



## ORDINARY COUNCIL MEETING

# MINUTES

The Ordinary Meeting of Council was held  
in the Council Chambers, Welcome Road, Karratha,  
on 14 December 2009 at 6.30pm

  
Collene Longmore  
CHIEF EXECUTIVE OFFICER

# **TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE NO
<b>1</b>	<b>OFFICIAL OPENING .....</b>	<b>5</b>
<b>2</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>5</b>
<b>3</b>	<b>RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE... </b>	<b>6</b>
<b>4</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>6</b>
<b>5</b>	<b>CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETINGS .....</b>	<b>7</b>
<b>6</b>	<b>ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION .....</b>	<b>8</b>
<b>7</b>	<b>COUNCILLORS' REPORTS .....</b>	<b>10</b>
<b>8</b>	<b>CHIEF EXECUTIVE OFFICER &amp; EXECUTIVE SERVICES.....</b>	<b>11</b>
8.1	CHIEF EXECUTIVE OFFICER.....	11
8.1.1	Roebourne Committee - Sub-Committee Of The Shire Of Roebourne.....	11
8.1.2	Strategic Plan 2009-2013 Endorsement .....	14
<b>9</b>	<b>CORPORATE SERVICES .....</b>	<b>17</b>
9.1	CORPORATE .....	17
9.1.1	Draft Policy CF7 -Corporate Credit Cards.....	17
9.1.2	Budget Amendment - Karratha Airport Return On Investment .....	26
9.2	FINANCE .....	28
9.2.1	Write Off Sundry Debtors Report .....	28
9.2.2	Write Off Rates Penalty Report.....	32
9.2.3	Various Budget Amendments And Write Off Of An Asset.....	34
9.2.4	Financial Statement For Period Ending 31 October 2009 .....	38
9.2.5	List of Accounts November 2009 .....	53
<b>10</b>	<b>COMMUNITY SERVICES .....</b>	<b>62</b>
10.1	COMMUNITY SERVICES .....	62
10.1.1	K2020 Projects Naming Of Buildings .....	62
10.1.2	K2020 Projects Public Art .....	66
10.1.3	Shade Structures At Council Playgrounds .....	69
10.1.4	Antisocial Behaviour Strategy .....	73
10.1.5	Draft Graffiti Management Policy .....	76
10.1.6	Bulgarra Sporting Precinct Electrical Services Upgrade.....	85
10.2	RANGER SERVICES.....	88
10.2.1	Parking And Parking Facilities Local Law - Amendment .....	88

<b>11</b>	<b>TECHNICAL SERVICES.....</b>	<b>91</b>
11.1	Technical Services .....	91
11.1.1	Delegated Authority For Disposal Of Assets - 8 Knight Place .....	91
11.1.2	Delegated Authority For Acceptance Of Tender - Johns Creek Boat Ramp Upgrade .....	93
11.1.3	Delegated Authority For Acceptance Of Tender - Plant .....	95
11.2	INFRASTRUCTURE .....	97
11.2.1	Bi-Annual Tenders - Crushed Aggregates - Tender M2-09/10 .....	97
11.2.2	Bi-Annual Tenders - Crushed Rock Road Base - Tender Number M3-09/10 .....	99
11.2.3	Bi-Annual Tenders - Parks And Gardens, Verges, Reticulation Construction And Maintenance - Tender Number G04 - 09/10 .....	101
11.2.4	Bi-Annual Tenders. - Plant And Equipment Hire - Tender Number P03-09/10 .....	103
11.2.5	Bi-Annual Tenders. - Sprayed Bitumous Surfacing. - Tender Number M1- 09/10 .....	106
11.3	ASSET MANAGEMENT .....	108
11.3.1	Open Space Asset Management Strategy .....	108
11.4	AIRPORT .....	110
11.4.1	Naming Of Street At Karratha Airport.....	110
11.4.2	Contribution To Funding A Narcotic Detector Dog And Handler.....	113
11.5	OPERATIONS.....	116
11.5.1	Tender P02-09/10 -Disposal Of Property Sale Of Equipment .....	116
<b>12</b>	<b>DEVELOPMENT SERVICES .....</b>	<b>118</b>
12.1	PLANNING SERVICES.....	118
12.1.1	Single House - Overheight Parapet Wall Height Of 3.9m And Outbuilding [Shed] Wall Height Of 3.1m And 500 Mm Reduction To The Rear Boundary .....	118
<b>13</b>	<b>ITEMS FOR INFORMATION ONLY.....</b>	<b>125</b>
13.1	CEO & EXECUTIVE SERVICES.....	125
13.1.1	Information Only Items - November 2009 .....	125
13.1.2	Shire President's Mail –9/10/2009 – 1/12/2009.....	127
13.1.3	Register of Documents Stamped with the Shire of Roebourne Common Seal .....	129
13.1.4	Councillor Representatives On Organisations .....	130
13.2	CORPORATE SERVICES.....	131
13.2.1	Budget Amendments For The Period Ending 16 November 2009.....	131
13.2.2	Non Statutory Donations For Period Ending 30 November 2009 .....	133
13.3	TECHNICAL SERVICES.....	134
13.3.1	RADS Grant - Roebourne Airstrip.....	134
13.4	DEVELOPMENT SERVICES .....	135
13.4.1	Building Licence Statistics For The Month Of November 2009 .....	135
13.4.2	Planning Decisions Issued - 6 November - 27 November 2009 .....	136
<b>14</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>138</b>
<b>15</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....</b>	<b>138</b>

**16 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION ..... 138**

16.1.1 Architect Procurement For Karratha Learning And Leisure Precinct Project ..  
..... 139

**17 CLOSURE & DATE OF NEXT MEETING..... 148**

## **1 OFFICIAL OPENING**

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on 14 December 2009 was declared open at 6.30pm. Cr Lockwood also acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

## **2 PUBLIC QUESTION TIME**

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

**Joanne Pritchard –**

My name is Joanne Pritchard and I have three questions to ask Council in relation to Shire of Roebourne's Strategic Plan.

I ask that my three questions and comments be recorded in the minutes verbatim.

1. From the Draft Strategic Plans sent out to the Public – How are the initiatives going to be achieved, how will progress be measured, and who is responsible for them?
2. Have the Community Association's of the Shire of Roebourne been consulted face to face for their input in developing the Shire of Roebourne's Strategic Plan. And if so, who has been consulted?
3. I understand that only 3 written submissions were received from the Public regarding the Strategic Plan. Does Council believe this provides a fair representation of the community input in developing the Shire of Roebourne's Strategic Plan?

### **Comment:**

This is our Community Strategic Plan too – we want to be part of the positive drive for change but we need to be consulted face to face. We need to all work together.

All community organisations need to feel welcome to contribute.

Community input needs to be varied & broadly based.

Being able to be involved from the outset develops people's sense of community pride and spirit.

Only then will residents have ownership of the strategic plan being developed for their benefit.

### ***Answer addressing all questions and comments.***

The Shire President stated that the proposal was sent broadly out to the community, via newspapers and other media. The Shire had received some informal feedback and that this was only the start of the process. In February 2010 the Shire of Roebourne will conduct another community survey.

1. The Chief Executive Officer stated that it was a formal Strategic Plan for 2009/2010 and the plan is measured and monitored via a traffic light system. Executive Managers are responsible for tracking achievements, reporting to the CEO and on to the Shire President.

2. There has been a letter drop to all houses within the Shire of Roebourne, the Shire President has spoken with Community groups and Councillor Lally has attended Dampier Primary School and the Shopping Centres for discussions with the general public.
3. The Strategic Plan was delivered to every household in the Shire, was posted on the website and advertising was conducted; the Community was provided with a good opportunity to comment.

The Council has in the agenda a recommendation to endorse the final Strategic Plan 2009-2013 tonight.

### **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 Smeathers
- Cr Sharon Vertigan
- Cr Fiona White-Hartig

**Staff:**

Collene Longmore	Chief Executive Officer
Ray McDermott	Exec Manager, Corporate Svces
Simon Kot	Exec Manager, Community Svces
Joel Gajic	A/Exec Manager, Development Svces
Troy Davis	Exec Manager, Technical Svces
Bobbie Laine	Minute Secretary
Sue Heaton	Minute Secretary

**Apologies:**

**Absent:** Cr Des Rothe

**Leave of Absence:** Cr Bailey for the 21/12/09 Special Council Meeting

**Members of Public:** Joanne Pritchard, Jodi Elston

**Members of Media:**

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

Nil

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

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**RECOMMENDATION/COUNCIL RESOLUTION**

Res No : 14905  
MOVED : Cr Vertigan  
SECONDED : Cr Smeathers

That the Minutes of the Ordinary Meeting of Council held on 16 November 2009, be confirmed as a true and correct record of proceedings, with an amendment to include Cr Bailey's record of vote in the resolutions.

**6 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

17 November	Addressed Business Form – TAFE	Cr Lally
18 November	AIM Business Leaders Breakfast	Cr Lockwood
19 & 20 November	Meetings in Perth as below.	Cr Lockwood & C. Longmore
	Janina Gawler, Rio Tinto Perth	
	Finbar, Perth	
	Mike Loly & David Morton, Rio Tinto Perth	
	Reg Howard-Smith, Perth	
	BHP FORM Exhibition, Perth	
	The National Leaders Forum, Perth	
	Dale Putland, TR Homes, Perth	
20 November	Shire & Deputy Presidents Training	Cr Lally
23 November	City of Melville – Community Engagement, Perth	Cr Lally
24 November	Australian Technical College - Graduation Function	Crs Lally & Vertigan
24 November	AGM Karratha Community Assoc.	Crs Lally, Smeathers & C. Longmore
25 November	Dept Transport Boating Reference Group	Cr Lally
27 November	Pilbara Cities of the North Launch	Crs Lockwood, Lally Vertigan, Cechner, Smeathers & C. Longmore
28 November	SES Presentation Night	Cr Lally
30 November	PRC Meeting, Newman	Crs Hipworth & Smeathers, C. Longmore
30 November	Civic Reception, Kim Beazley	Crs Lockwood, Lally & Cechner
30 November	AGM Dampier Community Assoc.	Cr Lally
1 December	Landcorp, City of the North Workshops	Crs Lockwood, Lally, Smeathers & C. Longmore
1 December	Senior’s Christmas Party, Dampier	Crs Lockwood, Lally & Vertigan
1 December	Minister Constable Function, KI	Crs Lockwood & Hipworth & C. Longmore
2 December	Construction Commencement	Crs Lockwood, Smeathers, Lewis, White-Hartig & C. Longmore
2 December	Ceremony – Tambrey Early Learning Centre	Cr Lockwood & C. Longmore
2 December	SOR State of the Organisation	Cr Lockwood
2 December	Address – Administration Staff St Paul’s Primary School Concert & Presentation Night	Cr Lockwood
3 December	SOR State of the Organisation	Cr Lockwood &



2 December	Address – Depot Staff SOR State of the Organisation	C. Longmore Cr Lockwood &
3 December	Address – Airport Staff Airport Meeting GHD / Airbiz Community Sundowner	C. Longmore Crs Lockwood, Lally, Hipworth & C. Longmore
3 December	Woodside’s – Thanks to the	Crs Smeathers & Vertigan
4 December	Senior’s Christmas Party, Roebourne	Crs Lockwood & Lally
7 December	Community Advisory Group Dampier	Cr Lally
8 December	Stephen Comeagain, ICC	Cr Lockwood & C. Longmore
8 December	Rio Tinto Planning Group	Cr Lally
9 December	Roebourne Community Sundowner	All Crs & C. Longmore
10 December	Brian Wood, Dept State Devel.	Cr Lockwood & C. Longmore
10 December	Airport Sponsor Function, KI	Crs Lockwood & Lally
10 December	Hon Gary Gray, Icon	Cr Lockwood & C. Longmore

**7 COUNCILLORS' REPORTS**

Nil

## **8 CHIEF EXECUTIVE OFFICER & EXECUTIVE SERVICES**

### **8.1 CHIEF EXECUTIVE OFFICER**

#### **8.1.1 Roebourne Committee - Sub-Committee Of The Shire Of Roebourne**

**Responsible Officer:** Chief Executive Officer

**Author Name:** Chief Executive Officer

**Disclosure of Interest:** Nil

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#### **REPORT PURPOSE**

To consider establishment of a Roebourne Committee to provide strategic direction to Council on matters pertaining to the ward of Roebourne, to provide Council with relevant information to make informed decisions and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

#### **Background**

Council has commenced a revitalisation project in conjunction with Landcorp to set in place a blueprint for development of Karratha as the hub and the 5 surrounding town's within the Shire. Council seeks considered feedback and strategic direction from Roebourne as a community as to the needs of the town to progress its future.

Point Samson, Wickham and Dampier have strong Community Associations that can provide constructive feedback on the needs and requirements of their respective communities, and Councillors attend these committees.

A Roebourne Committee would provide Council an elevated level of discourse with the community and would provide the Roebourne constituents with an avenue to have their say in the direction of the community from a Shire perspective.

#### **Discussion**

The Shire is driving the change for a different dialogue with each and every town it has responsibility to provide services to. A Roebourne Committee could provide an avenue for open dialogue for the community. Council has the ability to establish a committee with open membership via application so that community members with knowledge of the community and passion for setting direction for the community will avail themselves of the opportunity to contribute to setting the direction for their community.

Membership of this Committee should be open to all community members. Membership to be based on a skill set of ability to contribute to discussion, a demonstrated ability to work collaboratively to achieve a vision for the town and vetted by the Chairman.

It is recommended the Chairman of the Committee is the Ward Councillor for the town of Roebourne.

It is recommended that two other Councillors make up the Committee structure.

It is recommended that membership is open to 6 other community members. Membership application is to be open to all community members for a period of four weeks, promoted throughout the town, and nominations submitted to the Shire for Council approval.

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**Options**

Council has the following options available:

1. Support the implementation of the Roebourne Committee with membership open to all community members, to be based on a skill set of ability to contribute to discussion, a demonstrated ability to work collaboratively to achieve a vision for the town and vetted by the Chairman. Community membership to be comprised of up to 6 members.
2. Membership application is to be open to all community members for a period of four weeks, promoted throughout the town, and nominations submitted to the Shire for Council approval.
3. The Chairman of the Committee is the Ward Councillor for the town of Roebourne.
4. Two other Councillors make up the Committee structure.
5. Secretariat support for the Committee is to be provided by Council via the Community Development Division.

OR

1. Not to proceed with the Roebourne Committee as proposed.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

As per the Local Government Act 1995 Subdivision 2

**Financial Implications**

The expenditure is in accordance with the budget.

**Voting Requirements**

Absolute.

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14906**  
**MOVED** : **Cr Bailey**  
**SECONDED** : **Cr Hipworth**

**That Council:**

- 1. Support the implementation of the Roebourne Committee with membership open to all community members, to be based on a skill set of ability to contribute to discussion, a demonstrated ability to work collaboratively to achieve a vision for the town and vetted by the Chairman. Community membership to be comprised of up to 6 members.**
- 2. Membership application is to be open to all community members for a period of four weeks, promoted throughout the town, and nominations submitted to the Shire for Council approval.**
- 3. The Chairman of the Committee is the Ward Councillor for the town of Roebourne.**
- 4. Two other Councillors make up the Committee structure.**
- 5. Secretariat support for the Committee is to be provided by Council via the Community Development Division**

**CARRIED**

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

**8.1.2 Strategic Plan 2009-2013 Endorsement**

<b>File No:</b>	<b>TX/2/28</b>
<b>Attachment(s)</b>	<b>FINAL STRATEGIC PLAN 2009-2013</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Author Name:</b>	<b>Project Officer</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>

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**REPORT PURPOSE**

Final Council endorsement of the Strategic Plan 2009-2013.

**Background**Functional Review:

Early in 2009 Council sought the services of an external consultation to review the Shire's core functions and service delivery.

One of the key findings and subsequent recommendations was the need to address the lack of a shared strategic direction, plan and priorities.

Draft Strategic Plan:

As a direct result the establishment of a Strategic Plan was prioritised and a draft Strategic Plan was developed in consultation with Councillors, the Chief Executive Officer and the Executive Management Group.

Community Consultation:

Community Consultation was undertaken by advertising the draft Strategic Plan 2009-2013 and inviting submissions.

On finalisation of the draft Strategic Plan in early October 2009, the Shire published the Plan for public comment. By the close of submissions on the 30<sup>th</sup> of October 2009 the Shire had received eight community responses, three from the public and five from shire staff.

The initial community feedback identified the following opportunities for improvement:

1. Inclusion of vision
2. Community Values
3. Shires Presidents Introduction
4. The Shire of Roebourne Elected Members
5. Executive Management Team
6. Addressing the annual community survey, service level gaps
7. Community Consultation
8. Strategic Reporting
9. Most initiatives and priorities have been rephrased, but the original intent has stayed consistent

### *Communities*

10. Inclusion of a new priority 09/10 - *Implement the Communities against rubbishing the environment (CARE) strategic plan.*

### *Service Delivery*

11. New Environmental Initiative - *Develop a series of sustainable environmental policies.*
12. Priorities 09/10 Develop a Workforce Plan now encompasses the various HR deliverables – competency matrix etc
13. New Environmental Priority 09/10 - *Investigate an environmental framework*

### *Economic Development*

14. Removal of the Priority 09/10 *Work with relevant government and NGO Agencies to assist in the establishment and ongoing management of Indigenous enterprises.* As the action is not really a core SOR deliverable.

This feedback was incorporated into the revised Strategic Plan and promulgated to Elected Members for their preliminary review on Friday the 20<sup>th</sup> of November 2009.

### Addressing the Annual Community Survey Service Level Gap

On the 18<sup>th</sup> of November 2009 the Addressing the Annual Community Survey 2009 Service Level Gaps documentation was released for public comment. The purpose of this document was to identify what plans and actions the Shire intended to undertake to meet the Communities expectations.

The community feedback received by the 2<sup>nd</sup> of December 2009 identified one slight grammatical revision.

### **Issues**

Nil

### **Options**

Council has the following options available:

- A. Endorse the final Strategic Plan
- B. Request revision of the Strategic Plan
- C. Request revision of the Strategic Plan and seek community consultation

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

Section 5.56 of the Local Government Act 1995 has been amended and now requires a local government to prepare a Plan for the Future. The Local Government (Administration) Regulations 1996 19C and 19D detail the broad requirement of the Plan and what notice of the Plan is to be given. The new regulations are less prescriptive and allow for a broader approach to be taken in the preparation of the Plan for the Future.

The Local Government (Administration) Regulations 19C requires the plan be for at least two financial years. The Plan is to set out the broad objectives of the local government and must be reviewed every two years.

A local government is also to ensure that the electors and ratepayers of its district are consulted during the development of the plan and when preparing any modifications of the Plan. Local public notice must also be given advising that a plan exists and where and when the plan may be inspected. Public notice is also required if the plan is modified and where and when the modified plan may be inspected.

The Shire of Roebourne has met the Local Government Act 1995 and Administration Regulation 1996 requirements.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

Council to endorse the final Strategic Plan 2009-2013 and notice published officially.

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14907**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Lally**

**That Council:**

**Endorse finalised Strategic Plan 2009-2013**

**CARRIED**

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



## **9 CORPORATE SERVICES**

### **9.1 CORPORATE**

#### **9.1.1 Draft Policy CF7 -Corporate Credit Cards**

**File No:** CF7

**Responsible Officer:** Executive Manager Corporate Services

**Author Name:** Manager Financial Services

**Disclosure of Interest:** Nil

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#### **REPORT PURPOSE**

To consider the adoption of a policy for the usage of Corporate Credit Cards and for Council to set the credit card limit.

#### **Background**

In certain circumstances Council's purchase orders are not accepted and payment is needed before the goods are released or are of an urgent nature and only a credit card is accepted.

#### **Issues**

There are circumstances where the use of a credit card is warranted. The card is only to be used within the guidelines as stated in the policy.

#### **Options**

Council has the following options available:

- 1) To adopt the draft policy as presented or with amendments
- 2) To not adopt the policy

#### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

#### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

#### **Financial Implications**

The expenditure is in accordance with the budget.

#### **Conclusion**

The use of the Corporate Credit Card will enable staff to purchase various items easier and speedier in certain circumstances. Council will need to set a limit on the cards.

**Voting Requirements**

Simple.

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14908**  
**MOVED** : **Cr Hipworth**  
**SECONDED** : **Cr Smeathers**

**That Council:**

**Adopt the policy CF7 Corporate Credit Cards with the following limits:**

- 1. Chief Executive Officer at \$10,000**
- 2. Executive Management Team at \$10,000 each**

**CARRIED**

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

# SHIRE OF ROEBOURNE



# CORPORATE CREDIT CARD POLICY

Reviewed by Council – 14 December 2009

**TABLE OF CONTENTS**

1. *Policy Objective* ..... 21

2. *Eligibility and Application Procedures for New Corporate Credit Cards* ..... 21

3. *Corporate Credit Cardholder Responsibilities*..... 22

4. *Corporate Credit Card Reconciliation Procedures*..... 22

5. *Review of Corporate Credit Card Use* ..... 23

6. *Procedures for Lost, Stolen and Damaged Cards* ..... 23

7. *Corporate Credit Cardholder Agreement*..... 23

8. *Corporate Credit Card Reconciliation Template* ..... 25

## 1. POLICY OBJECTIVE

Shire of Roebourne Corporate Credit Cards are provided to members of staff to enable the purchase of goods in the following situations:

- ONLY for Council business activities or accepted salary sacrifice
- When outside the shire on business
- For minor purchases where a Council order is not able to be accepted
- For the purchase of goods in accordance with Council's Procurement Policy

Shire of Roebourne Corporate Credit Cards do not have a cash advance facility and are not enabled with a personal identification number.

This policy provides a clear framework to:

1. Allow the use of corporate credit cards.
2. To provide Shire of Roebourne staff issued with a corporate credit card clear and concise guidelines outlining corporate credit card use.
3. To reduce the risk of fraud and misuse of the corporate credit card.

The application of this policy is to be in conjunction with the Shire of Roebourne Code of Conduct and any legislative requirements of the Local Government Act that may be enforced.

## 2. ELIGIBILITY AND APPLICATION PROCEDURES FOR NEW CORPORATE CREDIT CARDS

A new corporate credit card application can only be approved by the Chief Executive Officer, or in the case the card is for the Chief Executive Officer approval is provided by the Shire President. Once approved the application must be signed by two (2) signatories to Council's bank accounts and the cardholder.

Corporate credit cards will only be issued when it is established that the anticipated usage of the card warrants such.

The Chief Executive Officer and Executive Managers of Shire of Roebourne are issued with corporate credit cards and will be responsible for any minor purchases that are made on such during the daily operations of Shire of Roebourne. Minor purchases where corporate credit cards are becoming the normal method of payment include the one off purchase of Australian Standards, other regulatory items and emergency items. Items that are able to be purchased via a Council order will not be purchased on a corporate credit card.

**3. CORPORATE CREDIT CARDHOLDER RESPONSIBILITIES**

1. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
2. Corporate credit cards are to be used only for Shire of Roebourne official activities, there is no approval given for any private use unless in accordance with salary sacrifice arrangements.
3. All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
4. Credit limits are not to be exceeded.
5. The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
6. Purchases on the corporate credit card are to be made in accordance with the Shire of Roebourne's Procurement Policy.
7. Reconciliation is to be completed within 7 days of the date of the corporate credit card statement being issued.
8. Corporate credit cards are to be returned to the Manager Financial Services on or before the employee's termination date with a full acquittal of expenses.
9. All cardholder responsibilities as outlined by the card provider.

