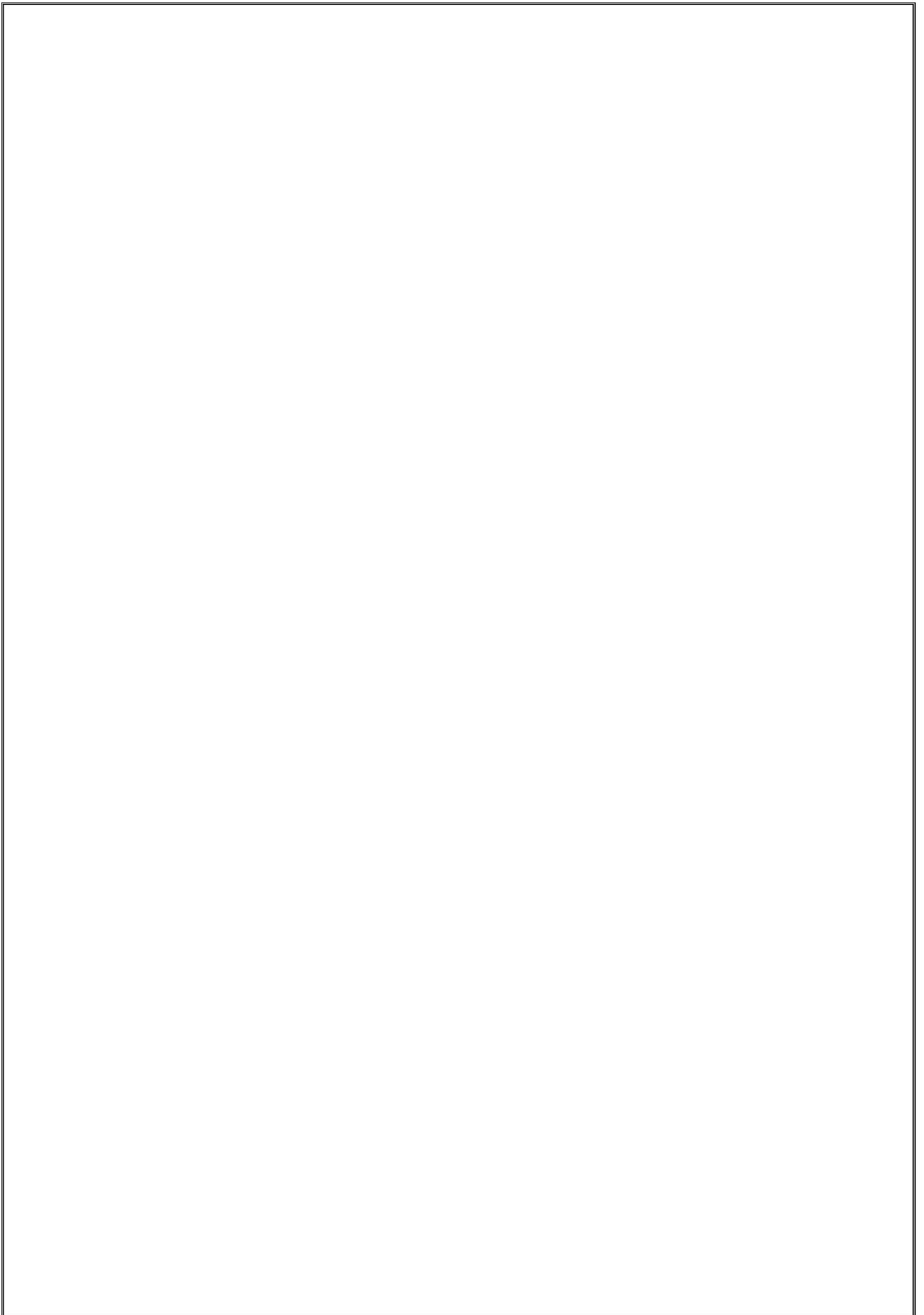




**ORDINARY COUNCIL MEETING**

**AGENDA**  
**ATTACHMENTS**

20 September 2010



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## **9 CHIEF EXECUTIVE OFFICER & EXECUTIVE SERVICES**

### **9.1 DRAFT GUIDELINES COUNCIL AGENDA & CONCEPT BRIEFING SESSIONS**



## **GUIDELINES FOR COUNCIL AGENDA BRIEFING SESSIONS & CONCEPT BRIEFING SESSIONS**

## **COUNCIL AGENDA BRIEFING SESSIONS**

### **PURPOSE OF COUNCIL AGENDA BRIEFING SESSIONS**

Council Agenda Briefing Sessions will involve Elected Members, staff, and external advisors (where appropriate).

Council Agenda Briefing Sessions will provide the opportunity for Elected Members to be equally informed and seek additional information on matters prior to the presentation of such matters to the next ordinary meeting of Council for formal consideration and decision.

### **PROCEDURES FOR COUNCIL AGENDA BRIEFING SESSIONS**

The following procedures will apply to Council Agenda Briefing Sessions that are conducted by the Shire of Roebourne.

Dates and times for Council Agenda Briefing Sessions will be set well in advance where practicable. The Chief Executive Officer will ensure timely written notice and an agenda for each Council agenda Briefing Session will be provided to all Elected Members.

The President is to be the Presiding Member at Briefing Sessions. If the President is unable or unwilling to assume the role of Presiding Member, then the Deputy President may preside at the Briefing Session. If the Deputy President is unable or unwilling, those Elected Members present may select one from amongst themselves to preside at the Briefing Session.

Relevant employees of the Shire will be available to make a presentation or respond to questions on matters listed on the agenda for the Briefing Session; where items are not on the agenda but have been accepted by the person presiding as urgent items employees can make a presentation with the approval of the members present.

The presentation should be contained to information relevant to and contained within the report being presented to the council for consideration.

There is to be no debate amongst Elected Members on any matters raised during the Briefing Session.

All Elected Members will be given a fair and equal opportunity to participate in the Briefing Session. The Presiding Member will ensure that time is made available to allow for all matters of relevance to be covered.

Elected Members, employees and relevant consultants shall disclose their interests on any matter listed for the Briefing Sessions. When disclosing an interest the following is suggested:

- (a) Interests are to be disclosed in accordance with the provisions of the Local Government Act 1995 and the Shire's Code of Conduct.
- (b) Elected Members disclosing a financial interest will not participate in that part of the Session relating to the matter to which their interest applies and shall depart the room.
- (c) Employees with a financial interest in a matter may also consider it appropriate to depart the room when the matter is being considered.

A record shall be kept of all Briefing Sessions. As no decisions are made at a Briefing Session, the record need only be a general record of the items covered but shall record any disclosure of interests as declared by individuals. A copy of the record is to be forwarded to all Elected Members.

Members of the public may make a deputation to a Briefing Session by making a written request to the President or Chief Executive Officer by 9am on the working day immediately prior to the scheduled Briefing Session. Deputations must relate to matters listed on the agenda of the Briefing Session.

Other requirements for deputations are to be in accordance with the Standing Orders Local Law where it refers to the management of deputations.

## **COUNCIL CONCEPT BRIEFING SESSIONS**

### **PURPOSE OF CONCEPT BRIEFING SESSIONS**

Concept Briefing Sessions will involve Elected Members, staff and, where appropriate, external advisors and provide the opportunity to exchange information and ideas for the development of the Shire of Roebourne.

Concept Briefing sessions will also enable third party proponents to present to the Elected members and Executive on issues and ideas proposed for the development within the Shire of Roebourne.

Concept Briefing Sessions will generally involve projects or matters that are in the early planning stages and are some time away from being presented to the Council for consideration of a formal decision. During Concept Briefing Sessions:

The Chief Executive Officer and Executive Management team seeks input from the Elected Members as the research and further drafting of concepts progress;

Elected Members are fully informed on matters to enable decisions to be made in the best interests of the Shire;

Elected Members represent the views of the community in matters.

The input through open and free-flowing exchange of ideas and the willingness to contribute to the Concept Briefing Sessions will provide invaluable direction to the Chief Executive Officer and Executive Management team for the research and eventual report on the matter.

### **PROCEDURES FOR CONCEPT BRIEFING SESSIONS**

The concept forum is chaired by the Shire President.

Where considered appropriate to ensure Elected Members are fully informed on a matter, the proponent for a proposal may be invited to attend a Concept Briefing Session to provide a presentation, and will be present for so much of that session that applies to their proposal.

Where a proponent has provided a presentation to a Concept Briefing Session, a report on the matter raised during the presentation will not be progressed to the next scheduled meeting of Council.

As discussion items are not completely predictable there is to be some flexibility as to disclosures of interest. A person may disclose an interest at the time discussion commences on an issue not specifically included on the agenda.

## 9.2 DRAFT POLICY CE6



# Executive Services CE6

## Council Members' Fees, Allowances, Reimbursements

**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.

### 1.0 POLICY STATEMENT

The Local Government Act 1995, Section 5.98 and Local Government (Administration) Regulations 1996 provide for Council Member entitlements. The policy provides for clear definitions on reimbursements that members are entitled to and conferences and training opportunities available to members.

### 2.0 OBJECTIVES

To clearly outline the support and allowances available to the Shires Council Members within the provisions of the Local Government Act 1995 (the Act) to cover any "out of pocket" expenses that are incurred in carrying out their function as a Council Member.

### 3.0 PRINCIPLES

#### 3.1 Allowances

##### 3.1.1 Presidential Allowance

The annual Local Government allowance for the President shall be set at the maximum amount in accordance with section 5.98(5) of the Act and section 33 of the Local Government (Administration) Regulations 1996 (Regulations).

The allowance to the President shall be paid in four equal moieties in the months of July, October, January and April.

Where the President does not hold office throughout the payment period an amount of one twelve of the annual fee is to be paid or each month or part of a month that the President held office.

The expenditure of the allowance is at the discretion of the President.

##### 3.1.2 Deputy Presidential Allowance

An annual Local Government allowance is to be paid to the Deputy President shall be the maximum amount in accordance with section 5.98A (1) of the Act and section 33A of the regulations, which is 25% of the annual Local Government allowance payable to the President.

The allowance to the Deputy President shall be paid in four equal moieties in the months of July, October, January and April.

Where a Deputy President does not hold office throughout the payment period an amount of one twelve of the annual fee is to be paid or each month or part of a month that the Deputy President held office.

The expenditure of the allowance is at the discretion of the Deputy President.

##### 3.1.3 Annual fee for Council Members in lieu of fees for attending meetings

All council members who attend council or committee meetings are to be paid the maximum amount as an annual fee, in accordance with section 5.99(b) of the Act and section 34 of the Regulations.



## Executive Services CE6

### Council Members' Fees, Allowances, Reimbursements

*The fees are paid in lieu of Council and Committee meeting attendance fees and shall be fixed at the above amounts regardless of the meeting structure in place, or the number of meetings attended by a particular Council Member.*

#### **3.1.4 Allowance in lieu of reimbursement of telephone expenses**

All council members are to be paid the maximum annual allowance, in accordance with section 5.99A of the Act and section 34A of the Regulations, for telephone and facsimile machine rental charges and any other telecommunications expenses that might otherwise have been approved for reimbursement under section 32 of the Regulations.

The allowance is for costs relating to telephone usage including plans/contracts, mobile phones, extra telephone lines, call costs and consumables incurred while performing the functions of the member.

#### **3.1.5 Information Technology Allowance**

All council members are to be paid the maximum annual allowance, in accordance with section 5.99A of the Act and section 34AA of the Regulations for information technology expenses that have been approved for reimbursement under section 32 of the Regulations.

#### **3.1.6 Payment of Members sitting fees, telephone expenses allowance and information technology allowance**

The annual fees and allowances are to be paid in four equal moieties in the months of July, October, January and April.

Where a member does not hold office throughout the payment period an amount of one twelve of the annual fee is to be paid or each month or part of a month that the member held office.

#### **3.2 Reimbursement of Child Care Expenses as a Result of Attendance at Meetings of Council or Committee**

- 3.2.1 In accordance with section 5.98(2) (a) of the Act and sections 31(1) (b) and 31(3) of the Regulations, a council member who incurs child care costs (where they are a parent or legal guardian) because of the member's attendance at a council meeting or meeting of a committee (of which he or she is a member), is entitled to be reimbursed the actual cost per hour or the prescribed amount per hour whichever is the lower amount.

Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council Member.

- 3.2.2 Actual amounts and actual costs are to be verified by sufficient information under section 31(5) of the regulations.

Claims must be made on the claim form provided and be accompanied by a receipt or invoice detailing the date, number of hours, rate and function attended and the details of the service provider.

#### **3.3 Reimbursement of Travel Expenses Because Of Attendance at Meetings of Council or Committee**

- 3.3.1 It is noted that under section 5.98(2) (a) and section 31(1) (b) and 31(4) of the regulations a council member who incurs travel expenses because of the member's attendance at a council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed:  
For the person to travel from the person's place of residence or work to the meeting and back.



## Executive Services CE6

### Council Members' Fees, Allowances, Reimbursements

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In relation to 3.3.1 above, if transportation is provided by another Council Member, then that Member is entitled to claim the actual cost applicable.

3.3.2 Actual amounts and actual costs are to be verified by sufficient information under section 31(5) of the regulations.

The amount per kilometre to which the person would be entitled for that expense in the same circumstances in accordance with the Local Government Officers Award.

#### 3.4 Expenses Approved for Reimbursement

For the purpose of section 32(1) (a) Regulations:

3.4.1 The express authority of the council is given to council members to perform the following functions:

- attendance by a council member at any working group meeting, ordinary or special briefing session and council forum, notice of which has been given by the CEO;
- attendance by a council member at any meeting of any body to which the council member has been appointed by the council or to a secondary body as approved by the Chief Executive Officer (but not including any meeting of a regional Local Government);
- Attendance by a council member at any annual or special electors' meeting;
- Attendance by a council member at a Shire of Roebourne civic function to which all council members are invited;
- Attendance by a council member at a citizenship ceremony conducted by the Shire;
- Attendance by a council member at any ceremony for the presentation by the Shire of awards to school students by any member responsible for presentation of the awards;
- Attendance by a council member at any meeting of a ratepayer/residents association dealing with the interests of a ward represented by that Council Member;
- Attendance by a council member at any site where:
  - The site is the subject of an item of business on an agenda for a council briefing session or a council meeting; and
  - The attendance occurs between the issue of the agenda and the council briefing session or the council meeting;
- Attendance by a council member at a meeting with the CEO or an Executive Manager of the Shire at the request of the CEO or an Executive manager;
- Attendance by a council member at a meeting with a ratepayer/resident or a local body or group to discuss any Local Government matter; and
- Attendance by the President at a meeting or function of any body including any State Government body, in their capacity as the President, including attendance by the Deputy President or a council member in place of the President.
- Any other function, meeting or event in their role as a council member that is supported by a written invitation.

3.4.2 The following expenses incurred by a council member in performing a function to which express authority is given under this resolution, are approved for reimbursement:

- Child care costs.



## Executive Services CE6

### Council Members' Fees, Allowances, Reimbursements

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- Travel costs.
- Parking.

Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council Member.

3.4.3 The extent to which child care costs referred to in this resolution are to be reimbursed is the lesser of:

- The actual cost per hour; and
- The amount prescribed.

3.4.4 The extent to which travel costs referred to in this resolution are to be reimbursed is the lesser of:

- The actual cost; and
- The amount per kilometre to which the person would be entitled for that expense in the same circumstances in accordance with the Local Government Officer Award.

3.4.5 The extent to which parking costs referred to in this resolution are to be reimbursed is the actual cost.

#### **3.5 Procedures for Reimbursement**

3.5.1 All claims for reimbursement must be lodged with the Executive Assistant to the CEO on the appropriate claim form, on a monthly basis by no later than thirty (30) days of the final day of the period to which the claim relates.

3.5.2 In submitting claims for reimbursement the Council Member shall detail the date of the claim, particulars of the claim and nature of business, e.g. amount paid for child care costs, distance travelled vehicle displacement and the total travelled in kilometres and certify the accuracy of such information.

This should be accompanied by supporting documentation where applicable

3.5.3 Expenses for the month of June to be submitted by 15 July.

3.5.4 Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Council Member.

3.5.5 Parking Fees: Parking fees incurred as a result of travel to any occasion referred to in clause 3.4.1 above shall be reimbursed upon lodgement of receipts accompanying the associated travel claim form.

#### **3.6 Speaking Engagements**

3.6.1 The CEO is authorised to arrange, at the cost of the Shire, and at the request of a council member, the registration of the council member to attend and listen to any speaking engagement in the Shire of Roebourne which the CEO considers is directly relevant to the Shires affairs.

3.6.2 A maximum of \$200 per council member per speaking engagement is set for the cost under 3.6.1 above.

3.6.3 Council Members are to submit a nomination form addressing the following criteria:-

- relevance to the member's personal development
- relevance to the Shires strategic direction;
- relevance to the members committee representation.



## Executive Services CE6

### Council Members' Fees, Allowances, Reimbursements

#### 3.7 President's Entitlements

3.7.1 The CEO is to provide to the President, at the Shires cost, the following within the Shires administration offices:

- The use of an office; the use of a Shire employee as a part time executive assistant to the extent considered appropriate by the CEO; and the use of a computer and telephone.
- In addition to the allowance in lieu of reimbursement of telephone expenses the CEO is to provide to the President a mobile phone for Shire business calls only

<b>Policy Number:</b>	<i>Executive Services CE6</i>	<b>Electronic Version:</b>	
<b>Previous Policy Number:</b>	<i>N/A</i>	<b>Review History:</b>	<i>N/A</i>
<b>Drafted by:</b>	<i>Paul Anderson</i>	<b>Last Review:</b>	<i>June 2010</i>
<b>Responsible Position:</b>	<i>Assistant to CEO</i>	<b>Next Review:</b>	<i>June 2011</i>
<b>Approved by Council on:</b>	<i>&lt;&lt;insert date&gt;&gt;</i>		

### 9.3 DRAFT POLICY CS19



## Policy Number CS19 Annual Community Association Development Scheme

#### OBJECTIVE:

To offer Community Associations which are based within the Shire of Roebourne, with financial assistance to coordinate high quality community programmes, events and services that provides a direct benefit to their associated community.

