



SPECIAL COUNCIL MEETING

AGENDA

**NOTICE IS HEREBY GIVEN that a
Special Meeting of Council will be held
in the Council Chambers, Welcome Road, Karratha,
on 28 March 2011 at 6.30pm**

**Collene Longmore
CHIEF EXECUTIVE OFFICER**



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

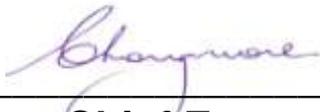
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee Meeting does so at that persons or legal entity's own risk.

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

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

WRITTEN CONFIRMATION

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

Signed: 
Ms C Longmore –Chief Executive Officer

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

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

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

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

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

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

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

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

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

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

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

IMPACT OF AN IMPARTIALITY CLOSURE

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

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

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AGENDA

1 OFFICIAL OPENING

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

2 PUBLIC QUESTION TIME

3 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE

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

Staff:

Collene Longmore	Chief Executive Officer
Andrew Ward	Director Community and Corporate Services
Simon Kot	Director Strategic Projects
Henry Eaton	Manager Corporate Compliance
Chloe Berkrey	Minute Secretary

Apologies:
Absent:
Leave of Absence:

Members of Public:
Members of Media:

4 DECLARATIONS OF INTEREST

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

6 CHIEF EXECUTIVE OFFICER & EXECUTIVE SERVICES

6.1 STRATEGIC COMMUNITY PLAN

File No:	FM.13
Attachment(s)	Strategic Community Plan
Responsible Officer	Chief Executive Officer
Author Name:	Manager Corporate Compliance
Disclosure of Interest:	Nil

REPORT PURPOSE

To receive a draft strategic community plan for the Shire of Roebourne that will provide a road map for the community for the next ten (10) years. This draft document will then be put to the community through community workshops and public submissions.

Background

In October 2010, the Minister for Local Government; Heritage; Citizenship and Multicultural Interests introduced as part of the local government reform program “Integrated Planning and Reporting Framework and Guidelines” for local government authorities. As a result of a survey conducted in 2009, the Minister was made aware that over 2/3rds of WA local governments lacked quality strategic documents that were useful in defining the future for local communities in terms of asset management and financial planning.

The framework and guidelines is to encourage local governments to develop minimum ten (10) year strategic plans that focus on community needs (Community Plan); an organisational plan (Corporate Business Plan) to address resourcing needs; and supporting funding (Budget) to ensure achievement of future aspirations, direction, feasibility and sustainability of projects and initiatives for the community into the future.

The minimum requirement to meet the intent of the plan for the future is the development of:

- A strategic community plan
- A corporate business plan.

The framework is intended to facilitate good practice and continuous improvement in strategic planning across the entire local government sector in WA. Other structural and planning documents, economic studies, Shire service strategies etc should all be able to dovetail into the community and corporate plans at a strategic level to develop infrastructure needs, levels of service and resourcing requirements. The inclusion of all these reports enables improved reporting, enhanced levels of information to aid more informed decision making.

The strategic community plan determines where we are now; where do we want to be; and how do we get there? The plan needs to identify and prioritise community aspirations giving consideration to social, economic and environmental objectives as well as factors such as changing demographics and land use.

The corporate business plan is the document that activates the strategic community plan by determining the community's priorities, assess the resourcing capacity to deliver against asset management, financial management and work force management operational plans.

KPMG have been commissioned by the Shire of Roebourne to assist in delivering a strategic community plan. KPMG have worked with council members and staff in developing a draft plan that is ready to be put to the community for comment. The final draft plan is for council members to consider and comment prior to being made available to the community for their comments. The review of the strategic community plan aligns with the development of the Council budget process for 2011/12.

Advertising of the draft strategic community plan is scheduled to commence on Monday 4 April 2011 and conclude at 4pm on Monday 2 May 2011. Workshops and community forums will be undertaken in April 2011 to receive comment and feedback from business and community as to the appropriateness of the plan. The Shire Council will also take into consideration any new initiatives and proposals that have not previously been canvassed.

Results of the submissions received will then form part of Council deliberations and, depending upon appropriateness and priority, may feed into the draft budget review process prior to budget adoption on 30 June 2011.

Issues

To meet the scheduled delivery date of the Council's budget as well as ratifying a corporate community plan and business plan by 30 June 2011, the Shire is keen to release to the community its draft strategic community plan for comment.

Feedback received throughout the submission period will need to be digested by Council and assessed as to its appropriateness amongst the objectives and scope of local government and its ability to resource and commit to such initiatives and projects. A final document will be endorsed by Council on 30 June 2011 in accordance with the budget development schedule.

Options

Council has the following options available:

1. To accept the draft strategic community plan and release this to the community and business for comment; or
2. To review the document further and release to the community and business for comment at a later date.

Policy Implications

There are no relevant policy implications pertaining to this matter. Policies may need to be reviewed should there be any significant shift in Council strategic direction or thinking.

Legislative Implications

The Shire is required to have in place a plan that provides strategic direction for the district into the future in accordance with section 5.56 of the Local Government Act 1995. This has been more commonly known in the industry as a "Plan for the Future". The recent announcement by the Minister to develop integrated strategic plans that comprise of a community plan a business plan effectively meet the minimum legislative requirements.

These plans then feed into the budget processes for the current and future reporting periods. The Shire is required to have in place a plan for the Shire's future through the development of a strategic planning document (Section 5.56 of the Local Government Act 1995). This document shall be used to guide council in strategic direction and planning as

well as being a tool that assists in determining the annual budget and forward budget forecasts.

Financial Implications

There are no financial implications resulting from this report. There may be implications as a result of the adoption of the Strategic Community Plan, that will have bearing on future budgets. These impacts will be brought to Council's attention through the budget deliberation process.

The Shire has already committed in the 2010/11 budget \$20,000 towards the review of the Shire's strategic plan through KPMG and a further \$30,000 towards undertaking community surveys in relation to the strategic planning process.

Conclusion

In order that the community embrace a vision for the future of the Shire and take ownership in the details of the plan, it is recommended that the draft Strategic Community Plan be put out into the community for discussion, and feedback received through surveys, written submissions, workshops and public displays. The feedback will be compiled by officers and tabled at the May Ordinary Council Meeting.

Voting Requirements

Simple.

RECOMMENDATION

That Council in accordance with section 5.56 of the Local Government Act 1995:

- 1. Advertise the draft Strategic Community Plan to the community through a community engagement process seeking feedback through public forums, surveys and workshops as determined by the Chief Executive Officer.**
- 2. Submissions to be received by 4pm Monday 2 May 2011 after which a report shall be provided to Council for consideration of comments received for the May 2011 Ordinary Council Meeting.**

ATTACHMENT 1 – DRAFT STRATEGIC COMMUNITY PLAN

Shire of Roebourne

Draft

**Strategic Community Plan
2011 – 2021**

24 March 2011

1

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DRAFT

1 INTRODUCTION

1.1 Vision and Values

[source: strategic plan – master copy]

1.1.1 Our Vision

A cohesive and vibrant community, celebrating diversity and working together to create a sense of place and a sustainable future.

1.1.2 Our Mission

To provide community leadership and excellent local government services in an innovative and efficient manner to enhance our Shire's social, cultural, economic and environmental well being.

1.1.3 Our Values

- Our staff are valued
- Customer focus in all we do
- Commitment to providing good governance
- Achieve strategic direction through leadership and partnership

1.2 Our Shire

[source: strategic plan – master copy & Economic Prospects (Chapter 2)]

1.2.1 Who we are

[Missing: Insert Shire Map (Final Version)]



Our History

In 1818, Captain Philip Parker King was commissioned by the Admiralty to travel to the neighbourhood of Rosemary Island "to discover whether there be any river in that part of the coast likely to lead to an interior navigation into this great continent". King, on the 'Mermaid' arrived in the Dampier Archipelago, named the Intercourse Islands, Lewis and Enderby Islands and Nickol Bay. Francis Thomas Gregory on the 'Dolphin' arrived at Nickol Bay in 1861, naming Hearson's Cove, the Maitland and Fortescue rivers, the Hamersley Ranges, Mt Samson and Mt Bruce.

Walter Padbury, inspired by reports from the Gregory expedition, decided to start a sheep station on the "uninhabited" north-west coast. His party landed at Tien Tsin, named after the barque captained by JT Jarman, in 1863, with stock and supplies. Later that same year John Wellard followed this example and the managers of these parties, Charles Nairn and William Shakespeare Hall, are remembered as the pioneers of the north west.

John and Emma Withnell arrived in April 1864, travelled overland up the Harding River until they arrived at Yeera-Muk-A-Doo Pool and camped at the base of a hill, which Emma named Mount Welcome.

More settlers, some associated with the Denison Plains Association, the Portland Squatting Company and the Camden Harbour Pastoral Association, arrived, and in 1865 Government officials from the failed Camden Harbour settlement, including Resident Magistrate RJ Sholl, received orders to transfer the Government establishment to Tien Tsin.

Sholl recommended Tien Tsin as a port and chose a town site at Mount Welcome, the place taken up by the Withnells. Roebourne was named after the Surveyor General JS Roe, and was proclaimed a township 17 August 1866.

The District of Nickol Bay, defined as "All that portion North of a due East and West line from the mouth of the Murchison River" was gazetted in 1871 and in July of that year the first election of members of the District of Nickol Bay was held; members elected being:

Frederick Pearse - Chairman
A.R. Richardson
F. McRae
H.H. Hicks
A. McRae
H.W. Venn
S.H. Viveash

After Governor Weld's visit in 1871-1872, Tien Tsin was re-named Cossack, the name of the vessel the governor travelled on being H.M.S. 'Cossack'

In 1887 the Roads District of Nickol Bay was abolished and the Roebourne Roads Board District gazetted. The Towns of Roebourne and Cossack were proclaimed as Municipalities.

Over time the area of the Roebourne Roads Board was reduced to form various other Road Districts, including Ashburton, Tableland and Port Hedland. Roebourne Municipal Council was dissolved in 1906 and included in the Roebourne Roads Board and in 1910 the Town of Cossack was abolished. East, West and Central wards were gazetted in 1914 and in 1916 the number of members for each ward allocated.

The Roebourne Roads Board became the Shire of Roebourne in 1961 and in 1971 the area of the shire was reduced to 5900 square miles, including Roebourne, Cossack, Whim Creek, Point Samson, Wickham, Karratha and Dampier and the stations Karratha, Mardie, Mt Welcome, Woodbrook, Warambie, Pyramid, Sherlock, Mallina and Cooya Pooya.

With the beginning of the iron ore industry in the early 1960s, Dampier was chosen as the Port for Hamersley Iron's operations and this signalled the beginning of major development in the shire. With the introduction of jet aircraft, regular passenger flights to the unsealed Roebourne airport were

discontinued and in 1966 Hamersley Iron constructed a sealed airport, then the Dampier Airport. Planning for the construction of Karratha began in 1968 and land was excised from Karratha Station pastoral lease. Wickham's first permanent buildings were begun in 1970 and from this time the Shire of Roebourne was faced with increasing responsibilities.