**4. CORPORATE CREDIT CARD RECONCILIATION PROCEDURES**

1. Corporate Credit Card statement accounts will be issued to the relevant cardholder who will, within 7 days, acquit the transactions on the account. A template is attached to this policy identifying the reconciliation requirements.
2. Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
3. Transactions shall be accompanied by a detailed explanation of why the expense was incurred.
4. Transactions shall be accompanied by a job number for costing purposes.
5. If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive Officer or Shire President for a decision.
6. Should approval of expenses be denied by the Chief Executive Officer or Shire President recovery of the expense shall be met by the cardholder.
7. The cardholder shall sign and date the credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.

## **5. REVIEW OF CORPORATE CREDIT CARD USE**

The Creditors Officer shall review and approve the monthly expenditure undertaken by each staff member. All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer or Shire President for a decision.

Quarterly reviews of expenditure shall be undertaken by the Chief Executive Officer and Manager Financial Services on a rotational basis to ensure the integrity of the purchases. External scrutiny of the credit card expenditure will also be encouraged as part of the external audit process of Councils finances.

## **6. PROCEDURES FOR LOST, STOLEN AND DAMAGED CARDS**

The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Manager Financial Services of the loss or theft on the next working day.

Advice of a damaged card is to be provided to the Manager Financial Services who will organise replacement.

## **7. CORPORATE CREDIT CARDHOLDER AGREEMENT**

I (insert cardholder name) acknowledge and accept the below listed conditions of use of the Shire of Roebourne Corporate Credit Card:

1. Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
2. Corporate credit cards are to be used only for Shire of Roebourne official activities, there is no approval given for any private use unless in accordance with a salary sacrifice agreement.
3. All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
4. Credit limits are not to be exceeded.
5. The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
6. Observe all cardholder responsibilities as outlined by the card provider.
7. Purchases on the corporate credit card are to be made in accordance with Shire of Roebourne's Procurement Policy.
8. Reconciliation on the supplied template is to be completed within 7 days of the date of credit card statement being issued.
9. Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.

10. Transactions shall be accompanied by a detailed explanation of why the expense was incurred.
11. Transactions shall be accompanied by a job number for costing purposes.
12. If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive Officer or Shire President for a decision.
13. Should approval of expenses be denied by the Chief Executive Officer or Shire President recovery of the expense shall be met by the cardholder.
14. The cardholder shall sign and date the corporate credit card statement with supporting documentation attached stating 'all expenditure is of a business nature' or approved salary sacrifice.
15. Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the Manager Financial Services on the next working day.
16. Corporate Credit cards are to be returned to the Manager Financial Services on or before the employee's termination date with a full acquittal of expenses.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Shire of Roebourne Corporate Credit Card Policy any liability arising may be passed to the cardholder.

The use of a Shire of Roebourne Corporate Credit Card is subject to the provisions of the Code of Conduct of Shire of Roebourne. Serious transgression of the above listed responsibilities or the code of Conduct may result in an appropriate referral under the Crimes Act 1900 and/or termination of employment.

Signed: (cardholder)

Date: (insert date)

Witness Name: (insert name)

Witness Signature: (signature)

Date: (insert date)



**8. CORPORATE CREDIT CARD RECONCILIATION TEMPLATE**

Cardholders Name: \_\_\_\_\_

Period Ended: \_\_\_\_\_

All expenditure items must be listed:

Date	Supplier	Reason for Expenditure	Tax Invoice Supplied Yes/No**	Amount	Costing Allocation

I certify that all the purchases are of a business nature.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approving Officer: \_\_\_\_\_

\*\*If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the Chief Executive Officer or Shire President.

**9.1.2 Budget Amendment - Karratha Airport Return On Investment****Responsible Officer:** Executive Manager Corporate Services**Author Name:** Executive Manager Corporate Services**Disclosure of Interest:** Nil

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**REPORT PURPOSE**

To revise the funds retained in Municipal funds from the Karratha Airport Return on Investment via budget amendment.

**Background**

Council has undertaken a Strategic Planning process which has identified the need for improvement in the planning, delivery and management issues pertaining to delivery of Strategically Community Infrastructure projects.

**Issues**

Funding for procurement or employment of resources.

The Shire of Roebourne is experiencing a period of dynamic growth and change with a significant number of State Government and Council Driven initiatives.

The impacts of these dynamics need to be carefully analysed and incorporated within the Shires Financial Management Plans.

**Options**

Council has the following options available:

1. To approve the recommended Budget Amendment
2. To NOT or AMEND the recommended Budget Amendment.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

Local Government Act (1995) Section 6.8(1) Expenditure from municipal fund not included in annual budget

**Financial Implications**

The financial implications entail an increase of retention within Municipal funds from the Return on investment from the Karratha Airport operations (\$4,143,177) from \$800,000 to \$1,395,596. Conversely the transfer to Infrastructure Reserve would be reduced from \$3,343,177 to \$2,747,581

Forward Financial Plans for 10 financial years are currently being prepared with future models for the calculation and utilisation of the Karratha Airport Return on Investment to be completed as part of the development of the Forward Financial Plans.

**Conclusion**

The budget amendment recommended will provide immediate impact in assisting Council in procuring services to meet the objectives of Councils Strategic Plan.

**Voting Requirements**

Absolute.

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14909**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Cechner**

**That Council resolve by ABSOLUTE MAJORITY to:**

**Amend the Budget for Account 102556 Transfer to Infrastructure Reserve by reducing expenditure of \$595,596 and increasing the Budget of Account 110010 Office Expenses Corporate Services by \$595,596.**

**CARRIED BY ABSOLUTE MAJORITY**

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

**9.2 FINANCE**

**9.2.1 Write Off Sundry Debtors Report**

**File No:** AA/6/2  
**Responsible Officer:** Revenue Accountant  
**Author Name:** Debtors Officer  
**Disclosure of Interest:** Nil

**REPORT PURPOSE**

For Council to consider writing off sundry debts on various Sundry Debtors amounting to \$40,361.95.

**Background**

As part of our ongoing review of all debts, the following debts have been found to have been raised in error or are unrecoverable.

**Issues**

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

**AMOUNTS TO BE WRITTEN OFF - COUNCIL MEETING DECEMBER 2009**

ID	NAME	INVOICE	NET	GST	AMOUNT	REASON - (RAISED IN ERROR)
W123	W.Pilbara Softball	39697	\$660.00	\$66.00	\$726.00	Overcharged amount of bookings
W123	W.Pilbara Softball	49558	\$1,610.40	\$161.04	\$1,771.44	Overcharged amount of bookings
H146	Helicopters (NZ)	51143	\$5,688.00	\$568.80	\$6,256.80	Charged incorrect rate for Passenger Service Charge
H146	Helicopters (NZ)	51141	\$3,846.00	\$384.60	\$4,230.60	Charged incorrect rate for Passenger Service Charge
H146	Helicopters (NZ)	51629	\$5,004.00	\$500.40	\$5,504.40	Charged incorrect rate for Passenger Service Charge
H146	Helicopters (NZ)	51956	\$8,424.00	\$842.40	\$9,266.40	Charged incorrect rate for Passenger Service Charge
K208	Karratha Caravan Hire	47747	\$186.43	\$18.64	\$205.07	Waste Disposal-unable to trace debtor
K208	Karratha Caravan Hire	49732	\$70.00	\$7.00	\$77.00	Waste Disposal-unable to trace debtor
A145	Al's Burgers & Kebabs	47528	\$297.00	\$29.70	\$326.70	Waste Disposal-unable to trace debtor
C271	Councillor, Antoinette	46489	\$418.22	\$41.82	\$460.04	Uniforms not returned-abandoned employment
K213	Karratha Cinemas	48826	\$476.00	\$0.00	\$476.00	Cancelled cheque paid (bank didn't confirm)
P166	Public Transport Auth.	50226	\$10,000.00	\$1,000.00	\$11,000.00	Wrong entity invoiced
A067	Aust.Maritime Safety	48740	\$61.50	\$0.00	\$61.50	ESL not applicable for Commonwealth Govt.
			<b>\$36,741.55</b>	<b>\$3,620.40</b>	<b>\$40,361.95</b>	

Council has the following options available.

1. Write off the debts as listed

2. The debts to remain outstanding

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

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

**Financial Implications**

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

**Conclusion**

The items listed for write off have effectively been raised in error or are unrecoverable and therefore are now to be considered outstanding.

**Voting Requirements**

Absolute.

**RECOMMENDATION**

**That Council:**

**Write off the following debts amounting to \$40,361.95 that were raised in error or are unrecoverable prior to 30<sup>th</sup> June 2009 and amend the Write-off expense accounts listed below.**

**AMOUNTS TO BE WRITTEN OFF - COUNCIL MEETING DECEMBER 2009**

ID	NAME	INV#	NET	GST	AMOUNT	W/OFF TO:	REASON - (RAISED IN ERROR)
W123	W.Pilbara Softball	39697	\$660.00	\$66.00	\$726.00	334411	Overcharged amount of bookings
W123	W.Pilbara Softball	49558	\$1,610.40	\$161.04	\$1,771.44	334411	Overcharged amount of bookings
H146	Helicopters (NZ)	51143	\$5,688.00	\$568.80	\$6,256.80	460411	Charged incorrect rate for Passenger Service Charge
H146	Helicopters (NZ)	51141	\$3,846.00	\$384.60	\$4,230.60	460411	Charged incorrect rate for Passenger Service Charge
H146	Helicopters (NZ)	51629	\$5,004.00	\$500.40	\$5,504.40	460411	Charged incorrect rate for Passenger Service Charge
H146	Helicopters (NZ)	51956	\$8,424.00	\$842.40	\$9,266.40	460411	Charged incorrect rate for Passenger Service Charge
K208	Karratha Caravan Hire	47747	\$186.43	\$18.64	\$205.07	404411	Waste Disposal-unable to trace debtor
K208	Karratha Caravan Hire	49732	\$70.00	\$7.00	\$77.00	404411	Waste Disposal-unable to trace debtor
A145	Al's Burgers & Kebabs	47528	\$297.00	\$29.70	\$326.70	404411	Waste Disposal-unable to trace debtor
C271	Councillor, Antoinette	46489	\$418.22	\$41.82	\$460.04	110411	Uniforms not returned-abandoned employment
K213	Karratha Cinemas	48826	\$476.00	\$0.00	\$476.00	110411	Cancelled cheque paid (bank didn't confirm)
P166	Public Transport Auth.	50226	\$10,000.00	\$1,000.00	\$11,000.00	340403	Wrong entity invoiced
A067	Aust.Maritime Safety	48740	\$61.50	\$0.00	\$61.50	110411	ESL not applicable for Commonwealth Govt.
			<b>\$36,741.55</b>	<b>\$3,620.40</b>	<b>\$40,361.95</b>		

**COUNCIL RESOLUTION**

Res No : 14910  
 MOVED : Cr Cechner  
 SECONDED : Cr Lally  
 That Council:

Write off the following debts amounting to \$39,885.95 that were raised in error or are unrecoverable prior to 30<sup>th</sup> June 2009 and amend the Write-off expense accounts listed below, less K213 - Karratha Cinemas \$476.00 to be withdrawn as a write off, as the premises have now been sold and it is considered the debt is recoverable.

**AMOUNTS TO BE WRITTEN OFF - COUNCIL MEETING DECEMBER 2009**

ID	NAME	INV#	NET	GST	AMOUNT	W/OFF TO:	REASON - (RAISED IN ERROR)
W123	W.Pilbara Softball	39697	\$660.00	\$66.00	\$726.00	334411	Overcharged amount of bookings
W123	W.Pilbara Softball	49558	\$1,610.40	\$161.04	\$1,771.44	334411	Overcharged amount of bookings
H146	Helicopters (NZ)	51143	\$5,688.00	\$568.80	\$6,256.80	460411	Charged incorrect rate for Passenger Service Charge
H146	Helicopters (NZ)	51141	\$3,846.00	\$384.60	\$4,230.60	460411	Charged incorrect rate for Passenger Service Charge
H146	Helicopters (NZ)	51629	\$5,004.00	\$500.40	\$5,504.40	460411	Charged incorrect rate for Passenger Service Charge
H146	Helicopters (NZ)	51956	\$8,424.00	\$842.40	\$9,266.40	460411	Charged incorrect rate for Passenger Service Charge
K208	Karratha Caravan Hire	47747	\$186.43	\$18.64	\$205.07	404411	Waste Disposal-unable to trace debtor
K208	Karratha Caravan Hire	49732	\$70.00	\$7.00	\$77.00	404411	Waste Disposal-unable to trace debtor
A145	Al's Burgers & Kebabs	47528	\$297.00	\$29.70	\$326.70	404411	Waste Disposal-unable to trace debtor
C271	Councillor, Antoinette	46489	\$418.22	\$41.82	\$460.04	110411	Uniforms not returned-abandoned employment
P166	Public Transport Auth.	50226	\$10,000.00	\$1,000.00	\$11,000.00	340403	Wrong entity invoiced
A067	Aust.Maritime Safety	48740	\$61.50	\$0.00	\$61.50	110411	ESL not applicable for Commonwealth Govt.
			<b>\$36,741.55</b>	<b>\$3,620.40</b>	<b>\$39,885.95</b>		

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lewis, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Nil

**9.2.2 Write Off Rates Penalty Report**

**File No:** AA/5/8  
**Responsible Officer:** Revenue Account  
**Author Name:** Senior Rates Officer  
**Disclosure of Interest:** Nil

**REPORT PURPOSE**

For Council to consider writing off Rates penalty interest amounting to \$613.47 on Assessments 31063, 54568 and 78757.

**Background**

As part of our ongoing review of outstanding rates, it has been found that Rates penalty interest in 2008/09 has been incorrectly calculated on Assessments 31063, 54568 and 78757 respectively.

**Issues**

Following is a schedule of the debt requested for write off:

Rate Ass	Property Owner	Amount	Description	Reason for write-off
31063	SULCON PTY LTD	\$109.51	L1069 King Way, Karratha Industrial Estate	Penalty Interest raised in error
54568	GOLD CITY DEVELOPMENTS PTY LTD	\$105.73	1-3 Dwyer Place, Millars Well	Penalty Interest raised in error
78757	WOODSIDE BURRUP PTY LTD	\$398.23	L507 Madigan Rd, Gap Ridge	Penalty Interest raised in error

**Options**

Council has the following options available:

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

**Policy Implications**

There are no relevant policy implications pertaining to this matter

**Legislative Implications**

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

**Financial Implications**

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



**Conclusion**

The item listed for write off has effectively been raised in error and is unrecoverable and therefore now considered outstanding.

**Voting Requirements**

Absolute.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14911**  
**MOVED** : **Cr Bailey**  
**SECONDED** : **Cr Lewis**

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**That Council:**

**Write off \$613.47 that was raised in error in 2008/09 and amend the budget on account 100200 accordingly.**

Rate Ass	Property Owner	Amount	Rates raised for	Reason for write-off
31063	SULCON PTY LTD	\$109.51	Penalty Interest – L1069 King Way, Karratha Industrial Estate	Penalty Interest raised in error
54568	GOLD CITY DEVELOPMENTS PTY LTD	\$105.73	Penalty Interest – 1-3 Dwyer Place, Millars Well	Penalty Interest raised in error
78757	WOODSIDE BURRUP PTY LTD	\$398.23	Penalty Interest – L507 Madigan Rd, Gap Ridge	Penalty Interest raised in error

**CARRIED**

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

**9.2.3 VARIOUS BUDGET AMENDMENTS AND WRITE OFF OF AN ASSET**

**File No:** DEC09  
**Responsible Officer:** Manager Financial Services  
**Author Name:** Manager Financial Services  
**Disclosure of Interest:** Nil

**REPORT**

For Council to approve of various amendments to the budget, as listed below, and write off an asset, being the old toilet at Roebourne Library.

**Background**

The table below lists the adjustments required.

Acc #	Account Description	Original Budget	Amended Budget	Inc/Dec	New Budget Total	Reason
		\$	\$	\$	\$	
328506	Capital-Infrastructure RAC	0	0	(3,000)	(3,000)	Purchase wind sock-not in original budget
326506	Capital-Infrastructure KAC	0	0	(3,000)	(3,000)	Purchase wind sock-not in original budget
520505	Purchase – Equipment (Planning)	(23,000)	(23,000)	23,000	0	T/fer to a/c 520503
520503	Purchase – Furniture & Equipment ( Planning)	0	0	(23,000)	(23,000)	T/fer fr 520505 purchase plotter
332040	Equipment Repairs & Replacement (Cossack)	(9,200)	(9,200)	6,200	(3,000)	T/fer to a/c 332503 capital items
332503	Purchase – Furniture & Equipment (Cossack)	0	0	(6,200)	(6,200)	T/fer fr a/c 332040 purchase 2 fridges
432506	Upgrade Effluent Systems	(1,000,000)	(1,000,000)	11,737	(988,263)	T/fer to 432505
432505	Purchase Equipment-Effluent System	0	0	(18,114)	(18,114)	1) \$11,737 T/fer fr 432506 audit identified need to have BA set on site which is classified as Equipment not Infrastructure. This also includes sealed storage containers 2) \$6,377 new pump for Bulgarra EWS-unforseen breakdown of old pump which required major repairs (now kept for backup)
424505	Purchase – Equipment	(72,300)	(72,300)	0	(72,300)	drop side tool box for reticulation ute (\$2,352)-no additional funds required as savings in other items in account
460503	Purchase-Furniture & Equipment (Airport)	(174,600)	(174,600)	18,000	(156,600)	T/fer to a/c 462503

462503	Purchase-Furniture & Equipment (TTI)	0	0	(18,000)	(18,000)	T/fer fr 460503 new account created for TTI for purchase of the following items 1) \$3,000 replacement TV's x 2 2) \$10,000 replacement stove/grille 3) \$5,000 replacement Bain Marie
330502	Buildings – Roebourne Library	0	0	(33,920)	(33,920)	Installation of new staff toilet and demolition of old toilet-c/f from last financial year
404719	Rebate-used oil collection	0	0	758	758	Rebate from Dept Environment & Conservation 1/1 to 30/6/09-not known about at time of budget
460851	Transfer from Aerodrome Reserve	2,214,325	2,214,325	400,000	2,614,325	To offset security at Karratha Airport approved 19/10/09 Res# 14857
	<b>Reduction to surplus/deficit</b>				<b>354,461</b>	

With the replacement of the toilet at Roebourne Library Council needs to approve the write off of the old toilet.

### Issues

The current position is as follows:

Budget Amendments as at 16 November 2009	(\$580,767)
Changes as a result of this item	<b>\$354,461</b>
New Deficit	(\$226,306)

### Options

Council has the following options available:

- 1) to adopt the budget amendments
- 2) not to adopt the budget amendments
- 3) approve the write off of the old toilet at Roebourne Library

### Policy Implications

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

1. As per Local Government Act 1995 sec 6.8 changes to budgets need to be authorised in Advance by resolution.
2. Local Government Act Section 3.58 Disposing of property and Local Government (Functions and General) Regulations 1996 Regulation 30(3) – Disposition of property to which section 3.58 of Act does not apply.
  - (3) A disposition of property other than land is an exempt disposition if —
    - (a) its market value is less than \$20,000; or
    - (b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50,000.

**Financial Implications**

The financial implications of this report are that the existing deficit of \$580,767 will be replaced with a deficit of \$226,306.

**Conclusion**

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

The old toilet at Roebourne Library will be demolished with the construction of the new one.

**Voting Requirements**

Simple

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : 14912  
**MOVED** : Cr Cechner  
**SECONDED** : Cr Smeathers

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**That Council:**

- 1) Adopt the following budget amendments which will result in the current deficit of \$580,767 being replaced with a \$226,306 Deficit

Acc #	Account Description	Original Budget	Amended Budget	Inc/Dec	New Budget Total	Reason
		\$	\$	\$	\$	
328506	Capital-Infrastructure RAC	0	0	(3,000)	(3,000)	Purchase wind sock-not in original budget
326506	Capital-Infrastructure KAC	0	0	(3,000)	(3,000)	Purchase wind sock-not in original budget
520505	Purchase – Equipment (Planning)	(23,000)	(23,000)	23,000	0	T/fer to a/c 520503
520503	Purchase – Furniture & Equipment ( Planning)	0	0	(23,000)	(23,000)	T/fer fr 520505 purchase plotter
332040	Equipment Repairs & Replacement (Cossack)	(9,200)	(9,200)	6,200	(3,000)	T/fer to a/c 332503 capital items
332503	Purchase – Furniture & Equipment (Cossack)	0	0	(6,200)	(6,200)	T/fer fr a/c 332040 purchase 2 fridges
432506	Upgrade Effluent Systems	(1,000,000)	(1,000,000)	11,737	(988,263)	T/fer to 432505

432505	Purchase Equipment-Effluent System	0	0	(18,114)	(18,114)	1) \$11,737 T/fer fr 432506 audit identified need to have BA set on site which is classified as Equipment not Infrastructure. This also includes sealed storage containers 2) \$6,377 new pump for Bulgarra EWS-unforseen breakdown of old pump which required major repairs (now kept for backup)
424505	Purchase – Equipment	(72,300)	(72,300)	0	(72,300)	drop side tool box for reticulation ute (\$2,352)-no additional funds required as savings in other items in account
460503	Purchase-Furniture & Equipment (Airport)	(174,600)	(174,600)	18,000	(156,600)	T/fer to a/c 462503
462503	Purchase-Furniture & Equipment (TTI)	0	0	(18,000)	(18,000)	T/fer fr 460503 new account created for TTI for purchase of the following items 1) \$3,000 replacement TV's x 2 2) \$10,000 replacement stove/grille 3) \$5,000 replacement Bain Marie
330502	Buildings – Roebourne Library	0	0	(33,920)	(33,920)	Installation of new staff toilet and demolition of old toilet-c/f from last financial year
404719	Rebate-used oil collection	0	0	758	758	Rebate from Dept Environment & Conservation 1/1 to 30/6/09-not known about at time of budget
460851	Transfer from Aerodrome Reserve	2,214,325	2,214,325	400,000	2,614,325	To offset security at Karratha Airport approved 19/10/09 Res# 14857

**2) Approve the disposal of the old toilet at Roebourne Library**

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lewis, Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Nil

**9.2.4 Financial Statement For Period Ending 31 October 2009**

<b>File No:</b>	<b>DEC 09</b>
<b>Responsible Officer:</b>	<b>Manager Financial Services</b>
<b>Author Name:</b>	<b>Expenditure Accountant</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**REPORT PURPOSE**

To provide Council with a summary of the financial position as at the specified period, noting that the final figures for 2008/09 are subject to auditor's confirmation.

**Background**

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

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

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

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

- 1) presented to the Council;
  - (a) at the next ordinary meeting of council following the end of the month to which the statement relates; or
  - (b) if the statement is not prepared in time to present it to the meeting referred to in (a) above, to the next meeting of Council after that meeting; and
- 2) recorded in the minutes of the meeting at which it is presented.

