 per year committed	RTIO only	
	Report Page 20 – "The design of the Birrabira Camp B and the employment of construction workers will significantly mitigate impacts on local services and facilities with no impact to education facilities and limited impact to health, police and most recreation facilities".							
		Employee inductions to include police representation. Inductions cover community and child safety and responsible drinking, litter and rubbish and the Point Samson reef .	Yes	For the life of Camp A & B	Inclusion of Environment, expected Social Behaviour, Respecting Community in induction. [Reviewed by PSCA 14 Dec 10]	Inductions are to the satisfaction of the local OIC, WA Police and the local Communities. Community satisfaction measured through ongoing consultation eg. Monthly PCSA and WCA meetings	Internal cost	Local Communities Point Samson Community Association Wickham Community Association WA Police
	Report Page 21 – "The impacts of greatest concern to the community and stakeholders are health and safety of the community, impacts on the marine environment from the fishing activity of transient workers, antisocial behaviours, increased crime, impacts to community spirit and impacts to services & facilities".							
		Further investigation into the existence/prevalence of pedophilia/sexual abuse and strategy development to address issues	Yes	No timeline as ongoing	RTIO immediately refers any allegations or comments relating to child abuse to the WA Police for investigation.	All cases of paedophilia or sexual abuse are referred to the appropriate authority.	No cost	WA Police Department of Child Protection
Page 21 – "Two stakeholders raised concern relating to the sexual abuse of local children. While this issue has previously been investigated by WA Police and is continually monitored through Operation Leeds, given the severity of the issue, ongoing communication with relevant agencies is essential".								

	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS	
<p>Public health and safety of community</p> <p><i>(Indigenous health and safety, availability of illicit drugs, drug/alcohol use, marine safety, road safety/drink driving, pedophilia/ sexual abuse)</i></p> <p>Frequency of concern: Personal Health & Safety 23 Anti-social behaviours 27 Perceptions of increased crime 18</p>	Develop RTIO protocols for community, staff and contractor reporting of crime	Yes	No timeline as ongoing	Inclusion of policy in induction process.	Adherence to current RTIO Policy by staff and contractors. All crime is reported to WA Police.	Internal Cost	WA Police	
	Report Page 21 – “The impacts of greatest concern to the community and stakeholders are health and safety of the community, impacts on the marine environment from the fishing activity of transient workers, antisocial behaviours, increased crime, impacts to community spirit and impacts to services & facilities”.							
	Work with Indigenous leaders and agencies to establish a child safety project	Yes	No timeline as ongoing	RTIO and Dept of Child Protection representation on the Wickham Crime & Safety Committee.	As per the Child Safety project targets	Internal Cost	Department of Child Protection	
	Page 21 – “Two stakeholders raised concern relating to the sexual abuse of local children. While this issue has previously been investigated by WA Police and is continually monitored through Operation Leeds, given the severity of the issue, ongoing communication with relevant agencies is essential”.							
	Review induction processes for FIFO workers and include specific induction pertaining to local health and safety issues and the associated laws.	Yes	For the life of Camp A & B	Inclusion of policy in induction process.	RTIO regularly reviews induction processes to include up-to-date information.	Internal cost	Local Communities Point Samson Community Association Wickham Community Association	
Recommend inclusion of local police in induction processes.	Yes	For the life of Camp A & B		Wickham OIC, WA Police is involved in the local induction program.	Internal cost	WA Police		
Report Page 9 – “Concerns most frequently voiced related to rubbish and the protection and maintenance of local marine and coastal environments.								

Most environmental impacts relate to the broader project rather than the camp itself ..."							
POTENTIAL IMPACT	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
Public health and safety of FIFO workers <i>(drug use, mental health, drug/alcohol use, marine safety, fitness, road safety/drink driving)</i>	Provide on-site health facilities and services	Yes	For the life of Camp A & B	Paramedics and Healthy Lifestyle Coordinators	No impact on local community facility	\$1 248000 Committed per year	RTIO Note: RTIO is in partnership with Pilbara health network to provide medical services in Wickham (\$150 000 committed)
	Report Page 16 – "The design of the Birrabira Camp B and the employment of transient construction workers, significantly mitigate potential impacts on local services such as education, health and recreation facilities The Camp is designed to be relatively self-contained with daily needs accommodated onsite ...".						
Frequency of concern:	Provide counselling/pastoral support services to FIFO	Yes	For the life of Camp A & B	FIFO have access to phone counselling	No impact on local community facilities.	Internal cost	RTIO/SKM
Personal Health & Safety 23	Report Page 20 – "The design of the Birrabira Camp B and the employment of construction workers will significantly mitigate impacts on local services and facilities with no impact to education facilities and limited impact to health, police and most recreation facilities".						
Pressure on Roads/Traffic Increase 8	Provision of coach/bus transport for FIFO workers	Yes	For the life of Camp A & B	Coach/Bus	One night per week to Wickham and four trips on Sunday to Karratha	\$364 000 Committed per year	RTIO/SKM
Page 9 FIFO Survey – "Transport provided by Rio (company vehicles or bus) is the major form of transport used to access local towns [476] compared to private vehicles [116].							
	Liaise with WA Police to support strengthening drink driving and responsible drinking initiatives	Yes	2010 – 2012	Addressed through Taskforce – CleanSweep	Monthly focus on litter, graffiti, vandalism, anti-social behaviours such as street drinking.	Recorded above	Shire of Roebourne - KPIs for partnership available.
		Yes	2011 - 2013	Partnership with WA Police	'Additional police effort' in the areas of operations, crime and safety, and community engagement.	Recorded above	WA Police – in discussions

Public health and safety of FIFO workers <i>(drug use, mental health, drug/alcohol use, marine safety, fitness, road safety/drink driving)</i>	Report Page 9 – “Although antisocial behaviour issues in local communities were seen by many to result from a range of community members, not specifically RTIO staff and contractors, there was significant concern that such issues would increase with a population influx created by camp development”.						
	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
	Establish safe running track between Camp and Point Samson	No			This proposal has been costed previously and is considered not viable.	Nil	
	Improve signage in car parks at Wickham shops and Point Samson regarding street drinking	Yes	2010 - 2012	Taskforce – CleanSweep	Monthly focus on litter, graffiti, vandalism, anti-social behaviours such as street drinking. Specifically – signs are currently on order	Recorded above	Shire of Roebourne - KPIs for partnership available. West Pilbara Alcohol Management Working Group
	Consider development of sheds for FIFO workers, gardens and art spaces to provide a positive outlet	Yes Yes Yes Yes	2010 onwards	PICC Health Working Party with other agencies & industry. Discussing the feasibility of locating a Men's Shed/ art program in Camp B	Supporting WACHS National Mental Health Conference, Newman (June 2011) Participate in Mental health Workshop (WACHS) to map and gap current service providers and programs across the Pilbara (RDA) Implementation of a mental health program. Men's Program (possible arts)	\$9 000 – willing to commit Current PICC partnership \$120 000 willing to commit Willing to commit	Pilbara Health Network WACHS Other industry partners (PICC) Shire of Roebourne (discussions regarding contribution to mental health support) Archipelago Arts
Page 17 – “The majority of residents in Birrabira Camp A are male (approx 80%) with the greatest proportion of the workforce being between the ages							