#### POLICY PROVISIONS

##### Policy Guidelines:

In recognition of the important role that Community Associations play; and their ability to support communities through a variety of events and projects, Council is committed to the provision of assistance through the Annual Community Association Development Scheme.

Council will allocate funds on an annual basis for the purpose of contributing to named Community Associations. Community Associations must present a detailed project brief to Council by the 1<sup>st</sup> of March, depicting project intent, benefit and costing. Funds will be allocated to nominated associations through a set payment plan detailed in the project proposal.

#### GENERAL CONDITIONS/CRITERIA

The Shire will endeavour to provide support to projects, activities, events that are consistent with the values and strategies contained within the Shire's Strategic Plan and that evidence the applicant's endeavours to access supporting funding sources.

##### Eligibility

Community Associations which are eligible include  
*Dampier Community Association*  
*Shire of Roebourne Advisory Council*  
*Wickham Community Association*  
*Point Samson Community Association*  
*Karratha Community Association (eligible in 2011/12)*

##### Purpose

The funds can be used for a variety of purposes, however the Community Association must demonstrate to the Shire of Roebourne the benefit of their nominated project to their direct community.

All projects should endeavour to be self sustaining with limited ongoing cost to the Shire (e.g. maintenance). If future costs are required, the Community Association must provide the Shire with a life cycle cost plan and demonstrate how these costs will be met.

Council will not fund operational or ongoing costs of previous, current or future projects through this scheme.

##### Funds

Community Associations will receive 25% of total cost at the commencement of the project; the remainder will be issued at key milestones identified by the Community Association in the detailed project brief. A 5% retainer will apply in anticipation of the Community Association providing Council with a completion report.



## **Policy Number CS19 Annual Community Association Development Scheme**

### **Other**

Council will not fund deficit funding and will not fund retrospectively.

To assist the Community Associations with timely support and feedback, all applications under the Annual Community Association Development Scheme shall be referred to Council for consideration and subsequent payment in accordance with budget allocation. Shire staff through direction from the Chief Executive Officer will assist with the undertaking of the payment and the final acquittal.

Guidelines to assist the Community Organisation will be developed and reviewed by Council on an annual basis.

### **Return Benefits to the Shire of Roebourne**

The receiving Community Association agree to acknowledge the Shire of Roebourne's assistance through the following mediums, including but not limited to;

Public address announcements;  
Shire banner displayed at the event;  
Shire logo displayed on posters, pamphlets, sign boards etc;  
Shire logo displayed as appropriate on other promotional materials, and  
Undertake joint media promotion with the Shire of Roebourne.

Related Policy No & Name:  
Procedure Version No: 0.1  
Procedure Date: 4 Aug 2010  
Last Reviewed: 4 Aug 2010  
Next Review: (4 August 2011)  
Responsible Officer: Manager Community Facilities  
Department: Community Services



## 11 COMMUNITY SERVICES

### 11.2 KARRATHA SOFTBALL ASSOCIATION REQUEST

2<sup>nd</sup> of September 2010

Shire of Roebourne - Karratha  
Welcome Road Karratha WA 6714  
PO Box 219 Karratha WA 6714

Dear Fiona,

Re: Sponsorship – North West Softball Championships

Over the weekend of the 25<sup>th</sup> & 26<sup>th</sup> of September, Karratha Softball Association will be hosting the annual North West Ladies Softball Championships. Carnarvon, Dampier, Karratha, Paraburdoo, Port Hedland, Tom Price & Wickham all compete for the honour of taking home the prestigious North West Shield.

The Pilbara towns have been competing in the championships for 33 years! And the competition is still as strong as ever. It has been over 7 years since Karratha has been given the honour of hosting the championships so ensure that the 34<sup>th</sup> year is as good as any other, we are asking for your support.

We would like to request you waiver the cost of the following for the championships;

1. Oval Hire – Hiring the use of both the WEST & EAST sides of Bulgarra Oval, including the \$500.00 bond
2. Kiosk Hire – The use of the kiosk & change rooms (for officials use only)
3. Light Costs – The cost of the use of the lights.

Your generous contribution will not only be greatly appreciated by the many women who love, live & work in our community, but also by their families - who, without your support, will have to partially pay for the above.

We thank you for your time & look forward to hearing from you in the near future.

If you have any queries please do not hesitate to contact either the Secretary, Nikki Lampard or myself on the details listed.

Kind regards,

*Roxanne Jordan*

**Roxanne Jordan**

President  
Karratha Softball Association  
☎0400 166 822  
✉[roxsarge@westnet.com.au](mailto:roxsarge@westnet.com.au)  
✉PO Box 281- Karratha WA 6714

*Kyla Thomas*

**Kyla Thomas**

Vice President  
Karratha Softball Association  
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*Nikki Lampard*

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✉PO Box 281- Karratha WA 6714

11.4 ATTACHMENT 1 - MINUTES OF THE ROEBOURNE ADVISORY COMMITTEE MEETING HELD ON 27 JULY 2010



**Roebourne Advisory Committee  
MEETING**

**MINUTES**

The Roebourne Advisory Committee Meeting was held  
in the Marnda Mia Boardroom, 45 Roe St Roebourne  
on 27 July 2010 at 5pm

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

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**1 OFFICIAL OPENING**

The Roebourne Advisory Committee Meeting held at Marnda Mia Boardroom, 45 Roe St, Roebourne, 27 July 2010 was declared open at 5:10pm.

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

Committee members:

Cr Garry Bailey  
Cr Fiona White-Hartig  
Ms Marion Cheedy  
Mr Jack Shaw  
Dr Jan Kapetas  
Ms Elizabeth Smith  
Ms Maureen Whitby  
Ms Josephine Baron  
Paul Anderson      Assistant to the CEO  
John Verbeek      Mgr Economic and Community Dvlpmt

Apologies:      Cr Joanne Pritchard, Kristy-Lee Cooke

**3 DECLARATION OF INTEREST**

Nil.

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

Confirmation of the minutes to be carried over to the August meeting.

**5 ISSUES ARISING FROM PREVIOUS MINUTES**

Nil.

**6 AGENDA ITEMS DISCUSSED**

**6.1 ACTION ITEMS UPDATE FROM PREVIOUS MEETING**

See updated Resolution Register.

**6.2 SPEED HUMPS FOR CHEEDITHA ABORIGINAL COMMUNITY**

Maureen Whitby raised the issue of speeding around Cheeditha and the possibility of installing speed humps.

**Action:** Investigation required into whose responsibility it is for roads at Cheeditha.

**6.3 ROEBOURNE REJUVENATION PLAN/SHIRE'S ROEBOURNE REVITALIZATION PLAN (COORDINATING ALL PARTNERS)**

The Committee was advised that the CEO met with the Housing Minister and Director General Graeme Searle in the week preceding the committee meeting. The Shire is awaiting details of a cabinet submission due in September.

It has been recommended that Jenny Thomas of Northern Edge Consultants be engaged to facilitate the Roebourne Visioning Sessions. Jenny will be on leave from 5<sup>th</sup> August for two weeks. Contact will be made with her upon her return.

Cr Fiona White-Hartig advised that this would be a wider process involving the Roebourne Community.

## **7 GENERAL BUSINESS**

### **7.1 PROJECTS FOR ROEBOURNE IN 2010/11 BUDGET**

Discussion of projects in the 2010/11 budget and the allocation of \$100,000 to each town. Cr Fiona White–Hartig advised that leverage could be obtained through other funding sources e.g. Royalty for Regions.

**Recommendation:** 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 townsite.

### **7.2 LACK OF PUBLIC TOILETS**

The committee discussed the lack of public toilets in the main street precinct and that additional facilities would be useful for tourists and visitors. Locations were discussed and the park adjacent to the Marnda Mia building was identified as a possible location. John Verbeek tabled some examples from the Landmark catalogue.

### **7.3 VEHICLE CONGESTION, THROUGHPUT AND LACK OF PARKING ON ROE STREET**

Discussion of the cramped nature of Roe Street making it difficult for large trucks to navigate and little areas for tourists to park.

**Recommendation:** That an investigation into the feasibility of removing the concrete treatments along Roe Street which inhibit parking is taken.

**Recommendation:** That a program of monitoring the traffic movements along Roe Street in Roebourne be established to ascertain the speed of vehicles.

### **7.4 BANNER POLES IN ROE STREET**

Discussion of the installation of banner poles in the main street.

**Recommendation:** That the installation of banner poles in Roe Street in Roebourne be undertaken in accordance with the 2010/11 Budget provisions.

### **7.5 BROKEN KERBS**

Maureen Whitby raised the issue of broken kerbs around the town which require repair/replacement.

**Recommendation:** That a replacement/repair program be undertaken on the broken kerbs around Roebourne by the Technical Services Department.

### **7.6 CYCLONE POLE ON TOP OF MT WELCOME**

Maureen Whitby raised the issue of a loose Cyclone Warning pole on top of Mt Welcome.

**Recommendation:** That the loose Cyclone Warning pole on the top of Mt Welcome be repaired.

### **7.7 WEEDS IN STREETS AND VERGES NEAR LIBRARY**

Jan Kapetas raised the issue of kapok bushes growing out of the road and on verges near the library.

**Recommendation:** That the Technical Services Department undertake a weed removal program on the weeds and verges near the library.

**7.8 NAMING OF CREEKS OF NWC HIGHWAY**

Jack Shaw raised the issue on naming all the creeks from Whim Creek to Karratha on the NWC highway as a safety aspect for heavy haulage.

**Recommendation:** 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.

**7.9 TRAFFIC BARRIERS REQUIRED ON CRAWFORD WAY**

Maureen Whitby raised the issue of a dangerous situation on Crawford Way when vehicles access from the Karratha end and recommended visible barriers to be installed.

**Recommendation:** That the Technical Services Department investigate and report back on the safety of vehicles on Crawford Way and the necessity of visible barriers.

**7.10 TOILET SIGNAGE**

Beth Smith raised the issue of the need for signage to advise visitors of the location of the toilets in the town centre.

**Recommendation:** That the Technical Services Department investigate and report back on the requirement for signage advising the location of the toilets in Roebourne town centre.

**7.11 NWC T JUNCTION SIGNAGE**

Beth Smith raised the issue of the damaged signage on the NWC T-junction which is causing confusion with travellers. She also advised that travellers and truck drivers were turning right only to find that they were stuck in a dead end road. This was very difficult for road train drivers to navigate out of.

**Recommendation:** That Council liaise with the Main Roads Department to ascertain if the signage on the North West Coast T-junction can be replaced/repaired.

**7.12 CEMETARY SIGNAGE**

Beth Smith raised the issue of the lack of markings on graves at the Wickham and Roebourne Cemetery. A suggestion was made to get the numbers set into concrete similar to how it was done in Carnarvon. Also raised was the lack of records for the Three Mile cemetery.

**Recommendation:** That Council liaise with the Shire of Carnarvon regarding obtaining information about their grave marking procedure and advise on duplicating that at the Wickham and Roebourne Cemetery.

**7.13 ICE CREAM VAN**

The committee was advised that this operator would be moving to another town location shortly so would not be an issue for much longer.

**7.14 QUAD BIKES**

The committee discussed the issue of quad bikes driving along the footpaths and what Police could do to minimise the issue.

**Recommendation:** 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.

**7.15 WAR MEMORIAL**

Roebourne's War Memorial is only for WW1. Discussion took place on the need for a new memorial for subsequent wars. The Committee had a preference to divert \$45,000 earmarked for the entry statement into Roebourne from Wickham (regarded as not a priority) towards the construction of a new memorial.

**Recommendation:** 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.

**8 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 6.30pm and the next Roebourne Advisory Committee meeting is to be held in the Boardroom of the Marnda Mia Offices (45 Roe St, Roebourne) on 19 August 2010.

**RESOLUTION REGISTER**

Date	Issues	Recommendation	Action Officer	Comments/Updates	Completed
24 June 2010	Roebourne Community Information Board	<ol style="list-style-type: none"> <li>1. Community Development to obtain additional quotes from alternative suppliers and then make a recommendation to the Committee or preferred solution.</li> <li>2. Committee to make a decision on which option to proceed with.</li> <li>3. Community development to obtain quotes for installation.</li> <li>4. Internal Planning and building approvals obtained as required.</li> <li>5. Installation.</li> <li>6. Official opening and media.</li> </ol>	Community Development Officers	<p>Community Development provided colour schemes for discussion to the Committee.</p> <p>Executive Manager Services recommended additional quotes to be obtained.</p>	
24 June 2010	'Welcome to Ngarluma Country' airport sign – example at Paraburdoo Airport	Follow up with Shire of Ashburton's Manager of Community Development Larry Softly in regard to obtaining information about the Paraburdoo Airport Welcome to Country signage.	John Verbeek	Contact made with Larry Softly. Mr Softly to take photographs and forward to the Shire. Mr Softly advised that a Mr Brian Donald, Rio Tinto Manager of Housing and Airports was involved in the Welcome to Country signage at Paraburdoo Airport. He is currently on leave for two weeks but upon his return, Mr Softly will advise of his contact details.	
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		

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.
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.
27 July 2010	Speed humps for Cheeditha Community	Investigate who is responsible for roads in Cheeditha.	John Verbeek	
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 townsite.	Troy Davis	
27 July 2010	Vehicle congestion, throughput and lack of parking on Roe Street	That an investigation into the 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.	Technical Services	
27 July 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.	Technical Services	
27 July	Broken kerbs	That a replacement/repair	Technical Services	

Roebourne Advisory Committee Meeting – Minutes Tuesday 27th July 2010

27 July 2010	Quad bikes	information about their grave marking procedure and advise on duplicating that at the Wickham and Roebourne Cemetery. 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.	Superintendent John Ballantyne		
27 July 2010	War Memorial	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.	Angela Bell		

**ATTACHMENT 2 - MINUTES OF THE ROEBOURNE ADVISORY COMMITTEE MEETING  
HELD ON 19 AUGUST 2010**



**Roebourne Advisory Committee  
MEETING**

**MINUTES**

The Roebourne Advisory Committee Meeting was held  
in the Marnda Mia Boardroom, 45 Roe St Roebourne  
on 19 August 2010 at 5pm

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

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**1 OFFICIAL OPENING**

The Roebourne Advisory Committee Meeting held at Marnda Mia Boardroom, 45 Roe St, Roebourne, 19 August 2010 was declared open at 5:10pm.

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

Committee members:

Cr Garry Bailey  
Cr Joanne Pritchard  
Ms Marion Cheedy  
Dr Jan Kapetas  
Ms Elizabeth Smith

Paul Anderson	Assistant to the CEO
John Verbeek	Mgr Economic and Community Dev
Kristy-Lee Cooke	Community Development Coordinator
Ron Van Welie	Engineering Works Coordinator
Angela Bell	Community Safety Coordinator
Sgt Steve Sandish	OIC Roebourne Police

Apologies: Cr Fiona White-Hartig; Mr Jack Shaw; Ms Maureen Whitby

**3 DECLARATION OF INTEREST**

Nil.

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

Confirmation of the minutes of the Roebourne Advisory Committee held on 24 June. Moved by Beth Smith and seconded by Jan Kapetas.

Confirmation of the minutes of the Roebourne Advisory Committee held on 27 July. Moved by Beth Smith and seconded by Jan Kapetas.

**5 ISSUES ARISING FROM PREVIOUS MINUTES**

Cr Joanne Prichard raised the issue of items outstanding from the 20<sup>th</sup> May that haven't been carried forward to be included in the resolution register.

Jan Kapetas advised that General Business Item 7.7 of the July minutes referring to kapok bushes on the street verge was in fact raised by Maureen Whitby, not herself.

## **6 AGENDA ITEMS DISCUSSED**

### **6.1 ACTION ITEMS UPDATE FROM PREVIOUS MEETING**

See updated Resolution Register.

### **6.2 REVISITING THE TERMS OF REFERENCE FOR THE ROEBOURNE ADVISORY COMMITTEE**

Jan Kapetas raised the matter of revisiting the Terms of Reference and re-clarifying what the Roebourne Advisory Committee was set up to achieve.

**Discussion:** Copies of the terms of reference were distributed by John Verbeek to each Committee member present and read through. No further action required.

### **6.3 ROEBOURNE GARDEN COMPETITION**

Kristy-Lee advised the committee that there is \$2400 budgeted across the towns for a Garden Competition and asked for an indication of interest from the Committee on whether Roebourne Community would be interested in participating.

**Discussion:** The committee were supportive of the idea and advised that Roebourne had run Garden competitions in the past.

**Action:** Jan Kapetas recommended that the town tidy up and garden competition be delayed until May 2011 to allow time for the car and rubbish removal and garden projects to take effect.

### **6.3 ROEBOURNE REJUVENATION PLAN/SHIRE'S ROEBOURNE REVITALIZATION PLAN (COORDINATING ALL PARTNERS)**

**Discussion:** The Committee was advised that the CEO had met with the Housing Minister and Director General Graeme Searle in the week preceding the committee meeting. The Shire is awaiting details of a cabinet submission due in September. The CEO advised that further discussions would be carried out during another visit by Director General Housing Mr Graeme Searle in the coming weeks.

It had been recommended that Jenny Thomas of Northern Edge Consultants be engaged to facilitate the Roebourne Visioning Sessions. Jenny was on leave from 5<sup>th</sup> August for two weeks. Contact was made with her upon her return and preliminary discussions had. Jenny advised her availability should the Shire wish to progress.