**Options**

None

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

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

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

None

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14913**  
**MOVED** : **Cr Hipworth**  
**SECONDED** : **Cr Lally**

**That the Financial reports for the period ending 31 October 2009 be received.**

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**CARRIED**

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

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**for the period 1 July 2009 to 31 October 2009**

	Original Budget	Amended Budget	Year to Date Amended Budget	Year To Date Actual	Material Variance >=10%	\$10,000 or more
	\$	\$	\$	\$	%	\$
<b>Rate Setting Statement</b>						
<b>Operating</b>						
<b>Revenues (Sources)</b>						
General Purpose Funding (excluding Rates)	5,309,174	5,309,174	1,385,935	851,715	-38.55%	534,220
Governance	122,549	122,549	79,508	39,329	-50.53%	40,179
Law, Order And Public Safety	186,862	186,862	40,802	48,093	17.87%	-
Health	45,166	45,166	5,422	7,090	30.76%	-
Education and Welfare	1,088,849	1,088,849	24,634	20,169	-18.13%	-
Housing	2,032,719	2,032,719	1,592,228	1,624,720	-	-32,492
Community Amenities	6,129,415	6,129,415	2,912,381	3,392,425	16.48%	-480,044
Recreation And Culture	4,930,912	4,943,427	810,752	276,635	-65.88%	534,117
Transport	17,433,254	17,433,254	4,918,879	5,529,538	12.41%	-610,659
Economic Services	2,089,430	2,089,430	339,807	452,079	33.04%	-112,272
Other Property And Services	97,281	97,381	19,050	(80,948)	-524.92%	99,998
	39,465,611	39,478,226	12,129,398	12,160,845	-	-31,447
<b>Expenses (Applications)</b>						
General Purpose Funding	(456,541)	(456,541)	(158,229)	(173,050)	-	14,822
Governance	(2,077,967)	(2,077,967)	(776,146)	(539,604)	-30.48%	-236,541
Law, Order And Public Safety	(1,339,206)	(1,339,206)	(454,905)	(317,212)	-30.27%	-137,693
Health	(1,118,373)	(1,118,373)	(351,684)	(302,386)	-14.02%	-49,297
Education and Welfare	(320,859)	(320,859)	(165,391)	(77,618)	-53.07%	-87,773
Housing	(713,893)	(713,893)	(267,375)	(183,829)	-31.25%	-83,546
Community Amenities	(6,776,815)	(6,776,815)	(2,150,969)	(1,785,885)	-16.97%	-365,083
Recreation And Culture	(13,059,034)	(13,190,407)	(4,857,761)	(3,606,310)	-25.76%	-1,251,451
Transport	(14,144,581)	(14,147,626)	(4,688,004)	(2,415,285)	-48.48%	-2,272,720
Economic Services	(1,180,276)	(1,144,867)	(409,300)	(372,812)	-	-36,489
Other Property And Services	570,748	570,748	(54,937)	(649,620)	1082.48%	594,683
	(40,616,797)	(40,715,806)	(14,334,699)	(10,423,612)	-27.28%	-3,911,087
<b>Capital</b>						
<b>Revenue</b>						
Proceeds From Disposal Of Assets	2,395,200	2,380,950	278,200	0	-100.00%	278,200
Tsf From Aerodrome Reserve	3,614,325	3,614,325	0	0	-	-
Tsf From Airconditioning Reserve	117,833	117,833	0	0	-	-
Tsf From MSIS Reserve	160,259	160,259	0	0	-	-
Tsf From Plant Replacement Reserve	1,506,500	1,506,500	0	0	-	-
Tsf From Dampier Drainage Reserve	0	0	0	0	-	-
Tsf From Infrastructure Reserve	4,358,050	4,358,050	0	0	-	-
Tsf From Waste Management Res	2,637,008	2,637,008	0	0	-	-
Tsf From Housing Reserve	5,647,446	5,647,446	0	0	-	-
Tsf From Parks, Ovals & Rec Facilities	0	0	0	0	-	-
Tsf From Information Technology Res	109,273	109,273	0	0	-	-
New Loans Raised	0	0	0	0	-	-
Repayments Of Self Supporting Loans	11,206	11,206	2,612	3,111	19.12%	-
Repayments Of Interest Free Loans To Local Groups	135,536	135,536	2,512	1,987	-20.91%	-
	20,692,636	20,678,386	283,324	5,098	-98.20%	278,226



## Shire Of Roebourne

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

for the period 1 July 2009 to 31 October 2009

	Original Budget	Amended Budget	Year to Date Amended Budget	Year To Date Actual	Material Variance >=10%	\$10,000 or more
	\$	\$	\$	\$	%	\$
<b>Expenses</b>						
Purchase Of Assets - Land	0	(65,395)	(16,349)	(60,395)	269.42%	44,047
Purchase of Assets - Artwork	(10,000)	(10,000)	0	0	-	-
Purchase Of Assets - Buildings	(14,669,920)	(14,669,920)	(3,143,558)	(2,240,914)	-28.71%	-902,644
Purchase Of Assets - Equipment	(460,950)	(460,950)	(392,768)	(15,141)	-96.15%	-377,627
Purchase Of Assets - Furniture & Equip	(593,150)	(593,150)	(304,230)	(118,455)	-61.06%	-185,775
Purchase Of Assets - Plant	(5,603,500)	(5,705,650)	(2,712,500)	0	-100.00%	-2,712,500
Purchase Of Assets - Infrastructure	(14,902,014)	(14,902,014)	(4,220,651)	(551,920)	-86.92%	-3,668,731
Loan Principal Repayments	(1,728,120)	(1,728,120)	(728,854)	(728,825)	-	-
Tsf To Aerodrome Reserve	(576,230)	(576,230)	0	0	-	-
Tsf To Airconditioning Reserve	(5,303)	(5,303)	0	0	-	-
Tsf To Dampier Drainage Reserve	(1,435)	(1,435)	0	0	-	-
Tsf To Plant Replacement Reserve	(880,816)	(880,816)	0	0	-	-
Tsf To Walkington Theatre Reserve	(185)	(185)	0	0	-	-
Tsf To Workers Compensation Reserve	(257,117)	(257,117)	0	0	-	-
Tsf To Infrastructure Reserve	(4,357,488)	(4,357,488)	0	0	-	-
Tsf To Waste Management Reserve	(364,679)	(364,679)	0	0	-	-
Tsf To Housing Reserve	(254,135)	(254,135)	0	0	-	-
Tsf To Parks, Ovals & Rec Facilities	(302)	(302)	0	0	-	-
Tsf To Aged Persons Home Reserve	(13,321)	(13,321)	0	0	-	-
Tsf To Information Technology	0	0	0	0	-	-
Tsf To Junior Sport Reserve	(2,686)	(2,686)	0	0	-	-
Tsf To Public Open Space Reserve	(23,819)	(23,819)	0	0	-	-
Tsf To Mosquito Control Reserve	(572)	(572)	0	0	-	-
Tsf To History & Cultural Publications Reserve	(2,131)	(2,131)	0	0	-	-
Tsf To Medical Services Assistance Package Reserve	(10,319)	(10,319)	0	0	-	-
Interest Free Loan Principal	(222,000)	(222,000)	(222,000)	(222,000)	-	-
Income Set Aside As Restricted Funds	(741,000)	(741,000)	0	0	-	-
	(45,681,192)	(45,848,737)	(11,740,910)	(3,937,651)	-66.46%	-7,803,259
<b>Adjustment For Non Cash Items</b>						
Depreciation	6,648,955	6,648,955	1,662,239	0		
Amounts Set Aside To Provisions	392,491	392,491	98,123	0		
Accrued Loan Interest	(22,127)	(22,127)	(5,532)	0		
(Profit) / Loss On Disposal Of Assets	(293,106)	(293,106)	(73,277)	0		
	6,726,213	6,726,213	1,681,553	0		
<b>Surplus Brought Forward 1 July</b>	3,473,372	3,473,372	3,473,372	3,473,372		
<b>Amount Raised From Rates</b>	16,090,709	16,090,709	15,517,994	15,446,998	-	70,996
<b>Surplus / (Deficit)</b>	<b>150,552</b>	<b>(521,778)</b>	<b>7,010,032</b>	16,725,051		

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

Operating revenue is over the year to date budget by \$31,447 which represents a variance of 0.26%.

Operating Expenditure is under the year to date budget by \$3,911,087 which represents a variance of 25.35%.

From an end of year position Council has received 30.8% of its annual amended budgeted revenue. In relation to expenditure, Council has expended 25.35% of its annual amended budgeted expenditure.

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

#### General Purpose Funding

##### *Revenue*

Revenue down 38.55% (\$534,220) due to interest on reserves not yet brought to account.

##### *Expenditure*

Expenditure is showing a variance up of 9.37% (\$14,822) which is due to Administration Expense costs being over expended.

#### Governance

##### *Revenue*

Revenue is down 50.53% (\$40,179) which is due to sale of vehicles not yet proceeding and late commencement of applying overdue interest to Debtors accounts.

##### *Expenditure*

Expenditure is down 30.48% (\$236,541) which is due to:

- 1) Timing differences in the YTD administration allocation budget
- 2) \$55,000 contribution to PRC not yet paid
- 3) \$50,000 Local Govt allowance not yet paid to Councillors
- 4) \$23,997 Local Govt election costs not yet paid
- 5) \$18,167 Non-Statutory Donations not yet claimed
- 6) \$17,850 Audit Fees not yet paid

#### Law, Order and Public Safety

##### *Revenue*

Revenue is up by 17.87% (\$7,291) which is due to NEVSF Fire Hydrant Grant income being invoiced sooner than expected – budgeted in November.

Expenditure is down 30.27% (\$137,693) which is due to late commencement of cyclone preparation (\$54,478), lower employment costs (\$18,365), plant operating costs not yet applied (\$10,000), depreciation not yet applied (\$81,534) and higher than expected Administration costs (\$14,713)

#### Health

##### *Revenue*

Revenue is up 30.76% (\$1,668) which is due to additional revenue from Lodging House & Stall Holders licences

*Expenditure*

Expenditure is down 14.02% (\$49,297) which is due to:

- 1) \$19,497 MSIS employment costs lower than expected
- 2) \$13,367 down on Compliance Auditing & Inspections

Education and Welfare*Revenue*

Revenue is showing a variance of down 18.13% (\$4,465) due to no reimbursement yet received for Aged Persons Homes (Units 1-5).

*Expenditure*

Expenditure is showing a variance of down 53.07% (\$87,773) which is due to:

- 1) \$42,457 down on Millars Well Daycare Building
- 2) \$20,296 down on Wickham Daycare Building
- 3) \$14,752 down on Early Learning Community Scholarships

Housing*Revenue*

Revenue is showing a variance up of 2.04% (\$32,492) which is due to extra Royalties for Regions received.

*Expenditure*

Expenditure is down 31.25% (\$83,546) which is due to lower than expected staff housing maintenance costs (\$30,810), accrued interest costs on loan repayments (\$35,778) and depreciation not yet applied (\$53,022)

Community Amenities*Revenue*

Revenue has a variance up of 16.48% (\$480,044) mainly due to:

- 1) \$449,819 up on Industrial/Commercial Refuse disposal fees
- 2) \$259,225 up on Liquid Waste disposal fees
- 3) \$30,933 up on Subdivision Clearance fees
- 4) \$94,850 down on proceeds from sale of assets
- 5) \$54,838 down on Hazardous Waste disposal fees
- 6) \$50,171 down on Town Planning fees
- 7) \$44,366 down on Industrial/Commercial Refuse collection fees
- 8) \$10,000 down on contribution to Dampier Drainage

*Expenditure*

Expenditure is showing a variance down of 16.97% (\$365,083). The main variances are as follows:

- 1) \$78,346 down on Refuse Site-7 Mile – reduced staff numbers
- 2) \$62,182 down on Drainage Maintenance – lower costs than expected
- 3) \$61,714 down on Domestic Refuse Collection – vacant position in this area
- 4) \$54,877 down on Litter Control – reduced staff numbers
- 5) \$41,028 down on Loss on Sale of Asset – purchase of new asset delayed
- 6) \$25,861 down on Bin Repairs/Replacement – lower costs than expected
- 7) \$15,654 down on Cemetery Maintenance – lower costs than expected
- 8) \$10,234 down on Wickham Transfer Station – reduced staff numbers

Recreation and Culture*Revenue*

Revenue has a variance down of 65.88% (\$534,117). The variance is due to:

- 1) \$338,894 income not yet received from the Education Dept (Roebourne Pool)
- 2) \$135,000 Govt Grant for Roebourne Hall not yet received
- 3) \$55,800 down on proceeds of sale

*Expenditure*

Expenditure has a variance of down 25.76% (\$1,251,451). The main variances are as follows:

- 1) \$279,350 down on depreciation not yet applied
- 2) \$178,767 down on Oval Maintenance
- 3) \$171,281 down on Parks & Garden Maintenance - 30% staff shortage for 3 months
- 4) \$63,301 down on Karratha Aquatic Centre Maintenance
- 5) \$46,744 down on Effluent Tank Maintenance
- 6) \$46,731 down on Karratha Entertainment Centre programs
- 7) \$41,353 down on Karratha Aquatic Centre employment costs
- 8) \$29,734 down on Roebourne Aquatic Centre Building Maintenance
- 9) \$29,540 down on Karratha Library contribution – not yet invoiced
- 10) \$28,608 down on Open Space/Drainage Reserve Maintenance - 30% staff shortage for 3 months
- 11) \$28,000 down on Cossack Mtce costs
- 12) \$27,355 down on Karratha Golf Course/Bowling Green Mtce
- 13) \$26,831 down on Boat Ramp Mtce-invoices pending
- 14) \$23,851 down on Dampier Pavilion Mtce
- 15) \$22,371 down on Loss on Sale – purchase of new asset delayed
- 16) \$20,000 down on Carpark Mtce-Pavilions
- 17) \$19,070 down on Community Development employment costs
- 18) \$18,424 down on Pegs Creek Pavilion Mtce
- 19) \$17,317 down on Community & Cultural Development
- 20) \$17,372 down on Sports Funding Scheme
- 21) \$15,000 down on Regional Parks Planning
- 22) \$14,725 down on Roebourne Aquatic Centre employment costs
- 23) \$13,820 down on Consultants-Recreation Facilities Planning & Management
- 24) \$13,485 down on Cossack Art Awards Expenses
- 25) \$12,225 down on Interest on Loan-Cossack Infrastructure. Accrued interest timing difference.
- 26) \$12,133 down on Cossack Café Expenses
- 27) \$11,263 down on Cossack Archaeological Cyclone Impact Survey
- 28) \$10,925 down on Playground Mtce
- 29) \$10,560 down on Community Bus – not yet invoiced

Transport*Revenue*

Revenue shows a variance of up 12.41% (\$610,659). The main variances are as follows:

- 1) \$568,966 up on Karratha Airport income (including leases) – this is a timing difference
- 2) \$237,516 down on Road Project Grants
- 3) \$100,050 down on proceeds of sale of assets
- 4) \$277,488 up on Tien Tsin Inne income
- 5) \$95,949 up on Roads to Recovery Grants

*Expenditure*

Expenditure has a variance of down 48.48% (\$2,272,720). The main variances are as follows:

- 1) \$1,569,795 down Depreciation not yet applied
- 2) \$297,995 down on Reseal Roads-timing difference. Project completed November
- 3) \$200,044 down on Asphalt Overlays. Completion expected December
- 4) \$172,866 down on Interest on Loan Repayments-Airport. Accrued interest timing difference.
- 5) \$168,706 down on TTI café expenses-stock costs not yet applied
- 6) \$140,927 down on Karratha Terminal Building Mtce
- 7) \$89,480 down on Other Road & Street Mtce-staff assisting with Cyclone preparation
- 8) \$75,483 down on Footpath Mtce
- 9) \$48,489 down on Street Cleaning Mtce
- 10) \$43,304 down on Airside Mtce-Karratha Airport

- 11) \$33,332 down on Karratha Drainage Study
- 12) \$29,768 down on flight Display System Mtce
- 13) \$27,760 down on Airport office expenses
- 14) \$22,585 down on Street Tree Mtce
- 15) \$19,121 down on Consultants for Studies
- 16) \$14,621 down on Crossover Contributions
- 17) \$10,388 down on Upgrade Street Lights
- 18) \$11,897 down on Median Strip Mtce
- 19) \$203,802 up on TTI employment costs
- 20) \$50,489 up on Pastoral Access Road Mtce
- 21) \$26,487 up on Administration costs
- 22) \$24,759 up on Airport Employment Costs-high overtime costs
- 23) \$23,706 up on Sheeting Roads-unbudgeted expense Woodbrook Rd
- 24) \$20,267 up on Depot Mtce
- 25) \$16,916 up on Town Street Mtce
- 26) \$16,218 up on Street Sign Mtce

### Economic Services

#### *Revenue*

Revenue has a variance of up 33.04% (\$112,272). The variance is due to Illegal Building Inspection fees increased income (\$144,370), increased income from Camping Fees at Cleaverville & 40 Mile (\$18,274) and decreased Building Licence Fees (-\$50,156)

#### *Expenditure*

Expenditure has a variance of down 8.91% (\$36,489). The main variances are as follows:

- 1) \$47,163 down on contribution to Karratha Tourist Bureau
- 2) \$31,706 down on Office Expenses-Building
- 3) \$13,333 down on contribution to Tourism Promotion
- 4) \$60,045 up on Building Control employment costs-contract building surveyor

### Other Property and Services

#### *Revenue*

Revenue has a variance down of 524.92% (\$99,998 which is mainly due \$91,944 accrued income not yet received from insurance claims

#### *Expenditure*

Expenditure has a variance of up 1082.48% (\$594,683). This is mainly due to:

- 1) \$677,212 up on Employment costs & allocations-P& G, Works, Tech Services, Waste Management
- 2) \$42,564 down on Plant repairs & maintenance
- 3) \$21,188 down on Workshop Cleaning & Mtce
- 4) \$18,965 down on depreciation not yet applied

### Capital

#### *Revenue*

Capital Revenue shows a variance down of 100.00% (\$278,200) due to no sale of assets thus far.

*Expenditure*

Capital expenditure shows a variance of down 66.46% (\$7,803,259). This is mainly due to expense being down in the following areas:

- 1) \$2,188,968 Landfill – Plant, Equipment, Buildings, Infrastructure
- 2) \$717,843 Roads – Infrastructure
- 3) \$716,530 Airport – Buildings, Infrastructure
- 4) \$670,781 Beaches - Infrastructure
- 5) \$560,370 Parks & Gardens – Infrastructure & Equipment
- 6) \$500,000 Cossack Infrastructure
- 7) \$499,875 Recreation Projects – Plant & Buildings
- 8) \$459,104 Ovals & Hardcourts – Buildings & Infrastructure
- 9) \$450,000 Vehicles & Plant
- 10) \$300,081 Footpaths Infrastructure
- 11) \$254,478 Corporate Services – Furniture, Plant, Buildings, Infrastructure
- 12) \$194,923 Town Beautification - Infrastructure
- 13) \$93,332 Drainage - Infrastructure
- 14) \$92,017 Karratha Aquatic Centre – Buildings, Furniture & Equipment
- 15) \$88,900 Karratha Entertainment Centre – Buildings & Furniture
- 16) \$65,208 Public Toilets - Buildings
- 17) \$61,300 Child Health Clinics – Buildings
- 18) \$55,106 Depot – Buildings & Infrastructure
- 19) \$45,000 Tech Services - Plant
- 20) \$36,000 Rangers – Buildings
- 21) \$24,698 Effluent Systems – Infrastructure (down \$36,435), Equipment (up \$11,737)
- 22) \$23,000 Town Planning - Equipment
- 23) \$20,066 Pavilions – Buildings
- 24) \$15,000 Waste Collection - Plant
- 25) \$13,320 Roebourne Aquatic Centre – Furniture
- 26) \$286,444 up on Staff Housing – Buildings
- 27) \$21,777 up on Roebourne Library - Building

Rates

Variance shown is down 0.46% (\$70,996) due to interim rating.

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**for the period ending 31 October 2009**

**Note 1. Net Current Assets**

	Note	Year To Date Actual \$	Brought Forward 1 July \$
<b>Current Assets</b>			
Cash and Cash Equivalents - Unrestricted	1	13,620,876	1,468,311
Cash and Cash Equivalents - Restricted	2	55,911,586	58,454,080
Trade and Other Receivables	3	9,195,730	6,470,144
Inventories		933,271	436,897
Total Current Assets		79,661,463	66,829,432
<b>Current Liabilities</b>			
Trade and Other Payables		3,872,549	4,832,650
Bank Overdraft		0	0
Short Term Borrowings		999,213	1,650,770
Short Term Provisions		1,781,296	1,962,457
Total Current Liabilities		6,653,058	8,445,877
<b>Net Current Assets</b>		73,008,405	58,383,555
<b>Plus (Minus) Items To Be Excluded</b>			
Take Out Reserve Funds		(35,334,417)	(58,217,637)
Take Out Restricted Cash - LSL & R4R		(20,630,967)	(329,199)
Add Back Non Cash Provisions		1,781,296	1,962,457
Take Out Restricted Cash - Roebourne Pool		(23,024)	
Add Back Debtors Transferred to Deferred		0	11,441
Add Back Current Borrowings		999,213	1,650,770
Take Out Non Current Receivables		(235,575)	11,985
<b>Net Current Asset Position</b>		19,564,930	3,473,372

Note Explanation:

1) Includes amounts received for:	
- unspent loan monies	1,300,000
- Contributions to Hillcrest Footpaths	142,017
- PDC Hydrology Grant	40,000
- Waterways contribution to St Luke's Oval	45,455
- Nickol West Skate Park	274,000
- Wickham Skate Park	56,000
- Dampier Pavillion	56,000
- Roebourne Enhancement Scheme	111,909
- Baynton West Family Centre	983,493
	3,008,874

***Shire Of Roebourne***  
**Statement Of Financial Activity (con't)**  
**for the period ending 31 October 2009**

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

3) Includes amounts invoiced for:

- BGC Contracting	116,333
- Carr Civil Contracting	98,275
- Hertz Australia Pty Ltd	175,183
- Jayrow Helicopters	59,216
- Lyons & Pierce	153,125
- Tox Free (Karratha) Pty Ltd	209,323
- Virgin Blue Airlines	431,558
- Woodside Energy Ltd	59,949
Total Sundry Debtors Outstanding (includes above)	3,335,731
Total Rates Debtors Outstanding	7,479,038



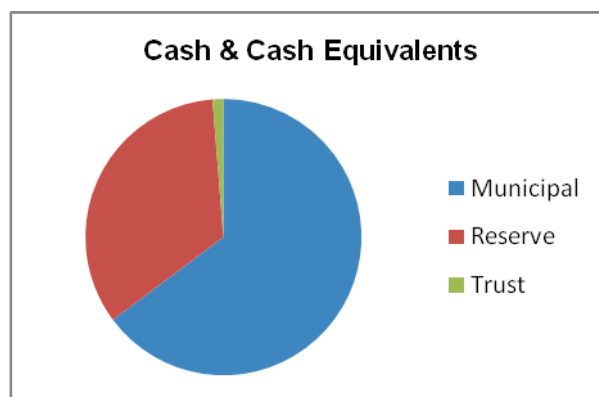
**Shire Of Roebourne**  
**Balance Sheet**  
**for the period ending 31 October 2009**

<b>Note 2: Balance Sheet</b>	<b>2009/10</b>
	<b>\$</b>
<b>Current Assets</b>	
Cash On Hand	84,590
Cash and Cash Equivalents - Unrestricted	13,536,286
Cash and Cash Equivalents - Restricted	55,911,586
Trade and Other Receivables	9,195,730
Inventories	933,271
<b>Total Current Assets</b>	<u>79,661,463</u>
<b>Non Current Assets</b>	
Trade and Other Receivables	97,332
Property, Plant And Equipment	123,362,370
<b>Total Non Current Assets</b>	<u>123,459,703</u>
<b>Total Assets</b>	<u>203,121,166</u>
<b>Current Liabilities</b>	
Bank Overdrafts	0
Trade and Other Payables	3,872,549
Short Term Borrowings	999,213
Short Term Provisions	1,781,296
<b>Total Current Liabilities</b>	<u>6,653,058</u>
<b>Non Current Liabilities</b>	
Long Term Borrowings	18,188,610
Long Term Provisions	233,485
<b>Total Non Current Liabilities</b>	<u>18,422,095</u>
<b>Total Liabilities</b>	<u>24,642,066</u>
<b>Net Assets</b>	<u><u>178,046,013</u></u>
<b>Equity</b>	
Accumulated Surplus	131,030,586
Asset Revaluation Reserve	11,681,010
Reserves	35,334,417
<b>Total Equity</b>	<u><u>178,046,013</u></u>

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**for the period ending 31 October 2009**