	of 40 and 59 (56%); only 4% are aged below 25. Over two thirds of the residents are in relationships, half of those with children".						
Perceived enhanced economic inequities <i>(affordability of accommodation, increased cost of living [rates, facilities, services], lack of revenue benefits for local business/contractors, large wage disparity, pressure on local business)</i>	Accommodate construction workforce in transient workers accommodation	Yes	For the life of Camp A & B	In Development Plan		Recorded above	RTIO only
	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
Perceived enhanced economic inequities <i>(affordability of accommodation, increased cost of living [rates, facilities, services], lack of revenue benefits for local business/contractors, large wage disparity, pressure on local business)</i>	Implement a 'buy local' employment and contract policy for RTIO and contractors	Yes	Ongoing	Local workshops outlining tender/contract opportunities. RTIO is investigating opportunities to implement preferential weighting for local businesses.	Workshop – 21 Feb 2011 Workshop – 8 March 2011 Sponsor KDCCI session – June 2011	Internal cost	KDCCI RTIO has a legal obligation relating to the employment of traditional owners and the contracting of Aboriginal businesses. This is supported through a team of 10 people and various support programs.
	Page 17 – "Birrabira Camp A residents currently spend between \$112 and \$219 per person/per week on local products, facilities and services (equating to between \$2.7m and \$5.3m per annum).						
Perceived enhanced economic inequities <i>(affordability of accommodation, increased cost of living [rates, facilities, services], lack of revenue benefits for local business/contractors, large wage disparity, pressure on local business)</i>	Support initiatives to attract more skilled workers for local businesses into the region (state and community led strategies required)	Yes		RTIO supports local businesses	Sponsor of the Karratha Chamber of Commerce RTIO sponsored Pilbara to Parliament Small Business WA	5 000 committed 25 000 committed 75 000 committed	KDCCI Shire of Roebourne Small Business WA
	Page 17 – " A third (33%) of [survey] respondents indicated they would consider residential over FIFO".						
Frequency of concern: Increase employment business	Support training initiatives for local contractors and businesses	Yes		RTIO supports local businesses and training initiatives.		Internal cost	RTIO has a legal obligation relating to the employment of traditional owners and the contracting of Aboriginal businesses. This is supported through a team of 10 people and various
	Work Readiness Program	Yes	Ongoing			Internal	of 10 people and various

opportunities 13 Lack of revenue benefits for local businesses and contractors 16 Large wage disparity 2 Increased cost of living (rates, facilities, services) 5 Pressure of local businesses 30	Page 17 – "...the majority of these residents [Camp A] indicated they would be interested in using their experience in surrounding local towns or undertaking further studies". Page 20 – "Workers accommodated in Birrabira Camp A and B (when at maximum capacity) are collectively projected to contribute between \$14m and \$27m per annum to the local economy.						cost	support programs.
	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS	
	Communicate the economic contribution of FIFO workers to local communities	Yes		Informing the Community	Availability of a public version of the SIMP Workshops with Community re: SIMP	\$10 000 Internal Cost	Engaged Creating Communities	
	Page 17 – "Most people [FIFO] go to local towns to buy groceries, alcohol, reading materials and meals. Women tend to spend more than men on groceries and reading materials. Wickham and Karratha are the preferred locations to buy goods and services. The greatest amount of money is spent in Wickham, followed by Karratha and then closely by Point Samson... The majority of respondents indicated a preference to buy goods and services at local towns if they were available, providing the range and quality meets their requirements/needs. Wickham and Karratha are used mostly for convenience shopping, whilst Point Samson tends to be accessed more for recreation and leisure".							
	Support reporting on crime statistics in local papers	Yes	2010 - 2012	Community Crime & Safety BBQs Coordinator, Taskforce – CleanSweep.	Communities are informed of local crime statistics via Crime & Safety BBQs, Taskforce Cleansweep and community newspapers.	\$3000 committed Recorded above	Community Police Officer report in Pilbara News. Shire of Roebourne - KPIs for partnership available.	
	CCTV around Point Samson Tavern and Wickham town centre		2010 -2012	Taskforce – CleanSweep.	Being explored through Taskforce, Cleansweep.	Recorded above	Shire of Roebourne - KPIs for partnership available.	
	Report Page 21 – "The impacts of greatest concern to the community and stakeholders are health and safety of the community, impacts on the marine environment from the fishing activity of transient workers, antisocial behaviours, increased crime, impacts to community spirit and impacts to services & facilities".							
	Quarterly meetings with local tavern owner/managers	Yes	Ongoing	RTIO Communities	Quarterly meetings occur.	Internal Costs		
	Assess alternative RDOs to provide more options for recreational activity and lessen impact on	Yes		RTIO will review RDOs.	RDO are reviewed.	Internal Costs \$25 000	Shire of Roebourne	

	weekends			Partnerships established to offer wider alternative of activities on RDO's. RTIO explore opportunities to develop partnerships such as a FIFO Coordinator	Partnership with Roebourne Visitors Centre to offer local tourism options. Working with Point Walcott Yacht Club to examine options for recreation. Work with Shire and other industry to support FIFO coordinator for region to better coordinate recreation.	\$360 000 Consultant fees Willing to commit to partnership	Roebourne Visitors Centre Port Walcott Yacht Club Shire of Roebourne & other industry
Page 20- "there are likely to be impacts to some of the local facilities such as the pool in Wickham, the beach and boat ramp in Point Samson".							
	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
	Review induction processes for FIFO workers and include specific induction pertaining to local laws and behavioural expectations, Include local police in induction for FIFO workers.	Yes	For the life of Camp A & B	RTIO will regularly review induction processes	Induction processes are reviewed regularly to include up-to-date information.	Internal Costs	RTIO Contractors – SKM, John Holland etc WA Police Dept of Environment and Conservation
	Camp regulations restricting workers socialization time	Yes	For the life of Camp A & B	Planned to reflect Camp A* standards	Employees/Contractors are drug and alcohol tested before every shift. Alcohol is only sold between the hours of 6 to 9 with a closing period of one hour for dinner. No noise after 10pm.	Internal Costs	RTIO only
Page 16 – "...the hours in which the transient workers can socialise is limited by shift roster and camp regulations".							
	RTIO to make appropriate		2011 – 2013	Additional	'Additional police effort' in the areas of operations, crime and	\$450 000	WA Police – details being