In December 1970 the Minister for Local Government recommended that all councillors resign and that a Commissioner be appointed, the rationale being that a Commissioner would be more able to obtain financial assistance from the State Government. The Ratepayers Association of the time wanted council to defer the decision until the government could assure them that:

- The centre for the shire would remain at Roebourne, and
- Roebourne would be able to develop without interference by the government

The Shire Councillors resigned in January 1971 and Mr WG Klenk was appointed as Commissioner. Mr PJ Carly succeeded him in July 1972. Karratha became the administrative centre for the Shire of Roebourne in 1975 when Shire offices were relocated to Welcome Road. The Commissioner remained in place until elections of councillors were held in May 1976

Today, over 23,000 local residents live in the Shire of Roebourne—the powerhouse of the Pilbara.

The Shire of Roebourne is also a “home away from home” for an estimated 10,000 fly-in, fly-out workers who work in or support the resources sector.

The Shire of Roebourne is approximately 15,882 km² in area surrounded by the Shires of Port Hedland to the north and Ashburton to the east and south. The Shire is located on the national road network linking Port Hedland and towns in the Kimberley with the towns of the Exmouth and Carnarvon in the Gascoyne and Murchison regions.

The resources sector is the predominant industry in the area with diversification occurring in iron ore exportation, mineral salt, oil and gas. Fishing and tourism are emerging industries.

Karratha

Karratha is the largest town in the Shire of Roebourne comprising the suburbs of Bulgarra, Pegs Creek, Millars Well, Nickol, Nickol West, Baynton, Baynton West and Tambrey. It is the main service centre in the West Pilbara. It has a current population of close to 18,500 and has an aspirational target of 50,000 via the Karratha City of the North Plan. It has a range of services and facilities including a regional hospital, airport, major shopping centre, sports facilities, TAFE/high school campus, aquatic centre and key government agencies. The Karratha Industrial Estate (KIE), immediately south of the main township has about 640ha of zoned industrial land, of which a third is undeveloped. Civil works have commenced on a new industrial area, Gap Ridge Industrial Estate comprising 114 lots which is being project managed by LandCorp.

Dampier

Dampier is 21 kilometres north west of Karratha with a population of around 1400 people. It is surrounded by major industry activities with some 11,000ha of industrial land, the Woodside operated North West Shelf Venture gas refinement plant and Australia's second highest volume port. Dampier is home to the King Bay Supply Base which provides important support to the offshore oil and gas industry.

It is also an access point for many of the Shire's natural and cultural attractions including the Dampier Archipelago, Montebello Islands and the Burrup Rock Art. There is a hotel/motel, some limited shopping, restaurants and recreation facilities. Long term visioning has identified the potential to establish a marina and waterfront commercial strip.

Roebourne

In 1866 Roebourne was founded on the banks of the Harding River as an administrative and service centre for the emerging pastoral industry. While it has not grown as fast as other towns in the Shire, it has a strong heritage flavour with a range of tourism attractions and community amenities. With a current population of 950, predominantly indigenous, it is one of the smaller towns within the Pilbara,

but with revitalisation plans being developed and the growth of nature and cultural tourism it has significant potential.

Wickham

Wickham is 13km north of Roebourne. It was established in the 1970s to house workers in the expanding iron ore industry and nearby port Cape Lambert. There are currently 1900 people residing in the township and they are serviced by a sports field, medical facilities and a medium sized retail centre. Most buildings and facilities are owned by Rio Tinto who have recently entered into discussions with state government agencies and the Shire about future growth plans. Recent expansion plans for production out of Cape Lambert all go well for improvements to accommodation and recreational facilities within the Town.

Point Samson

Point Samson is a small coastal community 19km north of Roebourne with a population of less than 300. It was originally founded as a port for the region and played an important role in the development of the Shire. It is a popular day trip and tourism location with boutique accommodation, restaurants, caravan parks, camping facilities and ample fishing and swimming spots. There is a small marina and boat launch facilities.

Cossack

Cossack is a small settlement between Point Samson and Wickham. Established in 1872 it was the first port in the area, though the town itself failed to flourish. Today, several National Trust heritage buildings exist, including an art gallery and craft centre. While the town currently serves as a tourist destination, plans are in place to re-create it as a small lifestyle community. The Cossack Art Awards are now respected internationally and recognized throughout the nation as the most isolated acquisitive art exhibition in the world

1.2.2 What we do

The Shire of Roebourne is a local government body established under the Local Government Act to deliver services and infrastructure to its communities. Local governments were known for collecting rates to offset the services of building roads and collecting rubbish. Local government now has expanded its services to take on expanded infrastructure programs, social, economic and administrative activities.

The roles and responsibilities of Local Government differ across the state, but the Shire actively services its community in a variety of ways namely:

- infrastructure and property services, including local roads, bridges, footpaths, drainage, waste collection and management
- provision of recreation facilities, such as parks, sports fields, golf courses, swimming pools, sport centres, halls, camping grounds and caravan parks
- health services such as water and food inspection, immunisation services, toilet facilities, noise control and meat inspection and animal control
- community services, such as child care, aged care and accommodation, community care and welfare services
- building services, including inspections, licensing, certification and enforcement
- planning and development approval
- administration of facilities, such as airports, , cemeteries, parking facilities and street parking;
- cultural facilities and services, such as libraries, theatres, art galleries and museums

The level of service offered depends upon the affordability of the Shire to rate its property owners, collection of fees and charges for use of the services and the accessibility to grant monies provided by the State and Commonwealth governments.

1.2.3 How we do it

The Shire of Roebourne is governed by a Council of 11 members represented across four (4) wards covering the district. The distribution is based on a balanced elector representation formula. Elections are conducted every two years in the month of October. Half the number of councillors for each ward are up for election each term. A full term for a council member is four years.

The figurehead of the Council is a Shire President elected from within the Council who provides leadership and guidance to the community.

A Chief Executive Officer is employed by the Council to carry out the functions of the local government. The CEO employs an administrative support team to deliver the services and carry out the directions of the Council. The CEO has five (5) directorates to oversee the functions of the local government and these are managed by an executive team. These directorates are identified as:

- Executive Services
- Community and Corporate Services
- Infrastructure Services
- Development & Regulatory
- Strategic Projects

Up to 240 staff are employed by the Shire of Roebourne in varying capacities to deliver services across the Shire. Resources through the provision of materials, plant and equipment, land and buildings are provided to enable the functions of the local government to be carried out.

Council meetings are conducted monthly to consider business. Meetings are open to the public to oversee and understand the decision making processes relevant to matters at hand.

By conducting regular reviews of its Community Plan through community consultative processes, enables the Council to be better informed in making decisions when considering its future direction, the affordability of services (what is core service as opposed to discretionary services) and the level of services that is offered. The Community Plan is a living document that is regularly reviewed to reflect the changing aspirations of our community.

As the Shire is in a community that is experiencing strong growth and expansion as a result of the resources sector, assistance is essential through partnerships with state and commonwealth governments as well as through the private sector to ensure the infrastructure is provided to support the changes and needs of the community.

Everyone contributes to making our community the sort of place in which we want to live, work, learn, play and invest.

As part of the community, the Shire of Roebourne plays a leadership role in working towards achieving community aspirations. In doing this it provides services and facilities for which the Council is primarily responsible and identifies and partners with the many participating organisations within a common framework for action.

Many different activities take place within our community to meet our day to day requirements. Any one of the following roles can be undertaken at different times by the Shire, individuals and groups in our community:

- **Provider** - takes full responsibility for funding and carrying out services.
- **Partner** - funds and carries out services in formal partnership with other organisations.
- **Funder** - funds other organisations to carry out services, for example through grants and service delivery contracts.
- **Regulator** - has statutory responsibilities and directs these activities as required.
- **Monitor** - gathers information on activities and checks against progress.
- **Facilitator** - encourages others to be involved in activities by bringing interested parties together to progress identified issues.
- **Advocate** - promotes the interests of the community to other decision-making organisations, e.g. State and Federal Governments.

Interesting Statistics on the Shire of Roebourne

\$7million+

More than \$7m in grants provided by the Shire to local community, cultural and sporting groups.

\$100 million+

In planned strategic community well-being projects under the Karratha: City of the North Plan.

\$977 million

The Pilbara receives more than \$977m in State Government funding, through Royalties for Regions, over the next four years. This includes a new \$150 million hospital for Karratha.

50,000

According to the Karratha: City of the North Plan the number of people who will call the Shire of Roebourne home in 2030.

2000+

Since 2006 more than 2000 new lots have been ear marked for residential development including Baynton West, Nickol West, Tambrey Estate and Warrambie Estate.

10

The number of storeys planned for Karratha's first high-rise building. Finbar's \$225 million Pelago Apartments was approved in February 2011.

1.3 Our Services

The Shire offers a number of core services necessary to provide support and infrastructure to our communities. A list of these services were identified earlier and are quite far ranging. In terms of what is provided in each directorate, they can be summarised as follows:

Executive Services

- Corporate compliance to legislative frameworks and best practice processes
- Building maintenance to over 100 buildings to ensure that all Shire owned buildings are maintained to a high standard and they meet the expectations of staff and the community.
- Customer Services is committed to providing quality services that appropriately meet the needs and expectations of the community. On average Customer Services deal with more than 7,000 incoming phone calls a month. They also receive a high volume of in-person enquiries.
- Human Resource Management. At the Shire of Roebourne, we believe that people are our most valuable resource. By engaging, guiding and developing our employees, together we can achieve the Shire's vision for success.
- Records Management and is committed to providing quality Information services that appropriately meet the needs and expectations of the community.
- Public Affairs contribute to the community through the provision of accurate, up-to-date and high-quality information about the Shire of Roebourne, its operations and strategic projects. By raising awareness of and interest in local government processes and governance it aims to improve understanding of council's roles and responsibilities within the community while encouraging active participation in the development and implementation of council's strategies, policies and programs.

Community & Corporate Services

- Information and Communications Technology services assists with the management of all people, processes, and technology that cooperate to ensure the quality of all ICT services, according to the levels of service agreed with the customer (business). It is based on functions such as systems management, network management, application development and on process domains such as change management, service level management and problem management.
- Financial services delivering financial support and information to internal and external customers for the purpose of making informed business and financial decisions.
- Economic Development Services purpose is to build up the economic capacity of the Shire of Roebourne to improve its economic future and the quality of life for all. It is a process by which the Shire will liaise with the public, business, government and nongovernmental sector partners collectively to create better conditions for economic growth and employment generation.
- Community facilities through the provision of quality infrastructure and people to ensure that residents have the opportunity to access experiences which improve the quality of their lives. This area strives to provide a community that is active, healthy, and safe and an enjoyable place to live and work. We offer a range of sport and recreation opportunities, educational experiences, cultural and tourism destinations, all which foster active local citizenship.

There is a mix of formal, informal and outdoor lifestyle amenities spread throughout the Shire. This includes two swimming pools, indoor and outdoor regional recreation facilities and boating infrastructure. There are also a number of arts and cultural amenities including the Roebourne museum, Karratha Arts and Learning Centre, historic Cossack, Walkington Theatre and numerous indigenous art galleries.

Outdoor activities include Millstream National Park, Daupier Archipelago, and local swimming and fishing beaches. Many are only accessible by 4WD. Information about the Shire's natural and cultural attractions is available at the Karratha Visitor's Centre located on Karratha Road.

- Community Development Services is a process for enhancing the social well-being of all residents in the Shire now and in the future. Its goal is to create aesthetically attractive and liveable towns which will develop into more diverse and balanced communities.

The Shire of Roebourne has an established calendar of community events. The main art exhibition is the Shire's Cossack Art Awards followed by the Red Earth Arts Festival and the FeNaCING Festival. Other major events include NAIDOC Week, the Citizenship and Australia Day activities, Karratha Community Celebration and the Walkington Academic Awards.