**Note 3: Cash and Cash Equivalents**

	\$	Rate
<b>Municipal Fund Bank</b>		
Cash On Hand	84,590	
Westpac on call	15,414,565	
Westpac - Maxi Direct	6,000,000	3.05%
Long Service Leave (term deposit)	333,303	3.85%
Term deposit - Westpac	928,235	3.80%
Term deposit - Westpac	1,573,233	3.80%
Term deposit - Westpac	1,573,233	3.80%
Term deposit - Westpac	35,436	3.80%
Term deposit - Westpac	40,499	3.80%
Term deposit - Westpac	213,070	4.00%
Overnight Cash Deposit Facility-WATC	1,003,578	3.00%
Short Term Inscribed Stock-WATC	9,700,000	3.30%
Short Term Inscribed Stock-WATC	9,700,000	3.64%
	<b>46,599,742</b>	
<b>Reserves Fund Bank</b>		
Westpac on call	5,399,949	
Term deposit - Westpac	7,152,072	3.20%
Term deposit - Westpac	654,462	3.20%
Term deposit - Westpac	5,235,408	3.60%
Term deposit - Westpac	5,130,485	3.75%
Term deposit - Westpac	850,085	3.70%
	<b>24,422,461</b>	
<b>Trust Fund Bank</b>		
Westpac on call	491,637	
Term deposits – Westpac (bonds)	419,958	
	<b>911,595</b>	
<b>Total Cash</b>	<b>71,933,797</b>	



## Shire Of Roebourne

### Statement Of Financial Activity

#### by Divisions by Activities

#### for the period ending 31 October 2009

Note 4

	2009/2010 Budget	2009/2010 Amended	2009/2010 Year To Date Amended Budget	2009/2010 Actual To Date
	\$	\$	\$	\$
<b>CORPORATE SERVICES</b>				
Net (Cost) Revenue to Council for Rates	15,887,604	15,887,376	15,451,352	15,449,339
Net (Cost) Revenue to Council for General Revenue	(1,578,423)	(1,578,423)	492,380	457,294
Net (Cost) Revenue to Council for Corporate Services	(737,929)	(737,929)	(1,021,389)	(506,383)
Net (Cost) Revenue to Council for Information Services	(394,919)	(394,919)	(210,139)	(149,549)
Net (Cost) Revenue to Council for Television & Radio Services	(60,475)	(60,475)	(4,068)	(5,849)
Net (Cost) Revenue to Council for Members of Council	(443,612)	(443,612)	(274,922)	(143,548)
Net (Cost) Revenue to Council for Emergency Services	0	0	(10,105)	3,173
Net (Cost) Revenue to Council for Cossack Infrastructure Project	(720,792)	(720,792)	(566,494)	(54,269)
<b>COMMUNITY SERVICES</b>				
Net (Cost) Revenue to Council for Cossack Art Awards	(19,480)	(19,480)	(12,302)	(6,131)
Net (Cost) Revenue to Council for Tourism/Visitors Centres	(511,732)	(476,323)	(172,112)	(110,157)
Net (Cost) Revenue to Council for Aged Persons Housing	(56,333)	(56,333)	(17,213)	(8,003)
Net (Cost) Revenue to Council for Youth Development	(59,319)	(59,319)	(19,600)	(4,710)
Net (Cost) Revenue to Council for Other Culture	(139,769)	(139,769)	(49,796)	(21,412)
Net (Cost) Revenue to Council for Community Development	(736,838)	(736,838)	(286,052)	(251,036)
Net (Cost) Revenue to Council for Walkington Theatre	(197,876)	(197,876)	(75,124)	(65,991)
Net (Cost) Revenue to Council for Community Sponsorship	(289,959)	(289,959)	(109,153)	(59,144)
Net (Cost) Revenue to Council for Daycare Centres	864,497	864,497	(107,443)	(33,201)
Net (Cost) Revenue to Council for Child Health Clinics	(170,613)	(170,613)	(93,755)	(25,185)
Net (Cost) Revenue to Council for Karratha Entertainment Centre	(1,368,793)	(1,368,793)	(563,316)	(435,920)
Net (Cost) Revenue to Council for Karratha Aquatic Centre	(904,158)	(904,158)	(462,233)	(263,668)
Net (Cost) Revenue to Council for Roebourne Aquatic Centre	(357,231)	(357,231)	(21,212)	(300,784)
Net (Cost) Revenue to Council for Libraries	(1,138,203)	(1,138,203)	(384,629)	(380,096)
Net (Cost) Revenue to Council for Cossack Operations	(347,536)	(347,536)	(199,405)	(134,891)
Net (Cost) Revenue to Council for Ovals & Hardcourts	(1,007,582)	(1,012,090)	(739,053)	(256,018)
Net (Cost) Revenue to Council for Karratha Bowling & Golf	(337,552)	(337,552)	(113,005)	(102,100)
Net (Cost) Revenue to Council for Pavilions & Halls	61,615	61,615	(395,473)	(259,971)
Net (Cost) Revenue to Council for Recreation Projects	(1,357,472)	(1,474,472)	(903,023)	(440,312)
Net (Cost) Revenue to Council for Playgrounds	(33,334)	(33,334)	(11,112)	(187)
Net (Cost) Revenue to Council for Medical Services	0	0	(29,180)	(8,044)
Net (Cost) Revenue to Council for Other Buildings	(208,259)	(208,259)	(40,913)	(22,180)
Net (Cost) Revenue to Council for Karratha Youth Centre	0	0	0	0
Net (Cost) Revenue to Council for Leisure & Learning Precinct	0	0	0	0
Net (Cost) Revenue to Council for Ranger Services	(1,205,959)	(1,207,222)	(456,687)	(309,745)
Net (Cost) Revenue to Council for Camping Grounds	15,590	15,590	29,600	46,543

## Shire Of Roebourne

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

#### by Divisions by Activities

for the period ending 31 October 2009

	2009/2010 Budget	2009/2010 Amended	2009/2010 Year To Date Amended Budget	2009/2010 Actual To Date
	\$	\$	\$	\$
<b>DEVELOPMENT SERVICES</b>				
Net (Cost) Revenue to Council for Building Control	1,488,860	1,488,860	114,834	176,273
Net (Cost) Revenue to Council for Health Services	(698,640)	(698,640)	(241,437)	(235,876)
Net (Cost) Revenue to Council for Town Planning	(655,305)	(655,305)	(157,941)	(172,356)
<b>TECHNICAL SERVICES</b>				
Net (Cost) Revenue to Council for Staff Housing	1,011,829	946,434	(584,277)	(797,557)
Net (Cost) Revenue to Council for Waste Collection	(1,256,552)	(1,372,852)	759,925	737,634
Net (Cost) Revenue to Council for Landfill Operations	1,256,552	1,256,552	(1,731,862)	1,202,589
Net (Cost) Revenue to Council for Public Services Overheads	0	0	(10,669)	110,356
Net (Cost) Revenue to Council for Waste Overheads	0	0	(17,128)	215,170
Net (Cost) Revenue to Council for Depots	(428,884)	(428,884)	(123,181)	(91,639)
Net (Cost) Revenue to Council for Vehicles & Plant	(143,400)	(143,400)	(146,912)	(113,149)
Net (Cost) Revenue to Council for Roads & Streets	(3,096,098)	(3,099,143)	(1,582,329)	(467,350)
Net (Cost) Revenue to Council for Parks & Gardens	(2,482,718)	(2,482,718)	(959,358)	(234,245)
Net (Cost) Revenue to Council for Drainage	(760,749)	(760,749)	(246,912)	(60,958)
Net (Cost) Revenue to Council for Footpaths & Bike Paths	(1,168,150)	(1,168,150)	(470,789)	(95,225)
Net (Cost) Revenue to Council for Effluent Re-Use Scheme	(487,150)	(487,150)	(204,376)	(132,934)
Net (Cost) Revenue to Council for Cemeteries	(107,390)	(107,390)	(36,290)	(22,361)
Net (Cost) Revenue to Council for Public Toilets	(278,899)	(278,899)	(148,653)	(81,136)
Net (Cost) Revenue to Council for Beaches, Boat Ramps, Jetties	(492,228)	(492,228)	(727,143)	(23,452)
Net (Cost) Revenue to Council for Roebourne Enhancement Scheme	0	0	0	0
Net (Cost) Revenue to Council for Town Beautification	(1,453,383)	(1,453,383)	(624,832)	(330,284)
Net (Cost) Revenue to Council for Private Works & Reinstatements	2,500	2,500	3,332	(5,925)
Net (Cost) Revenue to Council for Works Overheads	0	0	(160,089)	(140,328)
Net (Cost) Revenue to Council for Parks & Gardens Overheads	0	0	(42,483)	239,623
Net (Cost) Revenue to Council for Karratha Airport	3,674,069	3,274,069	827,529	2,519,132
Net (Cost) Revenue to Council for Tien Tsin Inne	561,180	561,180	186,344	431,353
Net (Cost) Revenue to Council for Other Airports	(92,072)	(92,072)	(11,648)	(2,209)
Net (Cost) Revenue to Council for Tech Services	(161,350)	(161,350)	(21,664)	(850,954)
Net (Cost) Revenue to Council for Tech Services Overheads	0	0	0	(120,378)

**9.2.5 List of Accounts November 2009**

**File No:** LOA0307  
**Responsible Officer:** Manager Financial Services  
**Author Name:** Finance Officer

**REPORT PURPOSE**

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

**Background**

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

**Issues** – None.

**Options** – None.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion** – None.

**Voting Requirements**

Simple.

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : 14914  
**MOVED** : Cr Cechner  
**SECONDED** : Cr Smeathers

**That Voucher numbers 71795 to 71944 and 71593, EFT4749 to EFT4949 and Payroll Cheques inclusive, totalling \$4,306,827.71 submitted and checked with vouchers, be passed for payment.**

**CARRIED**

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

Chq/EFT	Date	Name	Description	Amount
EFT4749	04/11/2009	Colin Wilkinson Developments Pty Ltd	Progress Claim #3 - New Shire Housing	886,220.21
EFT4750	05/11/2009	British American Tobacco Australia Ltd	TTI Tobacco stock	1,538.66
EFT4751	05/11/2009	Bull Bar Foods Pty Ltd	TTI - Stock	568.40
EFT4752	05/11/2009	Drake Australia Pty Ltd	TTI Temp Staff	6,006.51
EFT4754	05/11/2009	Goulias, James	Reimburse airfares	789.39
EFT4755	05/11/2009	Market Creations Pty Ltd	Shire marketing plan and associated services	12,533.00
EFT4756	05/11/2009	Philip Morris Limited	TTI - tobacco stock	846.82
EFT4757	05/11/2009	Perth Cadcentre	3 x AutoCAD licences/subscriptions to Feb 2010	12,061.50
EFT4758	05/11/2009	Pilbara Real Estate	Bond - 19 Finch Street Karratha	14,485.71
EFT4759	05/11/2009	Shell Company Of Australia	Fuel Usage - 16/10/09 - 22/10/09	9,315.40
EFT4760	05/11/2009	The Shell Company Of Australia Limited	(200lt Drum) - Petrol Unleaded	1,826.79
EFT4761	05/11/2009	Snell, Bradley Allan	Reimburse Candidate Deposit	80.00
EFT4763	05/11/2009	Fire & Emergency Services Authority	2009/2010 ESL QRT 2 Payment	13,215.74
EFT4764	05/11/2009	Karratha Medical Centre	P.E.M - Stores	220.00
EFT4765	05/11/2009	Welcome Lotteries House	09/10 Annual Community Sponsorship	4,783.00
EFT4766	05/11/2009	Downer Edi Works Pty Ltd	Asphalt Overlay And Edge Works	51,145.51
EFT4767	09/11/2009	Davis, Troy	Reimburse expenses	122.00
EFT4768	09/11/2009	Fullarton, Ron	Reimburse Cleaverville Caretaker Travelling Fees	407.15
EFT4769	09/11/2009	Sharon Nicholson	Reimburse catering - SOR Elections	134.61
EFT4770	09/11/2009	White-Hartig, Fiona	Reimburse Candidate Deposit	80.00
EFT4771	09/11/2009	Wotton, Peter	Reimburse household essentials	177.90
EFT4772	09/11/2009	Campbell, Vance	Tambrey Drive Footpaths	10,817.00
EFT4773	09/11/2009	Delilah's Bed & Breakfast	21.10.09-26.10.09 Accommodation	835.00
EFT4774	09/11/2009	Kong, Peter	Final Reimbursement for Relocation Expenses	1,000.00
EFT4775	09/11/2009	Stihl Shop (West Perth)	Parts	1,647.80
EFT4776	09/11/2009	Vertigan, Sharon	Reimburse Candidate Deposit	80.00
EFT4777	09/11/2009	Welcome Lotteries House	09/10 Annual Community Sponsorship	460.00
EFT4778	09/11/2009	Whyte, Geof	Reimbursement home office expenses 22.08.09-5.10.09	580.46
EFT4779	09/11/2009	Karratha Contracting Pty Ltd	Annual Aircon Servicing & other	102,164.25
EFT4780	10/11/2009	British American Tobacco Australia Ltd	Tobacco Stock - TTI	1,626.74
EFT4781	10/11/2009	Corporate Express Australia Limited	5 x HP Computers DC7900/stationery	8,681.14
EFT4782	10/11/2009	Wright, Allan Steven	Travel Assistance - Trust	307.69
EFT4783	10/11/2009	Ronald Ian Butterworth	Travel Assistance - Trust	3,000.00
EFT4784	10/11/2009	Four Points Darling Harbour	Accommodation for AAA Convention-7 nights	1,540.00
EFT4785	12/11/2009	LGIS Workcare	09/10 Workers Comp. Insurance - 2nd Instalment	154,401.50
EFT4786	12/11/2009	LGIS Liability	09/10 Liability Insurance 2nd Instalment	95,447.00
EFT4787	12/11/2009	A.R.B. General Services Pty Ltd	Cleaning Airport	7,182.00
EFT4788	12/11/2009	Independent Valuers Of Western Australia	Review of Leases	1,100.00
EFT4789	12/11/2009	Les Mills Aerobics Australia	Bodyump/RPM CD/DVD Kits	124.95
EFT4790	12/11/2009	Hotel Ibis Perth	Accommodation 27/08/09	134.10
EFT4791	12/11/2009	Sealanes	Refreshment supplies	434.52
EFT4792	12/11/2009	TNT Express	Freight	1,735.10
EFT4793	12/11/2009	Attorney-General's Department	ASIC Cards x 16	1,909.00
EFT4794	12/11/2009	Aflex Technology (Nz) Ltd	Aqua Run Swing, accessories & Blowers	25,211.50

EFT4795	12/11/2009	BOC Limited	Oxy-Acetylene Reel 15m Hose 6mm	947.88
EFT4796	12/11/2009	Centurion Transport Co Pty Ltd	Freight	2,607.20
EFT4797	12/11/2009	Coates Hire Operations	Equipment Hire -Roller 18t, Excavator 30t & Water Cart 6 Wheeler	53,053.87
EFT4798	12/11/2009	Downings Legal	Legal advice	4,400.00
EFT4799	12/11/2009	LGIS Risk Management	2 x Safety Care DVD - HR	356.40
EFT4800	12/11/2009	A.B. Loveridge	Souvenir stock - TTI	364.00
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT4801	12/11/2009	Northwest Copier & Fax Services	Toner Cartridges	1,122.99
EFT4802	12/11/2009	Versatile Building Products	Truck Box - Aluminium Upright 1200mm	1,068.60
EFT4803	12/11/2009	Wridgways The Removalists (Dudley Park)	Removalist charges	1,884.85
EFT4804	18/11/2009	Australian Taxation Office	Payroll deductions	123,143.89
EFT4805	18/11/2009	Child Support Agency	Payroll deductions	840.29
EFT4806	13/11/2009	British American Tobacco Australia Ltd	TTI- Tobacco stock	1,453.91
EFT4807	13/11/2009	Bull Bar Foods Pty Ltd	Kiosk Stock - TTI	580.00
EFT4808	13/11/2009	Karratha Tavern	Bar Stock - TTI	36,869.96
EFT4809	13/11/2009	Philip Morris Limited	Cigarettes - TTI	774.39
EFT4811	13/11/2009	Bunzl Ltd	Plastic Cups And Tissues	3,202.32
EFT4812	13/11/2009	Coca-Cola Amatil (holdings) Ltd	Kiosk Stock - TTI	17,048.15
EFT4813	13/11/2009	Mobile Masters	Belt Clips for handheld radios - RAC	90.75
EFT4814	13/11/2009	Broadcast Australia Pty Ltd	25/07/09-22/09/09 Mt. Welcome Power Recovery	170.49
EFT4815	13/11/2009	Pilbara Distributors	Kiosk Stock - KAC	4,924.88
EFT4816	13/11/2009	Woolworths (WA) Ltd	TTI Stock ; meat choc bars & sundries	7,079.70
EFT4817	13/11/2009	The Cove Caravan Park	Payroll deductions	466.67
EFT4818	13/11/2009	Dept Of Housing & Works	Payroll deductions	250.00
EFT4819	13/11/2009	Dept Of Housing & Works	Payroll deductions	760.00
EFT4820	13/11/2009	Dept Of Housing & Works	Payroll deductions	514.60
EFT4821	13/11/2009	Gajic, Joel Lee Dieter	C26-08/09 Conf Exp	158.65
EFT4822	13/11/2009	Tracy Kitching	Payroll deductions	1,000.00
EFT4823	13/11/2009	Lockwood, Nicole	C17-08/09 Conf Exp	202.10
EFT4824	13/11/2009	Fiona Kenyon	C61-09/10 Conf Exp	220.55
EFT4825	13/11/2009	Collene Margaret Longmore	Conf Expenses	1,504.45
EFT4826	16/11/2009	Karratha First National Real Estate	21/11/09-20/12/09 Staff housing	16,401.66
EFT4827	16/11/2009	Karratha City Real Estate	01/12/09-31/12/09 Staff housing	8,690.47
EFT4828	16/11/2009	Pilbara Real Estate	01/12/09-31/12/09 Staff housing	17,163.69
EFT4829	16/11/2009	Ray White Real Estate	12/12/09-09/01/10 Staff housing	35,445.35
EFT4830	16/11/2009	LJ Hooker Karratha	01/12/09-31/12/09 Staff housing	5,200.00
EFT4831	17/11/2009	Fox, Chris	Reimburse AAA Dinner expenses	229.00
EFT4832	17/11/2009	Shell Company Of Australia	Fuel Usage - 01/11/09 To 07/11/09	3,759.54
EFT4833	17/11/2009	Reliance Petroleum	Diesel	60,809.06
EFT4834	17/11/2009	BOC Limited	28/09/09-28/10/09 Container Hire - SES	138.55
EFT4835	17/11/2009	Boral Construction Materials Group Ltd	Spray & Cover - Bitumen - Various Roads	312,181.54
EFT4836	17/11/2009	Cabcharge Australia Pty Ltd	Cab Charges 26/07/09-22/08/09	1,872.09
EFT4837	17/11/2009	Chubb Fire Safety Ltd	Oct'09 - Maintenance Airport	538.45
EFT4838	17/11/2009	Collene Margaret Longmore	Reimburse expenses - Cab charges, fuel, stationery	337.61
EFT4839	17/11/2009	Orica Australia Pty Ltd	Service Fee - October 2009	1,434.25
EFT4840	17/11/2009	Dianne L. Ramsay	Withdraw Travel Assistance Fund	1,851.15
EFT4841	17/11/2009	Parry's Merchants	Kiosk Stock - TTI	32,814.50
EFT4842	17/11/2009	Drake Australia Pty Ltd	Temp. Hire for DAO Corporate Services W/E	26,010.87

			01/11/09	
EFT4843	17/11/2009	Westralia Airports Corporation Pty Ltd	Asic Printing	950.00
EFT4844	17/11/2009	Prime Health Group Limited	PEM	792.00
EFT4845	17/11/2009	St John Ambulance-Karratha	Senior First Aid	170.00
EFT4846	17/11/2009	Travelworld Karratha	Conference / Meeting Expenses - Executive	3,444.00
EFT4847	17/11/2009	Worksense Safety & Workwear	4 x Pants	2,726.57
EFT4848	17/11/2009	Protector Alsafe	Uniforms	4,014.29
EFT4849	17/11/2009	Applicon Australia Pty Ltd	Network Equipment Upgrades	18,786.90
EFT4850	17/11/2009	SGS Australia Pty Ltd	Geotechnical investigation - Bulgarra Comm. Centre	7,942.00
EFT4851	17/11/2009	Beaurepaires	Supply And Fit Drive Tyres Bridgestone V Steel 1400r24	18,784.07
EFT4852	17/11/2009	Wickham Service Station	Fuel Usage - End Of October 2009	823.76
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT4853	17/11/2009	CCS Strategic Management	50% Mapping & Gapping - Staff Focus Group	9,790.00
EFT4854	17/11/2009	Data#3 Limited	Local Government Application - Project 2007 English OLP NL	1,652.85
EFT4855	17/11/2009	Gas City Pest Control	Exterminate Bees	121.00
EFT4856	17/11/2009	Hallmark Editions	Renew Membership to Council Manager Feb 2010-Nov 2010	330.00
EFT4857	17/11/2009	Impay Pty Ltd	Transport 2 vehicles to Depot & 7 Mile Tip	1,142.50
EFT4858	17/11/2009	Dept. Of Treasury & Finance - State Library Of Western Australia	Dampier Library - Lost/Damaged Books	33.00
EFT4859	17/11/2009	Loscam Limited	Pallet Hire Oct'09	15.84
EFT4860	17/11/2009	Land Surveys Npjs Pty Ltd	Karratha Rubbish Tip -	1,100.00
EFT4861	17/11/2009	M. M. More Publications Pty Ltd	Subscription 'The Groundsman' 10 Issues	39.50
EFT4862	17/11/2009	Redwave Media Ltd	Cyclone Awareness Segments - Radio Sponsorship	1,430.00
EFT4863	17/11/2009	Northern Edge Consultants Pty Ltd	Consultancy - Mgmt. team for Mapping & Gapping	1,284.25
EFT4864	17/11/2009	Pilbara Tafe	Shire of Roebourne 2009/2010 Annual Community Contribution funds to Karratha Community Library	35,716.46
EFT4865	17/11/2009	Pilbara Echo	Advertising - Melbourne Cup	742.50
EFT4866	17/11/2009	Rhythm Express Music	Various CDs for KEC Programmes	201.00
EFT4867	17/11/2009	State Emergency Service	Quarterly pay to Karratha Unit : Oct-Dec 2009	5,500.00
EFT4868	17/11/2009	Stott & Hoare	IBM HS22 Blade Server 7870C4M	9,553.50
EFT4869	17/11/2009	Uniting Church In The City	Hire Meeting Room	55.00
EFT4870	17/11/2009	Zipform Pty Ltd	2000 x A4 Laser Cheque Remittance Vouchers	1,270.50
EFT4871	17/11/2009	Associate Contracting Electrical	Cable Locations For Excavation Works -	664.40
EFT4872	17/11/2009	Avis Australia	Car Hire 24-27/10/09	776.50
EFT4873	17/11/2009	Carpet Hotline	Supply And Install Carpet To Requested Areas	4,825.00
EFT4874	17/11/2009	Chefmaster Australia	Various Bin Liners	1,837.95
EFT4875	17/11/2009	Transpacific Cleanaway	Monthly Rubbish Removal- Wickham Library	238.96
EFT4876	17/11/2009	Cechner, Fay	Reimburse Candidate Deposit	80.00
EFT4877	17/11/2009	Harvey World Travel	Airfares	795.70
EFT4878	17/11/2009	IT Vision	Systems Admin Training & preparation	4,684.66
EFT4879	17/11/2009	Karratha Florist	Flowers for Month of October	180.00
EFT4880	17/11/2009	Karratha Newsagency	TTI - Assrtd Magazines & Newspapers	5,125.63
EFT4881	17/11/2009	Karratha Dampier Taxi Service	Taxi services - Holiday program KEC	1,100.00
EFT4882	17/11/2009	LRW'S Electrical	O - Rings	18.40
EFT4883	17/11/2009	Local Government Managers Australia	2009-2010 LGMA Council Corporate Membership	1,540.00
EFT4884	17/11/2009	Midalia Steel	Various Steel	1,434.57
EFT4885	17/11/2009	Market Creations Pty Ltd	Stationery Printing	5,555.00