	contribution to local policing	Yes		Police services	safety, and community engagement.	committed	discussed
	Report Page 20 – “The design of the Birrabira Camp B and the employment of construction workers will significantly mitigate impacts on local services and facilities with no impact to education facilities and limited impact to health, police and most recreation facilities”.						
Community spirit/ local culture (cultural awareness, lack of integration between FIFO and local community, impacts on volunteerism) Frequency of concern: 36	Provide chaplaincy services to FIFO	Yes		RTIO will support the offering of chaplaincy services	If requested by residents, a chaplaincy service is offered	To be negotiated	Churches
	Page 27 Survey – “Are there any other comments/issues you wish to raise in regards to the content of the survey?” Whilst residents raised a range of activities and improvements for the Camp no respondents requested access to chaplaincy or church services.						
	Collaborate with local volunteer/community agencies to support local activities	Yes	Ongoing	RTIO through Community Development Officers.	Local volunteer and Community Agencies are supported. Fire truck for PSVBFB Wickham (refer to pg12)	Internal cost \$175 000 committed	The Cape Lambert team has expanded with additional positions (3). Point Samson Volunteer Bush Fire Brigade
	Page 10 Survey – “A third of respondents indicate a desire to participate in voluntary activities and over 90% of respondents are not currently involved with voluntary organizations in their ‘residential’ community”. Page 17 – “The majority of people in Birrabira Camp A feel welcome in local towns; less than 1% felt unwelcome. Demographic analysis of this question reveals women overall feel less welcome than men in local towns”.						
		MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$
	RTIO attendance at community meetings	Yes	Ongoing	To attend Community Meetings	RTIO representatives attend on a monthly basis Point Samson Community Association, Cape Lambert CAG and Wickham Community Association Meetings.	Internal cost	Wickham CA Point Samson CA Cape Lambert CAG
Community spirit/ local culture (cultural awareness, lack of integration between FIFO)	Survey to see if there is any scope for volunteering; get idea of qualifications of FIFO/residents. e.g. FESA	Yes	Dec 2010	To survey Camp A	Survey of Camp A residents.	Internal Cost	
	Page 16 – “29% of camp residents would be interested in participating in voluntary activities in the community”. Provide more effective						

Confidential

Page 9

10/03/2011

<i>and local community, impacts on volunteerism)</i>	induction to FIFO about local area – involve local spokespeople and include information on cultural awareness, dress standards and community expectations regarding behaviour	Yes	For the life of Camp A and B.	RTIO will review induction processes.	Induction processes are reviewed to involve local spokespeople and include information on cultural awareness, dress standards and community expectations regarding behaviour.	Recorded above	Roebourne Visitors Centre – cultural awareness, Aboriginal language and art classes/sessions.
	Page 11 Survey – “More activities should be provided in or surrounding Camp A; including yoga, camping and inviting local Aboriginal community to speak with residents”						
<i>Frequency of concern: 36</i>	Promote local activities/integration messages on camps' in-room TV channel	Yes	For the life of Camp A and B.	RTIO will provide relevant materials.	Written materials is provided in rooms, which covers areas such as local business, activities etc	\$15 000 Committed per year	Shire of Roebourne Roebourne Visitors Centre Karratha Visitors Centre Local businesses
	Page 17 – “Most people find out about local towns by word of mouth and independently; few workers access this information at Birrabira Camp A or as part of RIO Birrabira Camp A induction”.						
<i>Community spirit/ local culture (cultural awareness, lack of integration between FIFO and local community, impacts on volunteerism)</i>	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
	Hold an annual camp open day event to allow community to see facilities	Yes	Each year	To hold an annual camp day each year.	An annual open day is conducted each year.	\$10 000 Committed per year	Wickham Community Association Point Samson Community Association (Tour of Cape Lambert & Camp held on 14 December 2010)
	Page 21 – “Generally there is a poor perception of FIFO workers in the community with many social ills being attributed to the workers. Understanding actual social issues and communicating actual and perceived issues is required in the community”.						
	Assess capacity for camp facilities to be used by/ in collaboration with local community (i.e. fundraising events)	No			Not possible due to security restrictions and shift work requirements (Health & Safety obligations such as fatigue management).		

Moderate Impact							
Pressure on local services and facilities <i>(medical , police, Pope's Nose Bridge fishing spots,boat ramp, aged care, recreation facilities, ambulance)</i> Frequency of concern: 41	Provision of on-site recreational, health and medical facilities and services	Yes	For the life of Camp A and B	For Camp A* – 4 paramedics and healthy lifestyle coordinators. Foxtel provided to all rooms	No or limited impact on local recreational, health and medical facilities and services	Recorded above \$84 000 Committed per year	
	RTIO currently provides significant funding to the Pilbara Health Network to maintain medical services to Wickham and Point Samson communities. Further consultation will occur in an effort to develop a quality, sustainable service. Consultants have been engaged – FaM Consulting (\$200 000+ and housing (\$1m) committed). Additional 2 houses for medical purposes in Wickham and MSIS, Karratha (\$ 6 000 000)						
	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
Pressure on local services and	Propose and implement a community sponsorship program to support local community organizations	Yes	Ongoing	Through RTIO Community Development Officers – donations	A community sponsorship program is implemented to support local community organisations.	See 2010 spend	<u>2010 RT Community Expenditure</u> Wickham/Point Samson \$1 108 565.50 Shire of Roebourne \$10 267 103.25 (includes some in kind accommodation)