**Action:** Await further discussions between Shire and Department of Housing before progressing visioning sessions.

**7 GENERAL BUSINESS**

Nil

**8 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 7.10pm and the next Roebourne Advisory Committee meeting is to be held in the Boardroom of the Marnda Mia Offices (45 Roe St, Roebourne) on 23 September 2010.

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
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/JSK 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.	In progress
March 2010	Tree maintenance on verge on entrance to town	Investigations and maintenance program required	Tech Services	Current status: KL/JSK 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.
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 to meet with FHL on Sept 8th
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.	Not Shire responsibility

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	In Discussions	In progress
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	Needs to be determined who at the Shire will take carriage of liaising with Main Roads	In progress
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	To be advised
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. Moved: Jan K Secorded.	In progress
24 June 2010	Welcome to Ngarluma Country airport sign – example at Paraburdoon Airport	Follow up with Larry Softly in regard to obtaining information about the Paraburdoon Airport Welcome to Country signage.	John Verbeek	Contact made with Larry Softly. Mr Softly advised that he attended Paraburdoon Airport and to the best of his knowledge there was no welcome to country sign at Paraburdoon airport.	In progress
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.	In progress
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	In progress

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
27 July 2010	Speed humps for Cheeditha Community Projects for Roebourne in 2010/11 Budget	Investigate who is responsible for roads in Cheeditha. 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 townsite.	John Verbeek	Roebourne residents. Determined not to be Shire responsibility.	No further action
27 July 2010			Troy Davis	Ron Van Welle gave an update on the Tech services budget – CD to save copy for future reference	No further action
27 July 2010	Vehicle congestion, throughput and lack of parking on Roe Street	That an investigation into the 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.	Technical Services	Recommendation by the committee was that 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	To be investigated
27 July 2010	Cyclone Pole on top of Mt Welcome	That the loose Cyclone Warning pole on the top of Mt Welcome be repaired.	Kirsty-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	To be investigated
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.	In progress
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 Welle	Technical Services to attend to	To be investigated
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	Technical Services Ron Van Welle 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.	To be attended to

Roebourne Advisory Committee Meeting – Minutes Thursday 19 August, 2010

Date Raised	Issues	Recommendation	Action Officer	Comments/Updates	Status
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/repainted.	Main Roads Department	Needs to be determined who at the Shire will take carriage of liaising with Main Roads	Repaired end of August 2010
27 July 2010	Cemetery signage	That Council liaise with the Shire of Carnarvon regarding obtaining information about their grave marking procedure and advise on duplicating that at the Wickham and Roebourne Cemetery.	Shire of Carnarvon	Ron Van Welle 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
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.	Snr Sgt Steve Standish attended on behalf of Mr Ballantyne. Joint patrols to be initiated

## 12 TECHNICAL SERVICES

### 12.1 COPY OF LETTER FROM AIRNORTH DATED 8 AUGUST 2010



Chris Fox  
Airport Manager  
Karratha Airport  
PO Box 219  
Karratha WA 6714

8<sup>th</sup> August 2010

Dear Chris

We are happy to advise that the Airnorth bi-weekly Jet service into the Pilbara is currently tracking well and the market interest is encouraging.

We would like to thank the Shire of Roebourne for their support as the current yield structure and our entrance into the market would have been extremely difficult without the assistance provided via landing fees and passenger tax dispensation. We wish to continue to provide discounted seats into the market to facilitate growth and to hopefully change the travel habits of both the leisure and business market.

Whilst we are comfortable with the bi-weekly service it was always our intention to increase the frequency to three or possibly four services if feasible. We have received some positive and targeted feedback that an additional service would be most welcomed by the Pilbara community to allow greater flexibility and enable day trip business travel between the Pilbara ports and Broome.

In consideration of the above, Airnorth would like to seek an extension of the 6 months dispensation provided by the Shire out to a full 12 months. This would see the support continue out until the 31<sup>st</sup> May 2011 and facilitate the introduction of a third service prior to the 2010 /11 wet season period. We always expected that the November 2010 to March 2011 period would present financial challenges in the first year of operations however Airnorth is still working under our assumption that in June 2011 these services will be self sustaining.

Dispensation sought, extension of current 6 months to 12 months:

1. **Landing Fees** – Continuation of the 6 month dispensation for another 6 months through to 31/5/2011 from landing fees at Karratha Airport for up to 4 weekly services.
2. **Passenger Facilitation Charges** (excluding any safety & security taxes/components) - Extension of the marketing support from 6 to 12 months, to 31/5/2011 in the amount equivalent to 50% of QR head taxes, for both arriving and departing passengers.

PO Box 39548 Winnellie NT 0821 | Phone: +61 (8) 8920 4000  
Fax: +61 8920 4095 | [airnorth.com.au](http://airnorth.com.au) | Capiteq Limited | ABN 24 008 137 559

We are currently considering the introduction date for the third service, which, if required, could be as early as mid-late September. We have provisionally chosen Wednesday for this service, with a slight adjustment to timing. The routing would be the same as Tuesday, per Karratha market feedback. Please find below the provisional planned schedule (subject to any regulatory or slot approvals).

FLT NO.	ORIGIN	DEST.	A/C TYPE	DEPART	ARRIVE	MON	TUES	WED	THU	FRI	SAT	SUN
TL352	DRW	BME	E170	0730	0745					*		
TL352	BME	PHE	E170	0815	0910					*		
TL352/3	PHE	KTA	E170	0940	1015					*		
TL353	KTA	BME	E170	1045	1155					*		
TL353	BME	DRW	E170	1235	1550					*		
TL354	DRW	BME	E170	1400	1420		*	*				
TL354	BME	KTA	E170	1455	1610		*	*				
TL354/5	KTA	PHE	E170	1640	1715		*	*				
TL355	PHE	BME	E170	1745	1840		*	*				
TL355	BME	DRW	E170	1920	2230		*	*				

If everything is in order then we are currently looking at launching to the media next week (11<sup>th</sup> to 13<sup>th</sup> August). I appreciate that the frequency of council meetings may be a constraining factor and I would like to have the opportunity to discuss this further so as to incorporate any other comments or suggestions you may have.

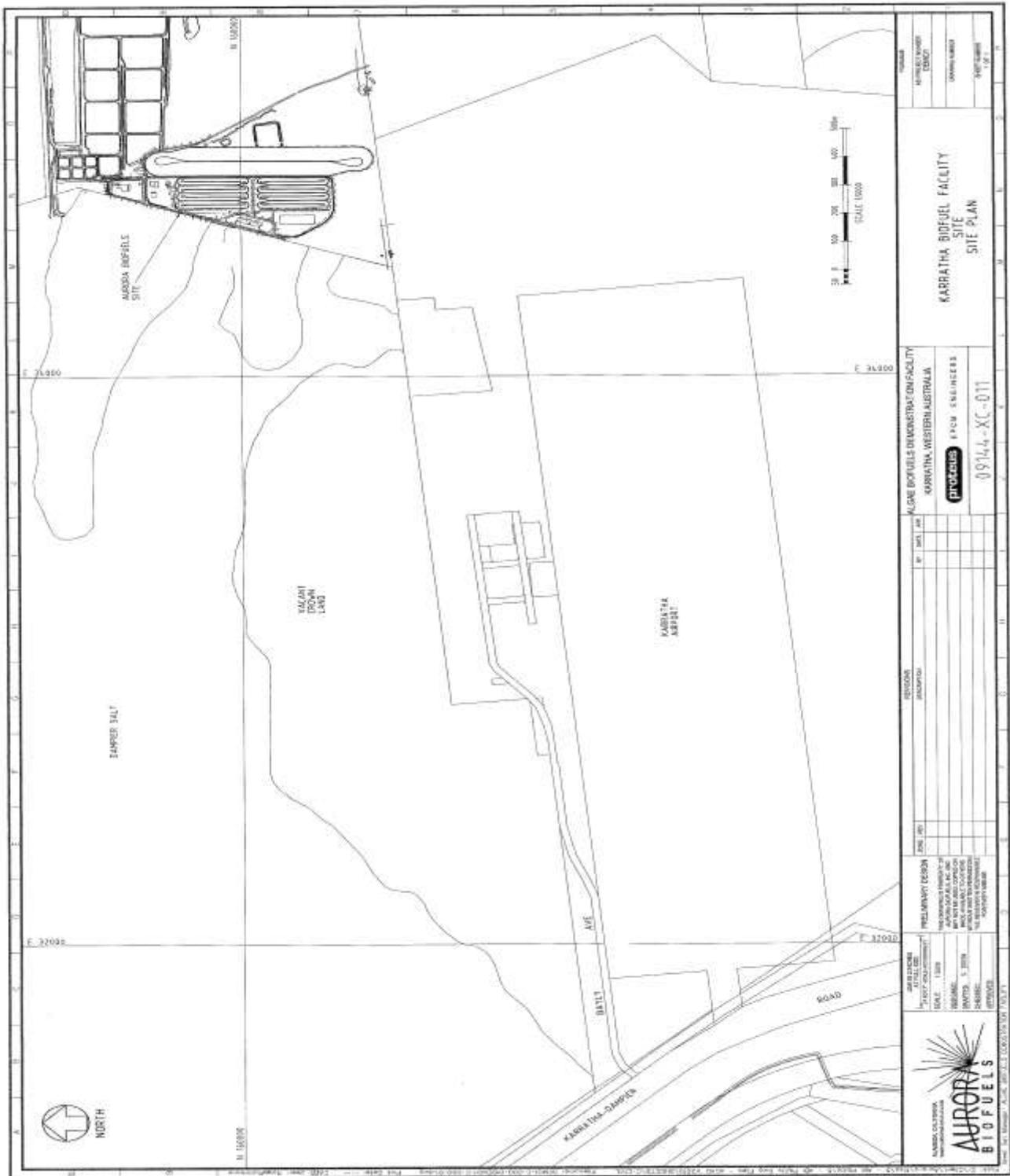
Again thanks for the support provided by your team, the Shire, and the Community.

Regards



Simone Saunders  
Chief Executive Officer

12.2 ATTACHMENT 1 – AURORA SITE PLAN



ATTACHMENT 2 – DRAFT MEMORANDUM OF UNDERSTANDING



Our Ref  
Your Ref

TB:CC:ROEB-28142

17 August 2010

Mr C Fox  
Airport Manager – Karratha Airport  
Shire of Roebourne  
P.O. Box 219  
KARRATHA WA 6714

SHIRE OF ROEBOURNE  
RECEIVED  
19 AUG 2010  
Action By: Chris Fox  
File No: 15-9  
Document ID: 187951



McLEODS  
BARRISTERS & SOLICITORS

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Craig Starke  
Peter Wittburn  
Elisabeth Stevenson (Senior Associate)  
David Nicholson (Senior Associate)  
Peter Gillitt (Senior Associate)

E-MAILED  
17 August 2010

By post and email: [chris.fox@roebourne.wa.gov.au](mailto:chris.fox@roebourne.wa.gov.au)

Dear Mr Fox

**Review of Supply Agreement for Karratha Airport – Aurora Biofuels**

We refer to your recent emails and telephone conversation with Tim Beckett of this office.

As instructed, we **enclose** an amended draft memorandum of understanding (MOU), for the Shire's review and comment.

We note the following points in relation to the MOU:

1. The Shire is the management body of the Karratha Airport (**Airport**). The Airport receives its electricity supply from Horizon Power (a government instrumentality), which supply is then reticulated by the Shire to the various occupiers and users of the Airport. The MOU relates to the provision of that supply to Aurora Biofuels Pty Ltd (**Aurora**), who propose to operate a biofuel facility several kilometres from the Airport.
2. In order for the Shire to provide a suitable supply to Aurora, a new transformer will need to be installed at the Airport, or the existing equipment at the Airport will need to be upgraded. We understand that no further infrastructure is required in order to give effect to the proposed supply arrangements.
3. We have amended the MOU to further clarify the point that the Shire will not be liable for any service disruption, unless that disruption is the fault of the Shire. It is plainly important that the Shire is not liable for disruptions to the Horizon Power Services, which then create consequential disruptions to the Shire's reticulated power supply.
4. We have clarified that Aurora will bear the following costs:
  - (a) any relevant consumption charges in relation to the services;

MEMORANDUM OF UNDERSTANDING – Aurora and Shire of Roebourne



- Aurora will not hold SoR liable for, ~~and will indemnify SoR against, any~~ disruption of service if SoR experience; a general power failure not due to SoR own cause (e.g. Force Majeure event ~~or other disruption of power supply to the Karratha Airport~~).
- Aurora ~~will plans to~~ have a backup power generator on site for critical operations for when power is not available and will be sized for 8 hrs of uninterrupted operation.
- Aurora will ensure that its usage of services will not adversely affect, or diminish, the capacity of SoR to provide services to other tenants and users of the Karratha Airport.
- Aurora will bear the Shire's reasonable legal costs in relation to the preparation, negotiation, and execution of the MOU and any subsequent agreement arising therefrom.

2.1.2 SOR RESPONSIBILITIES

- SoR continue to provide Aurora services for utilities (Power and Water) – as per expected usage.
- SoR to notify Aurora if any planned / scheduled disruption in service is expected.
  - If service is disrupted for less than 8 hrs then SoR is to notify Aurora with 24hrs via email and/or phone.
  - If long term disruptions are expected (more than 8 hrs) then Aurora requires written notification 1 week in advance and via email.
- Allow Aurora to install a HV cable on the Karratha Airport ~~SoR lease~~ to supply the additional power required for the operation of the plant.

3.0 COMMUNICATIONS

if any disruption in service is expected then the following Aurora site staff is to be notified in advance, so Aurora can plan accordingly:

- Mick Parker Site Manager
  - Email: [mparker@aurorabiofuels.com](mailto:mparker@aurorabiofuels.com) Mobile: 0447 830 760
- Juan Chavez Operations Manager
  - Email: [jchavez@aurorabiofuels.com](mailto:jchavez@aurorabiofuels.com) Mobile: 0447 830 751

4.0 CANCELLATION

Cancellation of services by SoR should be notified in writing with 12 months of notice to ensure Aurora can make the necessary arrangements to secure alternative services.

5.0 SIGNATURES

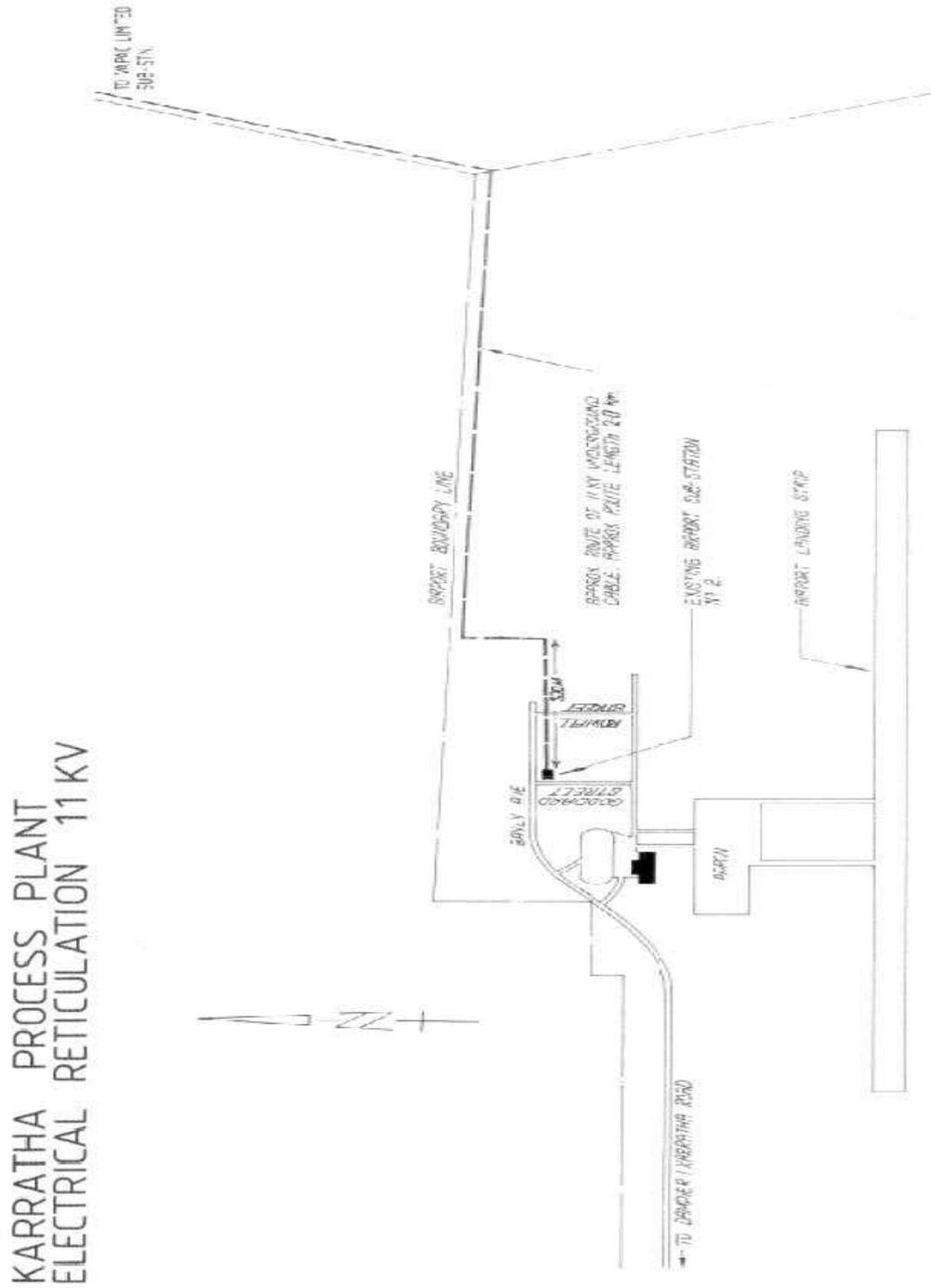
Company	Aurora Biofuels Pty Ltd	Shire of Roebourne, Karratha
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MEMORANDUM OF UNDERSTANDING – Aurora and Shire of Roebourne



		Airport
Signatory (Name)	Matthew Caspari	
Title	Managing Director	
Signature		
Date		

### ATTACHMENT 3 – ELECTRICAL PLAN



### 12.3 EXPRESSIONS OF INTEREST DOCUMENTATION



### EXPRESSION OF INTEREST

Expression of Interest (EOI):	Management and Supply of Staffing for Aviation Screening Services at Karratha Airport
Deadline:	(insert date)
Address for Delivery:	Chief Executive Officer Shire of Roebourne PO Box 219 KARRATHA WA 6714 <i>ELECTRONIC MAIL AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED</i>
EOI Number:	

**PART 1 READ AND KEEP THIS PART**

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**PART 1 READ AND KEEP THIS PART**

**1 PRINCIPAL'S REQUEST**

**1.1 DEFINITIONS**

Below is a summary of some of the important defined terms used in this Expression of Interest.