EFT4886	17/11/2009	New Wave Caterers	Catering Council Chambers	312.00
EFT4887	17/11/2009	Poolmart Karratha	Inspect Pool	463.00
EFT4888	17/11/2009	Water 2 Water	Nov'09 - Monthly Water Service KEC	53.50
EFT4889	17/11/2009	Perth Irrigation Centre	Galcon 7001 Control Modual	2,113.75
EFT4890	17/11/2009	Signswest, Stick With Us Sign Studio	Sign - Point Samson - No Parking	66.00
EFT4891	17/11/2009	Stihl Shop Redcliffe	Assorted Parts	159.40
EFT4892	17/11/2009	The Royal Life Saving Society Australia	A Frame Signs - KAC	186.90
EFT4893	17/11/2009	Truck Centre (WA) Pty. Ltd	Assorted Parts	2,561.56
EFT4894	17/11/2009	Landmark Operations Limited	Baye Quickbayt	565.05
EFT4895	18/11/2009	Atom Supply	Sikaflex, Air Hose & Fittings	161.47
EFT4896	18/11/2009	Atkins Carlyle Ltd	Knockdown Mortein	569.15
EFT4897	18/11/2009	Auslec	A/Sol Air Duster 250gm	330.00
EFT4898	18/11/2009	Attend Pty Ltd	Standard Litter Picker	608.96
EFT4899	18/11/2009	BC Lock & Key	Shire padlocks	3,544.80
EFT4900	18/11/2009	CJD Equipment	Dipstick And Water Separator	799.88
EFT4901	18/11/2009	Challenge Chemicals Australia	Lavendar Foam Cleaner 200lt	429.44
EFT4902	18/11/2009	Coates Hire Operations	Equipment Hire Toilet Block	3,391.05
EFT4903	18/11/2009	Coventry Group Ltd	Assorted Stock	1,350.66
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT4904	18/11/2009	Cutting Edges Equipment Parts	Grader Blades - Nuts And Bolts,	4,558.49
EFT4905	18/11/2009	E & MJ Rosher Pty Ltd	Kubota Rtv 900 Rough Terrain Vehicle Fleet # P2012	27,354.45
EFT4906	18/11/2009	Emeco International Pty Ltd	dozer hire for Sept 1-30 2009	27,891.96
EFT4907	18/11/2009	Farinosi and Sons (Rtl) Pty Ltd	100mtr rolls Stringline	436.72
EFT4908	18/11/2009	Home Hardware	Hose fittings, Broom, Pole - Airport	1,075.09
EFT4909	18/11/2009	Harvey Norman	Panasonic Digital Camera & SD Card	578.00
EFT4910	18/11/2009	Handy Hands Pty Ltd	shrub pruning	9,823.00
EFT4911	18/11/2009	Jasol Australia	Gleem Lotion	296.71
EFT4912	18/11/2009	John Massey Group Pty Ltd	Building Licence Assessments	6,363.63
EFT4913	18/11/2009	Karratha Smash Repairs	Repairs to Plant	1,721.50
EFT4914	18/11/2009	Karratha Auto Electrics	Supply Alternator	2,560.80
EFT4915	18/11/2009	Karratha Fluid Power	Leaking Hoses - Check And Replace	2,181.22
EFT4916	18/11/2009	Lyons & Peirce	Deliver Potable Water To Site	18,426.00
EFT4917	18/11/2009	Lo-Go Appointments	LO-GO Appointments - 41 hours Building	10,088.98
EFT4918	18/11/2009	Lovegrove Turf Services Pty Ltd	Topdress Roebourne Oval	42,912.32
EFT4919	18/11/2009	Landgate	Mining Tenements 09/09/09-13/10/09	156.25
EFT4920	18/11/2009	Macdonald Johnston Engineering	Assorted Parts	8,965.35
EFT4921	18/11/2009	Moxham Motors	Air Cleaner	164.05
EFT4922	18/11/2009	Momar Australia	Vandal Mark Remover	479.88
EFT4923	18/11/2009	MENZIES CONTRACTING	Supply & install fencing & panels	18,150.00
EFT4925	18/11/2009	North West Tree Services	Remove Trees, Reduce Trees And Palms	8,420.00
EFT4926	18/11/2009	Nuturf Australia	Turf Mark 5L	693.00
EFT4927	18/11/2009	Pilbara Motor Group	40L Engel & Bag x 1	1,891.50
EFT4928	18/11/2009	Roy Galvin & Co Pty Ltd	Valve Parts	743.70
EFT4929	18/11/2009	Onesteel Distribution	Steel	89.56
EFT4930	18/11/2009	Telford Industries	Chlorine Tablets	1,582.25
EFT4931	18/11/2009	Total Eden Watering Systems Pty Ltd	Assorted Sprinklers	800.78
EFT4932	18/11/2009	Schneider Electric Buildings Aust. Pty Ltd	Admin office security & access control system faults	852.50
EFT4933	18/11/2009	Tru-Blu Torque Australia Pty Ltd	Equipment Hire - 14/09/09 To 17/09/09	2,456.85
EFT4934	18/11/2009	Westrac Equipment Pty Ltd	Fuel, Oil And Air Filter	460.58

EFT4935	18/11/2009	Wormald Australia Pty Ltd	Install fire equipment - KEC	456.50
EFT4936	18/11/2009	Wren Oil	waste disposal & admin fees	1,259.50
EFT4937	18/11/2009	Wurth Australia Pty Ltd	Red & Black Silicone	195.18
EFT4938	20/11/2009	Burrup Fertilisers Pty Ltd	VCS-A78913-109 Heron Loop, Nickol	3,357.75
EFT4939	20/11/2009	Sage Consulting Engineers Pty Ltd	Ktha Effluent Re-Use: Electrical Engineering	14,828.00
EFT4940	26/11/2009	Dept Of Housing & Works	Payroll deductions	250.00
EFT4941	26/11/2009	Dept Of Housing & Works	Payroll deductions	760.00
EFT4942	26/11/2009	Dept Of Housing & Works	Payroll deductions	514.60
EFT4943	26/11/2009	Gajic, Joel Lee Dieter	C27-08/09 CONF EXP	158.65
EFT4944	26/11/2009	Kot, Simon Andrew	Conf Exp	158.65
EFT4945	26/11/2009	Tracy Kitching	Payroll deductions	1,000.00
EFT4946	26/11/2009	Popa, George	C63-09/10 Conf Exp	153.75
EFT4947	26/11/2009	Plummer, Matthew	C2-09/10 Conf Exp	257.00
EFT4948	29/09/2009	Western Australian Treasury Corp	Loan No. 88 Interest payment - 88 CHAMBER OF COMMERCE	3,429.17
EFT4949	26/11/2009	Western Australian Treasury Corp	Loan No. 94 Fixed Component - New Staff Housing	117,515.47
71795	04/11/2009	Shire Of Roebourne	ATM cash replenishment	74,000.00
71796	05/11/2009	M. Bertling & E. Gaunt	Reimburse Candidate Deposit For The 2009 Local Government Election Held In Trust	80.00
71797	05/11/2009	LINK Inc.	09/10 Annual Community Sponsorship AA/8/5D	6,416.30
71798	05/11/2009	Rothe, Desmond Arthur	Reimbursement for expenses	78.90
71799	05/11/2009	Smeathers, Evette Jay	Reimburse Candidate Deposit	80.00
71800	05/11/2009	Batt, Melisa Joy	Rates Prize - 4th Place	500.00
71802	05/11/2009	Harry Holle	Refund of planning approval plan prints - not available	90.00
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
71803	05/11/2009	Department of Housing & Works	Refund of monies received in error	71,734.59
71804	05/11/2009	Karratha Kart Club	Sports Funding Grant SP/01/May/2009	2,550.00
71805	05/11/2009	Michelle Kessell	Rates Prize 2nd Place	1,500.00
71806	05/11/2009	Collene Margaret Longmore	Reimburse expenses	357.60
71807	05/11/2009	Department Of The Premier And Cabinet	Corrections to published notices 22.09.09	373.50
71808	05/11/2009	Dept Of Planning&infrastructure-plates	SOR Plates - 1979-R	280.00
71809	05/11/2009	Subway Karratha	Catering	310.03
71810	05/11/2009	Paul Anthony Thompson	Reimbursement of relocation expenses	729.52
71811	05/11/2009	Woodhouse Legal Solicitors & Legal Consultant	Preparation of Lease Documents for Karratha Airport Logistics 28.07.09-5.08.09	893.75
71813	05/11/2009	WorkSafe Western Australia	15 x high risk work license applications	988.00
71814	09/11/2009	Shire Of Roebourne	Recoup. Petty cash 6.11.09	1,212.84
71816	09/11/2009	Shire of Roebourne	Refund Gym/Group Fitness Membership	200.00
71817	09/11/2009	Otto, Stuart Warren	Reimburse Candidate Deposit	80.00
71818	12/11/2009	Just Spectacles	Safety Glasses	1,500.50
71819	12/11/2009	Karratha Autumn Club	Bus Hire - Cultural Awareness Training	250.00
71820	12/11/2009	Norwest Sand & Gravel Pty Ltd	Hire of water cart 5 days	7,988.75
71821	12/11/2009	Nor West Jockey Club	Melbourne Cup Tour	2,500.00
71822	12/11/2009	Sebel Furniture Ltd	E4 x Executive Gas Lift Chairs	3,266.65
71823	12/11/2009	Telstra	ISDN Charges	7,301.23
71824	12/11/2009	Te Wai Manufacturing	Polo shirts	2,538.50
71825	12/11/2009	Horizon Power	Power consumption	5,645.81
71826	12/11/2009	360 Connect Pty Ltd	Consultancy fees - Development of Antisocial behaviour strategies	3,388.00
71827	12/11/2009	Excel Consulting Aust.	Coaching Session	88.00

71828	12/11/2009	McLeods & Co Barristers And Solicitors	Advice - Building Licence Fees	1,939.30
71829	12/11/2009	Treya Long	Winner 2009 Walkington Award	3,250.00
71830	12/11/2009	Office Of State Revenue	Stamp Duty - Airport Terminal - Airlink & Qantas	1,090.35
71831	12/11/2009	Western Diagnostic Pathology	Blood Test - 18.08.09 Staff	105.60
71832	13/11/2009	Tash & Daves Nursery	Assorted Plants	1,862.00
71833	13/11/2009	3 Hutchison Telecommunications Aust.	26/10/09-25/11/09 SES Messaging	174.90
71834	13/11/2009	K Mart Karratha	Various Household Items	3,068.50
71835	13/11/2009	Shire Of Roebourne	Payroll deductions	2,251.15
71836	16/11/2009	North West Realty	23/11/09-22/12/09 15 Gecko Circle	17,420.40
71843	17/11/2009	Karratha Furniture & Bedding	Assorted Furniture For Transit House	7,395.00
71844	17/11/2009	Telstra	22/09/09-22/10/09 Mobile Phone Charges	5,354.71
71845	17/11/2009	Community Water Grants	Reimbursement of Community Water Grant Funding - Project ID24425	45,381.60
71847	17/11/2009	Thrifty Car Rental	Car Hire 7-9/10/09	111.23
71848	17/11/2009	Esri Australia	ArcEditor 9.3.1 Software	15,598.00
71849	17/11/2009	Health On The Move	Sun Safe Education Sessions x 2	330.00
71850	17/11/2009	Keyspot Services	Name Badges	52.50
71851	17/11/2009	Kott Gunning	Consultancy Services - Bulgarra/Baynton West	982.41
71852	17/11/2009	Ken Paterson Architects	Refund Bond Payment (Woolworths Petrol Plus)	5,000.00
71853	17/11/2009	Lester Blades Pty Ltd	Recruitment - CEO position	9,551.40
71854	17/11/2009	Mercure Inn Continental Broome	Accommodation	864.00
71855	17/11/2009	St. John Ambulance, Wickham	Pt. Samson Fire Brigade - First Aid Fees	1,200.00
71856	17/11/2009	Wickham Newsagency	Aug/Sept'09 - Papers/Mags : Roe.Library	50.70
71857	17/11/2009	WA Library Supplies	Slat grid Island/Literacy Mat : Roe. Library	1,115.00
71858	17/11/2009	Woodhouse Legal Solicitors & Legal Consultants	Legal Advice & Lease Preperation for the Airport - Qantas - Invoice 1482	1,526.25
71859	17/11/2009	WA Poultry & Coast To Coast Vermin Traps	Brinsea TLC4 Parrot Brooder - Rangers	935.00
71860	17/11/2009	Zurich Australian Insurance	Excess on Insurance claim - P902 (1CF1-694)	300.00
71862	17/11/2009	All Seasons Karratha	Accom. 7 - 8/10/09	518.40
71863	17/11/2009	Awesome Plumbing & Gas Pty Ltd	Consultancy - Water supply 5 mile Community	2,178.00
71864	17/11/2009	Chemsearch Australia	Nc-123 Extra	519.61
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
71865	17/11/2009	Direct Communications	3.0 X Horn Speaker	326.70
71866	17/11/2009	ESS NYFL Pty Ltd	Whipper snipping and reticulation removal of Arid Gardens Area.	1,584.00
71867	17/11/2009	Godfrey's Fitting Service	R14 Brake Valve	97.41
71868	17/11/2009	Gemini Medical Centre	PEM	253.00
71869	17/11/2009	Hathaway's Lubricants	Gear Ls 90	437.80
71870	17/11/2009	Lil's Retravision Karratha	Olympus Camera Mju-9000 And Usb Card Reader	523.00
71871	17/11/2009	The Retic Shop	Reticulation supplies	6,336.00
71872	17/11/2009	WA Hino	Assorted Parts	374.08
71873	18/11/2009	Chadson Engineering Pty Ltd	Assorted Stock	257.40
71874	18/11/2009	David Golf & Engineering Pty Ltd	Cast Aluminium Profile Blue- Red	1,498.20
71875	18/11/2009	Scottish Pacific Business Finance P/l	Smoke lens safety glasses	273.90
71876	18/11/2009	Foil Print	Watch around water wristbands x 1,000	141.90
71877	18/11/2009	Fire And Safety Wa	Jackets x 2	400.79
71878	18/11/2009	Greenline AG Pty Ltd	Various Stock Items -	1,273.78
71879	18/11/2009	Hydramet	Urgent Repairs To Chlorine Injection Line	5,052.75
71880	18/11/2009	Jaxon Pty Ltd	Refund Planning Approval 2019	15,000.00

71881	18/11/2009	Karratha Building Co	Supply hardwood planks	646.80
71882	18/11/2009	Kosmic Electronic Industries	Maintenance lights etc. for disco equipment	1,927.00
71883	18/11/2009	Major Motors Pty Ltd	Lamp	677.08
71884	18/11/2009	Jocelyn Robinson	Rates Refund For A58142 12 Leslie Loop	1,141.88
71885	18/11/2009	Statewide Bearings	Self Aligning Bearings	184.60
71886	18/11/2009	Seton Australia Pty Ltd	Personal Safety Alarms	490.96
71887	18/11/2009	Think Security	Full Service To Security System	412.50
71888	18/11/2009	WA Aquatic Club Pty Ltd	Latex cap - assorted	65.67
71913	18/11/2009	Australian Super	Superannuation contributions	480.20
71914	18/11/2009	Asset Super	Superannuation contributions	1,193.96
71915	18/11/2009	Colonial First State Firstchoice Super	Superannuation contributions	480.20
71916	18/11/2009	Cbus	Superannuation contributions	520.36
71918	18/11/2009	WA Local Govt Superannuation Plan	Superannuation contributions	128,576.93
71919	18/11/2009	Australian Services Union	Payroll deductions	340.20
71920	18/11/2009	Amp Life Limited	Superannuation contributions	1,455.55
71921	18/11/2009	Axa Australia	Superannuation contributions	480.20
71922	18/11/2009	Bt Super For Life	Superannuation contributions	1,039.32
71923	18/11/2009	Catholic Super & Retirement Fund	Superannuation contributions	187.31
71924	18/11/2009	First State Super	Superannuation contributions	108.44
71925	18/11/2009	H.E.S.T. Australia Ltd	Superannuation contributions	601.71
71926	18/11/2009	Health Super	Superannuation contributions	638.06
71927	18/11/2009	Hostplus Superannuation	Superannuation contributions	117.88
71928	18/11/2009	ING Life Limited	Superannuation contributions	167.99
71929	18/11/2009	LG Super	Superannuation contributions	516.56
71930	18/11/2009	LGRCEU	Payroll deductions	82.00
71931	18/11/2009	MTAA Superannuation Fund	Superannuation contributions	1,560.68
71932	18/11/2009	MLC Nominees Pty Ltd	Superannuation contributions	230.01
71933	18/11/2009	Rest Superannuation	Superannuation contributions	1,142.48
71934	18/11/2009	Superwrap Personal Super Plan	Superannuation contributions	555.00
71935	18/11/2009	Sunsuper Pty Ltd	Superannuation contributions	86.30
71936	18/11/2009	Westscheme	Superannuation contributions	988.84
71937	18/11/2009	Shire Of Roebourne	ATM Cash Replenishment	74,000.00
71938	20/11/2009	Australia Post	November 2009 - Postage	1,309.89
71939	26/11/2009	Building And Construction Industry Training Fund (BCITF)	July 2009 - Levy & Fees	289,201.44
71940	26/11/2009	Builders Registration Board of WA	October 2009 - Levy & Fees	5,140.50
71941	27/11/2009	Shire Of Roebourne	Float for KEC Youth Disco 28/11/2009	200.00
71942	27/11/2009	Telstra	20/10/09 - 19/11/09 Satellite Mobiles	454.72
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
71943	27/11/2009	Horizon Power	01/10/09-31/10/09 Street Lights	59,000.25
71944	27/11/2009	McLeods & Co Barristers And Solicitors	Legal Advice	14,316.50
71953	26/11/2009	Shire Of Roebourne	Payroll deductions	3,428.90
			<b>NOVEMBER CREDITOR PAYMENTS</b>	<b>3,705,349.60</b>
D/D	12/11/2009	Payroll f/e 12/11/09		357,087.05
D/D	25/11/2009	Payroll f/e 25/11/09		359,902.16
			<b>NOVEMBER PAYROLL PAYMENTS</b>	<b>716,989.21</b>
71513	27/11/2009	McLeods & Co Barristers And So	Legal Advice	-14,455.10

71801	5/11/2009	Community Water Grants	Reimbursement of Community Water Grant Funding	-50,000.00
71812	5/11/2009	WorkSafe Western Australia	15 x high risk work license applications	-1,056.00
71815	16/11/2009	Community Water Grants	Reimbursement of Community Water Grant Funding -	- 50,000.00
71838	16/11/2009	Cancelled Cheque		
71839	17/11/2009	Cancelled Cheque		
71840	17/11/2009	Cancelled Cheque		
71841	17/11/2009	Cancelled Cheque		
71842	17/11/2009	Cancelled Cheque		
71846	18/11/2009	Cancelled Cheque		
71889	18/11/2009	Cancelled Cheque		
71890	18/11/2009	Cancelled Cheque		
71891	18/11/2009	Cancelled Cheque		
71892	18/11/2009	Cancelled Cheque		
71894	18/11/2009	Cancelled Cheque		
71895	18/11/2009	Cancelled Cheque		
71896	18/11/2009	Cancelled Cheque		
71897	18/11/2009	Cancelled Cheque		
71898	18/11/2009	Cancelled Cheque		
71899	18/11/2009	Cancelled Cheque		
71900	18/11/2009	Cancelled Cheque		
71901	18/11/2009	Cancelled Cheque		
71902	18/11/2009	Cancelled Cheque		
71903	18/11/2009	Cancelled Cheque		
71904	18/11/2009	Cancelled Cheque		
71905	18/11/2009	Cancelled Cheque		
71906	18/11/2009	Cancelled Cheque		
71907	18/11/2009	Cancelled Cheque		
71908	18/11/2009	Cancelled Cheque		
71909	18/11/2009	Cancelled Cheque		
71910	18/11/2009	Cancelled Cheque		
71911	18/11/2009	Cancelled Cheque		
71912	18/11/2009	Cancelled Cheque		
			<b>CANCELLED CHEQUES</b>	<b>-115,511.10</b>
			<b>TOTAL PAYMENTS</b>	<b>\$ 4,306,827.71</b>

## **10 COMMUNITY SERVICES**

### **10.1 COMMUNITY SERVICES**

#### **10.1.1 K2020 Projects Naming Of Buildings**

**File No:** DT/4/1

**Responsible Officer:** Executive Manager Community Services

**Author Name:** Project Manager K2020

**Disclosure of Interest:** Nil

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#### **REPORT PURPOSE**

To suggest a methodology for the formal naming of the Baynton West Family Centre and the Bulgarra Community Centre and to seek Councils approval for its implementation.

#### **Background**

Design and documentation is currently being progressed for two key City of the North projects. For reference purposes the projects have been titled:

Baynton West Family Centre  
Bulgarra Community Centre

The opportunity exists for Council to consider more appropriate and permanent names for these facilities and for involving the Karratha community in the process.

#### **Issues**

The current projects represent a significant investment by the Council in the provision of contemporary and much need community facilities within the town. Importantly, the facilities are meeting a well demonstrated need for child focussed services at both extremities of the town.

The facilities will be contemporary and innovative in design and functionality and will enhance the built environment within the community, establishing new benchmarks for public buildings.

The permanent naming of the buildings at an early stage in the project will enable all project signage and marketing to promote the name and Councils involvement.

#### **Options**

Council has the following options available:

Retain the Project Names as the formal permanent names for the buildings. Whilst these names reflect the functional purpose of the building and clearly associate the locality with the Centre, they lack “pizzazz” and “appeal”.

Council, as it is entitled to do under its policy, selects permanent names for the buildings.

The community is invited to submit permanent names for the buildings which are considered by Council upon recommendation of a selection panel as outlined in this report.

#### **Proposed Methodology**

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Council policy indicates that the Executive Manager Community Services will process and make recommendations on the naming of parks reserves and buildings.

However, in this instance it will be recommended that the community be invited to submit names that comply with the criteria established in the policy for consideration by a selection panel in the first instance and then by Council for adoption.

The process will generally be as follows:

Guidelines	Preparation of the guidelines for submission of names which will include the criteria set down in Policy CS9.
Promotion	Submissions to be invited through the local press and radio.
Period	Submission to close on last day of February, be evaluated and recommendations submitted to Council for consideration at its March meeting.
Panel	Selection panel to comprise the Shire President (or nominee); Chief Executive Officer, Executive Manager Community Services and the Manager Community Facilities
Administration	The process will be administered by the Manager Community Facilities

### **Strategic Plan**

The projects are listed with a high priority in Councils Draft Strategic Plan 2009/10 and are listed as initiatives to be completed in the period 2009 to 2013.

### **Policy Implications**

Policy number CS9 titled Naming of Parks, Reserves & Buildings is relevant to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

There are no financial implications resulting from this report as provision for appropriate building signage has been provided for in the project estimates. The minimal costs associated with advertising should be charged against the relevant projects allocations.

### **Conclusion**

In order to promote positive community involvement in the development process for the Baynton West Family Centre and the Bulgarra Community, it will be recommended that the process for considering permanent names for the Centres be through a public submission process as outlined in this report.

### **Voting Requirements**

Simple.