recreation facilities, ambulance)	Page 9 – "...there were equally hopeful perspectives regarding potential developmental opportunities associated with an increase in local population".						
	Integrated development of facilities at the Port Walcott Yacht Club to provide alternative social and meeting places that benefit both FIFO workers and the community to take the pressure of Point Samson	Yes	2011 - 2013	Establish a partnership with the Port Walcott Yacht Club	RTIO partners with the Port Walcott Yacht Club to design, develop and implement facilities identified by the local communities of Point Samson and Wickham Community at Port Walcott.	To be negotiated	Port Walcott Yacht Club
	Page 8 Survey – "Wickham and Point Samson are the most frequently (greater than 2 visits/week) visited destinations. The greatest amount of money spent/week by Camp A residents is in Wickham, followed by Karratha and then closely by Point Samson. Over 75% of respondents indicate a positive attitude to spending in local towns if the right services and goods are available there".						
Pressure on local services and facilities (medical , police, Pope's Nose Bridge fishing spot, boat ramp, aged care, recreation facilities, ambulance)	Support the development of a Community Plan for Wickham and Point Samson communities to include: club development, FIFO integration in towns, recreation planning to accommodate additional FIFO	Yes	Annual review	RTIO Communities	Rio Tinto is supporting the development of a town plan for Wickham through TBB (planners) In consultation with local community members, Community Officers are developing town plans for community investment. Support the development of a town plan for Point Samson in conjunction with the Shire and subject to RTIO approving the scope and costings.	Internal Costs Up to 50% of cost.	Community members in Point Samson and Wickham Cape Lambert CAG Wickham Community Association Point Samson Community Association Shire of Roebourne and Pilbara Cities – subject to detailed costings.
	Pressure on local services and facilities (medical , police, Pope's Nose	Page 16 – "The Camp is designed to be relatively self-contained with daily needs accommodated onsite including: social spaces, recreation facilities, health services, education spaces etc."					
	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
	Seal frequently used			Not RTIO			

<p><i>Bridge fishing spot, boat ramp, aged care, recreation facilities, ambulance)</i></p>	roads to recreation areas (Sam's Creek)	No		responsibility or land			
	Contribute to Ranger services at Point Samson	Yes	2012 - 2014	RTIO will contribute to a Ranger position and an Indigenous trainee ranger	The appointment of a Ranger and Indigenous trainee for Point Samson and Wickham	\$180 000 Committed (willing to commit more based on detailed costings)	Possible partner, Shire of Roebourne
	<p>Page 9 – "The majority of environmental impacts noted through consultation were potential amplifications of issues already faced in local communities, rather than new impacts that might arise due to future developments. Concerns most frequently voiced related to rubbish and the protection and maintenance of local marine and coastal environments".</p>						
	RTIO and contractors make workers available for volunteering in local clubs and for emergency services	Yes	Ongoing	GM, Coastal is supportive of releasing trained emergency management staff during crisis periods.	Trained emergency management staff are available to support local emergency management crews during crisis periods. The paramedics are available 24 hours a day.	Internal cost	
<p>Page 17 – "6% [8 respondents] are involved with the nominated voluntary organisations listed in the survey, these being SES, Ambulance, Fire & Rescue or Sea Rescue in their 'residential' community".</p>							
<p>Formation of attitudes towards project</p> <p>Frequency of concern: 9</p>	Develop and initiate communications strategy to communicate information on FIFO workforce, lifestyle, and contributions to local community and economy	Yes	Ongoing	RTIO is committed to informing the public in regards to the SIMP	SIMP Study is presented to key organisations/groups. Public version of SIA Study to be published.	\$10 000	Shire of Roebourne, Point Samson Community Association, Wickham Community Association and Cape Lambert Community Advisory Group.
	Provide project updates in local papers, newsletters and/or via the internet	Yes	February 2011 onwards	RTIO is committed to regularly inform the public about the Expansion Project.	Establishment of a range of communication tools such as a webpage, bimonthly newspaper liftouts and monthly leaflets.	\$35 000 committed	
	<p>Page 22 – "Develop a communications strategy to report on the Birrabira Camp B project and the Cape Lambert Expansion project as a whole. The communications strategy should also address perceptions of FIFO workers and seek to provide accurate information on their lifestyle, rosters and the economic contribution they make to local communities"</p>						

	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
Traffic and transport	Provide regular bus/coach services for FIFO	Yes	For the life of Camp A and B	To provide buses	For Camp A* - provided by RTIO/SKM. One night per week to Wickham and four trips on Sunday to Karratha Contractor Companies	Recorded above	
Frequency of concern: 8	Page 9 Survey – “Transport provided by Rio (company vehicle of bus – 476 respondents) is the major form of transport used to access local towns, a quarter of that number use private vehicles (116 respondents)”.						
	Assess traffic impacts of the project in the planned SIA	Yes	February – July 2011	To complete a full SIA	Scope completed. A traffic management plan will be in the completed SIA.	Cost not disclosed -but committed	At tender with four companies. Contract to be finalised by 20 Feb 2011.
	Page 22 – “The scope for the planned Social Impact Assessment on RTIO’s Cape Lambert Expansion should include... investigation of the impacts listed as ‘Other Impacts’ in table 2 (page 11): pressure on roads/traffic increase”.						
	Town planning in Wickham to address parking, vehicle and pedestrian movements	Yes	2010 onwards	As part of the Wickham South Development	A town plan inclusive of parking, vehicle and pedestrian movements is available.	Cost not disclosed but committed	
Low Impact							
Dissimilarity in age, gender, racial and ethnic composition	Develop policy to attract a diverse workforce	Yes		RTIO supports diversity in the workforce	RTIO has an existing Diversity Policy	Internal cost	
	Page 5 Survey – “The majority of residents in Camp A are male (approximately 80%). The greatest proportion of the workforce is between the ages of 40 and 59 (58%), only 4% are aged below 25. Over two thirds of Camp A residents are in relationships (72%) and over half of them have children living at home (38%)”.						
	Communicate diverse FIFO demographic to the community via communications strategy	Yes	Ongoing	RTIO is committed to informing the public in regards to the SIMP	SIMP Study is presented to key organisations/groups. Public version of SIA Study to be released.	Internal Cost	Shire of Roebourne, Point Samson Community Association, Wickham Community Association and Cape Lambert Community Advisory Group.

	MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes	FUNDING \$	POTENTIAL PARTNERS
Effects on Indigenous heritage	Ensure on-going access of Indigenous community to heritage sites	Yes	Ongoing	Key RTIO commitment	RTIO has this requirement written into the agreement with the traditional owners.	Internal Cost	
	Observe appropriate Indigenous cultural practices such as "Welcome to Country"	Yes	Ongoing	Key RTIO commitment	RTIO has this requirement written into the agreement with the traditional owners. All RTIO employees are required to complete 4 hrs cross cultural awareness training.	Internal Cost	Partnership with Roebourne Visitors Centre to deliver cultural
	Develop a Reconciliation Plan for RTIO and contractors	Yes	Completed	RTIO is committed to Reconciliation	RTIO has a Reconciliation Plan	Internal Cost	
Change in employment opportunities	As above - Implement a 'buy local' employment and contract policy for RTIO and contractors	Yes		Local workshops outlining tender/contract opportunities.	Workshop – 21 Feb 2011 Workshop – 8 March 2011 Sponsor KDCCI session – June 2011	Internal cost	RTIO has a legal obligation relating to the employment of traditional owners and the contracting of Aboriginal businesses. This is supported through a team of 10 people and various support programs.
	Page 16 Survey – <ul style="list-style-type: none"> - When purchasing groceries, the towns used by the highest numbers of Camp A residents are Wickham (60%) and Karratha (42%) - Alcohol is purchase by highest number of residents in Wickham (62%), Point Samson (32%), Karratha (28%) and Dampier (9%) - Those who purchase reading materials tend to do so in Wickham (44%) and Karratha (33%) - Karratha draws the highest usage of local services such as hairdressers, with 10% of Camp A residents spending money there - For the purchase of meals, Point Samson is the town used by the greatest number of workers (48%), followed by Karratha (28%), Wickham (13%) and Dampier (10%) - Cigarette and tobacco are generally purchased in Wickham (21% of workers) and Karratha (13% of workers) - Karratha (23%) and Wickham (7%) are the most common places to purchase medicines and treatments. 						

Birrabira Camp B – standards, operations and policies will mirror current practices at Birrabira Camp A.

Acknowledgement: All statements following mitigations are taken from Social Impact Mitigation Plan, Birrabira Camp, Creating Communities Jan 2011

Additional Information

Other Mitigations:

MITIGATION STRATEGY	RTIO Commitment	TIME FRAME	RTIO COMMITMENT	Program outcomes
Ex-gratia payments - \$250 per bed per year	Yes	For the life of Camp A and B	To pay annual ex-gratia payments	Annual ex-gratia payments will be paid to the Shire of Roebourne \$690 000 committed when Birrabira Camps A & B at full capacity

Page 9 – “In contrast to concerns ... there were equally hopeful perspectives regarding potential developmental opportunities associated with an increase in local populations and an increased capacity for input from local business”.

Total Actual Funds Committed To:

CAPE LAMBERT [WICKHAM & POINT SAMSON]	\$ 2 305 000
RECREATION PRECINCT	\$ 22 400 000
BACK BEACH ROAD	\$ 45 000 000
BIRRABIRRA CAMP B	\$108 000 000
CAMP B SERVICES	\$ 2 080 000

Community Consultation

Social Impact Study	contract to be awarded
Wickham South Development	TBB
Playgrounds	Creating Communities
Childcare	Childcare Solutions
Medical	FaM Consulting
Sporting Clubs	Leisure Consulting
SIMP In town (FIFO)	Creating Communities

Current Project Management

Wickham South Development	THINC
Recreation Precinct	DORIC

14 STRATEGIC PROJECTS

Nil

15 ITEMS FOR INFORMATION ONLY

INFORMATION ONLY ITEMS - FEBRUARY 2011

Responsible Officer: Chief Executive Officer

Author Name: Minute Secretary

Disclosure of Interest: Nil

REPORT PURPOSE

To advise Council of the information items for February 2011.

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.

RECOMMENDATION

That Council note the following information items:

- ◆ 15.1 Shire President's Mail, February – March 2011
 - ◆ 15.2 Register of Documents Stamped with the Shire's Common Seal
 - ◆ 15.3 Councillor Representatives on Organisations
 - ◆ 15.4 Tabled Correspondence
 - ◆ 15.5 Budget Amendments for period ending 28 February 2011
 - ◆ 15.6 Non-Statutory Donations for period ending 31 January 2011
 - ◆ 15.7 Building Statistics – February 2011
 - ◆ 15.8 Planning Decisions Issued - 1 February to 3 March 2011
-

15.1 SHIRE PRESIDENT’S MAIL FEBRUARY – MARCH 2011

Responsible Officer: Chief Executive Officer

Author Name: Minute Secretary

Disclosure of Interest: Nil

REPORT

Incoming correspondence for the Shire President

Date	From	Subject Details
11/02/2011	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CONSTITUTIONAL RECOGNITION OF LOCAL GOVERNMENT - ROLE FOR COUNCILS - ALGA REQUEST ENDORSEMENT BY COUNCILS - REFERENDUM TO CHANGE THE CONSTITUTION
24/02/2011	CANCER COUNCIL OF WESTERN AUSTRALIA	CANCER COUNCIL WA WOULD LIKE TO CONGRATULATE SHIRE OF ROEBOURNE IN RECENT DECISION TO SPEND \$1.4 MILLION BUILDING PERMANENT SHADE STRUCTURES OVER 10 PLAYGROUNDS IN KARRATHA
02/03/2011	HON BILL MARMION BE MBA MLA	SHIRE OF ROEBOURNE'S SUPPORT OF THE ROEBOURNE REJUVENATION PROJECT - PARTNERSHIP BETWEEN DEPARTMENT OF HOUSING AND SHIRE

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

Responsible Officer: Chief Executive Officer

Author Name: Minute Secretary

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.

DATE	DOCUMENT
01/02/11	Scheme Amendment 18 maps – 4 sets of maps (11 per set)
08/02/11	SG Fleet Agreements
08/02/11	Department of Gaming and Liquor – approval of Manager at the Tsin Tsin Inne (Tyler Anderson)
09/02/11	Variation to Children and Parenting Services under the Family Support Program – Communities for Children Agreement x 1 (RDA)
10/02/11	Application for the registration of Indigenous Land Use Agreement for the creation of a recreation reserve in Wickham
01/03/11	Yaandina Family Centre Lease Agreement x 3
01/02/11	Scheme Amendment 18 maps – 4 sets of maps (11 per set)
08/02/11	SG Fleet Agreements

15.3 COUNCILLOR REPRESENTATIVES ON ORGANISATIONS

Responsible Officer: Chief Executive Officer

Author Name: Minute Secretary

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:

EXTERNAL COMMITTEE	DIVISION & STAFF MEMBER [if applic]	COUNCILLOR
Nor West Jockey Club Committee	Community and Corporate Services	Cr Fiona White-Hartig
Pilbara Regional Council (PRC)	Chief Executive Officer	Cr Lockwood & Cr Hipworth, Cr White-Hartig & Cr Smeathers as proxies
Pilbara Regional Road Group	CEO & Infrastructure Services	Cr Lockwood & Cr Hipworth
Resource Industry Advisory Group	Chief Executive Officer, Community and Corporate Services, Development and Regulatory Services & Infrastructure Services	Cr Lally, Cr White-Hartig & Cr Hipworth
Visitor Centre(s) Committees	Community and Corporate Services	Cr Hipworth & Cr Bailey
Walkington Theatre Management Committee	Community and Corporate Services	Cr Cechner & Cr Smeathers as proxy
West Pilbara Communities for Children Consortium	Community and Corporate Services	Cr Vertigan & Cr Smeathers as proxy
Roebourne Advisory Group	Community and Corporate Services	Cr Bailey, Cr White-Hartig & Cr Pritchard