<b>Attachments:</b>	The documents you attach as part of your Submission;
<b>Deadline:</b>	The deadline for lodgement of your Submission;
<b>Expression of Interest:</b>	This document;
<b>General Conditions of Contract:</b>	The General Conditions of Contract nominated in Part 1;
<b>Principal:</b>	The Shire of Roebourne
<b>Respondent:</b>	A person who has or intends to submit a Submission in response to an Expression of Interest.
<b>Requirements:</b>	The services requested by the Principal;
<b>Submission:</b>	Completed Response Form, response to the Selection Criteria and Attachments;
<b>Selection Criteria:</b>	The criteria used by the Principal in evaluating your Submission;
<b>Special Conditions:</b>	The additional contractual terms (if any);
<b>Specification:</b>	The statement of Requirements for services the Principal's Expression of Interest may request you to provide if selected as an acceptable Tenderer through this Expression of Interest.

**1.2 HOW TO PREPARE YOUR SUBMISSION**

- (a) Carefully read all parts of this document.
- (b) Ensure you understand the Requirements (Part 2).
- (c) Complete the Response Form (Part 3) and your response to Selection Criteria (Part 3) and attach your Attachments.
- (d) Make sure you have signed the Response Form and responded to all of the Selection Criteria.
- (e) Lodge your Submission before the Deadline.

**1.3 CONTACT PERSONS**

Respondents should not rely on any information provided by any person(s) other than those listed below:

<b>Contractual Enquiries</b>		<b>Specification Enquiries</b>	
Name:	<b>Chris Fox</b>	Name:	<b>Chris Fox</b>
Telephone:	<b>08 9185 6693</b>	Telephone:	<b>08 9185 6693</b>
Facsimile:	<b>08 9144 4972</b>	Facsimile:	<b>08 9144 4972</b>
Email:	<b>Chris.fox@roebourne.wa.gov.au</b>	Email:	<b>Chris.fox@roebourne.wa.gov.au</b>

**1.4 BRIEFING/SITE INSPECTION**

A mandatory briefing / site inspection will not be conducted. Respondents are invited to contact the Airport Manager and arrange a briefing / site inspection if required.

**1.5 EVALUATION PROCESS**

This is an Expression of Interest (EOI).

**PART 1 READ AND KEEP THIS PART**

The EOI is the first stage of a two-stage process. Following the close of the EOI the Principal may proceed to the calling of a restricted Request for Tender (RFT). The issuing of an EOI does not commit the Principal to proceeding with an RFT.

Eligibility to participate in the RFT will be restricted to providers who comply with the provisions of this EOI and who are accepted by the CEO of the Principal to be placed on a pre qualified shortlist.

The submission of an EOI does not commit the Principal to include any organisation on the shortlist in the event that the project proceeds.

Your Submission will be evaluated using information provided in your EOI and on your response to the Selection Criteria.

The following evaluation methodology will be used in respect of this Expression of Interest:

- (a) submissions are checked for completeness and compliance. Submissions that do not contain all information requested (eg completed Submission Form and Attachments) may be excluded from evaluation;
- (b) submissions are assessed against the Selection Criteria;
- (c) the most suitable Respondents may be short-listed and may also be required to clarify the Submission, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

**1.6 SELECTION CRITERIA**

A scoring system will be used as part of the assessment of the qualitative criteria set out in Part 3. Unless otherwise stated, a response to one of these criteria which provides all the information requested in the Expression of Interest will be assessed as satisfactory and will, in the first instance, attract an average score. The extent to which the Submission demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or less than the average. The aggregate score of each Submission will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

**1.6.1 COMPLIANCE CRITERIA**

These criteria are detailed within Part 3 of this document and will not be point scored. Each Submission will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

**1.6.2 QUALITATIVE CRITERIA**

In determining the most advantageous Submission, the Evaluation Panel will score each Respondent against the qualitative criteria as detailed within Part 3 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

**NOTE: It is essential that Respondents address each qualitative criterion.** Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

**1.6.3 INDICATIVE PRICING**

These prices will only be used to assist with determining suitability for inclusion as an acceptable tenderer. Successful Respondents will be provided with an opportunity to provide pricing if and when the RFT is issued.

**1.7 CONDITIONS OF RESPONDING**

**1.7.1 LODGEMENT OF SUBMISSIONS AND DELIVERY METHOD**

The Submission must be lodged by the Deadline. The Deadline for this Expression of Interest is **(insert date)**

The Submission is to be:

- (a) placed in a sealed envelope clearly endorsed with the EOI number and title as shown on the front cover of this Expression of Interest; and

**PART 1 READ AND KEEP THIS PART**

- (b) delivered by hand and placed in the Tender Box at the offices of the Shire of Roebourne, Welcome Road, Karratha (by the Respondent or the Respondent's private agent) or sent through the mail to the Chief Executive Officer, Shire of Roebourne, PO Box 219 Karratha WA 6714

Electronic mail Submissions and Submissions submitted by facsimile WILL NOT be accepted.

Respondents must ensure that they have provided two (2) signed copies of their Submission (one to be marked "ORIGINAL" and bound, the other(s) to be marked "COPY" and clipped. Any brochures or pamphlets must be attached to both the original and the copies.

All pages must be numbered consecutively and the Submission must include an index.

**1.7.2 REJECTION OF SUBMISSIONS**

A Submission will be rejected without consideration of its merits in the event that:

- (a) it is not submitted before the Deadline; or
- (b) it is not submitted at the place specified in the Expression of Interest; or
- (c) it may be rejected if it fails to comply with any other requirements of the Expressions of Interest.

**1.7.3 LATE SUBMISSIONS**

Submissions received:

- (a) after the Deadline; or
- (b) in a place other than that stipulated in this Expression of Interest;

will not be accepted for evaluation.

**1.7.4 ACCEPTANCE OF SUBMISSIONS**

Unless otherwise stated in this Expression of Interest, Submissions may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept and may reject any or all Submissions submitted. The acceptance of a Submission does not oblige the Principal to proceed to issuing a public tender.

**1.7.5 DISCLOSURE OF CONTRACT INFORMATION AND DOCUMENTS**

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

**1.7.6 SUBMISSION VALIDITY PERIOD**

All Submissions will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Council's resolution for determining the Submission, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

**1.7.7 GENERAL CONDITIONS OF CONTRACT**

Submissions shall be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for the provision of services. (refer to **Appendix B**).

**1.7.8 RESPONDENTS TO INFORM THEMSELVES**

Respondents shall be deemed to have:

- (a) examined the Expression of Interest and any other information available in writing to Respondents for the purpose of submitting and EOI;
- (b) examined all further information relevant to the risks; contingencies, and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- (c) satisfied themselves as to the correctness and sufficiency of their Submissions including submitted indicative prices which shall be deemed to cover the cost of complying with all the conditions of responding and of all matters and things necessary for the due and proper performance and completion of the work described therein;

**PART 1 READ AND KEEP THIS PART**

- (d) acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
- (e) satisfied themselves they have a full set of the Expression of Interest documents and all relevant attachments.

**1.7.9 ALTERATIONS**

The Respondent shall not alter or add to the Expression of Interest documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Expression of Interest documents before the Deadline.

**1.7.10 OWNERSHIP OF SUBMISSIONS**

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Submission shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Submission process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

**1.7.11 CANVASSING OF OFFICIALS**

If a Respondent, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

**1.7.12 IDENTITY OF THE RESPONDENT**

The identity of the Respondent is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 and whose execution appears on the Response Form in Part 3 of this Expression of Interest.

**1.7.13 SUBMISSION OPENING**

Submissions will be opened in the Principal's offices, following the advertised Deadline. All Respondents and members of the public may attend or be represented at the opening of Submissions.

The names of the persons who submitted a Submission by the due Deadline will be read out at the opening. No discussions will be entered into between Respondents and the Principal's officers present or otherwise, concerning the Submissions.

The opening will be held as soon as practicable after the Deadline at office of the Shire of Roebourne, Welcome Road, Karratha WA.

**1.7.14 IN-HOUSE SUBMISSIONS**

The Principal does not intend to submit an in-house Submission.

**PART 3 COMPLETE AND RETURN THIS PART**

**2 SPECIFICATION**

**2.1 INTRODUCTION**

Management and Supply of Staffing for Aviation Screening Services at the Karratha Airport.

**2.2 BACKGROUND INFORMATION**

The Karratha Airport is currently undertaking negotiations for a transition of the screening authority role currently undertaken by Qantas Airways Pty Ltd. Currently the busiest regional airport by passenger volume in Western Australia, some 650,000 passengers arrived and departed on the RPT services operating to Karratha Airport in the 2009/10 Financial Year.

The Shire of Roebourne is responsible for all security outcomes at Karratha Airport, and sees the role of the screening authority as best performed by the airport authority. Extensive modifications have been made by the Shire of Roebourne to the Karratha Airport check-in area and baggage handling/CBS facilities to keep up with the rapid increases in passenger growth.

**2.3 SCOPE OF WORK**

Provide and manage aviation screening personnel for the screening services required to carry out Passenger Screening and Checked Baggage Screening at the Karratha Airport. The Karratha Airport as the future approved screening authority requires the Contractor to deliver the responsibilities and procedures in the facilitation of Passenger and Check Baggage Screening as per the most up-to-date methods, techniques and standards associated with the equipment currently installed at the Karratha Airport and comply with Federal Government Regulations.

The contractor will be responsible for providing the required level of staff to manage the screening operations as per the attached schedule, current at 9 August 2010.

The successful contractor shall be appointed for an initial contract term of 2 (two) years, plus an option extension for a further period of 1 (one) year.

There is also an expectation that the contractor will be able to demonstrate flexibility in expanding staffing requirements to handle new services and changes to the attached schedule.

The Contractor is responsible for, but not limited to, managing and providing :

- Methods for Re-establishment of the Sterile Area
- Equipment Testing – 20 Point Walk through metal detector (WTMD)
- Equipment Testing – Explosive Trace Detection (ETD)
- Equipment Testing – XRay Machine
- Screening – Bag Search
- Screening – Diplomatic Bags
- Screening – ETD
- Screening – Frisk Search
- Screening – Hand Held Metal Detector
- Screening – Improvised Explosive Device (IED) Identification and Response
- Screening – Loader
- Screening – Special Needs Passenger
- Screening – WTMD
- Screening – X-Ray Operator
- A duty of care to protect checked baggage within the BHS from unlawful interference
- Operating procedures which define the process for injecting/retrieving checked baggage into/from the BHS
- Operating procedures for the clearance of checked baggage:

**EXPRESSION OF INTEREST  
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**PART 3 COMPLETE AND RETURN THIS PART**

- designated as Level 2
  - designated as Level 3
  - designated as Level 4
  - designated as Level 5
  - for oversize items
  - designated as Mistrack Items
  - firearms
- Facilitation of contingency procedures in the event the systems becomes inoperable.

Screening Service Personnel are often the first contact for people visiting Airports. The Karratha Airport therefore expects a high degree of professionalism and conduct from those personnel. The Contractor must demonstrate and/or provide employee codes of conduct dealing with the following –

- a Uniform and Personal Equipment
- b Appearance
- c Neglect of Duties
- d Disorderly Conduct
- e Intoxicants, Consumption of Alcohol, Narcotics, Use of Prescription Drugs; and
- f Criminal Actions

**2.4 SPECIFIC REQUIREMENTS OF THE CONTRACT**

- All staff employed to provide the services must hold a current Aviation Security Identification Card (ASIC) and current Security Officers Licence.
- Contractor must demonstrate a proactive approach in regard to efficient rostering and the adoption of innovative methods in the use of resources together with demonstrated willingness and ability to engage in such practices.
- Contractors must demonstrate the ability to provide suitably qualified back-up personnel when necessary, within two hours of notification.
- Contractors must supply and maintain an attended mobile phone communications at all times (24/7). The cost of the purchase and use of the mobile phone shall be borne by the Contractors. The mobile phone number is to be provided to the Airport Manager, or representative.
- Contractors must demonstrate comprehensive knowledge of the Federal Government mandated requirements for screening services at airports that receive Regular Passenger Transport (RPT) jet services.
- Screening equipment – it is proposed that this equipment will be supplied by Karratha Airport. However, the Shire of Roebourne is open to Expressions of Interest for labour that are also inclusive of provision of screening equipment. **This should be provided as an ALTERNATE TENDER.**

**2.5 IMPLEMENTATION TIMETABLE**

The proposed introduction of the security system is subject to a negotiated transition to the screening authority role, expected to occur over the next 12 month period.

**PART 3 COMPLETE AND RETURN THIS PART**

**3 RESPONDENT'S SUBMISSION**

**3.1 RESPONSE FORM**

The Chief Executive Officer  
Shire of Roebourne  
PO Box 219  
KARRATHA WA 6714

I/We \_\_\_\_\_  
**(BLOCK LETTERS)**

of \_\_\_\_\_  
**(ADDRESS)**

ABN/GST Status \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail (if any): \_\_\_\_\_

**In response to EOI Management and Supply of Staffing for Aviation Screening Services:**

I/We agree that I am/We are bound by, and will comply with this Expression of Interest and its associated schedules, attachments, all in accordance with the Conditions of Responding contained in this Expression of Interest signed and completed. I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome. The submitted consideration in the price schedule (if any) is indicative only.

Dated this: \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of authorised signatory of Respondent: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Name of witness: (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

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EXPRESSION OF INTEREST  
SEPTEMBER 2010

**PART 3 COMPLETE AND RETURN THIS PART**

**3.2 RESPONDENT'S RESPONSE**

The following checklist has been provided to assist you with your Submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Submission).

**3.2.1 ORGANISATIONAL PROFILE**

Attach a copy of your organisation structure and provide background information on your company and label it <b>"Organisation Structure"</b> .	<b>"Organisation Structure"</b>	Tick if attached <input type="checkbox"/>
If companies are involved, attach their current ASC company extracts search including latest annual return and label it <b>"ASC Company Extracts"</b> .	<b>"ASC Company Extracts"</b>	Tick if attached <input type="checkbox"/>

**3.2.2 REFEREES**

Attach details of your referees, and label it <b>"Referees"</b> . You should give examples of work provided for your referees where possible.	<b>"Referees"</b>	Tick if attached <input type="checkbox"/>
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**3.2.3 AGENTS**

Are you acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of your principal and label it <b>"Agents"</b> .	<b>"Agents"</b>	Tick if attached <input type="checkbox"/>

**3.2.4 TRUSTS**

Are you acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled <b>"Trusts"</b> : (a) give the name of the trust and include a copy of the trust deed (and any related documents); and (b) if there is no trust deed, provide the names and addresses of beneficiaries.	<b>"Trusts"</b>	Tick if attached <input type="checkbox"/>

**3.2.5 SUBCONTRACTORS**

Do you intend to subcontract any of the Requirements?	Yes / No	
If Yes, in an attachment labelled <b>"Subcontractors"</b> provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) the Requirements that will be subcontracted.	<b>"Subcontractors"</b>	Tick if attached <input type="checkbox"/>

**3.2.6 CONFLICTS OF INTEREST**

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

EXPRESSION OF INTEREST  
SEPTEMBER 2010

**PART 3 COMPLETE AND RETURN THIS PART**

If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it <b>“Conflicts of Interest”</b> .	<b>“Conflicts of Interest”</b>	Tick if attached <input type="checkbox"/>
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**3.2.7 FINANCIAL POSITION**

Are you presently able to pay all your debts in full as and when they fall due?	Yes / No	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / No	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No	
In order to demonstrate your financial ability to undertake this contract, in an attachment labelled <b>“Financial Position”</b> include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.	<b>“Financial Position”</b>	Tick if attached <input type="checkbox"/>

**3.2.8 QUALITY ASSURANCE**

Does your organisation have any quality assurance or quality assurance systems?	Yes / No	
If you propose to subcontract, does your subcontractor have a “third party” quality management system in place?	Yes / No	
Supply evidence or details of your quality assurance position and where relevant of your supplier’s or subcontractor’s position, in an attachment labelled <b>“Quality Assurance”</b> .	<b>“Quality Assurance”</b>	Tick if attached <input type="checkbox"/>

**PART 3 COMPLETE AND RETURN THIS PART**

**3.3 SELECTION CRITERIA**

**3.3.1 COMPLIANCE CRITERIA**

Please select with a yes or no whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
(a) Compliance with the Specification contained in this Expression of Interest.	Yes / No
(b) Compliance with the Conditions of Responding contained in this Expression of Interest.	Yes / No

**3.3.2 QUALITATIVE CRITERIA**

Before responding to the following qualitative criteria, Respondents must note the following:

- All information relevant to your answers to each criterion are to be contained within your Submission;
- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a qualitative criterion.