**RECOMMENDATION**

**That Council:**

- 1 ENDORSES the formal naming of the Baynton West Family Centre and the Bulgarra Community Centre through a public submission process.**
- 2 NOMINATES the selection panel for the assessment of submissions for the formal naming of the Baynton West Family Centre and the Bulgarra Community Centre as the Shire President (or nominee), the Chief Executive Officer, the Executive Manager Community Services and the Manager Community Facilities.**
- 3 NOTES the selection panel will bring forward recommendations for the formal naming of the Baynton West Family Centre and the Bulgarra Community Centre to the March 2010 meeting of Council.**
- 4 NOTES the process for the formal naming of the Baynton West Family Centre and the Bulgarra Community Centre will be managed by the Manager Community Facilities and FURTHER NOTES the administrative costs will be charged to the relevant project allocations.**

**COUNCIL RESOLUTION**

**Res No : 14915**  
**MOVED : Cr Hipworth**  
**SECONDED : Cr Lally**

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

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No : 14916**  
**MOVED : Cr Cechner**  
**SECONDED : Cr Vertigan**

**That Council reinstate Standing Orders.**

**CARRIED**

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



**COUNCIL RESOLUTION**

**Res No** : **14917**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Smeathers**

**That Council:**

- 1 ENDORSES the formal naming of the Baynton West Family Centre and the Bulgarra Community Centre through a public submission process.**
- 2 NOMINATES the selection panel for the assessment of submissions for the formal naming of the Baynton West Family Centre and the Bulgarra Community Centre as the Shire President (or nominee), the Chief Executive Officer, the Executive Manager Community Services and the Manager Community Facilities.**
- 3 NOTES the selection panel will bring forward recommendations for the formal naming of the Baynton West Family Centre and the Bulgarra Community Centre to the March 2010 meeting of Council.**
- 4 NOTES the process for the formal naming of the Baynton West Family Centre and the Bulgarra Community Centre will be managed by the Manager Community Facilities and FURTHER NOTES the administrative costs will be charged to the relevant project allocations.**

**CARRIED**

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

**10.1.2 K2020 Projects Public Art****File No:** DT/4/1**Responsible Officer:** Executive Manager Community Services**Author Name:** Project Manager K2020**Disclosure of Interest:** Nil

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**REPORT PURPOSE**

To suggest a methodology for the appointment of artists for the provision of the Public Art component of the Baynton West Family Centre and the Bulgarra Community Centre and seek Councils approval for its implementation.

**Background**

Design and documentation is currently being progressed for two key K2020 projects. These are the Baynton West Family Centre and the Bulgarra Community Centre.

The Project Architect has sought direction as to the appointment of an artist to undertake the design production and installation of Public Art in order the type, size and composition of the “art” can be incorporated into the buildings during the design process.

Early appointment will also resolve the type of art pieces to be installed i.e. sculpture, vertical art i.e. paintings on the building; horizontal art i.e. installations in paving or a combination of styles.

It is to be noted that building signage and the recognition of key stakeholders is not included in this component however the art may influence the style and location of building signage.

**Issues**

Whilst Council is clear on the provision of Public and Community Art, it is mute on the process to be adopted for the appointment of artists and the type of art which may be preferred for a particular type of building asset.

This report will address a methodology which might apply to the current K2020 projects which can then be developed into a more formal set of guidelines or procedures for formal consideration by Council as an addition to its policy for the City of the North.

The methodology will be based on the following factors:

- The appointment of artists resident in the Shire of Roebourne will have a clear and stated preference.
- There will be separate appointment for the Baynton and Bulgarra components.
- The budget allocations will be on the basis of “fully installed and commissioned” i.e. all design, construction, transport, installation and artists commission and expenses.
- The “art” will have to comply with all relevant statutory and regulatory conditions.
- The Project Architect will be involved in the selection of the artists and provide appropriate technical advice on the location and installation of the pieces.
- The artists having to meet construction and installation timelines consistent with the overall projects established timelines.

**Options**

Council is obliged under the terms of its policies to provide Public Art in community buildings.

**Proposed Methodology**

It will be recommended that the methodology to be adopted for the appointment of artists to provide the Public/Community Art will be as follows:

Detailed Guidelines. Selection Criteria and Terms of Conditions of Appointment to be prepared by the Project Manager K2020 in consultation with the Project Architect, legal advisor and Executive Manager Community Services.

The Expressions of Interest documentation to be approved by the Executive Manager Community Services

Submissions to be invited closing at the end of February 2009.

Submissions to be evaluated by the Selection Panel, including interviews where necessary, who will make recommendations for consideration by Council at its April meeting

It will be recommended that the Selection Panel comprise the Shire President or nominee, the Chief Executive Officer, Executive Manager Community Services and the Manager Community Facilities. The Selection Panel will be advised by the Project Architect and Project Manager K2020 as technical officers.

Administration costs will generally be restricted to EOI documentation and advertising and these will be charged to the appropriate project accounts..

**Strategic Plan**

The projects are listed with a high priority in Councils Draft Strategic Plan 2009/10 and are listed as initiatives to be completed in the period 2009 to 2013.

**Policy Implications**

Policy number CS11 titled Percent for Public Art and CS12 Public Art are relevant to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

As previously reported to Council provision has been made in the current project cost estimates for the creation of Public Art in accordance with the Policy CS11 Percent for Public Art. The amount for Baynton West Family Centre was nominated as \$95,000 and for the Bulgarra Community Centre \$55,000. This has subsequently been increased to \$70,000 to reflect the increase in value of the overall project.

**Conclusion**

The timely appointment of artists will assist in the design and documentation process for the K2020 projects.

In the context of providing innovative and contemporary community facilities, the provision of public or community art will add significant visual and aesthetic value and will provide a "Karratha" stamp to the structures of which the community can take pride.

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14918**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Smeathers**

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**That Council:**

- 1 **ENDORSES** the appointment of artist for the Public Art components of the Baynton West Family Centre and the Bulgarra Community Centre through a public submission process.
- 2 **NOMINATES** the selection panel for the assessment of submissions for the appointment of artists for the Baynton West Family Centre and the Bulgarra Community Centre as the Shire President (or nominee), the Chief Executive Officer, the Executive Manager Community Services and the Manager Community Facilities to be supported with technical input from the Project Architect and the Project Manager K2020.
- 3 **NOTES** the selection panel will bring forward recommendations for the appointment of artists for the Baynton West Family Centre and the Bulgarra Community Centre to the April 2010 meeting of Council.
- 4 **NOTES** the process for the appointment of artists for the Baynton West Family Centre and the Bulgarra Community Centre will be managed by the Project Manager K2020 and **FURTHER NOTES** the administrative costs will be charged to the relevant project allocations.
- 5 **ENDORSES** the general criteria for the appointment of artists for public art component of the Baynton West Family Centre and the Bulgarra Community Centre will be as follows:
  - a. The appointment of artists resident in the Shire of Roebourne will have a clear and stated preference.
  - b. There will be separate appointment for the Baynton and Bulgarra components.
  - c. The budget allocations will be on the basis of “fully installed and commissioned” art i.e. all design, construction, transport, installation and artist’s commission and expenses.
  - d. The “art” will have to comply with all relevant statutory and regulatory conditions.
  - e. The Project Architect will be involved in the selection of the artists and provide appropriate technical advice on the location and installation of the pieces.
  - f. The artists having to meet construction and installation timelines consistent with the overall projects established timelines.

**CARRIED**

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

**10.1.3 Shade Structures At Council Playgrounds****Responsible Officer:** Executive Manager Community Services**Author Name:** Executive Manager Community Services**Disclosure of Interest:** Nil

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**REPORT PURPOSE**

To consider a budget amendment to progress design, documentation and construction of permanent shade structures at Council playgrounds.

**Background**

Playgrounds and play spaces are an important community asset to promoting active lifestyle. With a significant portion of the Shires demographic being young families with children 0 – 12 the need for well designed and accessible play spaces is critical.

The Shire has commenced in recent times with a playground capital replacement program. The program is designed to replace assets with age appropriate and accessible equipment. As part of the consultation process, the need for shade structures has been recommended as a standard that the Shire should provide at each playground. Feedback has suggested that with the Shire experiencing very high temperatures between October and April each year, the need for shade is critical to enhancing usability of play spaces.

There are currently 6 community playgrounds with shade structures in the Shire, all being a shade sail construction. The shades are removed during the cyclone season coinciding with the hottest months of the year. The removal of shade structures is problematic and they are susceptible to vandalism. In some instances the Shire contracts Community Associations to remove and store the shade sails. It is the belief of Council Officers that permanent shade structures would alleviate these issues and are recommended as standard provision for all playgrounds.

Council allocated \$15,000 in the 2009/2010 Budget for design preparation of Shade Structures at Council Playgrounds. Quotations were recently called and a contract has been let to McNally Newton Landscape Architects (MNLA) to design 3 options for Councils facilities. The three options could then be adapted to different site requirements and used for future developments as the Shires standard. The permanent shade structures are to be architecturally designed and integrate with the existing and future planned equipment. All shade structures are to be structurally certified and installed to cyclone rated area (Region D, Terrain category 2) conditions.

**Issues**

In recent times consideration has been given to the escalation of this project to progress beyond design only work to actual documentation, tender and construction in the current financial year. At this stage no funds have been allowed for in the 2009 / 2010 Budget Should Council support this direction, a budget amendment would be required.

If supported, Council Officers propose to design and install permanent shade structures at all strategically positioned Shire of Roebourne playgrounds. Eighteen playgrounds have been identified as potential sites for permanent shade structures, including those that have shade sails currently provided. The list of potential playgrounds is draft only and has been developed based on the strategic positioning of play spaces in parks and at facilities and distances to residences to access. Further consideration and the commitment to specific site would require Council agreement when accepting the designs and agreeing to call tenders to construct. If Council is supportive, this is anticipated at the February 2010 Council Meeting.

Should Council seek to support the proposal additional funds will be required. Council has allocated \$812,371 to the Catrall Park Upgrade/Refurbishment, Account 942400 and at the November Council Meeting Council resolved to endorse the Design Brief for the redevelopment project and an indicative timeframe. The project timeline will deliver a commencement of works by the 30<sup>th</sup> June 2010 resulting in the need for construction funds in the 2010 / 2011 financial year.

The Executive Manager of Technical Services has indicated that \$30,000 has been expended on the project to date with a further \$70,000 anticipated by the end of the current financial year to complete concept design, documentation and tender documentation. As a result, up to \$700,000 of this project budget could be allocated to an alternative project.

The notional cost to construct and install the eighteen permanent shade structures, based on a comparison with similar work and MNL A experience, is \$920,000. As it is highly probable that only part of the program could be delivered prior to the 30<sup>th</sup> June 2010, and most likely staged, it is recommended that part funding (\$700,000) be allocated now and the balance be sought in the 2010/2011 Budget.

### **Options**

Council has the following options available:

Agree to create a new project titled "Playground Permanent Play Structures"

Subject to support of Point 1 above;

Agree by Absolute Majority to reallocate \$700,000 from project Account 942400 Catrall Park Upgrade/Refurbishment to the new Project Account titled "Playground Permanent Play Structures" and amend the budget accordingly.

Note that an indicative project budget is \$920,000 and further notes that a more detailed budget and proposed sites for the construction of permanent shade structures will be presented along with concept options to the February 2010 Council Meeting. , or

Council resolve not to support the new project titled "Playground Permanent Play Structures" at this point in time and continue to progress concept designs as currently planned.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

In accordance with the Local Government Act 1995 section 6.8 (1)b changes to Councils Budgets need to be authorised prior to incurring expenditure and requires an Absolute Majority resolution.

### **Financial Implications**

Council allocated \$15,000 in the 2009/2010 Budget for design preparation of Shade Structures at Council Playgrounds. Should Council wish to proceed to construction in the current financial year a budget amendment resolved by Absolute Majority will be required.

The funding for the Cattrall Park Upgrade/Refurbishment within the 2009/10 Budget is sourced from the net proceeds of sale of residential lots within the Clarkson and Teesdale Subdivisions for Staff Housing.

The utilisation of these funds for constructing Permanent Shade Structures is consistent with the Business Plan associated with the Clarkson and Teesdale Subdivisions whereby they are required to be utilised for the development of Public Open Spaces..

### **Strategic Implications**

The provision of permanent shade structures at Playgrounds is not listed as a specific project or priority in Councils Draft Strategic Plan 2009 – 2013.

However keeping with the Shires Draft Strategic Plan 2009 – 2013 Key Goal One Communities which states “*We will further develop and maintain the infrastructure to create aesthetically attractive and liveable towns which develop in to more diverse and balanced communities* “ it could be argued that the project is strategic in nature and would contribute to the delivery of Councils objective.

### **Conclusion**

Nil

### **Voting Requirements**

Absolute.

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## **RECOMMENDATION**

**That Council:**

- 1. Agree to create a new project titled “Playground Permanent Play Structures”**

**Subject to support of Point 1 above;**

- 2. Agree by Absolute Majority to reallocate \$700,000 from project Account 942400 Cattral Park Upgrade/Refurbishment to the new Project Account titled “Playground Permanent Play Structures” and amend the budget accordingly**
- 3. Note that an indicative project budget is \$920,000 and further notes that a more detailed budget and proposed sites for the construction of permanent shade structures will be presented along with concept options to the February 2010 Council Meeting**

**COUNCIL RESOLUTION**

**Res No** : **14919**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Vertigan**

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

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No** : **14920**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Cechner**

**That Council reinstate Standing Orders.**

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No** : **14921**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Lewis**

**That Council:**

- 1. Agree to create a new project titled “Playground Permanent Play Structures”**

**Subject to support of Point 1 above;**

- 2. Agree by Absolute Majority to reallocate \$700,000 from project Account 942400 Cattral Park Upgrade/Refurbishment to the new Project Account titled “Playground Permanent Play Structures” and amend the budget accordingly**
- 3. Note that an indicative project budget is \$920,000 and further notes that a more detailed budget and proposed sites for the construction of permanent shade structures will be presented along with concept options to the February 2010 Council Meeting**

**CARRIED**

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



### 10.1.4 Antisocial Behaviour Strategy

<b>Attachment(s)</b>	<b>Anti Social Strategy</b>
<b>Responsible Officer:</b>	<b>Executive Manager Community Services</b>
<b>Author Name:</b>	<b>Manager Economic and Community Development</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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#### REPORT PURPOSE

To consider the Anti Social Behaviour Strategy.

#### Background

Historically Council has had various partnerships with State Government and other agencies to address concerns with anti social behaviour and criminal related activities. Most recently the Shire entered into a Community Safety and Crime Prevention partnership with the State Government from 2006 – 2009 which sought to progress 13 priorities.

In August 2009, the Shire of Roebourne undertook an inaugural community satisfaction survey to gauge community perceptions on areas of importance. The highest priority areas, indicated by the community, that are in need of considerable improvement were:

- Graffiti, vandalism & anti-social behaviour
- Enforcement of illegal parking & litter

As an immediate response, the Shire, in partnership with WA Police, established an antisocial behaviour taskforce which currently consists of the Shire President and/or CEO, Superintendent of WAPoL and/or Inspector and senior officers from WA Police Karratha, Executive Manager Community Services and designated staff. So as not replicate the work of the current Crime and Prevention group which has consisted of Woodside Energy, the WAPoL and the Shire, this groups' objectives will now be included in the anti-social strategy.

The Taskforce has developed a Strategy document that sets out the key initiatives, considerations, actions, responsibilities and resource requirements. Refer to attached.

The following seven areas have been recommended by the taskforce for immediate action:

1. Graffiti
2. Crime prevention and anti-social behavior
3. Provision of a Closed Circuit Television Network in known areas of anti-social activity
4. Litter
5. Illegal Parking
6. Off-Road Vehicles
7. Hoon Driving

Additionally the strategy highlights various other working groups, programs and initiatives that are considered relevant to community and crime prevention. These will continue to be supported and resourced to contribute to the collective outcome which will enable the strategy to remain fluid to change to reflect current issues and opportunities.

The Taskforce have commenced the process of investigation, seeking funding partnerships, policy development and progressed various initiatives contained within the strategy including site investigation for CCTV initiative, blitz on off road vehicles and developed a draft graffiti

management policy for Council consideration. The Strategy is a working document that sets out the detail to the approach and will be continuously reviewed by the taskforce to ensure currency. Additionally as partnerships are developed the Taskforce membership will evolve to include industry representation.

### **Issues**

The Strategy has been developed in recognition of the communities' feedback that anti social behaviour is an issue in the Shire and requires a multi-faceted and partnership approach to address. The WA Police and Shire have agreed to allocate human and financial resources to the coordination of a response and will continue to seek partnerships in the delivery of the program.

In order to set the framework for the strategy it is recommended that the principle objectives and aims of the Community Safety and Crime Prevention Plan remain valid. This will enable the strategy to continue to be adaptive to present needs.

At present Council has allocated various funds to progress programs and projects relevant to the Strategy and discussions have commenced with Woodside and Rio Tinto on how to partner in the collective delivery of the program. Woodside have confirmed that they will provide \$100,000 to meet the cost of a footpath sweeper as an initial investment and work with the taskforce to implement other priorities. Rio Tinto have also indicated support to participate.

Additionally, a request to contribute funding of a narcotic detector dog and handler to be based in Karratha (refer to Item 11.4.3 Contribution to Funding a Narcotic Detector Dog and Handler) forms part of our overall strategy to work collaboratively with our key partners in this initiative and drive innovative approaches to crime prevention and reducing anti-social behaviour.

As a working strategy the detailed resource allocations are not finalised on all initiatives but it is indicated that the considerable financial resources will be required and hence identification of funding in support of initiatives has commenced. Likewise the development of an annual plan that outlines the delivery of the Strategy in a coordinated manner for 2010 is a priority of the Taskforce and an agenda item for the next meeting on the 9<sup>th</sup> December.

As a strategy document, and as various investigations are refined and scoped, eg CCTV, more detailed estimates will be provided. Likewise approvals to major initiatives developed will need to be bought before Council for agreement.

### **Options**

Council has the following options available:

That Council endorse the Anti Social Behaviour Strategy, its objectives, aims and key priorities;

or

That Council endorse the Anti Social Behaviour Strategy as amended

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

Full details of financial implications will be progressively reported to Council with a fully scoped project plan due to Council as part of the Budget Review.

**Conclusion**

The Strategy to address anti social behaviour is an important step to coordinating a response to community concerns raised. As a strategy it will need to be fluid and adaptable to opportunities and issues as they arise.

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14922**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Cechner**

**That Council:**

**Endorse the Anti Social Behaviour Strategy, its objectives, aims and key priorities as attached.**

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**CARRIED**

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

**10.1.5 Draft Graffiti Management Policy****Responsible Officer:** Executive Manager Community Services**Author Name:** Manager Economic And Community Development**Disclosure of Interest:** Nil

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**REPORT PURPOSE**

For Council to consider adopting the draft Graffiti Management Policy CS 17.

**Background**

As part of the Antisocial Taskforce (refer to previous report) it was recommended that graffiti management is a key priority with an initial action to be the development of a specific policy from Council.

The purpose of the policy is to provide guidance as to Council's position and a holistic approach to graffiti management. Council Officers have now developed a draft policy (ATTACHED) for Council's consideration that outlines how Council can proactively approach graffiti management in the Shire.

**Current Approach**

Currently, the general approach in the Shire has been:

1. Council Parks and Gardens staff attend to graffiti removal on an as identified basis during the normal course of their daily work plan. This includes painting out graffiti with an appropriate paint colour.
2. Specific Council facilities have been coated with a graffiti resistant coating and Shire cleaners remove graffiti as identified.
3. The Shire's Facility Management Contractor reports and attends to incidents as identified.
4. The Department of Treasury and Finance's Building Management and Works use a local Karratha contractor to remove graffiti on state government property. Reporting is carried out via local BMW office and the timeframe is removal within 3 hours of reporting.
5. Local Business remove graffiti as and when required and funds permit.

It was also identified that no collective recording mechanisms were in place for residents although residents could report graffiti to Police, the Shire or the States Graffiti Hotline.

In order to take a more proactive approach to graffiti management the Taskforce felt that the Shire should consider a policy and then develop procedures to improve graffiti management.

**DEVELOPMENT OF THE SHIRE OF ROEBOURNE GRAFFITI MANAGEMENT POLICY**

This Policy has been primarily developed through desk top research and literature review. This provided points of relevance from existing research and policies to be drawn together to develop an understanding of graffiti, potential strategies and their effectiveness, and the legislative and strategic context of illegal graffiti in Western Australia.

In order for the policy and related management plan to be most effectively implemented the following additional actions have occurred;

- **Analysis of Local Data and Evidence** – Undertook a review of data analysis on the prevalence of illegal graffiti in the Shire of Roebourne and the effectiveness of past and current initiatives to manage the problem
- **Reference to Key Council Documents** – Reviewed existing Council plans, policies and documents including the 2009 Annual Community Survey to provide a clearer understanding of the values, vision, strengths and issues of concern to Shire of Roebourne communities.
- **Cross-Council Steering Group** – Formed a Taskforce, comprised of Council officers and WA Police to guide the development of the Policy and contribute ideas and information relevant to their fields of expertise.
- **Consultation with Key Stakeholders** – Conducted consultation with key stakeholders (WA Police, Business and Industry Representatives, Key Government agencies) to discuss the issues associated with illegal graffiti in the Shire, identify past and current local initiatives, and examine the appropriateness of strategies outlined in the policy and management plan.

On this final point the Shire commenced discussions with the Karratha District Chamber of Commerce to ascertain support for the approach including the potential development of a business graffiti accord.

The key issue raised in the development of the draft policy was that graffiti removal and the procedures required to do so only constitutes a part of a graffiti management strategy. Other important factors that need positive reinforcement and actions developed include education, enforcement, prevention, engagement, monitoring and a variety of strategic initiatives.

### **Issues**

The broader community has not been consulted in the development of the Policy to date. Should Council perceive this to be a requirement it could provide a summary of the policy to residents and allow the draft of the policy to be available for comment by the public for a set period. As the policy has no statutory or resource implications at this point in time this may not be required.

Council should be aware however that should it adopt the policy, inevitably the issue of graffiti removal across the Shire and Council's role will be questioned in the management of this service. Key considerations are reporting mechanisms, data collection and most importantly what level of service does the Council wish to afford ratepayers through contracted services remove and costs.

The Taskforce has considered these issues and after consultation with the State Graffiti Hotline and consideration and consultation with Shire staff the following directions is presented for Council consideration.

### Reporting

In the first instance the issue of reporting graffiti has been considered and the Taskforce has recommended that all graffiti should be reported to the State's Graffiti Hotline. The key reasons for this direction is that the State funds the service, the information collected is collated and informs the state graffiti strategy, it alleviates Shire and police resources being dedicated to this service and produces reports on incidents, hotspots in a manner suitable for police use.

### Contract vs In House Removal

The Taskforce is of the opinion that a specialised contract service would best suit, dedicated to removal across the Shires, business and residential premises. Advice is that the Shire does not currently have the internal resources to address this issue across the entire Shire aside from the level of service that it currently affords.

In support of a contract service, the Police have identified the need for reporting incidents and details of each graffiti “tag” to assist with investigations. For simplicity, a dedicated contractor would be required to document, photograph and report each instance as part of a contract agreement.

No funds are allowed for this initiative if this was to be supported and consideration as to the scope of works, contract conditions and deliverables would be required. Further it is problematic to ascertain what the budget should be, however a notional figure of \$100,000 may be required to commence. Some funding may be available to offset this cost and consideration to user pays would need to occur for some services however it is the Taskforce opinion that as an initial incentive to promote access to the service that a 100% subsidised service be offered to business owners and ratepayers for a specific periods of time.

To progress this initiative it is recommended that Council request that Executive Manager Community Services to prepare a scope of works in consultation with the Community Services portfolio Councillors Lewis, Smeathers and Vertigan and the Anti Social Taskforce in readiness for the February Council Meeting.