Infrastructure Services

- Asset Management services whereby effectively planning for, maintaining, upgrading and operating assets, combining engineering principles with sound business practice and economic rationale, and providing the tools to facilitate a more organised and flexible approach to making decisions necessary to achieve the public's expectations.
- Works & Services are responsible to deliver and maintain the engineering and public open space infrastructure that citizens require to enable a suitable lifestyle within a developed community.
 - Road Maintenance: The Shire has a long-term road construction and maintenance programme of work which focuses on constructing and maintaining roads within the Shire. This programme plays an integral role in providing a safe environment for motorists. The road programme supports the councils strategic goal of maintaining quality infrastructure within the community. Where road surfaces deteriorate the Shire engages services to reconstruct them to provide updated facilities.

- Waste Services provide services from collection of residential bins to disposal of rubbish and running of waste facilities within the Shire of Roebourne.
- Plant and Depot services provides for the delivery of fleet management, workshop operations and depot support services.
- Airport Services are responsible for the ongoing safe and efficient operation of the Karratha Airport and the Roebourne Airstrip. This comprises of the facility maintenance and management and the provision of services.

Karratha Airport provides a vital air link to the thriving Pilbara region of Western Australia, with multiple daily services to Perth, weekly services to Brisbane, Melbourne and Sydney, and direct services to Broome, Darwin, and Geraldton.

Currently Western Australia's busiest regional airport for passenger movements, some 700,000 passengers pass through the terminal building each year. The airport is a vital asset for the surrounding resource industries, and an important hub for major helicopter operators responsible for transporting thousands of off-shore gas personnel to work each week. The airport is amongst the busiest in Australia for helicopter movements.

Development & Regulatory Services

- Strategic Planning is responsible for directing the spatial and location use and development of the land resource in a way that enables people and communities, now and in the future, to provide for their social, economic and cultural well-being and for their health and safety.
- Rangers Services provide an internal and external customer service focused on a proactive, advisory and educational role whilst achieving compliance in the administration of State legislation and local laws.
- Statutory Planning administers the regulatory town planning functions that Council is responsible for pursuant to relevant State legislation.
- Environmental Health is about creating and maintaining environments that promote good public health within the community.
- Building Services is achieved primarily through the checking, assessing and approving of plans for all proposed building work against the provisions of the Building Code of Australia. Our goal is to enable the achievement of nationally consistent, minimum necessary standards of relevant health, safety (including structural safety and safety from fire), amenity and sustainability objectives efficiently.
- Community Safety & Crime Prevention services aims to combat antisocial behaviour throughout the community of the Shire of Roebourne. It is a partnership with WA Police, Rio Tinto and the North West Shelf Joint Venture.

Strategic Projects

- Directorate developed in 2010 to deliver projects of strategic importance to the Shire as determined by the Executive Management Group. Additionally the Directorate has carriage of administration of the organisations project Initiation and Implementation guidelines (PIIG) that support and guide the organisations project planning and delivery.

2 BACKGROUND

2.1 Introduction from President and CEO

[source: strategic plan – master copy]



Providing guidance, purpose and direction the Shire of Roebourne's Strategic Plan 2011 – 2021 will map Karratha's journey from a mining town to a major Australian city.

Our goal is for Karratha to become a liveable, compact, regional city of 50,000+ people with a diversified economy and healthy local community which demonstrates demographic balance, affordability and high quality amenity and infrastructure.

This year, as we take our first steps towards complete transformation, never has it been more apparent that "Rome wasn't built in a day".

Strong leadership, innovation and effective governance are as important as bricks and mortar when it comes to building a modern, world-class "City of the North".

With the construction phase of Karratha's revitalisation now underway, we set our planning sights on our communities in Dampier, Wickham, Roebourne, Point Samson and the historic settlement of Cossack.

Exciting redevelopment and revitalisation plans will breathe new life into these communities, which can flourish as vibrant and attractive localities in their own right.

Each community is unique and our approach to planning will reflect that uniqueness.

The Strategic Plan 2011 – 2021 demonstrates Council's commitment to achieving the best possible outcomes for the entire community. We want locals to love where they live.

Together our future is bright.

Nicole Lockwood
Shire President



In recent times, our Shire has witnessed unprecedented growth fuelled by the resources sector. As an organisation we are very excited to be living and working in such a dynamic environment. We are poised to grab hold of the opportunities which come our way and address the challenges that come with such a rapidly changing landscape.

Council has made a public commitment to deliver on a number of major infrastructure projects. These well-being type projects will help position Karratha to become a regional City of the North. Council has also been busy working to ensure the Shire of Roebourne is ready, as an organisation, to successfully deliver on these projects. Significant structural reform has already taken place and the need for additional resources has been identified as a top priority.

We are excited to say we have completed our visioning for Wickham and are working closely with Government to finalise our future plans for Roebourne, Point Samson, Cossack and Dampier. Each

community will undergo change in the coming years but our level of service must not suffer as a result. Moving forwards, we must strike an appropriate balance between delivering on our vision for change and continuing to deliver quality services, our core business, in ALL of our communities.

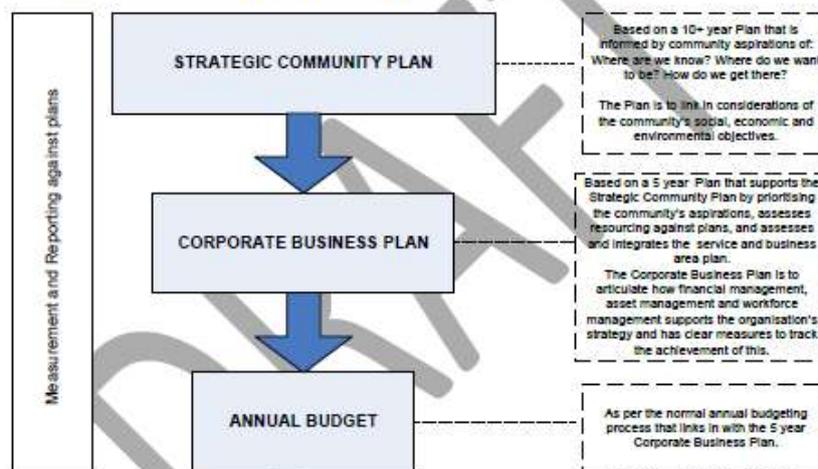
To achieve this, we must be well resourced and we must develop strong partnerships with State and Federal Government, as well as industry. We already have strong relationships with key stakeholders and we look forward to the next stage of partnering to deliver and outcome for the community that meets the high expectations we have set ourselves.

Collene Longmore
Chief Executive Officer

2.2 What is a Strategic Community Plan?

[source: KPMG addition]

Diagram that illustrates the linking of the above Plans.



Strategic Community Plan

The Department of Local Government defines a Strategic Community Plan as “the strategy and planning document that reflects the longer term (10+ year) community and local government aspirations and priorities”. There are two key stages to achieve a Strategic Community Plan:

- 1 ‘Community planning’ which the Department has defined as “a process for involving community members in identifying key issues and priorities for the given locality”. The intention of this stage is to consult with the community and elicit community aspirations on a minimum of ten years. This stage also requires the local government to understand other community factors such as the ‘social, economic, environmental and civic leadership’.
- 2 ‘Strategic Community Plan is defined by the Department as “the process by which short, medium and long term community aspirations are used to inform both the Corporate Business Plan and local government operations. This is achieved through a process of Council setting (4-5 years) priorities and direction and the local government administration actualising this through the delivery of operational plans”.

The outcome from the Strategic Community Plan is to ultimately drive the short, medium and long term strategies of the local government as determined by the community, and the services required by the local government to deliver on these strategies.

Key outputs from this stage include –

- Community vision – based on a minimum of 10 years and include ‘whole of’ community
- Understanding of other community (external) influences
- Service planning requirements and levels
- Prioritisation of objectives (informed by community and external impact analysis) by Council
- Clear review process to assess applicability, progress and achievement of Strategic Community Plan

2.3 Our Council

[source: strategic plan – master copy]

Councillor Nicole Lockwood Shire President



Councillor Lockwood was elected unopposed as Shire President in October 2009 and has been a Councillor since 2007. Cr Lockwood is a Director of the Board of Horizon Power, a member of the WA Planning Commission and a member of the Pilbara Development Commission, she also holds a Bachelor of Laws and a Bachelor of Business from Notre Dame University.

Councillor John Lally Deputy Shire President



Councillor Lally has lived in Dampier since 1987 and was elected unopposed as Deputy Shire President in October 2009. A retired school teacher and innovator in outdoor education, Cr Lally was a WA finalist in the Australian Senior of the Year in 2005 and 2007. He is a life member of the Hampton Harbour Boat and Sailing Club and is committed to improving facilities for the youth of the Shire of Roebourne.

Councillor Gary Bailey Roebourne Pastoral Ward



One of the Shire of Roebourne’s longest serving elected members, Councillor Bailey is also the Post Master at Roebourne Post Office.

Councillor Fay Cechner Karratha Ward



A long-time Karratha resident Councillor Cechner is a dedicated mother-of-five who has committed most of her working life to improving public health, particularly women and children’s services, in the remote Pilbara. Cr Cechner is a qualified Lactation Consultant as well as the primary health manager at West Pilbara Population Health. Cr Cechner will be retiring in July 2011 and leaving the Pilbara.

Councillor David (Harry) Hipworth JP
Karratha Ward



Councillor Hipworth has lived in Karratha since 1982. He is the current owner/manager of the LJ Hooker Karratha franchise which services Karratha and surrounding towns. He also sits on the Pilbara Regional Council, Pilbara Regional Planning Committee and is a Board Member of Australia's North West Tourism Council.

Councillor Ben Lewis
Point Samson/Wickham/Cossack Ward



Councillor Lewis manages one of the region's most successful contracting companies Karratha Contracting Pty Ltd. On the weekend's Cr Lewis can be found fishing or camping when time permits or at one of his children's gymnastics competitions.

Councillor Jo Pritchard
Karratha Ward



Councillor Pritchard has more than 15 years experience in the Insurance and Risk Management Industry and developed an impressive community service record after more than 23 years in Karratha. Cr Pritchard was a driving force in the establishment of the Karratha Community Association, previous President of Soroptimist International Karratha and Districts, and a member of the Shire of Roebourne's litter committee CARE.

Councillor Evette Smeathers
Karratha Ward



After growing up in the shire and now raising her young family here, Cr Smeathers was elected to Council in 2010. Her interest in regional development has seen her as a member of a federal regional development board and as one of the founding members of the Karratha Community Association. Cr Smeathers is also the chair of the Shire's Audit and Organisational Risk Committee.

Councillor Sharon Vertigan
Dampier Ward



Councillor Vertigan moved to Karratha in 1989 and Dampier in 1994. A mother of two, co-owner of the family business, cupboard visual artist and Early Childhood teacher, Cr Vertigan continues to mentor graduate teachers while working with Council to make Dampier and the Shire of Roebourne a better place to live.

Councillor Fiona White-Hartig
Point Samson/Wickham/Cossack Ward



An electoral officer for Vincent Catania – Member for North West, Councillor White-Hartig has enjoyed a successful career in both government and the not-for-profit sector. Cr White-Hartig is a tireless community volunteer who gives her time generously to countless committees and groups including the Wickham Community Association.