Internal Portfolio's:

INTERNAL PORTFOLIO'S	COUNCILLOR
Community and Corporate Services	Cr Lewis, Cr Smeathers, Cr Vertigan & Cr Pritchard
Financial Services	Cr Lally & Cr Lockwood
Development and Regulatory Services	Cr Bailey, Cr Cechner Cr Hipworth & Cr White-Hartig
Infrastructure Services	Cr Hipworth & Cr Lally

15.4 TABLED CORRESPONDENCE

Responsible Officer: Chief Executive Officer

Author Name: Minute Secretary

Disclosure of Interest: Nil

REPORT

Tabled correspondence for Councillors information:

Date	From	Subject Details
31/01/2011	BRENDON GRYLLES MLA	TAX TREATMENT OF LOCAL GOVERNMENT CONTRIBUTION TO THE PILBARA UNDERGROUND POWER PROJECT (PUPP) - RECEIVED LETTER DATE 9 NOVEMBER 2010 - ADVISE CONSULTATION PROCESS UNDERWAY - MINISTER FOR REGIONAL DEVELOPMENT
03/02/2011	AUSTRALIA'S NORTHWEST TOURISM	RESPONSE FROM AUSTRALIA'S NORTHWEST TOURISM REGARDING THE RECENT CHANGES IN THE STRUCTURE OF AUSTRALIA'S NORTHWEST TOURISM (ANW)
04/02/2011	WESTERN AUSTRALIAN LAND AUTHORITY (LANDCORP)	LANDCORP ADVISE - DEVELOPER APPOINTED TO TAMBREY SCHOOL SITE (ALCOCK BROWN-NEAVES GROUP) - PART OF PILBARA CITIES INITIATIVE
11/02/2011	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STATE AWARD APPLICATIONS - WALGA
11/02/2011	DEPARTMENT OF REGIONAL DEVELOPMENT AND LANDS	FINANCIAL ASSISTANCE AGREEMENT - ROYALTIES FOR REGIONS PROJECT - COUNTRY LOCAL GOVERNMENT FUND (CLGF) FINANCIAL ASSISTANCE AGREEMENT (FAA) - SHIRE OF ROEBOURNE - RECEIVED SOR FORWARD CAPITAL WORKS PLAN ON 17 DECEMBER 2011
14/02/2011	PILBARA CITIES	REQUEST TO EXCISE PORTION OF RESERVE 32335, LOT 3000 RICHARDSON WA, BULGARRA AND TRANSFER TO FREEHOLD - PILBARA CITIES SUPPORTIVE OF EXCISION
15/02/2011	WATER CORPORATION	WATER CORPORATION SEEKS SHIRE OF ROEBOURNE'S PERMISSION TO UTILISE EXISTING PORTION OF CROWN LAND ADJACENT TO EFFLUENT PONDS

23/02/2011	WHELANS (WA) PTY LTD	PROPOSED PURCHASE OF A PORTION OF RESERVE 32335 - ENCLOSED DRAWING - WHELANS
24/02/2011	DEPARTMENT OF PLANNING	DEVELOPMENT ASSESSMENT PANELS (DAP'S) - UPDATE ON IMPLEMENTATION - DEPARTMENT OF PLANNING
25/02/2011	RIO TINTO IRON ORE	ACCOUNTABILITY - WICKHAM ROADS - RIO TINTO IRON ORE - ENCLOSED REDACTED COPY OF 1998 DEED OF LEASE
25/02/2011	CITY OF GERALDTON	WESTERN AUSTRALIAN REGIONAL CITIES ALLIANCE - INVITATION TO SHIRE OF ROEBOURNE TO JOIN THE ALLIANCE (COPIES OF DOCUMENTS NOT ATTACHED)
01/03/2011	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	TQUAL GRANTS - TOURISM QUALITY PROJECTS - FEDERAL GOVERNMENT ALLOCATED FUNDING FOR TOURISM QUALITY PROJECTS AND STRATEGIC TOURISM INVESTMENT GRANTS - APPLICATION CLOSING DATE FRIDAY 15 APRIL 2011

15.5 BUDGET AMENDMENTS FOR THE PERIOD ENDING 28 FEBRUARY 2011

File No: FEB11
Responsible Officer: Executive Manager Corporate Services
Author Name: Management Accountant
Disclosure of Interest: Nil

REPORT PURPOSE

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 28 February 2011

Date Of Meeting	Res Number	Account Number	Description	Expenditure Increase / (Decrease)	Income Increase / (Decrease)	New Surplus /(Deficit)
				\$	\$	\$
			Original Budget Closing Estimate			0
19-Jul-10	15219	314200	Lions Club-FeNaCING children's activities	10,000		(10,000)
20-Sep-10	151292	314772	Karratha Community Celebration Income not Budgeted 10/11		120,000	110,000
20-Sep-10	151292	314207	Karratha Community Celebration Expense not Budgeted 10/11	129,000		(19,000)
20-Sep-10	151293	404411	Write-off Commercial Rubbish Debt by Alvar Distributors Pty Ltd	564		(19,564)
20-Sep-10	151297	308705	Lottery West Grant Conservation of Cultural Heritage Create Income account		37,590	18,026
20-Sep-10	151297	308205	Lottery West Grant Conservation of Cultural Heritage Create Expense account	37,590		(19,564)
20-Sep-10	151301	332503	Reallocate Budget Capital Funds Cossack		18,000	(1,564)
20-Sep-10	151301	332504	Reallocate Budget Capital Funds Cossack	18,000		(19,564)
15-Oct-10	151354	460204	Commit Contribution to funding Narcotic Detection Dog Operations new activity	(15,500)		(4,064)
15-Nov-10	151395	various	1 st Quarter Budget Review Amendments	25,000		(29,064)
15-Nov-10	151379	206000	Chief Executive Officer Remuneration Review	21,120		(50,184)
06-Dec-10	151442	Various	Reallocate Budget Capital funds-Bulgarras Sporting Precinct amendments	339,433		(389,617)
06-Dec-10	151442	Various	Reallocate Budget Capital funds-Bulgarras Sporting Precinct amendments	(339,433)		(50,184)
20-Dec-10	151454	Various	Debtors Write-offs December 2010	3,465		(53,649)
20-Dec-10	151448		Adjustment of Opening Surplus/(Deficit) after Audit carried forward 1 July 2010		2,195,236	
20-Dec-10	151448		Restricted Surplus Accrued Interest on	1,790,322		351,265