### **Options**

Council has the following options available:

1. That Council adopts the Graffiti Management Policy as attached.
2. That Council request that Executive Manager Community Services to prepare a scope of works for a Graffiti Removal Contract in consultation with the Community Services portfolio Councillors Lewis, Smeathers and Vertigan and the Anti Social Taskforce in readiness for the February Council Meeting.

Or

That Council resolves to advertise the draft Policy for a period of 14 days, requesting public comment and report the policy back to the February Council Meeting for consideration.

Or

3. That Council resolves not to adopt the Policy at this time.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

A budget amendment resolved by Absolute Majority will be required.

**Conclusion**

In summary, the Policy has been developed in response to the priority determined by the 2009 Annual Community Survey.

**Voting Requirements**

Simple

**RECOMMENDATIONS/COUNCIL RESOLUTION**

**Res No** : **14923**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Lally**

**That Council:**

**Adopts the Graffiti Management Policy as attached**

**Request that Executive Manager Community Services to prepare a scope of works for a Graffiti Removal Contract in consultation with the Community Services portfolio Councillors Lewis, Smeathers and Vertigan and the Anti Social Taskforce in readiness for the February Council Meeting.**

**CARRIED**

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



## CS 17 GRAFFITI MANAGEMENT POLICY

### INTRODUCTION

The Shire of Roebourne recognises that illegal graffiti is a community concern that adversely affects the social, environmental and economic fabric of the local community. It creates a negative perception of safety in the local community, thus impacting on the wellbeing and social cohesion of the community. Illegal graffiti has negative effects on the streetscape and urban environment and detracts from community pride of the local area.

The considerable financial costs involved in removing graffiti also impose economic impacts on individuals, businesses, Council and the wider community. Council will not tolerate illegal graffiti and is committed to reducing and preventing graffiti in public spaces and on public and private property.

Concerns about graffiti have been highlighted in the Shire's 2009 Community Survey. Analysis of results indicated that issues related to graffiti, vandalism and anti-social behaviour ranked number one in terms of priority for the council to address with consideration to how residents rated its importance as a service that council should provide and the extent to which they assessed how council was performing in delivering this service.

### OBJECTIVE

The Shire's Graffiti Management Policy defines the Shire's role in reducing the incidence and visibility of graffiti and additionally minimising the social, environmental and economic impacts within the Shire of Roebourne.

This objective is complimentary to the Shire's desire to create aesthetically attractive and vibrant towns.

Prompt graffiti removal is seen as best practice as it diminishes the level of recognition and reward achieved by graffiti vandals. Prompt graffiti removal also prevents assets appearing uncared for.

### DEFINITIONS

For the purpose of Graffiti Management Policy and Action Plan the following definitions apply;

*Graffiti*: is defacing, spraying, writing, scratching or slashing an identifying mark or symbol on someone else's property without their consent



Graffiti includes any unauthorised drawings, names, words or marks, such as tags, stencils, political, racist or obscene statements and aerosol art, on public buildings or infrastructure, transport (including railway rolling stock) and private property (building walls, fences and billboards)

*Graffiti murals and artwork:* is any form of approved graffiti visual art or design created through formal consultation and approval and with the permission of the property owner. This can include legal murals, street signage, street furniture and temporary installations.

## **POLICY PRINCIPLES**

- Graffiti can have direct and indirect adverse impacts on the social, economic, and built and natural environmental dimensions of the community. This entails an integrated approach to graffiti reduction and prevention.
- Council's overall goal and long-term commitment is to reduce the incidence of illegal graffiti through a multi-faceted and strategic approach incorporating seven core elements:
  - Removal
  - Education
  - Enforcement
  - Prevention
  - Engagement
  - Monitoring
  - Strategic initiatives
- A successful approach to reducing and preventing the problem of illegal graffiti requires appropriate measures that address both the factors contributing to the problem and the problem itself. Council will therefore consider projects and partnerships that involve people in the local area who commit, or are at risk of committing, illegal graffiti in the development and implementation of appropriate projects and programs.
- Graffiti management is a community responsibility and a partnership approach drawing on shared resources, capacities and commitment is integral to effective graffiti reduction and prevention. Positive outcomes in graffiti management can be best achieved through a involving a wide range of stakeholders, including Council, State government departments, local business owners, community groups and the local community.
- Council understands that owners of property on which illegal graffiti occurs are victims of crime. However, Council strongly regards the prompt and complete removal of illegal graffiti, particularly in locations with public visibility, to be a critical component of effective illegal graffiti management. Council will therefore work with the community to ensure that illegal graffiti is rapidly removed.
- Council recognises and values the contribution of existing local, regional and statewide initiatives and will work to strategically complement and support these initiatives
- Council recognises the value of community art in enhancing a sense of 'place' and providing opportunities for local artists to exhibit their skills and creativity. Approved graffiti murals or artwork can reduce the opportunity for graffiti vandalism, divert young offenders and enhance artist skills, as well as revitalize public space.
- Ongoing monitoring and evaluation is essential to enhance understanding of the issues associated with graffiti management and to inform constructive policy review.

- Council graffiti management strategies must be effective and cost efficient, applying the best use of Council resources.

## **KEY POLICY STATEMENTS**

### **1 REMOVAL**

***Rapid removal is acknowledged as the best deterrent to graffiti. Council owned property and buildings are to be free from illegal graffiti. Council will encourage and support private and government property to promptly remove graffiti from their properties.***

**1.1** Council commits to remove graffiti from its property buildings within the following timeframes:

Obscene or racist graffiti within 48 hours and non-offensive graffiti within 7 working days

**1.2** As Council cannot compel private and government property owners to remove graffiti it will rely on partnerships, public cooperation, goodwill and financial support to achieve overall reductions in graffiti.

**1.3** Council will work with and offer advice and assistance to local business owners and private property owners to remove illegal graffiti within the required timeframe specified in this Policy.

**1.4** Council will negotiate with WA Dept of Corrective Services through the Repay WA initiative to undertake graffiti clean-ups of public spaces by community based offenders.

**1.5** Council will encourage members of the community to report incidents of illegal graffiti.

### **2 EDUCATION**

***The Shire of Roebourne recognises the importance of informing the community about actions that can be adopted to assist in minimizing graffiti and of the need to be proactive to lessen the consequences of this problem.***

#### **Council will**

**2.1** Ensure that the community is aware of the Graffiti Management Program and how people can be involved. Information, advice and practical support will be provided to assist local residents and businesses in managing graffiti on their property.

**2.2** Actively promote the Shire's Graffiti Management Policy and Plan to local residents, business owners, schools and institutions/agencies, and will provide regular feedback to the community about the effectiveness strategies in the management of illegal graffiti.

**2.3** Seek to promote understanding within the local community of graffiti removal and prevention strategies, the importance of promptly reporting incidents of illegal graffiti and graffiti activity, and ways of reporting illegal graffiti incidents.

**2.4** Partner with key stakeholders, such as schools and the local media, to increase understanding in the broader community about the social and environmental impacts and economic costs of illegal graffiti. Council will also support the promotion of the impacts of illegal graffiti on the community/individual to those that are responsible for illegal graffiti. This also includes the short, medium and long term impacts to the person or persons carrying out the illegal graffiti.

### 3 ENFORCEMENT

***The Shire of Roebourne recognizes that graffiti management requires an element of enforcement (prosecution and restoration) to ensure that offenders are held accountable and dealt with appropriately. The Shire also recognizes the importance of partnerships to assist efforts to reduce graffiti.***

**Council will:**

**3.1** Continue to work with WA Police to develop and review ways of identifying, apprehending and/or prosecuting graffiti offenders.

**3.2** Support WA Police, as appropriate, in the planning, implementation and evaluation of surveillance or other measures to deter, identify, apprehend and/or prosecute graffiti offenders. Council will also support WA Police in initiatives and programs aimed at reducing and preventing illegal graffiti within the Shire.

### 4 PREVENTION

***The Shire of Roebourne recognizes the importance of programs which focus on the reduction and prevention of graffiti before it occurs***

**Council will:**

**4.1** Seek to encourage developers and builders to apply Crime Prevention Through Environmental Design (CEPTED) principles to the design of all buildings, streetscapes and public assets and infrastructure.

**4.2** Consider CEPTED principles in urban design, including the design of Council buildings, facilities, streetscapes and public spaces.

**4.3** Provide advice to local residents and business owners about appropriate and effective environmental design, building design and anti-graffiti deterrents. These include anti-graffiti coatings, plantings, fencing material, lighting and means of enhancing informal surveillance.

### 5. ENGAGEMENT

***The Shire of Roebourne recognizes the need to create an environment in which young people are valued and their needs included in Council planning, policy and programs. Young people and those who work with young people will be actively involved in graffiti prevention and reduction strategies.***

**Council will:**

**5.1** Support prevention and early intervention activities run by community agencies, youth services and schools.

**5.2** Actively engage the local community in activities that provide legitimate alternatives to illegal graffiti and that enhance social and/or economic potentials and social connectivity.

**5.3** Support legal urban art work installations where permission has been granted by the owner of the property in accordance with the Shire of Roebourne Public Art Policy (CS12) and the Office of Crime Prevention Guidelines on Urban Art. Such artwork and murals will be planned carefully to provide an opportunity for youth and community engagement and participation. Approved graffiti artwork can reduce the opportunity for graffiti vandalism, divert young offenders and enhance artist skills, as well as revitalize public space.

**6. MONITORING**

***The Shire of Roebourne recognizes that monitoring of graffiti incidents, the response and strategies outlined in the Management Plan are important to ensuring that resources are allocated most effectively.***

**Council will:**

**6.1** Work with key stakeholders (eg WA Police) and the community to identify graffiti hotspots for future targeted actions to reduce the incidence of site-specific illegal graffiti.

**6.2** Implement procedures to monitor the location and type of graffiti, its frequency, the amount which is required to be removed and cost associated with removal.

**6.3** Have regard to best practice models; relevant federal and state legislation; local evidence and trends; and evaluations of the effectiveness of implemented strategies and programs. Council will also continue to seek input from the local community and key stakeholders for the purposes of policy review, development of strategies, and evaluation and monitoring methods.

**7. STRATEGIC INITIATIVES**

***The Shire of Roebourne recognises that graffiti is a complex and community wide concern that requires the involvement of all groups within the community***

**Council will:**

**7.1** Ensure that it has an integrated and coordinated approach in the implementation of this Policy.

**7.2** Coordinate local partnership and collaborative approaches, involving a broad and diverse range of key stakeholders, to enhance the integration of strategies to manage illegal graffiti across the Shire.

**7.3** Will consider opportunities to advocate for state-wide mechanisms, strategies and legislation that support local level efforts to manage illegal graffiti.

**RELATIONSHIP TO RELEVANT COUNCIL DOCUMENTS**

This Policy supports the following Key Goals in the *Shire of Roebourne Draft Strategic Plan 2009-2013*:

- Communities
- Delivering Services

The Policy supports the Shire’s Community Safety and Crime Prevention Plan 2006 -2009.

Previous Policy No:	Nil
Resolution Numbers:	
Last Reviewed:	New Policy
Next Review:	Nov 2010
Responsible Officer:	Executive Manager Community Services

**10.1.6 Bulgarra Sporting Precinct Electrical Services Upgrade****File No:** DT/3/8**Responsible Officer:** Executive Manager Community Services**Author Name:** Project Manager K2020**Disclosure of Interest:** Cr Ben Lewis declared a financial interest, as an employee of a potential contractor and left chambers at 6.59pm.

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**Report Purpose**

To advise Council of works required to activate the new transformers installed at the Bulgarra Sporting Precinct in 2008, of action initiated to date and of future reporting to Council.

**Background**

At its meeting held on 19<sup>th</sup> October 2009, Council resolved, in part, vide Resolution14849:

- 1. ENDORSES the Electrical Consultancy Brief and Scope of Services for the electrical and floodlighting upgrade at Bulgarra Oval as outlined in document ID# and detailed in the Attachment to this report.**

Councillors were subsequently advised by way of memorandum in November 2009 of the appointment of BEST Consultants to undertake the project.

The Project Initiation meeting was held in Karratha on the 19<sup>th</sup> November 2009 part of which was a full site inspection of the Bulgarra Sporting Precinct. The Shires Maintenance Contractors, Karratha Contracting Pty Ltd, was also participants in the inspection.

During this inspection it was noted that new transformers installed on the Bulgarra Sporting Precinct to service the Karratha Entertainment Centre, Karratha Recreation Club and adjoining buildings and the floodlighting to the netball and tennis courts had not been activated.

**Issues**

As an outcome of discussions with BEST Consultants and Karratha Contracting Pty Ltd, and in light of a notice received from Horizon Power relating to the unsafe nature of the existing transformer compound, it was determined that action had to be taken to complete the works necessary to activate the new transformers and switchboards.

BEST Consultants has been engaged to fully investigate the extent of works required to activate the transformers and switchboards, determine statutory issues to be complied with, liaise with Horizon Power, prepare the appropriate drawings and specifications, advise Council of the extent and cost of works, arrange for quotations/tenders once approval to proceed has been obtained and then administer the satisfactory completion of the works.

A programme has been established that requires a detailed report to be submitted for Council consideration at the February 2010 meeting in order that the scope and funding can be approved.

In brief, there are 6 key elements to the project:

- Complete activation of main transformer and switchboard.
- Complete activation of the Karratha Entertainment Centre switchboard and undertake the statutory electrical audit.
- Complete connection of the Karratha Recreation Club and undertake the statutory electrical audit.
- Complete connection of the amenities buildings adjacent to the Karratha Recreation Club and undertake the statutory electrical audit.
- Complete connection of the netball and tennis courts to new switchboards and undertake the statutory electrical audit.
- Activate the Karratha Entertainment Centre car park lighting.

It should be noted that the statutory electrical audits have a high probability of revealing defects that will have to be rectified prior to Horizon Power approvals being obtained for the new connection.

Discussions have been held in order to determine an “order of probable costs” for these works which, without preparing the detailed investigation and documentation, indicates the following budget parameters:

Activation of main switchboard and transformer	\$150,000
Horizon Power – transformer costs	\$105,000
Karratha Entertainment Centre provisional compliance estimate	\$100,000
Other works listed	\$ 40,000
Consultancy fees and contingencies	\$ 58,500

These estimates will be firmed up as an outcome of the investigation and report being undertaken by BEST Consultants. The investigation will also present various options based on a compliance, risk and cost benefit analysis so that Council is fully informed on what options it has available to progress the works.

### **Options**

In this instance, Council has no option but to complete the works and to comply with statutory requirements in view of the safety defect notice served by Horizon Power.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

Council has a statutory obligation to provide a safe environment for its staff and the public under numerous Acts and Regulations. Having been served notice of a safety defect, Council has no alternative other than to rectify the defect at its earliest opportunity.

### **Financial Implications**

The only costs applicable at this stage will be consultancy fees for BEST Consultants which have been agreed at \$3,500 plus GST.

### **Conclusion**

The investigations and reporting that have been outlined in the report above must be carried out as a matter of priority.

A fully detailed report will be brought forward for Councils consideration and direction at its February 2010 meeting.

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14924**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Smeathers**

**That Council:**

- 1 **NOTES that BEST Consultants have been engaged to investigate and report on the actions required to enable the activation of the new transformers and switchboards at the Bulgarra Sporting Precinct.**
- 2 **NOTES that a detailed report will be submitted to the February 2010 meeting of Council detailing the various options based on a compliance, risk and cost benefit analysis available to enable the activation of the new transformers and switchboards at the Bulgarra Sporting Precinct and any regulatory and other works required for the Karratha Entertainment Centre.**

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**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Hipworth,  
Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Nil

**Councillor Lewis returned to Chambers at the conclusion of the vote at 7.00pm.**

## 10.2 RANGER SERVICES

### 10.2.1 Parking And Parking Facilities Local Law - Amendment

<b>File No:</b>	<b>AL/1/1</b>
<b>Attachment(s)</b>	<b>Amended Local Law</b>
<b>Responsible Officer:</b>	<b>Executive Manager Community Services</b>
<b>Author Name:</b>	<b>Ranger Services Coordinator</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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#### REPORT PURPOSE

To consider proposed amendments to the Shire of Roebourne Parking and Parking Facilities Local Law.

#### Background

The Parking and Parking Facilities Local Law is not due for review until 2011, however given the Shire has undertaken its first Community Satisfaction Survey along with the proposed changes to the airport parking, a total review of the parking local law has been undertaken.

The process adopted for the review of the Parking and Parking Facilities Local Law has included:

1. Gauge internal staff feedback;
2. Review of WALGA's model parking local law;
3. Research undertaken of other LGA's parking local laws;
4. Prepare draft local law;
5. Submit to Shire's lawyers for review; and
6. Submit revised parking local law to Council for consideration (refer attachment).

#### Issues

In August 2009, the Shire of Roebourne conducted its first Community Satisfaction Survey to gauge the community's perception on areas of importance and performance levels. From this data collected, parking was rated of high importance and the community believes that the Shire's performance in the enforcement of parking is poor (3.61 out of 10).

As part of the Shires strategy to address service levels from the survey, a total review of the parking local law has been undertaken and identified a number of proposed changes including:

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

The modified penalties for parking offences have not increased since 21 July 2003, being a period of six years. This being the case, it was considered appropriate that the modified penalties of infringement notices be reviewed in order to act as a deterrent to stop motorists



from contravening parking local laws, to improve parking for the public conducting business within the Shire and provide an adequate cost recovery margin.

As the Shire population continues to grow, parking concerns will inherently rise and without significant penalties to deter parking offences, these will continue to occur. Parking offences of a dangerous nature present a significant hazard to pedestrians and other motorists and the penalty should reflect the seriousness of irresponsible parking.

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

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

Section 3.12 of the Act sets out specific requirements for State wide public notice of the proposal to make, amend or repeal an existing Local Law, and provides for not less than six weeks for any person to make a submission in writing to the Council. Council must advertise in the newspaper and place notices on the Shire's notice boards. A copy of the Legislation will be available at the Shire Office and Libraries to aid the consultation process. It should be noted however, that if the proposed amendments are supported it will take over three months before the new local law is fully gazetted.

### **Options**

Council has the following options available:

1. Agree to advertise the amended Parking and Parking Facilities Local Law (as attached) in accordance with Section 3.12 of the *Local Government Act 1995* prior to presenting the Parking and Parking Facilities Local Law to Council for adoption.

OR

2. Not to proceed with the amendments as proposed.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

Section 3.5 & 3.12 of the *Local Government Act 1995* applies.

### **Financial Implications**

The expenditure is in accordance with the budget.

### **Conclusion**

The proposed amendments to the new Parking and Parking Facilities Local Law are:

- To rectify some of the operational problems contained within the current local law such as removing of vehicles obstructing a public place;
- Facilitate the management of the new proposed technology;
- Provide a sufficient deterrent to motorists not to contravene the local law;
- Improve service standard deliveries;
- Improve parking control within the Shire; and
- To create a safe environment for pedestrians and other motorists.

The last review undertaken of the Parking and Parking Facilities Local Law was six years ago and since then inflation and operating costs have risen. The proposed increases in modified

penalties may also act as a parking control mechanism and present a sufficient deterrent to curb motorists from contravening the parking local law.

**Voting Requirements**

Absolute.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14925**  
**MOVED** : **Cr Lally**  
**SECONDED** : **Cr Smeathers**

**That Council:**

**Agree to advertise the amended Parking and Parking Facilities Local Law (as attached) in accordance with Section 3.12 of the *Local Government Act 1995* prior to presenting the Parking and Parking Facilities Local Law to Council for adoption.**

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**CARRIED**

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

## **11 TECHNICAL SERVICES**

### **11.1 TECHNICAL SERVICES**

#### **11.1.1 Delegated Authority For Disposal Of Assets - 8 Knight Place**

**Responsible Officer:** Manager Technical Services

**Author Name:** Divisional Administration Officer Technical Services

**Disclosure of Interest:** NIL

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#### **REPORT PURPOSE**

To give the Chief Executive Officer delegated authority to decide the outcome of an Expression of Interest – Disposal of Asset in lieu of there being no January Council meeting.

#### **Background**

An above ground pool was installed a few years ago for the previous CEO at 8 Knight Place, Nickol. This house is now used as a transit house, the pool is no longer required & it was decided to dispose of the asset via written Expressions of Interest, to the highest bidder.

#### **Issues**

The major issue is that the house is used as a transit house and we are in our cyclone season at the moment so in order to retain any value in the assets, they need to be removed as soon as possible.

#### **Options**

Council has the following options available:

- 1: Give delegated authority to the CEO to decide the outcome of this Expression of Interest or
- 2: Not give delegated authority to the CEO and decide the outcome at the February Council meeting.

#### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

#### **Legislative Implications**

1. Local Government Act 1995 – Sect 3.58

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned;

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

**Financial Implications**

Unbudgeted income will be generated.

**Conclusion**

In order to retain any value in these assets, they need to be removed as soon as possible. Written expressions of interest are the optimal method to achieve a timely outcome.

**Voting Requirements**

Absolute.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14926**  
**MOVED** : **Cr Hipworth**  
**SECONDED** : **Cr Cechner**

**That Council:**

**Give Delegated Authority to the Chief Executive Officer to decide the outcome of written Expressions of Interest – Disposal of Asset, above ground pool, pump, filter, associated fencing & shade sail.**

**CARRIED**

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

### **11.1.2 Delegated Authority For Acceptance Of Tender - Johns Creek Boat Ramp Upgrade**

**Responsible Officer:** Executive Manager Technical Services

**Author Name:** Executive Manager Technical Services

**Disclosure of Interest:** NIL

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#### **REPORT PURPOSE**

To give the Chief Executive Officer delegated authority to accept a tender for the Johns Creek boat ramp upgrade project in lieu of there being no January Council meeting.

#### **Background**

Council applied for and was successful in gaining RBFS grant funding for the upgrade and duplication of the Johns Creek boat ramp several years ago. Further funding was tied in to upgrade the adjacent carpark facilities.

Due to Department of Planning and Infrastructure request to undertake major earthworks on virgin land along the western side of the existing carpark, a heritage survey was required. This survey highlighted an area of significance that has subsequently caused delays in the delivery of the projects.

Due to these continuing delays and the rapid deterioration of the existing ramp, it was decided to separate the two (2) projects and undertake the boat ramp works independent of the carpark.

A tender for these works was advertised the weekend of 28<sup>th</sup> November with a closing date of 16<sup>th</sup> December. In order to get the works completed as quickly as possible, it will be necessary to accept a tender and issue the contract prior to Christmas for an early New Year start. Otherwise by waiting until the February Council Meeting, works will not be able to commence until March at the earliest.

#### **Issues**

The key issue is the delay in construction should Council wish to accept a tender at the February Council Meeting rather than delegating authority to the CEO. The boat ramp is in disrepair with substantial maintenance activities struggling to keep the ramp operational.

#### **Options**

Council has the following options available:

- 1: Give delegated authority to the CEO to accept a tender for the upgrade to the Johns Creek boat ramp or
- 2: Not give delegated authority to the CEO and decide the outcome at the February Council meeting.

#### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

---

**Legislative Implications**

Under the Local Government Act 1995:

**5.42. Delegation of some powers and duties to CEO**

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

*\* Absolute majority required.*

*(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

*[Section 5.42 amended by No. 1 of 1998 s. 13 9.]*

**5.43. Limits on delegations to CEO's**

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

*(a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*

*(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*

**Financial Implications**

Council has budgeted \$500,000 for the project.

**Conclusion**

In order to reduce further delays in delivery of this project, it is recommended that Council delegate authority to the CEO to accept a tender for the upgrade of the Johns Creek boat ramp. This tender closes on 16<sup>th</sup> December and works could commence early in the New Year rather than around March.