One vacancy currently remains for the Karratha ward and will be filled at the next ordinary election in October 2011.

2.4 How the Council works

[source: strategic plan – master copy]

Elected Members

The Shire of Roebourne residents and ratepayers are represented by the eleven-member Shire of Roebourne Council. Elections are held every two years to select councillors.

Council

The President and the ten Councillors drive the strategic direction of the Shire and ensure the needs of its residents are met. They plan the way forward and are accountable for delivering what the community has identified as necessary for its economic, social, environmental and cultural well being.

2.5 Methodology

[source: strategic plan – master copy and Community Survey 2009 – PMG intro]

When state government published the guidelines for an Integrated Strategic Plan (ISP), we prepared a clear process to have our first ISP ready in the first half of 2012. The process has the following structure:

- 1 Starting point is the continuous dialogue we have with our community. Through open meetings, workshops, community boards and especially the community survey 2009, we have heard what you want most from your council and all of this has a bearing on the ten-year ISP that we are preparing.
- 2 We ensure we made the most of the documents that we have already prepared in the past, for example our Strategic Plan 2009-2013, the Karratha 2020 Vision and Karratha City of the North documentation.
- 3 With all relevant information gathered, we have now prepared a draft ISP that has certain limitations. As we are one of the Shires with the largest forward capital works plan, we have not yet prepared a ten-year budget. Further work is also required in other areas, for example our workforce plan and our housing strategy.
- 4 The completion of the draft ISP will be the starting point of an extensive consultation with the community. Not only will you be in a position to give feedback on this draft ISP, but we will also execute another Community Survey in 2011.
- 5 Following the consultation and the completion of the various additional financial, community and organisational planning documentation, we will be publishing the final ISP in early 2012.

Please find below more information about our consultation policy.

2.5.1. Consultation Policy

Introduction

The Shire of Roebourne is committed to effective consultation. The Council recognises its obligation to seek the views of local communities on issues, plans and strategies that may directly or indirectly affect them. This Policy has been developed to meet Council's commitment to making decisions in an open, transparent and accountable way. The Council will consider the views of the community in the decision making process.

The Councillors are elected to make decisions on behalf of their communities. Consultation with the community is one of a number of elements which will help the Council make informed decisions. Other elements include research, technical information, legislation, protocols, existing policy and social, economic, environmental and cultural priorities. The Council needs to balance the effects of the projects or issues on individuals or particularly communities against the needs and well being of the wider community.

Consultation is an avenue that Council uses to interact and engage with the people of the Shire. Other processes include community development, capacity building, community partnerships and collaboration, communication and devolution.

Council may elect not to consult on certain projects when it believes it has sufficient information with which to make an informed decision. In these cases, the public will receive information about the project and the decision.

Objectives

- To promote a sense of inclusion in the Council decision making process.
- To seek information and input into issues, strategies or plans that may directly or indirectly affect the community.
- To ensure the people of the Shire of Roebourne have the opportunity for meaningful input and genuine involvement in the council's decision-making.
- To provide the opportunity for the people within the Shire to become aware of other's opinions and to recommend appropriate solutions to community issues.
- To ensure that Council is meeting its legislative requirements regarding community consultation.
- To ensure that Council has enough quality information, including information on the views of the community, to make well-informed decisions.

What is Consultation?

Consultation is a tool used by the Shire of Roebourne to improve its decisions. For the purposes of this policy, consultation refers to a genuine exchange of information and points of view between decision-makers and people affected by and interested in a matter before a decision is made.

This definition covers the broad range of council activities and is aimed at encouraging public involvement in its decision-making process. It represents a commitment by the council to genuinely seek out and listen to the views and needs of stakeholders about actions that could affect their lives. Key to making use of this input is council's consideration of stakeholders views and needs alongside other kinds of information when making decisions.

Level of Consultation

The Council wants to ensure that it uses appropriate levels of consultation for a range of projects, services and activities it undertakes. Such consultations should be designed to meet the diverse range of Council activities and projects. The level of community consultation relates to nature, complexity and impact of the issue, plan or strategy. Elected members will be involved in determining when consultation will occur. Where applicable, Council's Policy on Significant Decision Making may determine the level and type of consultation required.

Community Survey

The periodic Community Survey will assist the Shire of Roebourne in decision-making and service planning, provide data for external grants and lobbying and form a major component to development of the Shire's Integrated Strategic Plan. The survey also provides an opportunity for the community to influence public decisions.

The overarching objective of the research is to provide Council and the administration with an insight into community attitudes and opinions towards the Shire's performance and to allow for on-going identification of community perceptions on issues of importance or priorities.

The specific objectives of the 2009 Community Survey included:

- Determining the Shires overall performance,
- Determining the Shires performance on specific services and facilities,
- Determining the importance of council providing specific services and facilities,
- Determining community wellbeing,
- Determining the performance of the State Government in the provision of specific services,
- Determining satisfaction with contact with the Shire of Roebourne,
- Other ad-hoc issues and
- Allowing for general community comment.

The 2011 Community Survey will:

- Target both fly-in, fly-out workers and permanent residents
- Determine why people choose to stay in the Shire of Roebourne and why they leave
- Rate the Shire's overall performance,
- Rate the Shires performance on specific services and facilities,
- Rate the importance of council providing specific services and facilities,
- Rate community wellbeing,
- Rate satisfaction with the Shire's Karratha: City of the North Plan,
- Determine the performance of the State Government in the provision of specific services and
- Allow for general community comment.

3 THE BROADER CONTEXT

3.1 Agencies Overview

As a local government organisation we operate within a broad social, cultural, political and economic environment. We need to negotiate a range of factors to successfully plan for our future. In this chapter we discuss the regulatory, economic and operating environment we find ourselves in. We will also highlight some of the issues unique to the Pilbara and the local government of the Shire of Roebourne.

Our operating environment is determined by various levels of government, various types of planning documents and various corporate interests.

- Government levels include Federal, State, Regional and local government.
- Planning documents include long term planning strategies, structure plans, statutory policies and operational policies. These will typically be produced for all levels of government.
- Corporate interests range from the major mining and resources companies to small tourism initiatives.

A good example of this complex environment became clear during the preparation of the master plan for Karratha – City of the North – Masterplan. The direction and aspirations for the future growth of Karratha have been articulated in an array of strategic documents prepared over the last decade by both State and Local Government organisations such as the Shire's Karratha 2020 Vision and Community Plan (2009) and the Western Australian Planning Commission (WAPC)'s Karratha Area Development Strategy (1998). These documents identify a range of visions, strategies and actions which together seek to modernise and transform Karratha to support long term economic activity in the region, improve the quality of life for existing residents and attract and retain new residents. The following sections describe the current situation, current planning, key drivers and pressures and key implications facing the future growth of Karratha.

secondary and tertiary education, employment training and health amenities. The Strategy also identifies a need to strengthen the identity and improve the visual attractiveness of Karratha and its setting for residents and tourists. The Strategy incorporates a structure plan for Karratha which facilitates the expansion of the town site to accommodate up to 37,000 people, of which 20,000 people were able to be accommodated in the existing and future areas to the north of the hills with the balance in a second settlement south of the hills.

Karratha Settlement Profile

The WAPC is currently preparing the Karratha Settlement Profile document. The document, which will provide background and inform the preparation of future strategic planning documents, will outline Karratha's settlement pattern in terms of its physical, social, and economic characteristics, identify strengths, weaknesses, opportunities and challenges facing Karratha as well as its future role and function.

Karratha Primary Trade Area Retail & Commercial Strategy (2009)

The Karratha Primary Trade Area Retail & Commercial Strategy prepared by SGS Economics Pty Ltd for the then Department for Planning and Infrastructure analysed existing retail and commercial floor space provision for the principle towns within the Shire of Roebourne as well as identify future floor space demand by the year 2020.

Karratha Regional Hotspots Land Supply Update (2010)

The Karratha Regional Hotspots Land Supply Update prepared by the WAPC in 2010, provided an overview of land supply within Karratha based on the status of major projects and current and anticipated lot creation activity. The Update identified that land release and housing supply within Karratha was subject to the following key challenges:

- The changing or unknown requirements for accommodating resource company workforces, and the split of workforces between mine, rail and port operations;
- Access to builders and capacity to construct within a 30-month time limit;
- Resolution of native title negotiations;
- Significant water and wastewater infrastructure upgrades and resolution of Aboriginal heritage negotiations relating to the development of land in Mulataga; and
- Ensuring the regional road network can adequately cater for increased local and regional traffic (including heavy freight vehicles) movements in a safe and efficient manner.

Housing Study for Pilbara Towns (2010) – Draft

The Department of Housing and Pilbara Development Commission are currently preparing a study that assesses housing market conditions and unmet housing needs for the main Pilbara towns, including Karratha. The document will highlight a range of issues related to housing in the region including affordability, significantly increasing property prices, overcrowding, homelessness and improvised living arrangements. It will also provide commentary on the shortcomings of the housing market that inhibit the supply of housing. It is also expected to identify current unmet demand for housing from people already living in the town or those who would move to Karratha if there was housing available.

Strategic Plan (2009-2013)

Strategic Plan 2009-2013 outlines the Shire's organisational vision as well as objectives, initiatives and priorities for key goals under the themes of Communities; Delivering Services; and Local Economy. A key priority listed under the Communities organisational goal is to initiate the Karratha Town Centre Plan and Karratha Revitalisation Project. This document responds to this key priority.

Shire of Roebourne Town Planning Scheme No 8

The Scheme, which was gazetted in 2000 and prepared based on the KADS and associated Town site Structure Plan. The principal functions of the Scheme are to reserve and zone land and control development on reserved and zoned land. The Scheme is a land use based statutory Scheme with prescribed zonings and a 'Use/Class' table, which permits, prohibits and provides Council discretion to approve certain land uses in certain zones depending on the purpose, intent and objective of the zone.

Karratha Open Space Strategy

The Karratha Open Space Strategy, prepared by the Shire, provides a framework for the provision of public open space within Karratha as well as assists Council to rationalise its open space system within the context of overall need, function and operation. The Strategy outlined that several considerations influence the provision of open space in Karratha relating to climate, drainage and maintenance. The provision of adequate drainage to accommodate major storm events is a paramount issue in planning for open space areas. The high temperatures experienced in the town generally discourage daytime walking/cycling although these activities do occur in the evenings and cooler months. As a result of these extreme climatic conditions, maintaining public open space areas is a significant cost imposed on Council. In terms of factors influencing the usage of open space, it is recognised that Karratha serves as a regional recreation hub for a lot of formalised recreational pursuits. There is a demand for a greater diversity of activities with an emphasis on cultural, non-competitive and passive sport and recreation opportunities to cater for a significant proportion of the population who are working shift hours and who are unable to engage in active recreational pursuits on a regular basis. The Strategy identified opportunities for the excision of approximately 19.82ha of land from the open space system across Karratha whilst maintaining the 10% open space requirement.