Loan & Salaries & Wages, Unspent Loan & LSL Cash Backed 30 Jun 10 Cfwd						
Contd.						
Date Of Meeting	Res Number	Account Number	Description	Expenditure Increase / (Decrease)	Income Increase / (Decrease)	New Surplus /(Deficit)
20-Dec-10	151469	432506/ 432856	Memorandum of Understanding-Recycled Water Supply (effluent re-use scheme)	200,000	200,000	351,265
20-Dec-10	151473	Various	Budget Amendments to undertake kerb maintenance works in Roebourne new Job number 642803	100,000	100,000	351,265
20-Dec-10	151478	933400/ 933402	Reallocate surplus funds to new account for Roebourne Hall aesthetic works	0		351,265
20-Dec-10	151478	933402/ 338851	Contribute additional \$75,000 funding for Roebourne Hall aesthetic works	75,000	75,000	351,265
20-Dec-10	151484	911002/ 911051	Reallocate New Portable Admin Bldg Car park works \$25,800 from 911002 to new Job 911051 to record capital asset under correct category	0		351,265
14-Feb-11	151505	Various	Budget Amendments Agenda Item Various Account and Job Reallocations	113,000	93,000	331,265
14-Feb-11	151517	933806/ 934050	Reallocate \$15,000 to allow the Bulgarra Precinct electrical upgrade expenses to be recorded correctly	15,000	15,000	331,265
			Totals	2,507,561	2,838,826	
			Current Budget Position is a Surplus of			331,265

15.6 NON STATUTORY DONATIONS FOR PERIOD ENDING 31 JANUARY 2011

File No: FEB11
Responsible Officer: Executive Manager Corporate Services
Author Name: Management 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 January 2011**

	Original Budget \$	Amended Budget \$	Actual \$
Contribution-Dampier	200,000	200,000	
Contribution-Pt Samson	100,000	100,000	
Contribution-Roebourne	100,000	100,000	
Contribution-Wickham	100,000	100,000	
FeNaCLNG Children's activities	0	10,000	
FeNaCLNG Fireworks display	12,000	12,000	
Hampton Harbour Boat & Sailing Club	5,000	5,000	
Juluwarlu Aboriginal Corporation	50,000	50,000	32,599.68
Juluwarlu Aboriginal Corporation-c/fwd 2009/10	18,100	18,100	5,673.24
Karratha Baptist Church Craft Group-c/fwd 2009/10	16,891	16,891	
Karratha Districts Chamber of Commerce & Industry	2,500	2,500	2,272.73
Karratha Emergency Relief Assoc	3,000	3,000	
Link Inc	5,303	5,303	
Lotteries House Insurance	4,552	4,552	4,175.82
Nor West Jockey Club	8,000	8,000	
Not for Profit Organisations-commence operations	50,000	50,000	
Pilbara Community Legal Services	4,000	4,000	
Roebourne Sobering-Up Shelter	5,500	5,500	
SAFE Karratha	21,530	21,530	11,136.40
Salvation Army-Red Shield Appeal	3,000	3,000	
St John Ambulance Sub Centre Roebourne	9,000	9,000	8,231.28
St Vincent de Paul - waste collection reimbursement	4,576	4,576	
Wickham Community Association	11,000	11,000	
Yaandina Family Centre	2,000	2,000	
Youthcare West Pilbara	2,000	2,000	
	737,952	747,952	64,089.15

15.7 BUILDING STATISTICS FOR THE MONTH OF FEBRUARY 2011

File No: GR.27
Responsible Officer: Manager Building Services
Author Name: Directorate Admin Officer
Disclosure of Interest: NIL

REPORT PURPOSE

To advise Council of the following Building Statistics:

BUILDING LICENCES APPROVED	NO. SOLE OCCUPANCY UNITS	FEB 2010	NO. SOLE OCCUPANCY UNITS	FEB 2011
NEW RESIDENCES		23		9
GROUP DWELLINGS	0	0		0
TRANSIENT WORKFORCE ACCOMMODATION	0	1		0
COMMERCIAL/ INDUSTRIAL DEVELOPMENTS		4		4
MISCELLANEOUS ADDITIONS (INC. AND OUTBUILDINGS)		27		40
SWIMMING POOLS/SPAS		9		13
TOTAL		64		66
VALUE		\$21,676,719		\$12,680,809

BUILDING LICENCES APPROVED (CUMULATIVE)	NO. SOLE OCCUPANCY UNITS	1 JULY 2009 TO 28 FEB 2010	NO. SOLE OCCUPANCY UNITS	1 JULY 2010 TO 28 FEB 2011
NEW RESIDENCES		144		109
GROUP DWELLINGS	7	3	205	9
TRANSIENT WORKFORCE ACCOMMODATION	2456	9	102	2
COMMERCIAL/ INDUSTRIAL DEVELOPMENTS		61		71
MISCELLANEOUS ADDITIONS (INC. AND OUTBUILDINGS)		286		399
SWIMMING POOLS/SPAS		79		87
TOTAL		582		677
VALUE		\$244,458,020		\$199,457,533