<p><b>A) Relevant Experience</b> Describe your experience in completing /supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “<b>Relevant Experience</b>”:</p> <p>(a) Provide details of similar work;</p> <p>(b) Provide scope of the Respondent’s involvement including details of outcomes;</p> <p>(c) Provide details of issues that arose during the project and how these were managed;</p> <p>(d) Demonstrate sound judgement and discretion; and</p> <p>(e) Demonstrate competency and proven track record of achieving outcomes.</p>	<b>Weighting 25%&gt;</b>	
	<b>“Relevant Experience”</b>	<b>Tick if attached</b> <input type="checkbox"/>

<p><b>B) Key Personnel skills and experience</b> Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p> <p>(a) Their role in the performance of the Contract;</p> <p>(b) Curriculum vitae;</p> <p>(c) Membership to any professional or business association;</p> <p>(d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and</p> <p>(e) Any additional information. Supply details in an attachment and label it “<b>Key Personnel</b>”.</p>	<b>Weighting 25%</b>	
	<b>“Key Personnel”</b>	<b>Tick if attached</b> <input type="checkbox"/>

**PART 3 COMPLETE AND RETURN THIS PART**

<p><b>C) Respondent's Resources</b>                  Respondents should demonstrate their ability to supply and sustain the necessary:                  (a) Plant, equipment and materials; and                  (b) Any contingency measures or back up of resources including personnel (where applicable).                  As a minimum, Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "<b>Respondent's Resources</b>".</p>	<p><b>Weighting</b> 25%</p>	
	<p><b>"Respondent's Resources"</b></p>	<p><b>Tick if attached</b> <input type="checkbox"/></p>
<p><b>D) Demonstrated Understanding</b>                  Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:                  (a) A project schedule/timeline (where applicable);                  (b) The process for the delivery of the goods/services;                  (c) Training processes (if required); and                  (d) A demonstrated understanding of the scope of work                  Supply details and provide an outline of your proposed methodology in an attachment labelled "<b>Demonstrated Understanding</b>".</p>	<p><b>Weighting</b> 25%</p>	
	<p><b>"Demonstrated Understanding"</b></p>	<p><b>Tick if attached</b> <input type="checkbox"/></p>

**PART 3 COMPLETE AND RETURN THIS PART**

**3.4 INDICATIVE PRICING**

Description	Unit	Approximate Price (ex GST)	GST Component	Approximate Price (inc GST)

## 12.4 ATTACHMENT 1 – LETTER FROM MAIN ROADS WA



Enquiries: Brendon Wiseman on 08 9172 8836  
Our Ref: 05/5945  
Your Ref:



ABN: 50 860 676 021

19<sup>th</sup> August 2010

Ms Collene Longmore  
Chief Executive  
Shire of Roebourne  
PO Box 219  
KARRATHA WA 6714

Att: Ron Van Welie

Dear Collene,

### **40km/hr Karratha Town Centre Area Speed Zone: Request for Council endorsement.**

Main Roads WA Pilbara Region has received a number of complaints regarding the Speed Zoning in the town centre of Karratha. Currently the roads in the Town Centre (between Searipple and Balmoral) are all default 50km/hr Roads.

We are seeking Councils endorsement to implement a 40km/hr Area Speed Zone at either end of Welcome Rd and Warambie Rd (encompassing; Welcome, Warambie, Sharpe, Barlow, Macroy, Mallina, Sherlock, Harwood, Crane Circle, Hedland, Klenk, Owen and De Grey) for the following reasons;

1. The Roadside Developments:

Manual of Uniform Traffic Control Devices: Part 4 Speed Controls (AS1742.4) classifies these roads as *fully built –up*.

2. Road Environment:

The road environment lends itself to 40km/hr. These are local streets in commercial, built up areas. There are numerous driveways, intersections, accesses, roundabouts, parking facilities, pedestrian crossing points, median islands, roadside furniture such as bushes and trees which encourages drivers to travel these Roads at less than 40km/hr.

3. Sight distance, Design and Frequency of intersections:

There are a number of intersections which do not have adequate sight distance in the current speed environment. For example the Police emergency exit on Welcome Rd.

4. Speed Zone Establishment (as per AS 1742.4)

It is found that setting the speed to suit conditions: encourages more uniform and better driving habits, improves safety by lessening differential speeds thereby reducing overtaking manoeuvres and is better observed and more easily enforced.



Pilbara Region, Brand Street, South Hedland or PO Box 2256, Sth Hedland Western Australia 6722  
Telephone: (08) 9172 8877 Facsimile: (08) 9140 1076  
Email: pilreg@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au

Main Roads undertook a sight visit recently, concluding that it did not feel safe driving at the default 50km/hr.

5. Pedestrian Activity

Increasing vehicle traffic volumes mixed with more pedestrian activity in the area lends itself to a lowering of the speed limit to increase safety.

6. Recent Crash Statistics

The crash rate on these local roads is increasing rapidly. Probable Causes: increased traffic volumes and the speed limit not suiting the road environment.

	2005	2006	2007	2008	2009
<b>Warambie</b>	0	2	4	8	10
<b>Sharpe Ave</b>	3	3	2	2	3
<b>Welcome Rd</b>	2	4	1	3	7

This proposal is supported by the Police and Main Roads.

If you require any further information please contact Brendon Wiseman on (08) 9172 8836 or 0409104291.

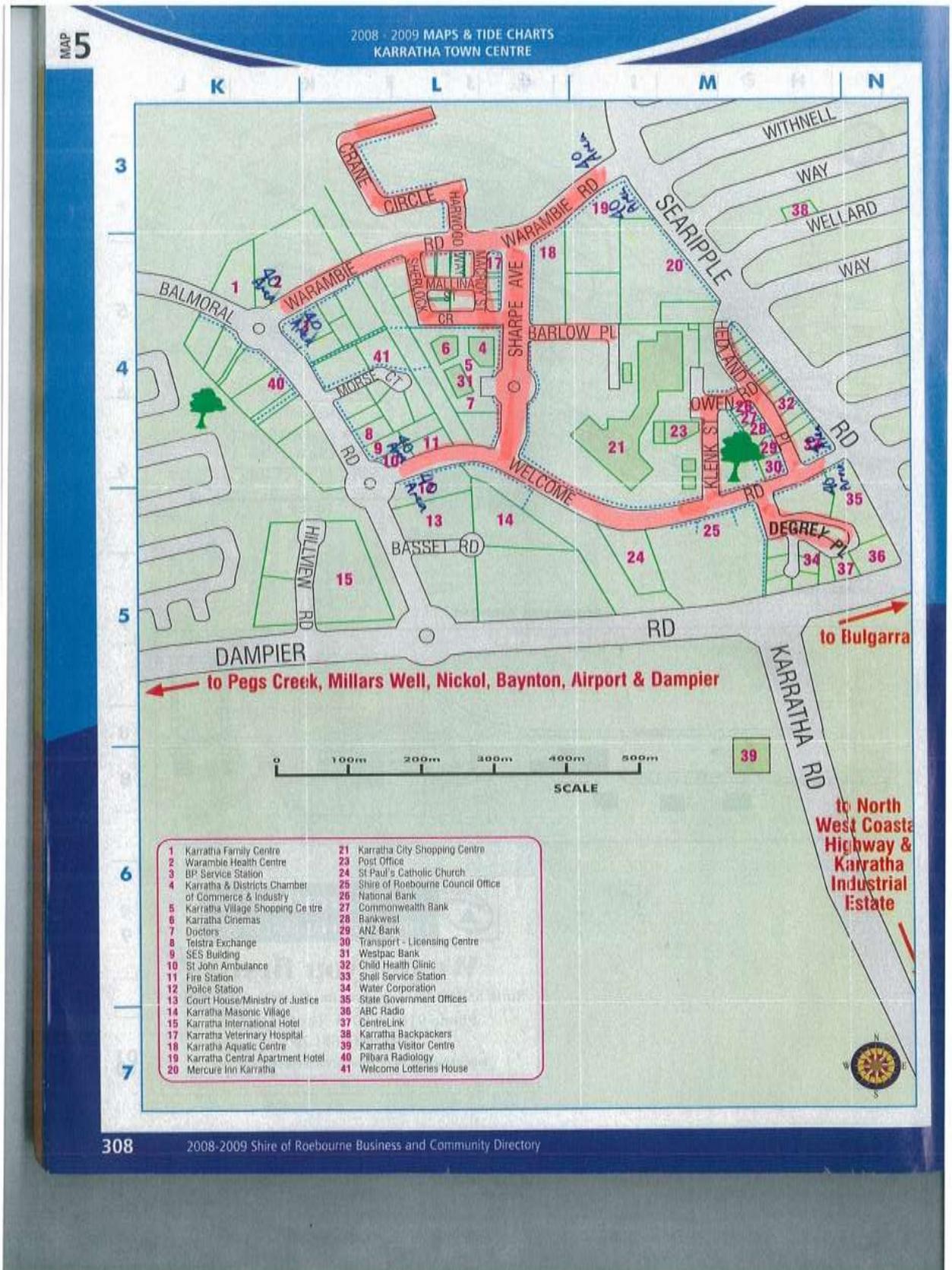
Please consider our proposal for council endorsement and respond in writing.

Yours faithfully



**Bill Wallace**  
Contract Manager TNC  
Pilbara Region

**ATTACHMENT 2 – LOCALITY MAP FROM MAIN ROADS WA**



## 12.5 ATTACHMENT 1 - TIEN TSIN INNE SPECIAL FACILITY LICENCE



Government of **Western Australia**  
Department of Racing, Gaming and Liquor

Licence No. 6230039081

### LIQUOR CONTROL ACT 1988 SPECIAL FACILITY LICENCE

The Licensee  
Tien Tsin Inne  
Post Office Box 219  
KARRATHA WA 6714

Premises Name: Tien Tsin Inne  
Premises Address: KARRATHA AIRPORT, KARRATHA WA 6714

Licensee: Shire Of Roebourne  
Approved Manager: 16/06/2009 Kathleen Grace Keeys  
18/11/2008 Sutjai McFarland  
18/11/2008 Tabitha Jayne Blaker  
06/05/2008 Svala Karen MacFarlane  
22/05/2007 Marie Robbins  
02/03/2007 Nina Coles

Temporary Manager: N/A

The licensee named above is authorised to sell liquor at the licensed premises described above, in accordance with the Liquor Licensing Act 1988 ("the Act"). The licensee must comply with all requirements and conditions imposed by the Act, any conditions or authorisations published by notice under section 31 of the Act, and any conditions or requirements set out below. The licence continues in force until surrendered, suspended or cancelled under the Act.

#### 1. EXTENDED TRADING PERMITS

The following extended trading permits have been granted under section 60 of the Act. The authorisation to trade pursuant to the licence is modified accordingly.

Permit Nos: N/A

#### 2. FURTHER CONDITIONS

The following conditions and/or requirements apply to the licence. Where there is any inconsistency between these and other conditions, these conditions/requirements prevail:-

##### TRADING HOURS

In accordance with section 98C of the Act, the following trading hours apply:

The sale and consumption of liquor is permitted one hour before the arrival or departure of a scheduled passenger flight and one hour after the arrival or departure of a scheduled passenger flight.

No trading is permitted on Christmas Day, Good Friday or before noon on Anzac Day.

##### TRADING CONDITIONS

In accordance with section 46 of the Act, the following trading conditions apply:

The licensee is permitted to sell liquor to passengers who have travelled or are about to travel and to persons accompanying or awaiting travellers, for consumption in the areas of the Lounge and the Cafeteria.

The sale of packaged liquor for consumption off the licensed premises is prohibited.

**MANDATORY TRAINING - RESPONSIBLE SERVICE OF ALCOHOL**

Within four (4) weeks of commencing employment at the licensed premises the licensee is required to have any person who will be engaged in the sale, supply and service of liquor on the licensed premises, and all senior staff, successfully complete a course of training in the responsible service of alcohol.

**INCIDENT REGISTER**

Pursuant to section 116A of the Act and Regulation 18G, the licensee must maintain a register of incidents that take place at the licensed premises. This incident register must be retained in the form approved by the Director of Liquor Licensing and must be made available at the request of an authorised officer.

**TRAINING REGISTER**

Pursuant to Regulation 14AE, the licensee shall maintain a training register that records training compliance for all staff. This training register must be retained in the form approved by the Director of Liquor Licensing and must be made available at the request of an authorised officer.

**FREE DRINKING WATER**

Pursuant to section 115A of the Act, at all times that liquor is sold and supplied for consumption on the licensed premises, the licensee shall make available to patrons, potable drinking water free of charge. As a minimum, this condition is to be met by way of water dispensers located at or near all bar service areas. The water must be refreshed regularly, with clean glasses or disposable cups being available for use.

**ENTERTAINMENT CONDITION**

1. The licensee or manager, or an employee or agent of the licensee or manager, shall not -
  - (a) be immodestly or indecently dressed on the licensed premises,
  - (b) take part in, undertake or perform any activity or entertainment on the licensed premises in a lewd or indecent manner,
  - (c) exhibit or show, or cause, suffer or permit to be exhibited or shown, on the licensed premises any classified "R" moving picture or extract therefrom,
  - (d) cause, suffer or permit any person employed, engaged or otherwise contracted to undertake any activity or perform any entertainment on the licensed premises to be immodestly or indecently dressed on the licensed premises, or
  - (e) cause, suffer or permit any person to take part in, undertake or perform any activity or entertainment on the licensed premises in a lewd or indecent manner.
2. In this condition "licensed premises" includes any premises, place or area:-
  - (a) which is appurtenant to the licensed premises, or
  - (b) in respect of which an extended trading permit granted to the licensee is for the time being in force, but does not include any part of the premises which is reserved for the private use of the licensee, manager or employees of the licensee and to which the public does not have access.

-----

**COMPLIANCE WITH HARM MINIMISATION POLICY**

The licensee has advised that the House Management Policy, Code of Conduct and Management Plan have been developed in accordance with the Harm Minimisation Policy. These documents must be retained on the licensed premises and produced to any Authorised Officer if required. Additionally, the licensee shall ensure that the premises' House Management Policy and Code of Conduct are displayed in a prominent position on the licensed premises.

This licence takes effect from **5 February 2010**.

Barry A Sargeant  
DIRECTOR OF LIQUOR LICENSING



**ATTACHMENT 2 – ANTI SOCIAL TASKFORCE MINUTES**

**Minutes**



**ANTI-SOCIAL BEHAVIOUR TASKFORCE MEETING**

Wednesday 4 August 2010

2.00pm

Pilbara Police Complex, Welcome Road, Karratha

**1. MEETING OPENED**

2.05pm

**2. ATTENDANCE**

Name	Company	Name	Company
John Lally	Shire of Roebourne	Justin Lance	Savcor
Michael Booth	Shire of Roebourne	Henry Muharemovic	WestNet Energy -DBP
Chris Fox	Shire of Roebourne	Stephen Boyd	Coates Hire
Angela Bell	Shire of Roebourne	Naomi Evans	Woodside
Nina Coles	Shire of Roebourne	Robert Pearce	ISS Facility Services
Lisa Manser	Shire of Roebourne	Andrew Winkle	Maxam Australia
Bianca Williams	Shire of Roebourne	Debra Carrier	Water Corp
Gillian Simpson	Pilbara Alcohol & Drug Unit/WAPOL	Simon Corrigan	Citic Pacific Mining
Alby Van Der Berg	Liquor Accord/ WAPOL	Pela Mott	Rio Tinto
John Ballantyne	WAPOL	Antonia Scott	Gorgon – ESS
Jack Lee	WAPOL	Carlle Eames	ESS
Peter Morrissey	WAPOL	Ian Thomson	NRW – VDM JV
John Newman	FESA	Jon Kaskow	AGC
		Belinda Callinan	Qantas

**3. DISCUSSION ITEMS**

**3.1 Introduction**

Deputy Shire President John Lally

All companies were welcomed for their attendance to this meeting. A strategy for the vision of what is 'Appropriate Behaviour' is needed. This is to be a workshopping session between companies, agencies and the Shire to create a 'we' solution. Without the help of all companies we will be unable to change the culture.

**3.2 Airport Issues**

Airport Manager Chris Fox

There has been a rapid spike in passenger numbers which has put our facilities under pressure including responsible service of alcohol responsibilities.

Problems include people bringing their own alcohol, drinking in public areas such as buses and the car park, littering, general anti-social behaviour and an increase in inappropriate comments such as bomb jokes whilst checking in.

Superintendent John Ballantyne

It is important that Karratha is seen as a town in its own right, not just a mining town. Anti-social behaviour will be policed severely in future.

*Suggestion: Police can attend inductions to give oversight of legislation and fines. Employers can take away accommodation if these rules are broken. Police can arrest and charge offenders or issue 'move on' notices resulting in missed flights. This will then become the employer's problem due to the accommodation issues.*

**3.6 General Discussion**

- It comes down to corporate culture. Employ people with the right attitude – the workforce will change their behaviour but not until their employer makes it clear they will not accept anti-social behaviour.

- Privacy laws make it hard to identify the problem makers.

- Court records are public knowledge, and through the Liquor Accord the offender's name could be obtained.

- WestNet Energy – DBP introduced zero tolerance rules with alcohol and drugs. Employees are picked up and dropped off with random testing at the airports (in both directions).

- Licensing management is an issue as drinks are being served to intoxicated people and they are still allowed on flights.

- Airport staff are constantly monitored and they will be scrutinised to ensure compliance with the RSA rules.

- It is about education, not just enforcement.