3.2 Changing Demographics

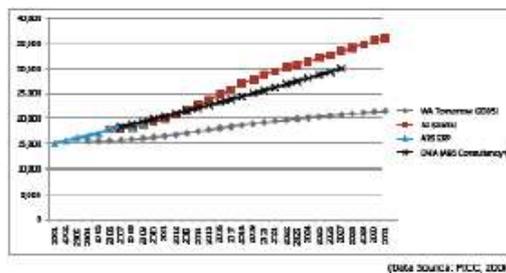
[source: Economic Prospectus – chapter 4]

Shire on the move

Roebourne is a Shire on the move. With nearly \$70 billion dollars worth of resource related infrastructure projects under construction in the Pilbara, and a further \$17 billion under consideration, there is significant demand for labour and land. Building on a period of sustained growth, the current population of 19,500 plus 10,000 FIFO workers is forecast to increase to nearly 25,000 with 6000 FIFO workers. To cater to this, subdivision approvals have been running at an average of almost 600 each year in Karratha alone, with proposals to provide a further 13,000 over the next 10 years.

Opportunities and Constraints

This growth presents a range of business, employment and lifestyle opportunities. However, there are supply bottlenecks and issues associated with accelerated demand for resources, housing and people. Housing prices have grown well above national trends largely because supply has been unable to keep up with demand and median household wages are twice the national average. In part this has stifled the expansion of non-resource related businesses, particularly those in the service industry. Plans and projects are well advanced to address these issues, diversify the local economy and thereby create new investment and lifestyle opportunities.



(DATA SOURCE: PCLC, 2009)

Figure 14: Shire of Roebourne Forecast Population Growth (2001-2031)

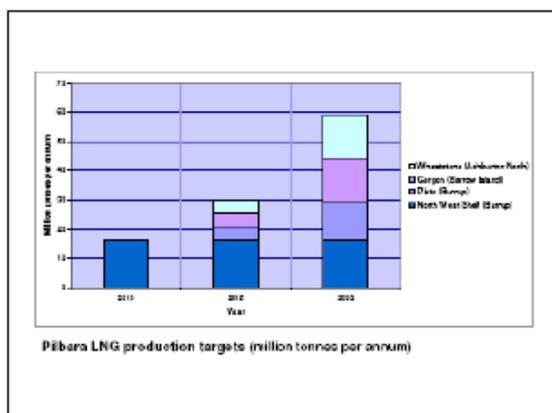
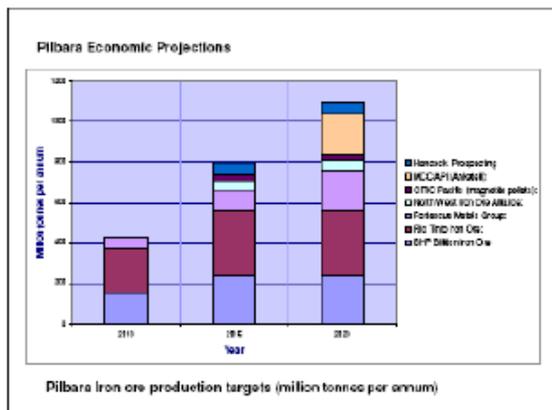
[source: Economic Prospectus – SoR – need original picture]

3.3 Economic Diversity

[source: Economic Prospectus & Karratha Regional Hotspots]

Resource Sector

The resource extraction industry is the mainstay of the Pilbara economy totalling more than \$45 billion worth of exports. While activity in the Shire of Roebourne represents only a small proportion of this, it is one of the Pilbara region’s major service and extraction hubs where port, rail, government and industry intersect. An indication of the level of growth in the resource sector can be seen below, with significant growth forecasted in the Iron Ore and LNG production targets within the Pilbara. [source: Dampier Visioning Workshop Pack 2nd 3rd Sept 2010]



Major Resource Projects

There are three major resource companies operating in the Shire (Rio Tinto, Woodside Energy Ltd and Citic Pacific Mining). Each company is currently operating or rolling out mining and energy extraction infrastructure investments worth an estimated \$69 billion. The most significant include the Woodside operated North West Shelf Venture, Woodside’s Pluto project, Rio Tinto’s expansion of Dampier

Port, Cape Lambert Port and CP Mining plans for Cape Preston. A total of more than 22,000 construction jobs and 4,000 permanent jobs are to be created from these projects.

Employment

As would be expected in a resource-oriented economy, the vast majority of people are employed in the minerals and energy sector. However, compared to the rest of the Pilbara, the proportion is lower, reflecting the relatively diverse local economy and service oriented nature of the Shire's towns and settlements. Most people are employed as tradespeople, labourers and in the production process. There are, however, more professionals in the Shire compared to rest of the Pilbara. Major construction projects and expanded operations has seen significant demand for labour, resulting in high wages and a consistently lower unemployment rate than elsewhere in Australia.

Economy

- Total workforce of more than 8,000 permanent workers and 10,000+ FIFO.
- More than 250 millions tonnes of exports per annum.
- \$87 billion dollars worth of resource related infrastructure under construction or consideration with a total construction workforce of more than 11,500
- One of the busiest regional airports in Australia with 620,000 passengers per year
- 112,000 domestic and international visitors per annum
- More than 2100 registered businesses, with an average of 100 new businesses registered each year
- Over 4300 active ABNs in the Shire
- Average annual housing price increase of 23% between 2005 and 2010 (Karratha urban area)

Industry of employment

Census 2006 data indicates the following trends with employment and wages in Karratha:

- Mining and construction employment accounts for 35 per cent of all employment in Karratha (based on place of usual residence);
- Employment in the mining and construction industries is tied heavily to the price of commodities and the decisions of major resource companies;
- There is a shortfall in employment in the tertiary (service) sector, particularly health care and social assistance occupations in comparison to Perth;
- Public administration and safety (7 per cent) and education and training (8 per cent) employment proportions are equivalent to those recorded in Perth;
- A lower proportion of residents were working in the professional, scientific and technical services sector in comparison to Perth;
- An increase in predominance of FIFO workers;
- A total labour force (including unemployed persons) of 6153 at the 2006 Census, of which 72% were employed on a full time basis

3.4 Land Development

[source: Karratha Regional Hotspots]

In response to the Pilbara's unprecedented growth and high demand for housing the State Government launched Pilbara Cities – an initiative aimed at transforming Karratha and Port Hedland into major cities and revitalising the towns of South Hedland, Newman, Onslow, Roebourne, Tom Price and Dampier. A key component of Pilbara Cities is the provision of quality accommodation and services in the Pilbara. This should address some of the key challenges:

- Karratha has a housing shortage - as evidenced by median house/unit prices and rentals costs, both of which are considerably higher than the Perth metropolitan region.
- Due to the nature of the local industry, demand for land and housing is volatile and difficult to measure. However, it is likely that housing demand will rise further due to increased activity in the resources sector.
- Landgate data indicates that the current median sales price of vacant residential lots is \$198 000 which is less than that recorded in the Perth metropolitan region (\$224 000).

House and unit sales

Karratha's median house price is significantly higher than that recorded in Perth. In December 2009 it was \$716 500 compared with Perth's \$455 000. In fact Karratha's prices have increased more than 2.5 times in the last five years - up from \$250 000 in 2004. This can be attributed to increased demand and constrained supply. Similar trends can be found in home unit sales.

High housing costs make it difficult for employees to live in Karratha unless employees receive significant accommodation support from their employer. Resource companies often provide staff with this assistance; however many retail, personal services, hospitality and tourism companies are unable to provide this level of accommodation support.

A significant amount of Karratha's dwelling stock is either owned or controlled by resource companies. As well as purchasing new homes, the companies rent privately owned properties as they become available. Resource company schemes are also offered to employees to either buy or rent houses on the open market.

Scarce housing limits diversity in the local economy and hampers the ability of private and public organisations to provide the services and opportunities for the town to develop mature, functioning housing and labour markets. In Karratha this causes a high labour turnover as workers and their families tend to only stay in the town for as long as jobs last. High-cost housing also displaces lower-income households whether they are renters or potential buyers.

Volatile house prices are a disincentive to prospective, longer-term residents and deter them from making a financial commitment to Karratha. Market volatility also works against the private property sector, with high levels of uncertainty making it difficult for developers to attract finance for both residential and large-scale commercial projects.

The *Pilbara Towns Housing Study* (2009, unpublished) assessed the housing market conditions and unmet housing needs (to 2015) in the Pilbara towns of Karratha, Port Hedland, Onslow, Newman, Roebourne and Tom Price. The study reported the following:

- A current apparent demand for 1433 dwellings across the Pilbara region (613 dwellings for Karratha). This includes unmet housing needs from existing residents.
- A latent demand for 2445 dwellings (918 for Karratha). This includes populations outside the region whose residence in the Pilbara region is constrained by a lack of available housing.
- A future demand of 1014 dwellings across the region in a low growth scenario, 3037 and 4736 dwellings for medium and high growth scenarios respectively (560, 668 and 1125 under low, medium and high growth scenarios respectively for Karratha).

Industrial Land

Strong growth in the resource and building and construction industries, coupled with limited land releases have led to Karratha's current strong demand for industrial land. While no detailed analysis has been undertaken to determine demand for industrial land in Karratha, LandCorp has conducted surveys in order to determine market demand and specific end user requirements.

In the short to medium term, demand for land suitable for transport and light and general industrial uses will likely be met through future land releases at the Gap Ridge industrial estate. The estate will cater for businesses serving the mining and support industries, with larger lot sizes suitable for industries requiring areas for manufacturing, assembly, lay down or storage uses. Beyond sites offered on the estate, Karratha has no additional undeveloped land zoned for industrial uses. However, additional sites have been identified through planning work being undertaken as part of the *Karratha City Growth Plan*

Commercial Land

There is currently a high demand for both commercial and retail floor space, with few premises currently available for lease.

Karratha's growth and its implications on retail and commercial land use were investigated in the *Karratha Primary Trade Area Retail and Commercial Strategy*. Issues identified during consultation included:

- the limited provision of convenience retail in outlying suburbs
- the lack of range in higher order retail products
- the need to consolidate uses in the Karratha industrial area by relocating some uses in town
- the need to upgrade and expand commercial premises with a view to accommodating new businesses and to attract the administrative functions of mine operations into town

The strategy reports that by 2020, Karratha will require an additional 20,150 m² of retail floor space and 16,200 m² of office floor space. Note that these estimates are based on a resident population of 22 795 persons and a FIFO population of 2400 persons by 2020, hence significantly less than the Shire's target aspiration. The strategy supports the need to expand Karratha's town centre, establish a neighbourhood shopping centre in Nickol, and establishment of a bulky goods retail area at Gap Ridge. Planning is currently underway for the Tambrey mixed use site which will include a supermarket, other retail and residential uses.

3.5 Transport Development

[source: Karratha Regional Hotspots]

Roads

Karratha is strategically located on Dampier Highway - a national highway connected to other national and State highways including the North West Coastal Highway, Burrup Peninsula Road and Madigan Road. Dampier Highway is the primary link to Dampier Port, the major industries of the Burrup and the regional airport.

Ongoing regional expansion including inland and offshore oil and gas projects is expected to increase traffic substantially. There will be more heavy vehicles and road trains in double and triple truck configurations, which will cause both safety hazards and congestion, particularly in peak periods. About 80 per cent of the Pilbara region's inputs are transported by road. At the same time, much of the region's outputs are carried by rail. Just three per cent go by road. The inputs that include large-sized equipment, consumables, construction materials and transit freight, mainly originate from Perth, Port Hedland and Dampier. Road freight volumes are likely to increase to meet the needs of a growing number of smaller scale resource projects, which do not have rail access. The major new offshore projects are also expected to generate more road traffic.