15.8 PLANNING DECISIONS ISSUED - 1 FEBRUARY - 3 MARCH 2011

File No: TA/1/1
Responsible Officer: Director Development And Regulatory Services
Author Name: Directorate Admin Officer
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
P2291	CANCELLED	LESLIE BROCKWELL	LR & BE BROCKWELL	6 JAGER ST, ROEBOURNE	DEVELOPMENT	WORKSHOP & ANCILLARY WORKS
P2302	APPROVED DELEGATE	LANDCORP	SS CHANG ARCHITECTS	23 SHARPE AVE, KARRATHA	DEVELOPMENT	HIGHRISE MIXED USE DEVELOPMENT 2 X 9 STOREY BUILDINGS COMPRISING 292 DWELLINGS & 22 COMMERCIAL UNITS
P2365	APPROVED DELEGATE	MICHELLE CHRISTENSEN	MICHELLE CHRISTENSEN	23 DEMETRE CRES, PEGS CREEK	R-CODE	OUTBUILDING WITH REDUCED SIDE BOUNDARY SETBACK 900MM AND OVER HEIGHT WALL OF 3000MM
P2368	WITHDRAWN	FERRO METALS AUSTRALIA	FERRO METALS AUSTRALIA	LOT E47/00956 EXPLORATION	DEVELOPMENT	TRANSIENT WORKFORCE ACCOMMODATION COMPRISING 16 BEDROOMS, KITCHEN/DINING FACILITIES
P2369	APPROVED DELEGATE	COSSACK PEARLS PTY LTD	QUALITY BUILDERS PTY LTD	93 FISHER ST, POINT SAMSON	R-CODE	EXTENSION TO EXISTING RESIDENCE – PROPOSED REAR SETBACK VARIATION
P2385	APPROVED DELEGATE	DAVID EDWARDS	SHORELINE DESIGNER HOMES	211 HONEYMOON RD, POINT SAMSON	R-CODE	OUTBUILDING AND CARPORT ON BOUNDARY
P2388	APPROVED DELEGATE	SHANE KEILY	SHAUN KEILY	1 VEALL CLOSE, MILLARS WELL	R-CODE	OUTBUILDING WITH WALL ON SIDE & REAR BOUNDARY
P2392	APPROVED DELEGATE	DANIELLE HALLIWELL	RONALD HALLIWELL	708 DOLPHIN WAY, BULGARRA	R-CODE	OUTBUILDING WITH REDUCED SECONDARY STREET SETBACK & REDUCED REAR BOUNDARY SETBACK
P2401	APPROVED DELEGATE	TANYA SNAPE	TANYA SNAPE	8/638 SAMSON COURT, BULGARRA	R-CODE	PATIO WITH REDUCED SETBACK FROM REAR BOUNDARY
P2402	WITHDRAWN	JOHN PRITCHARD	JOHN PRITCHARD	32 STRICKLAND DR, MILLARS WELL	R-CODE	SHED WALL HEIGHT OF 2.7M
P2404	APPROVED DELEGATE	J BLACKWOOD & SON	J BLACKWOOD & SON	L2539 SEABROOK CRES, KARRATHA INDUSTRIAL	DEVELOPMENT	PROPOSED SHOWROOM, OFFICES, WAREHOUSE AND CARETAKERS ACCOMMODATION

				ESTATE		
P2407	APPROVED DELEGATE	NADENE ROONEY	NADENE ROONEY	64 BROLGA MEANDER, NICKOL	R-CODE	OVER HEIGHT OUTBUILDING WITH TWO BOUNDARY WALLS
P2409	APPROVED DELEGATE	WOODSIDE ENERGY	DALE MILLS	31 BROOKS WAY, NICKOL	R-CODE	2XSHADE SAILS – 8 POLES WITH REDUCED SET BACK FROM SIDE BOUNDARY
P2412	APPROVED DELEGATE	PASTORAL MANAGEMENT	FLEETWOOD	L51 NORTH WEST COSTAL HWY, MARDIE	DEVELOPMENT	TRANSPORTABLE DWELLINGS (SINGLE HOUSE) ASSOC. WITH A PASTORAL STATION
P2415	APPROVED DELEGATE	LANDCORP	WOOD & GRIEVE ENGINEERS	L9007 BAYNTON RD, BAYNTON	DEVELOPMENT	BULK EARTHWORKS
P2419	APPROVED DELEGATE	STATE OF WA	T & Z ARCHITECTS	L3841 GALBRAITH RD, PEGS CREEK	DEVELOPMENT	ADDITIONS TO AN EXISTING CHAPEL & ANCILLARY WORKS
P2420	APPROVED DELEGATE	WOODSIDE ENERGY	POOLMART KARRATHA	7 SHADWICK DR, MILLARS WELL	R-CODE	REDUCED SET BACK OF SHADE SAILS FROM FRONT BOUNDARY
P2421	APPROVED DELEGATE	SCOTT CEARNS	SCOTT CEARNS	592 MELAK ST, BULGARRA	R-CODE	CARPORT AT REDUCED SETBACK FROM FRONT BOUNDARY
P2424	APPROVED DELEGATE	APACHE NORTHWEST	APACHE NORTHWEST	L5008 FORTY MILE BEACH RD, DE WITT	DEVELOPMENT	PROPOSED AIRCRAFT WARNING SIGN
P2425	APPROVED DELEGATE	WOODSIDE ENERGY	TYRONE QUIRK	25-27 NICKOL RD, NICKOL	R-CODE VARIATION	REDUCED SETBACK AND OVERHEIGHT BOAT PORT
P2426	APPROVED DELEGATE	NEALE COOPER	PIVOT WAY PTY LTD	140 WITHNELL WAY, BULGARRA	DEVELOPMENT	PROPOSED GROUP DWELLINGS
P2429	APPROVED DELEGATE	WOODSIDE ENERGY	AARON DAY	3 MONAGHAN WAY, NICKOL	R-CODE	SHADE SAIL WITH REDUCED SIDE SETBACK
P2430	CANCELLED	MICHAEL AMMON	MICHAEL AMMON	423 SHAKESPEARE ST, BULGARRA	DEVELOPMENT	HOUSE EXTENSION TO SINGLE DWELLING & ANCILLARY WORKS
P2433	APPROVED DELEGATE	WOODSIDE ENERGY	SCOTT LAWRENCE	15 CROCKETT WAY, MILLARS WELL	R-CODE	BUILDINGS SETBACK FROM BOUNDARY, NW CORNER OF GARDEN SHED
P2435	APPROVED DELEGATE	RHYKAS NORTH WEST	CHRIS ASTILL/JILL WELLS REG BUILDER	L102 SEABROOK CRES, NICKOL	DEVELOPMENT	PROPOSED OFFICE, WORKSHOP & ANCILLARY WORKS
P2441	APPROVED DELEGATE	B & J THOMPSON INVESTMENTS	SIGNCRAFT GROUP	L1964 ANDERSON RD, KARRATHA INDUSTRIAL	DEVELOPMENT	PROPOSED HORIZONTAL SIGN & ILLUMINATED GROUND SIGN
P2443	APPROVED DELEGATE	JOANNE GRIFFIN	JOANNE GRIFFIN	27B FRINDERSTEIN WAY, PEGS CREEK	R-CODE	REDUCE BOUNDARY SETBACK FOR THE PROPOSED CARPORT
P2458	APPROVED DELEGATE	SGC SECURITIES	VICON PROPERTIES	L4227 TAMBREY DR, NICKOL	DEVELOPMENT	113 SERVICED APTMENTS, 36 MULTIPLE DWELLINGS, CARETAKERS DWELLING, RESIDENT'S FACILITIES, TEMPORARY BUILDINGS FOR CONSTRUCTION PURPOSES

Note – Determinations of Subdivision/Amalgamation applications made by the Western Australian Planning Commission

16 MATTERS BEHIND CLOSED DOORS

Nil

17 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

18 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

19 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

20 CLOSURE & DATE OF NEXT MEETING

18 April 2011