- Savcor faced similar issues previously and built this into the policies and conditions of employment. They will be happy to receive information to incorporate it into inductions and paperwork.

- People ignoring fire alarms is blatantly unsafe behaviour. These people should not be on site. Safety of employees are all businesses main concerns.

**Suggestions:**

*- FIFO workers should wear shirts with their name and company name when flying to easily identify offenders. Companies are responsible for FIFO workers from the time they step on the plane to the time they step off the plane.*

*- Preventing behaviour by cutting the alcohol off at the source, such as the camps, before offenders reach the airport.*

*- Give contractor details to the airport so they can be contacted when the behaviour is occurring.*

*- Put up flyers saying "you will be fined x amount for drinking on the bus" to create awareness.*

*- Stop serving full strength alcohol (beer/spirits) at the airport.*

*- Modify alcohol licence times at the airport.*

**3.7 Closing**

Deputy Shire President John Lally

The Shire of Roebourne and Police are working to build a community, and this type of behaviour should not be the first impression people receive of the Pilbara. Reinforcement that we can't do this on our own. We need the assistance of companies to drive home the message and take responsibility for their workers actions.

**4. ACTION LIST**

Refer to attached.

**5. NEXT MEETING**

Two months time. Details TBA.

**6. CLOSE: 3.03PM**

**Attachments**



Anti-Social Behaviour  
Taskforce Meeting.pc

# Action List



## ANTI-SOCIAL BEHAVIOUR TASKFORCE MEETING

4 AUGUST 2010

Date Raised	Project	Action	Status Report/Comment	Due Date	Responsible Officer
4 Aug	Tien Tsin Inne	Review opening hours and the serving of full strength alcohol and report back to group.	To be presented to Council by Airport Management	Sep 2010	John Lally
4 Aug	Flyers	Create an awareness poster around rules and enforcement of the Liquor Act to distribute to employers			Angela Bell/ Gill Simpson
4 Aug	Presentations/inductions	Employers can contact Angela Bell for information or to attend presentations and inductions			Angela Bell
4 Aug	Enforcement	Patrols of the airport at busy times both in the terminal and in the car park			Peter Morrissey

## ATTACHMENT 3 – TOBACCO PRODUCTS CONTROL AMENDMENTS ACT 2009

Western Australia

### **Tobacco Products Control Amendment Act 2009**

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No. 22 of 2009

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*An Act to amend the Tobacco Products Control Act 2006.*

*[Assented to 22 September 2009]*

The Parliament of Western Australia enacts as follows:

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As at 22 Sep 2009

No. 22 of 2009

page 1

Extract from [www.slp.wa.gov.au](http://www.slp.wa.gov.au), see that website for further information

*Tobacco Products Control Amendment Act 2009*

**s. 1**

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**1. Short title**

This Act is the *Tobacco Products Control Amendment Act 2009*.

**2. Commencement**

This Act comes into operation as follows —

- (a) sections 1 and 2 on the day on which this Act receives the Royal Assent (*assent day*);
- (b) the rest of the Act — on the day after the end of the period of 12 months after assent day.

**3. Act amended**

This Act amends the *Tobacco Products Control Act 2006*.

**4. Section 22 replaced**

Delete section 22 and insert:

**22. Prohibition on display of tobacco products, packages, smoking implements**

- (1) The holder of a retailer's licence must ensure that a tobacco product, package or smoking implement is not displayed in the premises specified in the licence.  
Penalty: see section 115.
- (2) If a person is charged with an offence under subsection (1) it is a defence to prove that the display was made to a specific customer at the customer's request.

**5. Section 23 amended**

- (1) In section 23(1) delete the definition of *50% retailer*.
- (2) Delete section 23(2) and (3).

*Tobacco Products Control Amendment Act 2009*

s. 6

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- (3) In section 23(4):
- (a) delete “22(2)” and insert:  
  
22(1)
  - (b) in paragraph (b) delete “at the time for the purposes of section 22(2); and” and insert:  
  
by the regulations; and

**6. Section 24 amended**

In section 24(1) after “products” insert:

or smoking implements

**7. Section 32 amended**

In section 32(1):

- (a) in paragraph (d) after “tobacco products” insert:

or smoking implements

- (b) in paragraph (d) after “those products” insert:

or implements

- (c) in paragraph (f) after “product” insert:

or smoking implement

*Tobacco Products Control Amendment Act 2009*

s. 8

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**8. Section 77 amended**

In section 77(1) delete “environmental health officer” and insert:

a person who belongs to a class of persons prescribed for the purpose of this section

**9. Sections 107A to 107F inserted**

After section 106 insert:

**107A. Prohibition on smoking “between the flags”**

A person must not smoke in an area that is between flags or other markers placed on a beach for the purpose of indicating a patrolled swimming area.

Penalty: a fine of \$1 000.

**107B. Prohibition on smoking in outdoor eating areas**

(1) A person must not smoke in an outdoor eating area unless the place in which the person is smoking is a smoking zone.

Penalty: a fine of \$2 000.

(2) If a person commits an offence under subsection (1) the occupier of the outdoor eating area commits an offence.

Penalty: a fine of \$2 000.

(3) If a person is charged with an offence under subsection (2) it is a defence to prove that —

- (a) neither the accused nor any employee or agent of the accused was aware, or could reasonably be expected to have been aware, that the offence was occurring; or

*Tobacco Products Control Amendment Act 2009*

s. 9

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- (b) as soon as the accused or an employee or agent of the accused became aware that the offence was occurring, the accused or an employee or agent of the accused —
  - (i) informed the person concerned that the person was committing an offence; and
  - (ii) requested the person to stop smoking in the outdoor eating area and to extinguish, and properly dispose of, the tobacco product; and
  - (iii) if the person failed to comply with a request under subparagraph (ii), requested the person to leave the outdoor eating area until the person finished smoking the tobacco product.
- (4) A responsible person in relation to licensed premises may allocate as a smoking zone for the premises one or more places in one or more outdoor eating areas to which a restaurant licence does not apply, but the total area of all the smoking zones for the premises must not exceed 50% of the total area of all the outdoor eating areas to which a restaurant licence does not apply.
- (5) For the purposes of *The Criminal Code* section 338A(d) and any other written law, a person is lawfully entitled to abstain from working in a smoking zone when the smoking zone is open to, or being used by, the public or a section of the public.

**Tobacco Products Control Amendment Act 2009**

**s. 9**

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**107C. Prohibition on smoking near playground equipment**

A person must not smoke within 10 metres of children's playground equipment that —

- (a) is in a public place or a part of a public place; and
- (b) is not in an enclosed public place.

Penalty: a fine of \$1 000.

**107D. Prohibition on smoking in or on vehicles if under 17 year old present**

- (1) In this section —

*child* —

- (a) means any boy or girl who has not reached 17 years of age; and
- (b) in the absence of positive evidence as to age, means any boy or girl who apparently has not reached 17 years of age;

*vehicle* means any thing used or capable of being used to transport people or goods on roads;

*road* means any highway, road or street open to, or used by, the public and includes every carriageway, footway, reservation, median strip and traffic island on it and any parking area in a public place.

- (2) A person must not smoke in or on a vehicle if —

- (a) the vehicle is on a road; and
- (b) any other person in or on the vehicle is a child.

Penalty: a fine of \$1 000.

**107E. Local government legislative power not affected**

Nothing in section 107A, 107B or 107C is intended to limit the power conferred on a local government by the

*Local Government Act 1995* or any other Act to make local laws about matters mentioned in those sections.

**107F. Dismissal or detriment because of refusal to work in smoking zone and employee's remedy for breach**

- (1) In this section —  
*employee* and *employer* have the respective meanings given in the *Industrial Relations Act 1979* section 7(1).
- (2) An employer must not —
  - (a) dismiss an employee; or
  - (b) alter an employee's position to the employee's disadvantage; or
  - (c) refuse to promote or transfer an employee; or
  - (d) otherwise injure an employee in relation to the employee's employment; or
  - (e) threaten to do any of those things,

for the reason, or for reasons that include the reason, that the employee does not consent to working in a smoking zone when the smoking zone is open to, or being used by, the public or a section of the public (the *consent*).

Penalty: see section 115.

- (3) In proceedings for a contravention of subsection (2), if it is proved that an employer took any course of action mentioned in that subsection against or in relation to an employee after the employee refused to give the consent, it is for the employer to prove that the course of action was taken for some reason other than because the employee refused to give the consent.
- (4) Subsection (2) is a civil penalty provision for the purposes of the *Industrial Relations Act 1979* section 83E.

*Tobacco Products Control Amendment Act 2009*

**s. 10**

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- (5) The *Industrial Relations Act 1979* section 97YG applies as if the reference in that section to a contravention of section 97YF of that Act includes a reference to a contravention of the *Tobacco Products Control Act 2006* section 107F(2).

**10. Section 115 amended**

- (1) In section 115(1)(b) in the Table in column 1 delete “s. 22(1), (2), (3), (4)” and insert:

s. 22(1)

- (2) In section 115(1)(b) in the Table at the end of column 2 insert:

s. 107F(2)

**11. Section 124A inserted**

After section 123 insert:

**124A. Provision of information about alleged offences of smoking near children**

- (1) If a police officer suspects on reasonable grounds that a person has committed an offence under section 107C or 107D, the Commissioner of Police is to supply the CEO with the alleged offender’s name, address and date of birth and the date and details of the alleged offence, to the extent that the Commissioner has that information.
- (2) Information supplied under subsection (1) may be used in the performance of any function that the CEO or the Foundation has under this Act.

*Tobacco Products Control Amendment Act 2009*

s. 12

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- (3) Subsection (1) applies whether or not the person is charged with having committed the alleged offence, or otherwise dealt with for the alleged offence without being prosecuted.

**12. Section 124 amended**

In section 124(2):

- (a) after paragraph (b) insert:
- (ca) prescribing matters in relation to the storage of tobacco products, packages and smoking implements at places where those items are sold by way of retail sale including the means to avoid or minimise attention being given to those items;
- (b) in paragraph (c) after “products” insert:
- or smoking implements

**13. Glossary amended**

In the Glossary insert in alphabetical order:

*enclosed public place* has the meaning given to that term in regulations mentioned under section 125 about smoking in public places as it may be amended from time to time;

*occupier*, in relation to a public place, means a person having the management or control, or otherwise being in charge, of that place;

*Tobacco Products Control Amendment Act 2009*

s. 13

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*outdoor eating area* means a public place or part of a public place —

- (a) that is provided, on a commercial basis, as an area where food or drink may be consumed by people sitting at tables; and
- (b) that is not an enclosed public place;

*restaurant licence*, in relation to a place, means —

- (a) a restaurant licence granted under the *Liquor Control Act 1988* in relation to that place; or
- (b) a condition of any other kind of licence, order or permit under the *Liquor Control Act 1988* —
  - (i) to the effect that a provision of that Act relating to restaurant licences applies to that place; or
  - (ii) that otherwise has an effect in relation to that place that is similar to a provision of that Act relating to restaurant licences;

*smoking zone* means a place allocated under section 107B(4);



## **13 DEVELOPMENT SERVICES**

### **13.3 ATTACHMENT 1 - DEPOSITED PLAN 67222**

**SEE ATTACHED**







ATTACHMENT 2 – INDICATIVE FUTURE INTERSECTION TREATMENTS



**13.4 ATTACHMENT 1 – SITE PLAN**

**SEE ATTACHED**





**ATTACHMENT 2 – ELEVATION PLAN**

**SEE ATTACHED**







13.5 ATTACHMENT 1 - PROPOSED AMENDMENT TO SCHEME MAP

 <p style="text-align: center;"><b>EXISTING ZONING</b></p>	 <p style="text-align: center;"><b>SCHEME AMENDMENT MAP</b></p>
<p><b>ADOPTION</b></p> <p>ADOPTED BY RESOLUTION OF THE SHIRE OF ROEBOURNE AT THE ORDINARY MEETING OF THE COUNCIL HELD ON THE _____ DAY OF _____, 20____.</p> <p>SHIRE PRESIDENT _____</p> <p>CHIEF EXECUTIVE OFFICER _____</p>	<p><b>FINAL APPROVAL</b></p> <p>1. ADOPTED FOR FINAL APPROVAL OF THE SHIRE OF ROEBOURNE AT THE ORDINARY MEETING OF COUNCIL HELD ON THE _____ DAY OF _____, 20____.</p> <p>THE COMMON SEAL OF THE SHIRE OF ROEBOURNE WAS HERETO AFFIXED BY AUTHORITY OF A RESOLUTION OF THE COUNCIL IN THE PRESENCE OF:</p> <p>SHIRE PRESIDENT _____ CHIEF EXECUTIVE OFFICER _____</p> <p>2. RECOMMENDED / SUBMITTED FOR FINAL APPROVAL BY THE WESTERN AUSTRALIAN PLANNING COMMISSION:</p> <p>DELEGATED UNDER S.19 OF THE PDC ACT 2005 _____ DATE _____</p> <p>3. FINAL APPROVAL GRANTED</p> <p>MEMBER FOR PLANNING _____ DATE _____</p>
<p>PLANNING AND DEVELOPMENT ACT 2005</p> <p>SHIRE OF ROEBOURNE</p> <p>TOWN PLANNING SCHEME NO 8</p> <p>AMENDMENT NO. 11</p>	

**ATTACHMENT 2 – SUBMISSIONS**

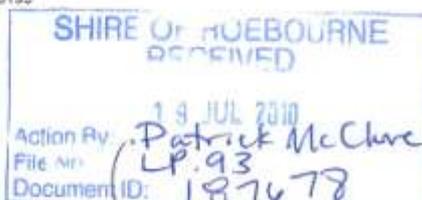


Your Ref: LP 93 085997  
Our Ref: JT1 2009 12983 V01  
Enquiries: Ross Crockett  
Phone: 08 9420 2013 Facsimile 08 9420 3193

**Planning Services  
Shire of Roebourne  
P.O. Box 219  
Karratha WA 6714**

13<sup>th</sup> July 2010

Attn: **Paul Compe**



*Charlotte Coghlan*

629 Newcastle Street  
Leederville 6007  
Western Australia  
PO Box 100  
Leederville 6902  
Perth Western Australia  
Tel (+61 8) 9420 2420  
www.watercorporation.com.au  
ABN 28 003 434 917

**Re: Shire of Roebourne TPS No. 8 Amendment No. 11 Reserve 40378 Lot 4225  
Tambrey Primary School Tambrey Drive , Nickol**

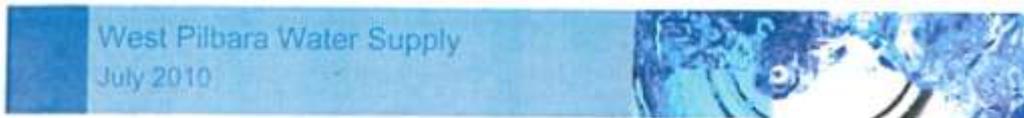
I refer to your letter dated the 10<sup>th</sup> June 2010, requesting comments on the above Amendment from this Corporation, thanks for the opportunity to comment..

With respect to the proposed Amendment above, the Water Corporation can not support this amendment at this point in time due to water supply constraints to the Town of Karratha see the Water Corporation's position paper attached.

If you have any further queries on these comments please phone Ross Crockett on (08) 9420 2013

**Peter Howard**  
Manager  
Planning and Policy  
Development Services Branch





### West Pilbara Water Supply Scheme

The West Pilbara Water Supply Scheme supplies Karratha, Wickham, Dampier, Roebourne and Point Samson. Supply is also provided to major iron ore exporting ports at Cape Lambert and Dampier operated by Rio Tinto Iron Ore (RTIO), as well as numerous smaller, but significant, industrial customers mostly located on the Burrup Peninsula.

The scheme is under extreme pressure to supply sufficient water to the towns and industry. The scheme is supplied from the Harding Dam and the Millstream borefield – the long-term reliable supply from these sources is estimated to be in the order of 10 gegalitres (GL) per year. Currently the total water demand on the system is approximately 14 GL. The Water Corporation has approval from the Department of Water to over abstract (to 15 GL) from the water sources on a short term basis until a new major water source is commissioned. Therefore, current demands are being met, but with a high level of risk to supply security.

Under *Pilbara Cities* growth projections, demand on the scheme is forecast to rise rapidly above 15 GL a year in the very short term. A new major water source is required as soon as practicable to avoid constraining domestic growth in the West Pilbara towns.

The Corporation has committed to service an additional 1400 equivalent residential services, including Baynton West, Gap Ridge and Nash Stage 1 (120 services), and these commitments will be honoured. In addition, there are more than 300 equivalent residential services (registered as vacant lots) across the West Pilbara towns and these effectively absorb all current capacity within the scheme. No new subdivisions can now be considered until there is a commitment to develop a major new source.

### Future water sources options

The Water Corporation is investigating various new source options for the scheme. As part of this process, we propose to undertake an Expression of Interest to ensure all potential water sources in the West Pilbara area are canvassed. This process may identify opportunities to purchase water from third parties, such as the mining industry who have or may be looking to develop their own sources in the West Pilbara.

In addition, the Corporation has a fully developed and approved proposal for a new seawater desalination facility on the Burrup Peninsula, which would provide a significant boost to supply capacity. This option is ready to proceed as soon as funding is available.

### Water efficiency

The Water Corporation will continue its water efficiency campaign in the West Pilbara and is about to start a major new program targeting community behavioural change, retrofitting properties, industrial efficiency and reducing leaks. This project is part funded through the Federal Government's National Water Security Plan for Cities and Towns.