The *Pilbara Freight Study* found that in the long-term road freight would increase significantly. Traffic volumes on Dampier Highway and Burrup Peninsula Road were expected to increase from the present 9000 - 10 000 vehicles a day to 30 000 - 35 000 long-term.

General road transport issues include:

- growing traffic volumes will put pressure on the road network's safety, efficiency and reliability. Regional through traffic including very large heavy vehicle will come into increasing conflict with local traffic - particularly during peak hours in town sites;
- operational conflicts will grow with the increased movement of pre-assembled large module transport across the road network to service the resource sector.

To assist with addressing these issues, stages 1A and 1B of the Dampier Highway duplication project have recently been completed with the result that there is now a dual carriageway between Balmoral Road east and west, and roundabouts at Broadhurst, Bathgate Road, Gailbraith and Balmoral Road west. Other improvements are now in progress. Stages 2 - 6 of the project involve the design and construction of 12.3 kilometres of dual carriageway highway from Balmoral Road west to the Burrup Peninsula Road. It involves several intersections, strengthening work and a new bridge at Seven Mile Creek. The project will improve the road network's safety and efficiency by minimising the conflict

between residential, business and heavy haulage vehicles and optimising traffic flow. The project is due to commence in early 2011 and be complete by late 2012. It will cost an estimated \$90 m (including a Federal Government contribution of \$80 m). There are also numerous road works associated with new residential subdivisions occurring near by. Work has also recently commenced on improvements to Dampier Highway near the Karratha Industrial Area.

Work on a key road connection from Karratha to Tom Price is now in progress and Stage 2 was opened in August 2008. When complete, the road will provide a valuable link between Karratha and the central Pilbara as well as improve road safety and boost tourism. The road now extends 115 kilometres from Karratha to Barowanna Hill. Completion of Stages 3 and 4, which extends the road 158 kilometres from Barowanna Hill to the Nanutarra-Munjina Road, is subject to funding availability. Other road upgrades are being planned for the short and medium-term including the \$14 m reconstruction of Burrup Peninsula Road to provide a number of passing lanes, and the provision for a truck breakdown area at Two Mile at a cost of about \$4 m.

Medium to long-term road proposals include construction of a second airport access road, upgrading the Burrup Peninsula Road to four lane divided road standard and a new Karratha Western Bypass route to replace Madigan Road as the primary freight route to the Burrup Peninsula. The development of a more direct road link between Karratha and Wickham/Mount Anketell is also being considered.

4 COMMUNITY ASPIRATIONS

Introduction [source: adapted Karratha C.o.N vol 1 page viii]

So where do we want to be? Shire of Roebourne 50,000+ residents

What are the fundamental steps that we will need to take to realise our key aspirational strategic goal of growing the Shire of Roebourne into a collection of diverse and sustainable cities with a total of 50,000+ residents. Key moves that need to be made are as follows:

- An expanded, more diverse economy, which offers a broader selection of job opportunities;
- Planned cities that responds to the environmental conditions of the Pilbara and exhibits a strong sense of place;
- Greater housing diversity that meets the needs of a broader demographic profile;
- Infrastructure that meets the needs of the cities, and allows for growth;
- More industrial, commercial and residential land supply and creation of readily developable land banks that can be quickly released to the market;
- Improved housing affordability through normalisation of the housing market, centered around a strong private sector presence;
- Demonstration projects targeted at delivery of affordable land and housing for service and residential construction workers;
- A modern vibrant and attractive regional capital city centre of Karratha which offers more opportunities to shop and socialise;
- Provision of services at a standard that meets the expectations of the community;
- Excellent connectivity and transport linkage throughout the cities.

Our key aspirational goal will require efforts from a range of federal, state and local government agencies. Additionally, resource companies and non-resource companies will have to play their part.

In order to frame our contribution we have identified strategic goals in 3 areas where we think we can add value to the development of the Shire:

- 1 Communities – we will further develop and maintain the infrastructure and facilities to create aesthetically attractive, safe and liveable towns which will develop into more diverse and balanced communities.
- 2 Local economy – managing and maximising the benefits of growth in the region while diversifying our economic base.
- 3 Delivering services – we will provide efficient and effective local government service delivery that meets our communities expectations.

How we will achieve the above, what we have done in the past and key-initiatives for the future will be further detailed in the remainder of this chapter.

4.1 Social

4.1.1 Strategic goal – Communities

We will strive to develop an engaged and diverse community with a strong local identity and a focus on ensuring safe neighbourhoods.

4.1.2 How we will achieve this

Key actions to achieve our strategic community goal include:

- Create aesthetically attractive and vibrant towns.
- Facilitate inclusive and engaged communities.
- Build capacity, capability and partnerships across the community.
- Work with relevant stakeholders to ensure a safe community.
- Advocate for our community in the development of major resource projects.
- Work with relevant stakeholders to grow tourism and diversify our economic base.
- Represent the communities interests and work with relevant agencies to facilitate affordable housing and land release strategies.
- Consult with our communities in order to determine and deliver upon their needs.

4.1.3 What we have already done [annual report 2009/10]

CleanSweep Taskforce

Targeting trouble on our streets, the Shire of Roebourne and the WA Police in partnership with the WA Government through Royalties for Regions, Rio Tinto and the North West Shelf Venture, joined forces to stamp out antisocial behaviour in the community. CleanSweep Taskforce aims to get tough on graffiti, litter, illegal parking, off-road vehicles and hoon drivers.

Roebourne Advisory Committee

The Roebourne Advisory Committee was established in December 2009 to give locals a strong voice on the strategic direction for the community of Roebourne. The purpose of the committee was to provide feedback, advice and recommendations to Council on the needs and requirements of the local community. Chaired by Roebourne Pastoral Ward Cr Garry Bailey the committee is made up of six elected community members and two Roebourne Shire Councillors.

Nickol West Skate Park

The Hon Maxine McKew and Shire President Nicole Lockwood officially opened the \$250,000 Nickol West Skate Park in April 2010. Designed with input from young people living in the Shire of Roebourne, it boasts ramps and rails suitable for a variety of ages and skill levels.

Karratha Entertainment Centre

The Karratha Entertainment Centre (KEC) celebrated its 30th year providing the community with first class sporting, recreational, health and fitness opportunities in 2009/10. In its pearl year the KEC has expanded opening times, programs and services, resulting in member and patron increases.

Karratha Aquatic Centre

The Karratha Aquatic Centre (KAC) continued to provide a high quality, major regional aquatic facility for the Shire of Roebourne. The KAC provides the community with essential life skills living in the North West, structured in a safe and secure environment. Additionally the KAC provides one-on-one coaching, bronze medallion courses and supports lifeguard enthusiasts.

Roebourne Aquatic Centre

The Roebourne Aquatic Centre (RAC) has continued to provide the residents of Roebourne with a excellent facilities, services and programs. The RAC is an integral community asset, providing children with after school activities, lessons and recreational space.

Libraries

The Shire of Roebourne maintained library services in the towns of Karratha, Wickham, Roebourne, and Dampier.

Playgrounds

The Capital Replacement Program for Playgrounds entered its second year in 2009/10. The following playgrounds were upgraded in Watters Park Pegs Creek, Ausburn Park Nickol and Malster Place Park Millars Well.

Tourism

The Shire of Roebourne continued its support of the Karratha and Roebourne Visitors' Centres, with a financial contribution of \$305,000 and \$197,000 respectively to the centre's operations. In addition, \$20,000 was provided to Australian North West Tourism for marketing activities within the region.

Cossack

Over the past year Cossack has grown in popularity and once again become a popular tourist attraction. During the winter season accommodation has experienced over 85 per cent occupancy level.

Walkington Theatre

Under new management the Walkington Theatre has expanded its programs and events and is once again a hub for entertainment, arts and culture in the Pilbara. In 2009/10 the Walkington Theatre foyer was transformed into a versatile and contemporary function space with a revamped café, box office and staff offices.

Medical Services Incentive Scheme (MSIS)

The Shire continued its strong partnership with Rio Tinto and the Woodside operated North West Shelf Venture, to deliver the Medical Services Incentive Scheme. The Scheme is a five year initiative designed to attract general practitioners to work and stay in the Shire of Roebourne by assisting with access to housing and financial incentives recognising length of service to the community.

Early Learning Specialists Scholarship Scheme

The Early Learning Specialist Scholarship Scheme is a partnership between Pilbara TAFE, Shire of Roebourne, Pilbara Iron and Burrup Fertilisers to manage and implement the Scholarship Program designed to encourage local individuals interested in entering or continuing a career in the field of Early Learning. Seven students benefitted from the scheme during 2009/10

4.1.4 What are we going to do in the future? [source: strategic plan – master copy]

The major community infrastructure projects are funded and executed by the State government. As Shire we play an enabling role in these projects.

Karratha Leisure Complex

The Karratha Leisure Complex will be developed as a multi-purpose facility adjacent to Pilbara TAFE, the Walkington Theatre and Karratha Senior High School. It will also include an aquatic centre, indoor and outdoor hard courts and playing fields and a gymnasium.

Baynton West Family Centre

The Baynton West Family Centre will be a "one stop" for family and child-related services. It includes four interlinked "modules" with provision for a family services centre, a child care centre, two playgroup areas, shaded outdoor play areas and a community centre with offices, committee rooms and a café/kiok.

Bulgarra Sporting Precinct

The Bulgarra Sporting Precinct will include the installation of floodlighting, an upgrade of the power supply and reticulation to Bulgarra Oval, an enhanced vehicle parking area, the creation of two permanent softball diamonds one with associated back nets, safety nets and dug outs and the construction of permanent storage on Bulgarra Oval.

Karratha Youth and Family Centre

The Karratha Youth and Family Space will provide the community with a venue for a diverse range of children's and youth activities in a safe, vibrant location. It will include an indoor children's play centre, a skate park, youth centre and cafe.

Roebourne Youth Centre

The Roebourne Youth Centre will be the town's premier youth facility providing a meeting place for young people.

Catrrall Park Redevelopment and Playground Shading

Other important community well-being projects include redevelopment of Catrrall Park and the installation of permanent shading over 14 children's playgrounds across the Shire of Roebourne.

4.2 Built Environment**4.2.1 Strategic goal – Built Environment**

We will develop infrastructure and facilities in a sustainable way to support the communities' needs.

4.2.2 How we will achieve this

Key actions to achieve our strategic community goal include:

- Maintain robust asset management practices to ensure the sustainable development of facilities
- Provide or partner to provide, community facilities to meet the needs of our communities
- Work with relevant stakeholders to develop and implement a transport strategy to link our towns
- Provide appropriate administrative facilities to ensure the Shire operates effectively
- Provide public open spaces which are well maintained and cater for all user groups
- Ensure the built environment can respond to the needs of children, youth, singles, couples, families, retirees, the aged and visitors

4.2.3 What we have already done [annual report 2009-2010]**Coast to Coast Economic Development Tour**

A delegation of more than 20 government and industry representatives worked their way across northern Australia, from Karratha to Darwin and Queensland on a coast to coast economic development tour. Participants met with representatives from economic development agencies in Queensland and the Northern Territory as well as local and state government agencies. They also visited ports, airports, tourism ventures, marinas and other strategic economic development sites.

Service Workers Accommodation

The Shire of Roebourne has an ongoing participation role in the development of the \$30.4 million Warambie Estate Service Workers Accommodation Village funded by the WA Government through the Royalties for Regions scheme. Delivered by LandCorp, in partnership with National Lifestyle Villages, the project will provide local support service workers with rent affordable housing. Rent is expected to range between \$300 and \$500 per week. The village will consist of 100 one, two and three bedroom homes accommodating up to 250 people.

Pelago Apartments

The Shire of Roebourne approved development of Karratha's first high rise, mixed use development Finbar's Pelago Apartments on the corner of Sharpe Avenue and Warambie Road. On completion the \$225 million development will provide 300 residential apartments plus 3000 square metres of shops, offices and food outlets. The lifestyle project will boost Karratha's capacity to accommodate and retain workers while activating the planned town centre revitalisation and providing convenient amenity to the buildings residents.

Land Releases

The Shire of Roebourne worked with the State Government's land development enterprise LandCorp to facilitate the development of numerous residential and commercial land releases in 2010. This included Stages 3 and 4 of the Baynton West residential development which will deliver 800 dwellings. Once fully developed Baynton West will be an attractive new suburb with more than 1100 homes. Work on the Gap Ridge Industrial Estate began in mid 2010 and will provide 260 hectares of general and light industrial land. Demand has been strong for the first 42 lots in Stage 1 expected to be completed in 2011. Mulataga a new beach front development has also been released to the market and three proponents have been short-listed to submit designs for the ocean-front release which will include more than 2500 dwellings.

Asset Management

The Shire of Roebourne participates in the Western Australian Local Government Association Asset Management Improvement Program and is undertaking ongoing improvements in the way it manages its assets. It has developed an infrastructure asset management system and plan for staff housing and parks and is working towards full roll out of the policy for buildings.

Cossack

The Shire of Roebourne continues to work with the WA Government's Department of Planning and Infrastructure and Cossack landowners to find a mutually beneficial arrangement for the future development of Cossack.

4.2.4 What are we going to do in the future? [source: strategic plan - master copy]

The Shire of Roebourne is a foundation member of the recently formed Coastal West Pilbara Economic Development Taskforce. This taskforce consists of the Pilbara Development Commission (Chair), RDA Pilbara, Karratha and Districts Chamber of Commerce and Industry (KDCCI), Small Business Centre West Pilbara (SBCWP), Landcorp and other key stakeholders.

This Taskforce will examine a number of key issues and progress a number of strategic research projects in the economic development arena. The Shire will be partnering with the KDCCI in the analysis of supply chains in the region and a map and gap of business and commercial activity. The Shire will also be partnering with the SBCWP on a feasibility study for the establishment of a business park and incubator within the Shire. The Shire will be the lead agency in a project to stimulate and support home based businesses in the Shire.

As part of the initiative Economic and demographic information provision to internal and external clients, the intention is to provide that information in a readily accessible format via a new Economic Development menu on the Shire of Roebourne Website

The following key initiatives are fully managed by the Shire.

Karratha Airport Upgrade

In 2009, a \$60-million Airport Master Plan was developed to address the facilities' capability to service future demand. A major recommendation was to upgrade parking and refurbish the terminal buildings at Karratha Airport. To date the Shire of Roebourne has invested \$2.1 million in an airside upgrade, \$400,000 on an expansion of the heli apron, \$2 million on a low voltage power upgrade, the \$4 million car park redevelopment is on track to be complete in March 2011 and \$2.5 million will be spent on terminal improvements.

Town Centre Revitalisation

The Shire of Roebourne is working in partnership with LandCorp to create a plan for a vibrant city centre which promotes a variety of residential, retail commercial, civic and community amenities. This process will include moving away from a car dominated environment, mixed-use development options, high quality architecture and landscaping and creating a sense of cultural identity. Four of the above strategic community well-being projects, the Baynton West Family Centre, the Karratha Youth and Family Centre, the Catrall Park Redevelopment and the Bulgarra Sporting Precinct commenced construction in early 2011.

A number of State Government projects earmarked to start in the near future are listed below and will establish improved community facilities and infrastructure for the future.

Upgrade of the Nickol Bay Hospital

The Shire strongly supports the State Government's investment of \$150 million to this project in order to extend consulting and procedure rooms and add additional beds. Planning of the project is underway, Construction in 2011/12 with completion by 2014/15.

Pilbarra underground power project

Royalties for Regions funding from the State Government is assisting the Shire of Roebourne to undertake a \$130 million project to install underground power facilities in Karratha and Roebourne. Project commenced in 2010.

Burrup desalination plant

\$370 million project to build a 6GL desalination plant to meet the Shire's immediate water needs. Planning for this project has started.

4.3 Natural Environment

4.3.1 Strategic goal – Making the Most of our Natural and Public Environment

We will strive to ensure our community lives sustainably in a thriving natural environment.

4.3.2 How we will achieve?

Key actions to achieve our strategic community goal include:

- Explore options to reduce, reuse or recycle our waste and minimize our carbon footprint
- Provide shading in meeting places
- Provide walking and cycling trails to access the natural environment
- Develop interpretive sites and signage for the benefit of residents, newcomers, and tourists
- Lobby for the sealing of roads to access surrounding natural attractions

4.3.3 What we have already done?

In July 2010 SOR was granted \$37,590 under the Lotterywest Conservation of Cultural Heritage Grant Scheme to have Conservation Plans prepared for two historic buildings in Roebourne – Dalgety House and the former Union Bank Building. The grant application was written by the Local History Office in consultation with the National Trust of Australia (WA) who have been providing advice to SOR re. historic built heritage. The Conservation Plans will be of great benefit to the presentation, understanding and appreciation of these places and ensure the best-practice conservation of these important heritage places.

Both buildings are integral components of the heritage precinct in Roebourne, are listed by the National Trust and are on the Register of Heritage Places for the Heritage Council of WA. The Union Bank Building, until recently, housed the Ngarluma Yindjibarndi Foundation Ltd. Dalgety House currently houses the Yinjaa-Barni Art Centre and is located adjacent to the former Union Bank Building.

Jaburara Heritage Trail

The Shire of Roebourne has enlisted the help of the National Trust of Australia (WA) to develop a Management and Interpretation Plan for the trail. This document will also highlight issues of inappropriate trail use and suggest solutions to protecting vulnerable sections of the trail. A survey to gain feedback from users of the trail has been initiated as part of the process for developing the plan. The Traditional Owners will also be consulted.

As part of this process the Shire has identified a need for new signage to be placed at the entry points to the trail to advise users that the trail is under review and to prohibit vehicle access to the trail and then once the Management and Interpretation Plan is complete and has been reviewed by the Shire, the final interpretive signage can be implemented.

4.3.4 What are we going to do in the future?

[source: Karratha City of North vol 3]

- Undertake a coastal risk assessment for the Karratha region that identifies extreme water levels associated with storm surge and climatically induced sea level rise.
- In accordance with Better Urban Water Management a Local Water Management Strategy (LWMS) should be developed for the Karratha City Centre that aligns with a District Water Management Strategy developed for all of Karratha.

4.3 Organisational

4.4.1 Strategic goal – delivering services

We will provide transparent and accountable local government service delivery that meets our communities' expectations.

4.4.2 How we will achieve this

Key actions to achieve our strategic community goal include:

- The organization has a human resources focus with trainee and indigenous employment opportunities available.
- Meet the set service standards.
- Focus on continuous improvement and best practice.
- Enable our staff to deliver efficient and effective services within a supportive environment
- Support our community with a strong regulatory approach

4.4.3 What we have already done annual report 2009-2010

Occupational Health and Safety

The Shire of Roebourne continues to improve its occupational health and safety record by progressively increasing awareness across the organisation. In 2009/10 the Shire of Roebourne participated in an OHS audit conducted by Local Government Insurance Services.

Health on the Move

The Shire of Roebourne actively promotes health and wellness for our employees by offering access to a range of workshops and seminar, health and fitness assessments, access to Shire recreational facilities including aquatic centres and the gymnasium.

Training, development and workplace relations

The inaugural Staff Satisfaction Survey was conducted in August 2009. A total of 149 employees completed the questionnaire, equating to a 78.4 per cent response rate. The high level of participation ensured that the findings accurately reflect the key concerns of employees.

In response to the Staff Survey, the Shire appointed an external consultant to undertake a review of the human resource operations and identify opportunities for improvement. The findings continue to drive significant change and ongoing review to HR services.

Information Services

The Information Services team planned and deployed new Motorola wireless equipment to dramatically increase network speed, access and reliability of data transfer between the administration building and remote sites such as the Cowle Road Depot, Karratha Airport and 7mile Waste Management Facility.

Environmental Health

The Shire of Roebourne environmental health service focused on successful implementation of the Food Act 2008 throughout 2009/10. This required a change in approach from both an educational and enforcement role.

Ranger Services

Ranger Services aim for continuous improvement in the level, quality and efficiency of service provided across the Shire of Roebourne. In 2009/10 Ranger Services responded to more than 1,000 action requests. Rangers issued 380 notices in response to these action requests.

Public Affairs

In December 2009, the Shire of Roebourne appointed a public affairs manager to engage key stakeholders and the local community, to promote awareness of the Shire of Roebourne its operations and strategic projects, and provide high quality, relevant and up-to-date about information about the organisation.

Works and Services

Works and Services set out to achieve, deliver and maintain the engineering and public open space infrastructure that citizens require to enable a suitable lifestyle within our developing community.

Recent major projects include:

- Construction and duplication of the Johns Creek Boat Ramp Facility
- Purchase and operational induction of the Green Machine 636 Footpath Sweeper
- Footpath construction in Baynton
- Asphalt and/or footpath works in Nickol, Dampier and Withnell
- Construction of bus bays at Pegs Creek and Dampier primary schools
- Gravel Re-sheeting to Sams Creek Road, Cleaverville Road, Roebourne / Wittenoom Road, Walcott Drive and Balla Balla Road

Waste Services

The Shire of Roebourne engaged Bowman and Associates to work with staff to undertake a holistic review of waste services in February 2010. Recommendations presented to Council included initiatives to improve staff attraction and retention, delivery of service and strategies to meet future demand.

4.4.4 What are we going to do in the future? Source: [G additions]

The Shire has invested in developing a roadmap that illustrates how to achieve organisational transformation in the Shire of Roebourne. The transformational process involves examining the organisations' core and non-core services through activity based analysis; developing comprehensive asset management frameworks, strategies and plans and having an integrated strategic planning framework.

Staff Satisfaction Survey

The shire will continue to measure staff satisfaction through regular surveys. This will be collated and compared against previous surveys to analyse strengths and weaknesses in our development and improve on areas that are not performing well.

Workforce planning

In order to manage and maximise the benefits of the exceptional growth in the region the Shire will develop a long term work force planning strategy. This is necessary to ensure that the organisation is capable of meeting the expectations and needs of the community but also the strategic direction and vision of the Shire of Roebourne for the next ten years. Work is currently underway in assessing our future requirements based on the demands for business as usual, what is core services and what are discretionary services that could be downgraded or outsourced to the commercial sector. Consideration is also being made to the level of expansion by way of social and infrastructure needs to the communities across the Shire to ensure our obligations are being met in terms of our statutory responsibilities.

Housing Strategy

The Shire currently provides approximately 52 houses/units and utilises a further 17 houses from the private sector to accommodate a section of its workforce and visiting consultants. Housing is currently a significant cost to the Shire annually. 12 new houses were constructed in the 2009/10 and a further 12 new houses are being constructed in the 2010/11 financial year.