### Water Corporation project contacts

Kym Walker  
Project Communications Officer  
Tel 9420 3527  
Email [kym.walker@watercorporation.com.au](mailto:kym.walker@watercorporation.com.au)

David Hawkins  
Communications Officer North West Region  
Tel 9186 8266  
Email [david.hawkins@watercorporation.com.au](mailto:david.hawkins@watercorporation.com.au)

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Government of Western Australia  
Department of Indigenous Affairs



ENQUIRIES : SIMON KEENAN - Ph 9235 8132

OUR REF: 08/0840

YOUR REF:

Mr Paul Compe  
Planning Officer  
Shire of Roebourne  
PO Box 219  
KARRATHA WA 6714



Dear Mr Compe

**SHIRE OF ROEOURNE TOWN PLANNING SCHEME NO 8 - SCHEME AMENDMENT NO. 11**

I refer to your letter dated 10 June 2010 seeking comment upon proposed scheme amendment to the Shire of Roebourne (the Shire) Town Planning Scheme No. 8. It is understood that the proposed amendment involves rezoning a portion of Reserve 40378 from Public Purposes – Education to Urban Development.

Reserve 40378 (Tambrey Primary School) has no registered sites located upon it. However, the Register of Aboriginal Sites indicates that this location has not been subjected to Aboriginal heritage surveys and it is possible that as yet unidentified Aboriginal heritage sites exist on this location. The *Aboriginal Heritage Act 1972* (AHA) protects all Aboriginal heritage sites within Western Australia, whether currently known or not. The Department of Indigenous Affairs (DIA) recommends that the Shire conduct comprehensive Aboriginal heritage surveys over Reserve 40378 in order to develop an understanding regarding the area's potential Aboriginal heritage values. DIA also recommends that the Shire consult with all people who hold knowledge on the area's Aboriginal cultural values. Such people may include the registered native title holders for the area, known site informants for Aboriginal heritage sites in the nearby vicinity and anyone else who can be identified as holding knowledge of the area's Aboriginal cultural values.

DIA always prefers that proposed developments are modified to avoid disturbing Aboriginal heritage sites, however, the Shire should be aware that where there is an unavoidable requirement to impact an Aboriginal heritage site that consent under section 18 of the AHA is required in order to avoid breaching section 17 of the AHA.

1st Floor, 197 St Georges Terrace, Perth, Western Australia 6000  
PO Box 7770, Cloisters Square, Perth, Western Australia 6850  
Telephone (08) 9235 8500 Facsimile (08) 9235 8088  
[www.dia.wa.gov.au](http://www.dia.wa.gov.au)  
wa.gov.au

Please contact me on 9235 8132 to discuss the contents of this letter if required.

Yours sincerely



Simon Keenan  
Senior Heritage Officer

23 June 2010



Our Ref: 10-0136  
Your Ref: LP.93: 085997

Phone enquiries: Kim Lambkin  
Direct 9159 1400  
Fax: 9143 1236  
Email: kim.lambkin@fesa.wa.gov.au

Pilbara Region  
Unit 1/5 Warrambie Road  
P.O. Box 1627  
KARRATHA WA 6714

Phone Enquiries: (08) 9143 1227  
Fax No: (08) 9143 1236

085997



Shire of Roebourne  
Planning Services  
PO Box 219  
Karratha WA 6714

Attention: Paul Compe

Dear Sir

**REFERRAL RESPONSE – SOR Town Planning Scheme No.8 Amendment 11**

I refer to your letter dated 10 June 2010 regarding the above referral.

The Fire & Emergency Service Authority of WA (FESA) request the following condition be applied:

"That the proponent provide evidence that the requirements of the Western Australian Planning Commission and Fire and Emergency Services Authority publication "Planning for Bush Fire Protection" have been satisfied with respect to meeting the contained fire protection performance criteria, to the satisfaction of the Western Australian Planning Commission."

Should you require further information please contact Mr Kim Lambkin at our Karratha office on 9159 1400.

Yours faithfully

Kim Lambkin  
A/District Manager Burrup  
Operational Services

August 20, 2010





Department of Water  
Government of Western Australia

Your ref: LP.69, 085997  
Our ref: RF740-03  
Enquiries: Natalie Leach  
9144 2000

SHIRE OF ROEBOURNE  
RECEIVED  
29 JUN 2010  
Action By: Patrick McClure  
File No: LP-93  
Document ID: 187467

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

Dear Mr McClure,

**SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO. 8  
REFERRAL OF SCHEME AMENDMENT NO. 11  
RESERVE 40378, LOT 4225 ON DEPOSITED PLAN 216828 (TAMBREY PRIMARY  
SCHOOL SITE)  
TAMBREY DRIVE, NICKOL**

Thank you for the above referral received 14 June 2010. The Department of Water (DoW), Pilbara Region has reviewed the proposal and has no comment.

If you have any further queries please contact Natalie Leach on (08) 9144 2000.

Yours sincerely,

**Dr Hamid Mohsenzadeh**  
Regional Manager  
Department of Water  
Pilbara Region

25 June 2010

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 2510  
[www.water.wa.gov.au](http://www.water.wa.gov.au)

09/09/10

**Charlotte Coghlan**

---

**From:** Paul Compe  
**Sent:** Friday, 18 June 2010 2:53 PM  
**To:** Charlotte Coghlan  
**Subject:** FW: Scheme Amendment No11 - Lot 4225 Tambrey Drive Nickol (Tambrey Primary School Site)

See emailed response from Telstra

---

**From:** Walkerden, Norm F [mailto:Norman.F.Walkerden@team.telstra.com]  
**Sent:** Wednesday, 16 June 2010 1:24 PM  
**To:** Paul Compe  
**Subject:** Scheme Amendment No11 - Lot 4225 Tambrey Drive Nickol (Tambrey Primary School Site)

Attr: Paul Compe

Ref: LP.93, O85997

SCHEME AMENDMENT No11 – LOT 4225 TAMBREY DRIVE NICKOL (TAMBREY PRIMARY SCHOOL SITE)

Thank you for your correspondence re above. At present Telstra has no objection to the amendment.

The area at present does not have any network and Telstra looks forward to further documentation when available.

Regards,

**Norm Walkerden**

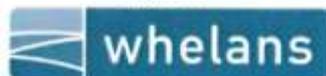
Forecasting & Area Planning Western,  
Integrated Network Planning, Network and Technology  
Postal: Locked Bag 2525 Perth WA 6001  
Phone: 08 9491 6272 Fax: 08 9221 5730  
Email [Norman.F.Walkerden@team.telstra.com](mailto:Norman.F.Walkerden@team.telstra.com)

## 13.6 SCHEME AMENDING REPORT

SHIRE OF ROEBOURNE  
TOWN PLANNING SCHEME No 8  
AMENDMENT No

Prepared By

July 2010



S:\Project\CB13951\admin\docs-reports\100712 amendment doc.doc

PLANNING AND DEVELOPMENT ACT 2005  
RESOLUTION DECIDING TO AMEND A TOWN PLANNING SCHEME  
SHIRE OF ROEBOURNE  
TOWN PLANNING SCHEME No. \_\_\_\_\_  
AMENDMENT No. \_\_\_\_\_

The Shire of Roebourne under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

1. Reclassifying Lot 200 Brockman Street, Bulgarra from "Residential R30 and R40" to "Residential R55", and;
2. Amending the Scheme Maps accordingly.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer

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## 1.0 INTRODUCTION

This scheme amendment seeks to reclassify Lot 200 Brockman Street from “Residential R30 and R40” to “Residential R55” under the Shire of Roebourne Town Planning Scheme No. 8.

The amendment is intended to facilitate the development of an additional 14 single bedroom dwellings on surplus land within the lot. Located only 2 kilometres from the city centre of Karratha, and in a location that is suited to an increase in density, the reclassification of the subject land to facilitate additional residential development is consistent with orderly and proper planning and will provide much needed affordable accommodation.



Figure 1: Location Plan – Source: Google Maps

been granted for the redevelopment of the lot with 30 single bedroom dwellings, which are proposed to be completed in February 2011 (See site plan at Appendix 2)

The impending development will positively contribute to the streetscape and is a significant improvement on the existing development.



Figure 3: Aerial Photograph

#### 2.4 Surrounding Land Use

Lot 2 to the west is 1774m<sup>2</sup> and is currently vacant. Beyond Lot 2 is a multiple dwelling development and opposite the subject land on Walcott Way are single dwellings on approximately 700m<sup>2</sup> lots. The land opposite Lot 200 on Mystery Road is vacant and is reserved for "Conservation Recreation and Natural Landscapes", whilst the land opposite on Brockman Street is vacant land reserved for "Parks, Recreation and Drainage".

#### 2.5 Servicing

The subject land is currently serviced by reticulated sewer, water, overhead power and telecommunication services. Initial consultation with service providers indicate that the proposed development can be accommodated by existing infrastructure with no or only minor upgrades.

The subject land is bordered by Walcott Way, Brookman Street and Mystery Road providing adequate road access for the proposed additional dwellings.

**4.0 PROPOSED AMENDMENT**

*4.1 Amendment Proposal*

The amendment proposes to reclassify the land to 'Residential R55' to facilitate the development of an additional 14 single bedroom dwellings on a vacant area within the subject land. The amendment is commensurate with strategic planning for the area.

**5.0 DEVELOPMENT CONSIDERATIONS**

*5.1 Indicative Development Plan*

An Indicative Development Plan has been included with this scheme amendment proposal to provide surety with regard to the scale and appearance of the proposed development. The additional 14 units that are proposed will integrate seamlessly with the existing development as they will be built in the same architectural style and in accordance with existing setback requirements.

A density of R55 is proposed. Whilst this density is not specified in the Residential Design Codes, the applicable minimum site area can be calculated for this code and the other requirements be taken from either the R50 or R60 specifications which are the same. A R55 density has been selected as it will allow for an additional 14 single bedroom units to be built, which have been determined to be the number of units required to make efficient use of the land. The requirements of the R55 code for multiple dwellings are as follows:

Minimum Site Area	Plot Ratio	Open Space			Minimum Setbacks (m)		
		Min total % of site	Min communal (m <sup>2</sup> )	Min outdoor living (m <sup>2</sup> )	Primary Street	Secondary Street	Other/ rear
181m <sup>2</sup>	0.60	50%	16	-	4	1.0	*

- Indicates not applicable

\* See tables 2a and 2b and design element 6.3.

Applying the single bedroom density bonus will bring the minimum site area down to 119m<sup>2</sup>. As the lot is 5412m<sup>2</sup> in area this will allow for 45 single bedroom units to be built on the lot. As 30 units are already proposed to be completed in February 2011, this will allow for an additional 15 units to be built on the lot.

Once the amendment is gazetted, applications for the standard planning and building approvals will be initiated. There are no constraints to development above and beyond the usual local conditions that can't be dealt with through the appropriate development controls.

The indicative structure plan is included as Appendix 3.

## 6.0 JUSTIFICATION / CONCLUSION

The salient points of summary and support of this proposed scheme amendment are:

- The lot is large enough to effectively accommodate a multiple dwelling development of the scale proposed with no impact to the amenity of the surrounding area;
- The lot is situated in a location that is favourable to medium density development;
- The lot is located on a main road that connects to the City Centre which is likely to be a future public transport route and is located on a proposed cycle path route;
- The lot is located on the periphery of existing residential development thereby limiting the impact of the increased density;
- The lot is located adjacent to the coastal foreshore reserve. In addition to the advantages of having a coastal aspect the adjoining open space will work to reduce the impact of the increased density, and;
- The City Wide Growth Plan recommends increasing densities within the Bulgarra locality and around the neighbouring golf course. Increasing the densities of Lot 200 will provide a logical transition of densities with relation to the proposed golf course estate; and;
- The proposal represents an efficient use of a land resource in an area that has a recognised dearth of accommodation for people working in the retail, personal services, hospitality and tourism sectors. This proposal will go a small way to helping address that problem.

Given the above, it is respectfully requested the Hon. Minister grant final approval to the amendment.

PLANNING AND DEVELOPMENT ACT 2005  
RESOLUTION DECIDING TO AMEND A TOWN PLANNING SCHEME  
SHIRE OF ROEBOURNE  
TOWN PLANNING SCHEME No. 8  
AMENDMENT No.

The Shire of Roebourne under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

1. Reclassifying Lot 200 Brockman Street, Bulgarra from "Residential R20 & R40" to "Residential R55" zone,
2. Amending the Scheme Maps accordingly.

DRAFT

ADOPTION

ADOPTED by resolution of the Council of the Shire of Roebourne at the Ordinary Meeting held on the    day of    ,

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

DRAFT

FINAL APPROVAL

ADOPTED for final approval by resolution of the Shire of Roebourne at the Ordinary Meeting of Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 2010.

THE COMMON SEAL of the Shire of Roebourne was hereto affixed in the presence of

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

---

Recommended / Submitted for Final Approval

\_\_\_\_\_  
delegated under S.16 of PD Act 2005

\_\_\_\_\_  
Date

Final Approval granted

\_\_\_\_\_  
Minister for Planning

\_\_\_\_\_  
Date

APPENDIX 1: CERTIFICATE OF TITLE

DRAFT



REGISTER NUMBER <b>200/D96771</b>	
DUPLICATE EDITION <b>2</b>	DATE DUPLICATE ISSUED <b>5/11/2009</b>

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **2150** FOLIO **830**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*Robert*  
REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 200 ON DIAGRAM 96771

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

STEPHEN CLARKE OF 13/109 JAMES STREET, NORTHBRIDGE  
(T 1673688 ) REGISTERED 27 OCTOBER 2003

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

- 1. L123412 MORTGAGE TO BENDIGO AND ADELAIDE BANK LTD REGISTERED 30.10.2009.

Warning: A current sketch of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2150-830 (200/D96771).  
PREVIOUS TITLE: 2150-829.  
PROPERTY STREET ADDRESS: LOT 200 BROCKMAN ST, BULGARRA.  
LOCAL GOVERNMENT AREA: SHIRE OF ROEBOURNE.

MBOEHBUFIDPQZ IPG P SJHJOB MOP UIUP ITDBMF!!!N pa!Bqsl2: 125,27;6: 13121HKC145383158

**APPROVED DEVELOPMENT PLAN**

**SEE ATTACHED**







**INDICATIVE DEVELOPMENT PLAN**

**SEE ATTACHED**







13.7. ATTACHMENT 1 – LOCATION PLAN





**ATTACHMENT 3 – ELEVATION PLAN**

**SEE ATTACHED**







### 13.8 ATTACHMENT 1 – SUBMISSIONS



Department of Water  
Government of Western Australia

Your ref: LP.69, 096149  
Our ref: RF740-03  
Enquiries: Natalie Leach  
9144 2000



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

Dear Mr McClure,

**SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO. 8  
REFERRAL OF SCHEME AMENDMENT NO. 19  
PART RESERVE 42726 (PART LOT 258 ON DP18814), WARLU ROAD, COOYA  
POOYA - ADDITIONAL USES OF INDUSTRY – NOXIUOS (RESTRICTED) TO  
APPENDIX NO. 6 – ADDITIONAL USES**

Thank you for the above referral received 23 June 2010. The Department of Water (DoW), Pilbara Region has reviewed the proposal and has no comment.

If you have any further queries please contact Natalie Leach on (08) 9144 2000.

Yours sincerely,

**Dr Hamid Mohsenzadeh**  
Regional Manager  
Department of Water  
Pilbara Region

25 June 2010

Pilbara Region  
Lot 4608 Cherratta Road X1E  
Karratha Western Australia 6714  
PO Box 836 Karratha Western Australia 6714  
Telephone (08) 9144 2000 Facsimile (08) 9144 2610  
[www.water.wa.gov.au](http://www.water.wa.gov.au)



Your Ref: LP 63, 086149  
Our Ref: JT1 2007 01760 V01  
Enquiries: Ross Crockett  
Phone: 08 9420 2013 Facsimile 08 9420 3193

**Planning Services**  
**Shire of Roebourne**  
**P.O. Box 219**  
**Karratha WA 6714**

23<sup>rd</sup> July 2010

Attn: **Patrick McClure**



629 Newcastle Street  
Leederville 6007  
Western Australia  
PO Box 100  
Leederville 6902  
Perth Western Australia  
Tel (+61 8) 9420 2420  
www.watercorporation.com.au  
ABN 28 003 434 917

**Re: Shire of Roebourne TPS No. 8 Amendment No. 18<sup>19</sup>**  
**Part Reserve 42726, Warlu Road, Cooya Pooya**

I refer to your letter dated the 16<sup>th</sup> June 2010, requesting comments on the above Amendment from this Corporation, thanks for the opportunity to comment.

Although the Water Corporation has no objections in principal in respect to the proposed Amendment above, the Water Corporation can not fully support this amendment at this point in time due to water supply constraints within the Shire of Roebourne see the Water Corporation's position paper attached.

If you have any further queries on these comments please phone Ross Crockett on (08) 9420 2013

**Peter Howard**  
Manager  
Planning and Policy  
Development Services Branch

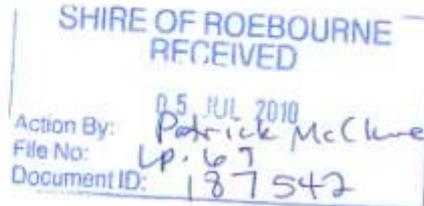




Government of Western Australia  
Department of Environment and Conservation

Enquiries: Teresa Wilkie  
Phone: 9182 2034  
Fax: 9144 1118  
Email: [teresa.wilkie@dec.wa.gov.au](mailto:teresa.wilkie@dec.wa.gov.au)

Mr Patrick McClure  
Shire of Roebourne  
PO Box 219  
KARRATHA WA 6714



**Shire of Roebourne Planning Scheme No. 8  
Referral of Scheme Amendment No. 19  
Part Reserve 42726 (Part Lot 258 on DP 18814), Warlu Road, Cooya Poolya**

Thank you for referring the above mentioned application to the Department of Environment and Conservation (DEC) for comment. The application refers to Scheme Amendment No. 19 for the Shire of Roebourne Town Planning Scheme No. 8. The amendment seeks to include: Additional Use of Industry-Noxious (Restricted) as per Appendix 6 – Additional Uses.