A review of the Shire's housing strategy is also being undertaken in keeping with the workforce planning strategy. The availability and affordability of housing in the Pilbara makes it difficult for anyone new to the area to live with exorbitant rents and house values. The number of houses and the needs for housing for transient consultants and maintenance personnel on Shire business needs to be closely assessed to ensure the appropriate skilled workers are attracted to the Shire and that financial incentives offered are reasonable to ensure that the Shire is properly rewarded.

DRAFT

6.2 COMPLIANCE AUDIT RETURN 2010

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

REPORT PURPOSE

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

Background

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

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

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

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

Issues

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

In general the CAR is to assist and aid local governments in understanding their responsibilities to complying with applicable legislation. The CAR is not an exhaustive list however varies from year to year. Responses to the CAR are limited to Yes/No/NA. Generally speaking, a response of "No" indicates a non-compliance issue by the local government. There were only 2 instances of this arising in 2010:

1. Delegations not being reviewed of the Committees for 2009/10 financial period (s5.18 of the Act); and
2. Disclosures of Interest of a Member of Council under s5.67 of the Act.

In respect to the former matter, this is being reviewed by staff and will be submitted to Council for the June round of meetings. In respect to the latter matter, this has been addressed through appropriate external channels.

A memorandum has also been supplied indicating other changes that were necessitated following the original agenda briefing.

Options

Council has the following options available:

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

Policy Implications

There are no relevant policy implications pertaining to this matter.

Legislative Implications

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

Financial Implications

There are no financial implications resulting from this report.

Conclusion

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

Voting Requirements

Simple.

RECOMMENDATION

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

ATTACHMENT 1 - COMPLIANCE AUDIT RETURN 2010

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Roebourne - Compliance Audit Return 2010**Certified Copy of Return**

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

Caravan Parks and Camping Grounds					
No	Reference	Question	Response	Comments	Respondent
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2009 to 30 June 2010.	Yes		Sue Bowman
2	s14(1) of the Caravans and Camping Grounds Act 1995	Did you keep a register of caravan park licences. (For the return period)	Yes		Sue Bowman
Cemeteries					
No	Reference	Question	Response	Comments	Respondent
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial. (For the return period)	Yes		Sue Bowman
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants. (For the return period)	Yes		Sue Bowman
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in as above.	Yes		Sue Bowman

Department of Local Government - Compliance Audit Return



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

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

Department of Local Government - Compliance Audit Return



Government of Western Australia
Department of Local Government

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	Nil given	Sue Bowman
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Sue Bowman
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Sue Bowman
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Sue Bowman
5	s5.18	Has Council reviewed delegations to its committees in the 2009/2010 financial year.	No	To be reviewed in 2011	Sue Bowman
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Sue Bowman
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Sue Bowman
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Sue Bowman
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Sue Bowman
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Sue Bowman
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Sue Bowman
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2009/2010 financial year.	Yes		Sue Bowman
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Sue Bowman
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	No	Item 18.1 CONFIDENTIAL REPORT - SENIOR DESIGNATED EMPLOYEE- Cr Nicole Lockwood declared an Impartiality Interest and did not vote.	Sue Bowman
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Sue Bowman

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Department of Local Government - Compliance Audit Return



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

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

Disposal of Property

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

Elections

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

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

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

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

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

Executive Functions

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

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

Finance

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

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

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

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

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

Local Government Employees

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

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No	Reference	Question	Response	Comments	Respondent
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes		Sue Bowman
11	Admin Reg 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12).	Yes		Sue Bowman
12	Admin Reg 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11).	Yes		Sue Bowman
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Sue Bowman
14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes		Sue Bowman
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	Yes		Sue Bowman
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	Yes	Council Policy CH3	Sue Bowman
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	Yes	Council Policy CH3	Sue Bowman
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Sue Bowman
19	s5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Sue Bowman

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

Local Laws

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

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

Meeting Process

No	Reference	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	N/A		Sue Bowman
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	N/A		Sue Bowman
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Sue Bowman
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Sue Bowman
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	Yes		Sue Bowman
6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	N/A	Councillors did not call a meeting	Sue Bowman

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

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No	Reference	Question	Response	Comments	Respondent
19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	Yes		Sue Bowman
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes		Sue Bowman
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Sue Bowman
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	Yes		Sue Bowman
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes		Sue Bowman
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes		Sue Bowman
25	s5.24 (1) Admin Reg 586	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Sue Bowman
26	s5.24 (1) Admin Reg 586	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Sue Bowman
27	s5.24 (1) Admin Reg 586	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	Yes		Sue Bowman
28	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	N/A		Sue Bowman
29	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes		Sue Bowman
30	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	N/A		Sue Bowman

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

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

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

Miscellaneous Provisions

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

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

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

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

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

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

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

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

Signed Mayor / President, Roebourne

Signed CEO, Roebourne

6.3 AUDIT AND ORGANISATIONAL RISK COMMITTEE MINUTES 21 MARCH 2011**File No:** FM.1**Attachment(s)**
1. **CONFIDENTIAL Minutes of the Audit and Organisational Risk Committee meeting held on 21 March 2011**
2. **CONFIDENTIAL Evaluation Report****Responsible Officer:** Chief Executive Officer**Author Name:** Manager Corporate Compliance**Disclosure of Interest:** Nil

REPORT PURPOSE

To receive the minutes and consider the recommendations of the special meeting of the Audit and Organisational Risk Committee held 21 March 2011 and endorse the appointment of Auditors.

Background

A special meeting of the Audit and Organisational Risk Committee Meeting was held 21 March 2011 to consider the Appointment of Auditors. Unconfirmed minutes of the meeting are provided as an attachment to this report.

Issues

An assessment panel comprising of Committee members and Officers of the Audit and Organisational Risk Committee considered the 3 applications received from UHY Haines Norton, Grant Thornton and BDO Accountants.

The quotations were assessed against compliance criteria, qualitative criteria and price. A detailed summary of the tender is attached in the Confidential Evaluation Report.

Options

Council has the following options available:

That Council

- a) Receive the unconfirmed minutes and recommendations of the Audit and Organisational Risk Committee meetings held 21 March 2011 and accept the Panels recommended Auditor.
- b) Receive the unconfirmed minutes and recommendations of the Audit and Organisational Risk Committee meetings held 21 March 2011 and accept an alternative Auditor
- c) Not accept any quotation and take up option with current auditors.

Policy Implications

There are no relevant policy implications pertaining to this matter.

Legislative Implications

Local Government Act Part 7.

Division 2 — Appointment of auditors

7.2. Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3. Appointment of auditors

- (1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.

* *Absolute majority required.*

- (2) The local government may appoint one or more persons as its auditor.

- (3) The local government's auditor is to be a person who is —

- (a) a registered company auditor; or
(b) an approved auditor.

[Section 7.3 amended by No. 49 of 2004 s. 6.]

7.4. Disqualified person not to be auditor

- (1) A person may not be appointed as a local government's auditor if that person is a disqualified person.

- (2) In this section —***disqualified person*** means a person who —

- (a) is a councillor or an employee of the local government;

- (b) is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —

(i) in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or

(ii) in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government;

- (c) is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or

- (d) is a member of a class of persons prescribed for the purposes of this subsection.

7.5. Approval of auditors

The Minister may approve a person who, immediately before the commencement of this Act —

- (a) was a registered local government auditor within the meaning of that term in Part XXVII of the *Local Government Act 1960* 4 as in force before that commencement; and

- (b) was the auditor of a local government, as an approved auditor for the purposes of this Act.

7.6. Term of office of auditor

- (1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

- (2) The appointment of an auditor of a local government ceases to have effect if —

- (a) his or her registration as a registered company auditor is cancelled;
- (b) his or her approval as an approved auditor is withdrawn;
- (c) he or she dies;
- (d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
- (e) the auditor resigns by notice in writing addressed to the local government; or
- (f) the appointment is terminated by the local government by notice in writing.

(3) Where —

- (a) the registration of a local government's auditor as a registered company auditor is suspended; or
- (b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties, the local government is to appoint* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

** Absolute majority required.*

7.7. Departmental CEO may appoint auditor

If by 30 November in any year a local government has not appointed an auditor the Departmental CEO may appoint —

- (a) a qualified person; or
- (b) in default of an appointment under paragraph (a), the Auditor General, to be the auditor of the local government's accounts and annual financial report for the relevant financial year.

[Section 7.7 amended by No. 28 of 2006 s. 364.]

7.8. Terms of appointment of auditors

(1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

(2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Departmental CEO under section 7.7) are payable by the local government

[Section 7.8 amended by No. 28 of 2006 s. 364.]

Financial Implications

Budget allocations included with the 2010/11 Budget and Draft 2011/12 Budget for provision of Audit Services will be reviewed upon receipt of quotations for Audit Services.

Conclusion

The Committee believes that the recommended Auditor provides the most advantageous outcome for Council.

Voting Requirements

Absolute.

RECOMMENDATION

That Council resolves to:

- 1. Receive the minutes for the Audit and Organisational Risk Committee meeting held 21 March 2011**

And

- 2. Endorse the recommendations of the Audit and Organisational Risk Committee as contained within the Confidential Evaluation Report attached for external audit services.**

7 STRATEGIC PROJECTS

7.1 TENDER G06-10/11 KARRATHA LEISURE COMPLEX

File No:	CP.223/CM.41
Attachment(s)	Confidential Evaluation Report (To be provided)
Responsible Officer:	Director Strategic Projects
Author Name:	Director Strategic Projects
Disclosure of Interest:	Nil

REPORT PURPOSE

To seek Council's endorsement of a successful tenderer for Tender G06-10/11 Karratha Leisure Complex.

Background

On 20 December 2010 Council resolved to:

1. *That Council recommends Cooper and Oxley and Pindan be shortlisted and invited to submit formal tenders. These respondents have provided the most advantageous outcome for the Shire of Roebourne based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under EOI 06-2010 Karratha Leisure Complex Design and Construct.*

The two shortlisted contractors were advised of their successful submissions on 21 December 2010 and invited to submit a Formal Tender. The Formal Tender period closed on 11 March 2011.

Issues

The tenders were evaluated by a seven person panel comprising of:

- Director Strategic Projects – Simon Kot
- Director Community and Corporate Services – Andrew Ward
- Councillor – John Lally
- Councillor – Ben Lewis
- Ralph Beattie Bosworth Pty Ltd - Kevin Daniels
- Davis Langdon Pty Ltd - James Martin
- Geoff Ninnes Fong & Partners - Geoff Ninnes

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

The criteria and associated weightings were:

Design and innovation	40%
Programme	10%
Fixed Lump Sum tender	50%

A detailed summary is attached, as the Confidential Evaluation Report.

Options

Council has the following options available:

1. Accept recommended tender; or
2. Accept an alternative tender; or
3. Not accept any tender.

Policy Implications

There are no relevant policy implications pertaining to this matter.

Legislative Implications

Tenders were called in accordance with Section 3.57 of the Local Government (Functions and Administration) Regulations.

Financial Implications

The expenditure is in accordance with the budget.

Conclusion

The Evaluation Panel believes that the recommended tenderer provides the most advantageous outcome for Council.

Voting Requirements

Simple.

RECOMMENDATION

That Council endorse the recommendation of the Director Strategic Projects as contained in the Confidential Evaluation Report attached for Tender G06-10/11 Karratha Leisure Complex.

8 CLOSURE & DATE OF NEXT MEETING

18 April 2011