DEC does not endorse accommodation facilities and recreational areas within designated industrial areas. This planning can typically become problematic in regards to noise, dust and odour issues given the variety of interests. DEC strongly suggests that Guidance Statement No. 3 (Environmental Protection Authority - Separation Distances between Industrial and Sensitive Land Uses) be referred to for advice.

The proposed development may result in prescribed activities under Schedule 1 and/or 2 of the Environmental Protection Regulations 1987. Under section 52 of the *Environmental Protection Act 1986* it is an offence to carry out any work on or in relation to a premises which causes the premises to become, or to become capable of being, prescribed premises without a works approval. If the premise is not a prescribed premises, Environmental Protection Regulations 1987 may still be applicable. For more information please contact the Industry Regulation Section, Karratha on 9182 2000.

DEC notes that native vegetation may be present on the proposed development site. Should any disturbance to the vegetation be required, the applicant will need to ensure that the provisions of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 (the Regulations) are adhered to. General information on the Regulations and exemptions for clearing native vegetation are available online from <http://environment.wa.gov.au>

If you have any queries regarding this matter please call Teresa Wilkie at DEC Karratha Regional Office on 9185 2034.

Yours sincerely

*Suzanne Roworth*  
for Suzanne Roworth  
A/ Regional Leader (Industry Regulation)  
Pilbara Region

1 July 2010

Pilbara Region  
Lot 3 Cm Meidle & Anderson Roads, Karratha KIE WA 6714  
Phone: (08) 9182 2000 Fax: (08) 9144 1118  
PO Box 835, Karratha WA 6714  
[www.dec.wa.gov.au](http://www.dec.wa.gov.au)



Government of Western Australia  
Department of Indigenous Affairs

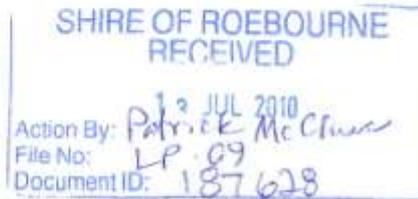


ENQUIRIES : Laura Gladstone - Ph 9235 8112

OUR REF: 08/0840

YOUR REF: LP 89, 086149

Mr Patrick McClure  
A/Manager Planning Services  
Shire of Roebourne  
PO Box 219  
Karratha WA 6714



Dear Mr McClure

**SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO.8  
REFERRAL OF SCHEME AMENDMENT NO. 19 PART RESERVE 42726 (PART  
LOT 258 ON DP18814), WARLU ROAD, COOYA POOYA  
ADDITIONAL USE OF INDUSTRY-NOXIOUS (RESTRICTED) TO APPENDIX NO.  
6 - ADDITIONAL USES**

Thank you for your letter dated 16 June 2010 seeking comment upon proposed scheme amendment to the Shire of Roebourne (the Shire) Town Planning Scheme No. 8. It is understood that the proposed amendment involves rezoning a portion of Reserve 42726 to include an Additional Use of Industry – Noxious (restricted).

A search of the Department of Indigenous Affairs (DIA) Sites Register of Lot 258 (attached) shows that there is a registered Aboriginal site on Lot 258 (DIA Site No. 23306) consisting of a quarry and associated artefact scatter. While the site in question is not located in the portion of Lot 258 proposed for development there is a strong possibility that further, unregistered sites may be found in the proposed development area. The *Aboriginal Heritage Act 1972* (AHA) protects all Aboriginal heritage sites within Western Australia, whether currently known or not. DIA recommends that the developer consider any potential effect the current development plans may have on Aboriginal heritage. It is recommended that comprehensive Indigenous Heritage Surveys are undertaken prior to any ground disturbing activity so as to identify any Aboriginal heritage values on the land.

It is the DIA's preference that any development plans be altered so as to avoid impacting any Aboriginal heritage sites. If this is not possible then the land owner

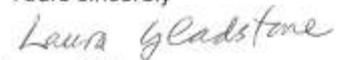
1st Floor, 197 51 Georges Terrace, Perth, Western Australia 6000  
PO Box 7770, Cloisters Square, Perth, Western Australia 6850  
Telephone (08) 9235 8000 Facsimile (08) 9235 8088  
[www.dia.wa.gov.au](http://www.dia.wa.gov.au)  
[wa.gov.au](http://wa.gov.au)

should submit a Notice in writing under Section 18 of the AHA seeking consent from the Minister for Indigenous Affairs so as to avoid breaching Section 17 of the AHA.

DIA notes that the Ngarluma Aboriginal Corporation ("NAC") holds native title for the area of the proposed rezoning and holds knowledge on the heritage values of the area. However, as you know, it is possible that Aboriginal people in the area who have no affiliation with the NAC may also have a connection to the land and knowledge of its heritage value. DIA, therefore, recommends that the developer consult with all people who hold knowledge of the area's Aboriginal cultural values.

Please contact me on 9235 8112 to discuss the contents of this letter if required.

Yours sincerely



Laura Gladstone  
Senior Heritage Planning Officer

9 July 2010

**Patrick McClure**

---

**From:** ALBURY Bronwyn (AM/A) [bronwyn.albury@mainroads.wa.gov.au]  
**Sent:** Friday, 30 July 2010 1:38 PM  
**To:** Patrick McClure  
**Subject:** Amendment No 19

Hi Patrick

With regards to the above amendment – the closing date was yesterday.

I apologise for not getting back to you. Main Roads would like to make comment on the application, unfortunately I won't be in a position to forward a letter until next week. Will this be an issue.

The main concerns that we have in relation to the amendment –

- 1) Proximity of the proposal to the existing floodway
- 2) Access proximity to the crest and bend on Warlu Road.

There is also an issue that if the proponent requires access to the Main Roads network, then they will need to submit a request seeking approval, and provide additional information to Main Roads before approval will be given.

Hoping that I can formalise correspondence next week in regards to this.

Regards

*Bronwyn Albury*

A/Asset Manager  
Pilbara Region



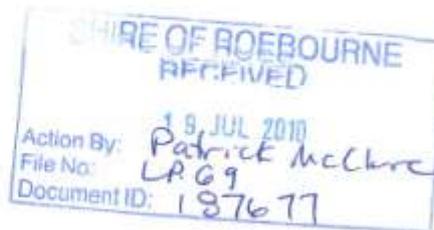
Telephone: (08) 9172 8802 Fax: (08) 9140 1076  
Email: [bronwyn.albury@mainroads.wa.gov.au](mailto:bronwyn.albury@mainroads.wa.gov.au)  
[www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)

**RioTinto**

Iron ore  
132-158 St Georges Terrace  
Perth 6000  
Western Australia  
T + 61 (8) 9327 9000  
F + 61 (8) 9327 2276

Shire of Roebourne  
PO Box 219  
KARRATHA WA 6714

Attention: Patrick McClure



9<sup>th</sup> July 2010

Our reference RTIO-PDE-0075379

Dear Patrick,

**SHIRE OF ROEBOURNE TOWN PLANNING SCHEME NO. 8**

In response to your correspondence dated 16<sup>th</sup> June regarding the proposed Scheme Amendment No 19, Hamersley Iron Pty Ltd has no comment regarding the amendment

I would appreciate it if you would complete the attached "Acknowledgment of Receipt Form" and return it via fax to (08) 9327 2276.

Please do not hesitate to contact either myself on (08) 9366 5601 or Kristin Harris on (08) 9366 5238 if you wish to discuss any issue.

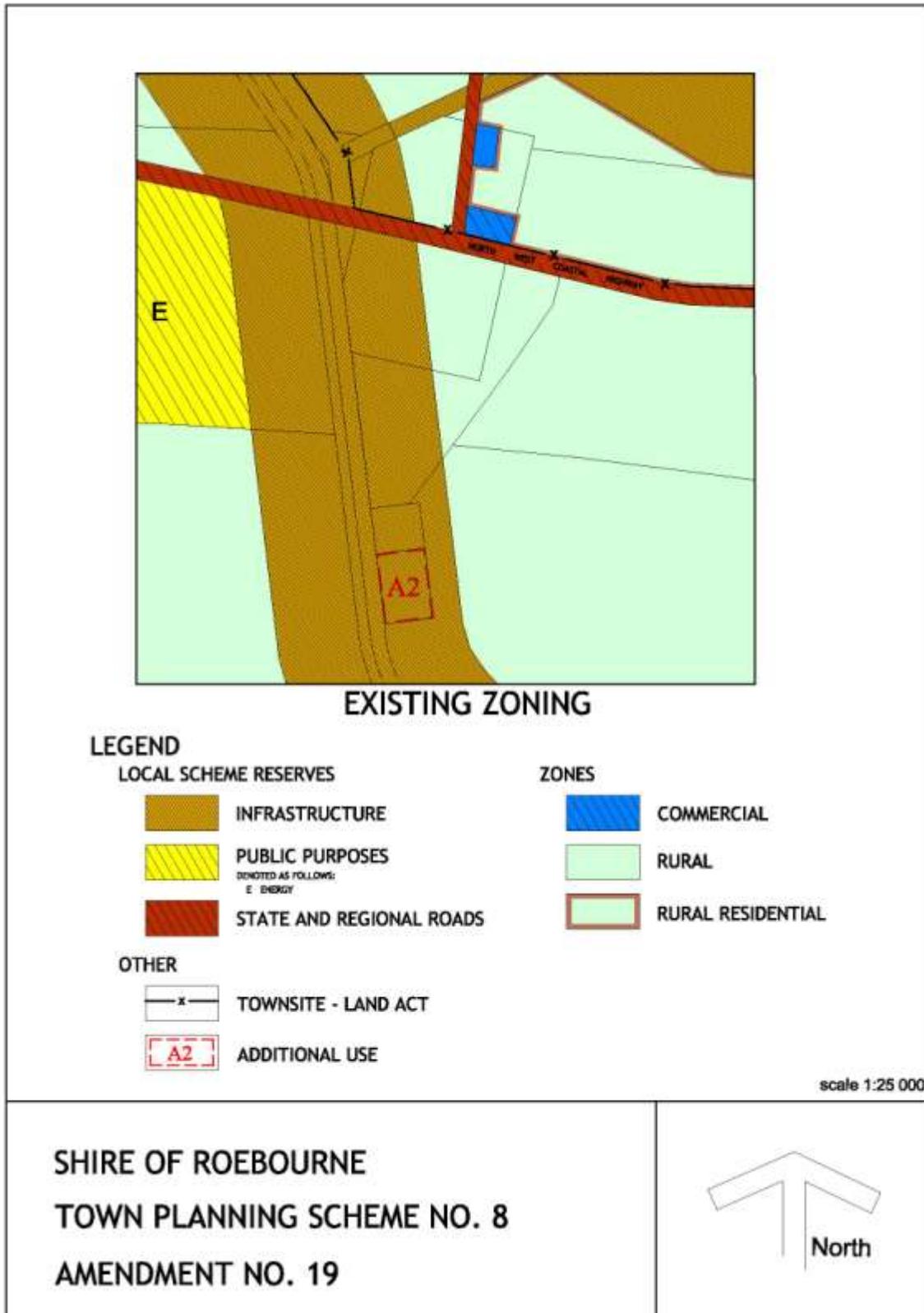
Yours faithfully

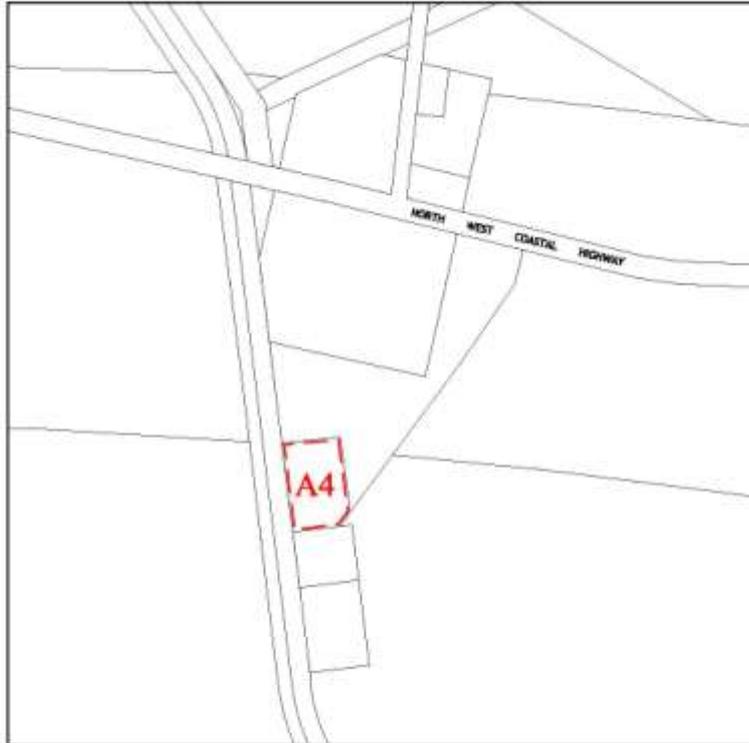
A handwritten signature in black ink, appearing to read 'Michelle Ireland'.

Michelle Ireland  
**Senior Advisor - Tenure Management & Strategy**  
(As Sub-agent for Hamersley Iron Pty Ltd)

att

**ATTACHMENT 2 - SCHEME AMENDMENT MAP**





**SCHEME AMENDMENT MAP**

**LEGEND**

OTHER



ADDITIONAL USE

scale 1:25 000

**SHIRE OF ROEBOURNE  
TOWN PLANNING SCHEME NO. 8  
AMENDMENT NO. 19**







ATTACHMENT 2 – INDICATIVE OFFICE LAYOUT



**14.3 KELT PROPOSED RESERVE BOUNDARY**

**SEE ATTACHED**

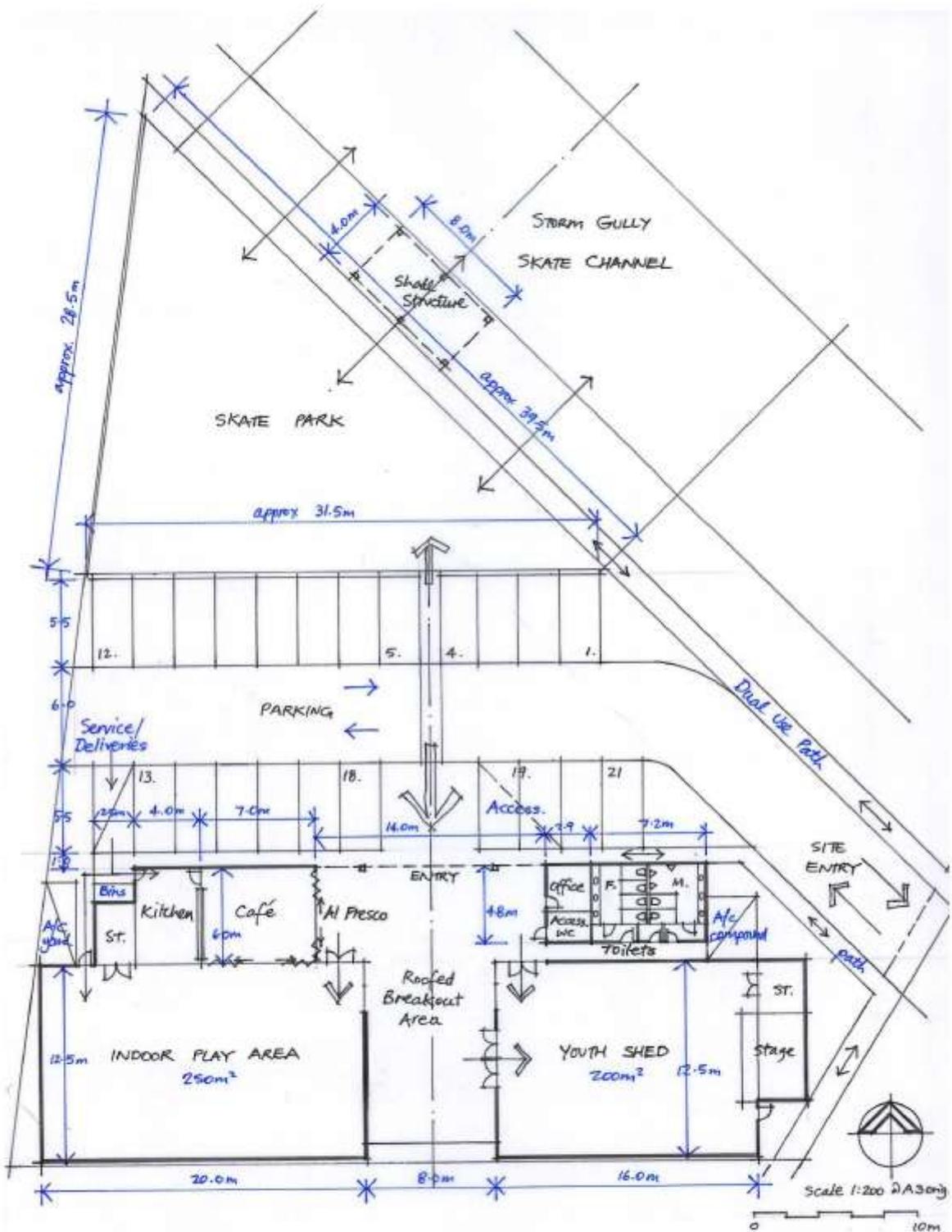








14.6 ATTACHMENT 2 - DRAFT SITE PLAN



PROPOSED KARRATHA YOUTH & FAMILY CENTRE

OPTION 11 FINAL DRAFT

SANDOVER PINDER ARCHITECTS

1 September 2010

1030.SK05