**Voting Requirements**

Absolute.

---

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14927**  
**MOVED** : **Cr Lewis**  
**SECONDED** : **Cr Cechner**

**That Council:**

**Give delegated authority to the Chief Executive Officer to accept a tender for the upgrade to the Johns Creek boat ramp within the budget of \$500,000.**

**CARRIED**

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

**11.1.3 Delegated Authority For Acceptance Of Tender - Plant****Responsible Officer:** Executive Manager Technical Services**Author Name:** Executive Manager Technical Services**Disclosure of Interest:** NIL

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**REPORT PURPOSE**

To give the Chief Executive Officer delegated authority to accept a tender for the purchase of various plant purchases; Footpath Sweeper, trailer to suit sweeper and Semi Trailer Water Tanker in lieu of there being no January Council meeting.

**Background**

Council endorsed the purchase of a footpath sweeper and trailer plus semi trailer water tanker, amongst others items of plant, in the 2009/10 budget.

Most plant purchases have been expedited due to WALGA now having preferred suppliers for a large proportion of standard Council plant items. However the two (2) noted items were not available through this process and had to be tendered.

A tender for the supply of these plant items is currently out and will close 23<sup>rd</sup> December. To expedite the purchase and delivery of these plant items, particularly the footpath sweeper, will require delegated authority to the CEO to accept a tender or else waiting until the February Council Meeting meaning delivery of the items would not occur until March.

**Issues**

The key issue is the delay in the provision of the plant items should Council wish to accept a tender at the February Council Meeting rather than delegating authority to the CEO. The footpath sweeper particularly is a much anticipated purchase and can be delivered almost immediately upon issuing of an order.

Council has also managed to secure a \$100,000 donation from Woodside towards the purchase of the footpath sweeper therefore there is added expectation to expedite the purchase.

**Options**

Council has the following options available:

- 1: Give delegated authority to the CEO to accept a tender for the purchase of various plant: footpath sweeper and trailer plus semi trailer water tanker; or
- 2: Not give delegated authority to the CEO and decide the outcome at the February Council meeting.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

Under the Local Government Act 1995:

**5.42. Delegation of some powers and duties to CEO**

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

\* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended by No. 1 of 1998 s. 13 9.]

**5.43. Limits on delegations to CEO's**

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

(a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;

(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;

**Financial Implications**

Council has budgeted the following amounts.

Semi Trailer Water Tanker	\$150,000
Footpath Sweeper including Trailer	\$185,000.

**Conclusion**

In order to expedite the purchase of this plant it is recommended that Council delegate authority to the CEO to accept a tender. This tender closes on 23<sup>rd</sup> December and the footpath sweeper is available for dispatch early in the New Year upon issue of a purchase order rather than waiting until March. Whilst the associated trailer and semi trailer water tanker need to be fabricated, we will gain a headstart on that work by issuing an order prior to the New Year.

**Voting Requirements**

Absolute.

---

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14928**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Hipworth**

**That Council:**

**Give delegated authority to the Chief Executive Officer to accept a tender for the purchase of a footpath sweeper and trailer plus semi trailer water tanker within the available budget allocation.**

**CARRIED**

---

FOR	:	Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lewis, Cr Smeathers, Cr Vertigan and Cr White-Hartig
AGAINST	:	Nil



## 11.2 INFRASTRUCTURE

### 11.2.1 Bi-Annual Tenders - Crushed Aggregates - Tender M2-09/10

**Attachment(s)** Confidential - Crushed Aggregate Assessment report

**Responsible Officer:** Executive Manager Technical Services

**Author Name:** Manager Infrastructure

**Disclosure of Interest:** Nil

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#### REPORT PURPOSE

For Council to consider endorsing BGC Contracting as the recommended supplier of services for Crushed Aggregates for the next two years with a further 1 year extension depending on the successful tenderer satisfactorily undertaking the service delivery to the Shire of Roebourne standards.

#### Background

Council utilises crushed aggregates within its road construction programs. The current tender has reached its expiry date requiring new tenders to be called for. Tenders were advertised on the 17<sup>th</sup> of October 2009 and closed on the 18<sup>th</sup> of November 2009.

Tenders were received from:-

Boral Quarries.  
BGC –Contracting.

#### Issues

Nil

#### Options

Council has the following options available:

- 1: Accept the tender submitted by BGC Contracting or
- 2: Accept an alternative tender

#### Policy Implications

Policy number CF6 titled "Purchasing Policy" is relevant to this matter which provides compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

#### Legislative Implications

N/A

#### Financial Implications

The expenditure is in accordance with the budget.

#### Conclusion

Based upon the Evaluation and Recommendation Report presented to Council, BGC Contracting is found to be the preferred service provider for Tender M2-09/10 Crushed Aggregates.

**Voting Requirements**

Absolute.

---

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14929**  
**MOVED** : **Cr Lally**  
**SECONDED** : **Cr Hipworth**

**That Council:****Accept the Bi-annual Tender M2-09/10 from BGC Contracting for Crushed Aggregates.**

---

**CARRIED**

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

**11.2.2 Bi-Annual Tenders - Crushed Rock Road Base - Tender Number M3-09/10****Attachment(s)**                      **Confidential - Crushed Rock Assessment report****Responsible Officer:**              **Executive Manager Technical Service****Author Name:**                      **Manager Infrastructure****Disclosure of Interest:**          **Nil**

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**REPORT PURPOSE**

For Council to consider endorsing BGC-Contracting as the recommended supplier of services for Crushed Rock Road Base for the next two years with a further 1 year extension depending on the successful tenderer satisfactorily undertaking the service delivery to the Shire of Roebourne standards.

**Background**

Council utilises Crushed Rock Road Base in its road construction programs. The current tender has reached its expiry date requiring new tenders to be called for. Tenders were advertised on the 17<sup>th</sup> of October 2009 and closed on the 18<sup>th</sup> of November 2009.

Tenders were received from:-

Boral Quarries.  
BGC-Contracting.

**Issues**

N/A

**Options**

Council has the following options:

- 1:      Accept the tender submission from BGC Contracting or
- 2:      Accept an alternative tender

**Policy Implications**

Policy number CF6 titled "Purchasing Policy" is relevant to this matter which provides compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

**Legislative Implications**

Nil

**Financial Implications**

The expenditure is in accordance with the budget.

**Conclusion**

Based upon the Evaluation and Recommendation Report presented to Council, BGC-Contracting is found to be the preferred service provider for Tender M3 -09/10 Crushed Rock Road Base.

**Voting Requirements**

Absolute.

---

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14930**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Smeathers**

**That Council:**

**Accept the Bi-annual Tender M3 -09/10 from BGC-Contracting for Crushed Rock Road Base.**

---

**CARRIED**

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

**11.2.3 Bi-Annual Tenders - Parks And Gardens, Verges, Reticulation Construction And Maintenance - Tender Number G04 - 09/10**

<b>Attachment(s)</b>	<b>Confidential - Parks Assessment report</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Manager Infrastructure</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**REPORT PURPOSE**

For Council to consider endorsing State Wide Turf Services as the recommended supplier of services for Parks and Gardens, Verges, Reticulation Construction and Maintenance works for the next two years with a further 1 year extension depending on the successful tenderer satisfactorily undertaking the service delivery to the Shire of Roebourne standards.

**Background**

Council utilises contractors to assist in delivering various components of works within the Parks and Gardens Section. The current tender has reached its expiry date requiring new tenders to be called for. Tenders were advertised on the 17<sup>th</sup> of October 2009 and closed on the 18<sup>th</sup> of November 2009.

Tenders were received from:-

Roebourne Dingo Hire Pty Ltd.  
Lovegrove Turf Services Pty Ltd.  
State Wide Turf Services.  
Turfmaster Facility Management.

**Issues**

Nil

**Options**

Council has the following options available:

- 1: To accept the tender submission from Statewide Turf Services or
- 2: Accept an alternative tender

**Policy Implications**

Policy number CF6 titled "Purchasing Policy" is relevant to this matter which provides compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

**Legislative Implications**

N/A

**Financial Implications**

There are no financial implications resulting from this report.  
The expenditure is in accordance with the budget.

**Conclusion**

Based upon the Evaluation and Recommendation Report presented to Council, State Wide Turf Services is found to be the preferred service provider for Tender G04 -09/10 Parks and Gardens, Verges, Reticulation Construction and Maintenance.

**Voting Requirements**

Absolute.

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : 14931  
**MOVED** : Cr Lewis  
**SECONDED** : Cr Hipworth

**That Council:**

**Accept the Tender G04 -09/10 from State Wide Turf Services for Parks and Gardens, Verges, Reticulation Construction and Maintenance.**

**CARRIED**

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

**11.2.4 Bi-Annual Tenders. - Plant And Equipment Hire - Tender Number P03-09/10**

<b>Attachment(s)</b>	<b>Confidential - Plant Hire Assessment report</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Manager Infrastructure</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**REPORT PURPOSE**

For Council to consider endorsing Coates Hire Operations Pty Ltd as the recommended supplier of services for Plant and Equipment Hire for the next two years with a further 1 year extension depending on the successful tenderer satisfactorily undertaking the service delivery to the Shire of Roebourne standards.

**Background**

Council hires various plant and equipment to assist in the delivery of various projects throughout the year. The current tender has reached its expiry date requiring new tenders to be called for. Tenders were advertised on the 17<sup>th</sup> of October 2009 and closed on the 18<sup>th</sup> of November 2009.

Tenders were received from:-

Coates Hire Operations Pty Ltd.  
Pilbara Plant Hire.  
CARR Civil Contracting.  
Swan Earthmoving.  
Statewide Equipment Hire.  
PHS Hire and Sales.

**Issues**

N/A

**Options**

Council has the following options available:

- 1: To accept the tender submission from Coates Hire Operations Pty Ltd or
- 2: Accept an alternative tender

**Policy Implications**

Policy number CF6 titled "Purchasing Policy" is relevant to this matter which provides compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

**Legislative Implications**

Nil

**Financial Implications**

The expenditure is in accordance with the budget.

**Conclusion**

Based upon the Evaluation and Recommendation Report presented to Council, Coates Hire Operations Pty Ltd is found to be the preferred service provider for Tender P03-09/10 for Plant and Equipment Hire.

**Voting Requirements**

Absolute.

**RECOMMENDATION**

**That Council:**

**Accept the Bi-annual Tender P03-09/10 from Coates Hire Operations Pty Ltd for Plant and Equipment Hire.**

**COUNCIL RESOLUTION**

**Res No : 14932**  
**MOVED : Cr Cechner**  
**SECONDED : Cr Smeathers**

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

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No : 14933**  
**MOVED : Cr Smeathers**  
**SECONDED : Cr Cechner**

**That Council reinstate Standing Orders.**

**CARRIED**

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



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**COUNCIL RESOLUTION**

**Res No** : **14934**  
**MOVED** : **Cr Lewis**  
**SECONDED** : **Cr Cechner**

**That Council:**

**Accept the Bi-annual Tender P03-09/10 from Coates Hire Operations Pty Ltd for Plant and Equipment Hire.**

**CARRIED**

---

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

**11.2.5 Bi-Annual Tenders. - Sprayed Bitumous Surfacing. - Tender Number M1- 09/10****Attachment(s)** Confidential - Sprayed Bituminous Seal Assessment report**Responsible Officer:** Executive Manager Technical Services**Author Name:** Manager Infrastructure**Disclosure of Interest:** N/A

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**REPORT PURPOSE**

For Council to consider endorsing Boral Asphalt (WA) as the recommended supplier of services for Sprayed Bitumous Surfacing for the next two years with a further 1 year extension depending on the successful tenderer satisfactorily undertaking the service delivery to the Shire of Roebourne standards.

**Background**

Council utilises contractors to assist in delivering various components of works within the road construction areas. The current tender has reached its expiry date requiring new tenders to be called for. Tenders were advertised on the 17<sup>th</sup> of October 2009 and closed on the 18<sup>th</sup> of November 2009.

Tenders were received from:-

Boral Asphalt (WA)

Downer EDI Works

**Issues**

N/A

**Options**

Council has the following options available:

- 1: To accept the tender submission from Boral Asphalt (WA) or
- 2: Accept an alternative tender

**Policy Implications**

Policy number CF6 titled "Purchasing Policy" is relevant to this matter which provides compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

**Legislative Implications**

N/A

**Financial Implications**

The expenditure is in accordance with the budget.

**Conclusion**

Based upon the Evaluation and Recommendation Report presented to Council, Boral Asphalt (WA) is found to be the preferred service provider for Tender M1-09/10 Sprayed Bitumous Surfacing

**Voting Requirements**

Absolute.

**RECOMMENDATION**

**That Council:**

**Accept the Bi-annual Tender M1-09/10 from Boral Asphalt (WA) for Sprayed Bitumous Surfacing.**

**COUNCIL RESOLUTION**

**Res No : 14935**  
**MOVED : Cr Smeathers**  
**SECONDED : Cr Lally**

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

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No : 14936**  
**MOVED : Cr Hipworth**  
**SECONDED : Cr Smeathers**

**That Council reinstate Standing Orders.**

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No : 14937**  
**MOVED : Cr Vertigan**  
**SECONDED : Cr Smeathers**

**That Council:**

**Accept the Bi-annual Tender M1-09/10 from Boral Asphalt (WA) for Sprayed Bitumous Surfacing.**

**CARRIED**

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

**Cr Vertigan left Chambers at 7.10pm.**

## 11.3 ASSET MANAGEMENT

### 11.3.1 Open Space Asset Management Strategy

<b>Attachment(s)</b>	<b>Open Space Asset Management Strategy, Open Space Operational Levels of Service</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Asset Management Coordinator</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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#### REPORT PURPOSE

To seek the in principal endorsement of Council in the matter of the proposed Open Space Asset Management Strategy and associated Operational Levels of Service.

#### Background

The Shire has decided to actively pursue an asset management framework to advance the sustainable management of the services supplied by the Shire. As such an asset management framework has been proposed which includes the endorsement by Council of each of the Asset Class Management Strategies.

The Parks Accelerated Asset Management Programme (PAAMP) was developed in consultation with Council, the CEO and Executive Managers as the best means of rapidly progressing asset management at the Shire. This final stage of the PAAMP will complete the deliverables for this project. With the delivery of the first stage of the Shire's Asset Management Strategy in the parks area, the tabled documents need to be endorsed by Council.

#### Issues

The Shire of Roebourne recognises that good asset management contributes to the Shire's Strategic Plan *"to effectively deliver services that meet the needs and aspirations of the community and the overriding principles of social, economic and environmental sustainability"*.

It also delivers on one of Council's identified key initiatives which is to create an accurate asset register that captures all works associated with our open space assets and that is driven by strategic documentation.

#### Options

Council has the following options available:

1. To ratify the attached Open Space Asset Management Strategy & Operational Levels of Service
2. To reject the documents in their current form and offer revisions

#### Policy Implications

Issues relating to the policy, Asset Management – TE4 are implicated by this proposal

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

There are no financial implications associated with the endorsement by Council of these documents.

**Conclusions**

The purpose of this proposal is to ensure completion of basic asset management for the Shire's Open Space assets. This will ensure that the Shire of Roebourne is able to maintain, renew and dispose of assets in an optimal, cost-effective manner, using the principles of contemporary best appropriate practice asset management. This work will also form the basis of the asset management work required to be undertaken for all other asset classes to follow.

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14938**  
**MOVED** : **Cr Hipworth**  
**SECONDED** : **Cr Cechner**

**That Council:**

**Endorse the Open Space Asset Management Strategy and Operational Levels of Service documents.**

---

**CARRIED**

**FOR** : Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lewis,  
Cr Smeathers and Cr White-Hartig  
**AGAINST** : Nil

**Cr Vertigan returned to Chambers at 7.12pm**

## 11.4 AIRPORT

### 11.4.1 Naming Of Street At Karratha Airport

<b>Attachment(s)</b>	<b>Map of Karratha Airport streets</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Divisional Administration Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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#### **REPORT PURPOSE**

To seek Council's endorsement of a request received by Superintendent John Ballantyne of Karratha Police to have a road at Karratha Airport named in honour of a local Police Officer, Donald Everett, whom piloted a plane that crashed near Newman in 2001.

#### **Background**

On Australia Day 2001, a light aircraft, piloted by Donald Everett crashed near Newman. There were four officers on board, 3 from Newman and Donald Everett who was based in Karratha. All of whom perished.

The 3 Officers from Newman were honoured at Newman Airport with their families being presented with street signs bearing the surnames of the Officers.

#### **Issues**

The main issue is that the streets at Karratha Airport were named after local residents who had a significant impact on the local area, as was the process then. To rename one of these streets would not be appropriate as it would down play the role that the person whom the street was originally named after had within the local community. Newman Airport didn't have this issue as they don't have any street names within the airport precinct so new names were created to honour their fallen Officers.

In further discussions with Supt Ballantyne, it was deemed appropriate that Council reserve the naming of a future street at Karratha Airport in honour of Donald Everett.

#### **Options**

Council has the following options available:

- 1: Reserve the naming of a future street at Karratha Airport in honour of Donald Everett
- 2: Decide to rename an existing street and start the investigation process into the original naming of that particular street
- 3: Not name or rename any street at Karratha Airport in honour of Donald Everett

#### **Policy Implications**

There are no relevant policy implications pertaining to this report

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

If a street is going to be renamed or a new street named in honour of Donald Everett, the cost of the new sign and installation would be absorbed through general maintenance.

**Conclusion**

It is deemed inappropriate to rename an existing street at Karratha Airport due to the fact that they've already been named after prominent local residents and it is preferable that Council reserves the naming of a future road at Karratha Airport in honour of Donald Everett.

**Voting Requirements**

Simple.

**RECOMMENDATION**

**That Council:**

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

**COUNCIL RESOLUTION**

**Res No : 14939**  
**MOVED : Cr Lewis**  
**SECONDED : Cr Smeathers**

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

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No : 14940**  
**MOVED : Cr Lewis**  
**SECONDED : Cr Smeathers**

**That Council reinstate Standing Orders.**

**CARRIED**

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

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**COUNCIL RESOLUTION**

**Res No** : **14941**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Smeathers**

**CARRIED**

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**FOR** : Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Lewis,  
Cr Smeathers, Cr Vertigan and Cr White-Hartig  
**AGAINST** : Cr Hipworth,



**11.4.2 Contribution To Funding A Narcotic Detector Dog And Handler****Responsible Officer:** Executive Manager Technical Services**Author Name:** Executive Manager Technical Services**Disclosure of Interest:** NIL**REPORT PURPOSE**

To seek Council's commitment to providing a contribution to funding a Karratha based Narcotic Detector Dog (NDD) and handler.

**Background**

WAPol have been undertaking investigations into locating a NDD and handler in Karratha with North West Shelf Venture (NWSV) and Council being approached for funding. NWSV have yet to commit to the proposal but have advised they would only support the start-up costs. Council are being asked to support the recurrent costs for an initial period of three (3) years with annual reporting of productivity/benefits being achieved.

The purpose of the NDD would be to deter/locate illicit drug conveyance via air, land and sea through regular and focused deployment to airports, seaports and passenger/freight transport terminals. The dog and its handler would also regularly travel across the Pilbara District servicing towns, camps, airports and harbours in support of local policing operations. Advice from WAPol is that logistically it would be advantageous to have the dog based at Karratha for rapid deployment on either the police plane or boat which are both based at Karratha.

It has also been advised that a NDD would be more beneficial than a general purpose dog and will afford the Pilbara police a permanent capability to deter drug use/supply, which dovetails with Council's push to deter anti-social behaviours.

The indicative costs for the provision of this service are as follows:

- |                              |              |
|------------------------------|--------------|
| • Purchase of the dog        | \$5,000 *    |
| • Home base kennel           | \$3,500 *    |
| • Station kennel             | \$3,500 *    |
| • Dog food                   | \$1,500 (R)  |
| • Vet allowances             | \$3,000 (R)  |
| • Dog grooming and equipment | \$3,000 (R)  |
| • Dog vehicle purchase       | \$17,000 *   |
| • Vehicle running costs      | \$15,000 (R) |
| • Training costs             | \$18,000 (R) |
| • 5 x drug safes             | \$2,500 *    |

\* Indicates start-up costs

(R) Indicates recurrent expenditure

Based on the above figures, the total set-up costs will be \$31,500.

Recurrent costs would be \$40,500 annually

**Issues**

WAPol has yet to sign off on the proposal; however they have indicated it would be favourably considered subject to a funding commitment for a minimum of three (3) years.

NWSV are still considering the proposal, however will only commit to the start-up costs.

Whilst the NDD and handler would be based in Karratha, it will be utilised across the Pilbara to deter/locate illicit drugs in the Pilbara communities. Therefore the Shire of Roebourne will not get exclusive access to the service. Notwithstanding that the provision of this service to the Shire of Roebourne, its communities and neighbouring Pilbara Shires will be a great improvement on the current service and will further strengthen our resolve to deter anti-social behaviour.

**Options**

Council has the following options available:

1. Provide in-principle support for the proposal and a commitment to funding the \$40,500 per annum for a term of three (3) years with annual reporting of productivity/benefits being achieved. This support contingent upon WAPol approving the proposal and securing start-up funding; or
2. Not support the proposal; or
3. Offer another form of support.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

Council has not budgeted for the project however funding can be sourced from the Airport reserve to fund the recurrent expenditure.

**Conclusion**

This proposal dovetails with Council's push to deter anti social behaviour in the community. It will greatly improve the capacity of WAPol to reduce the influx of illicit drugs through our ports and in particular the Karratha Airport.

**Voting Requirements**

Absolute.

**RECOMMENDATION**

That Council:

Provide in-principle support for the proposal from WAPol to provide a Narcotic Detection Dog (NDD) and handler with a commitment to funding the operating costs of \$40,500 per annum for a term of three (3) years with annual reporting of productivity/benefits being achieved. This support contingent upon WAPol approving the proposal and securing start-up funding.

**COUNCIL RESOLUTION**

Res No : 14942  
 MOVED : Cr Hipworth  
 SECONDED : Cr Bailey

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

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lewis,  
 Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Nil

**COUNCIL RESOLUTION**

Res No : 14943  
 MOVED : Cr Vertigan  
 SECONDED : Cr Lally

That Council reinstate Standing Orders.

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lewis,  
 Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Nil

**COUNCIL RESOLUTION**

Res No : 14944  
 MOVED : Cr Cechner  
 SECONDED : Cr Lally

That Council:

Provide in-principle support for the proposal from WAPol to provide a Narcotic Detection Dog (NDD) and handler with a commitment to funding the operating costs of \$40,500 per annum for a term of three (3) years with annual reporting of productivity/benefits being achieved. This support contingent upon WAPol approving the proposal and securing start-up funding.

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lewis,  
 Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Nil

## **11.5 OPERATIONS**

### **11.5.1 Tender P02-09/10 -Disposal Of Property Sale Of Equipment**

**Responsible Officer:** Executive Manager Technical Services

**Author Name:** Manager Operations

**Disclosure of Interest:** Nil

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#### **REPORT PURPOSE**

To advise Council of nil response to “Tender P02-09/10 - Sale of Equipment Bulk Bins”

#### **Background**

On the 30<sup>th</sup> September 2009 Council advertised tender P02-09/10 for the sale of goods namely 202 bulk bins of various sizes and 8 municipal front lift frames. The tendered items were excess to Councils requirements as Council no longer provides the bulk bin service.

#### **Issues**

Tender P02-09/10 closed on the 14<sup>th</sup> October 2009 at 2pm and received no registered interest in the tender.

#### **Options**

1. Authorise delegated authority to Shire of Roebourne CEO for disposal of bulk bins and municipal front lift frames, or
2. Re-Tender the sale of for bulk bins and municipal front lift frames

#### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

#### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

#### **Financial Implications**

Income generated from the sale of the 202 bulk bins of various sizes and 8 municipal front lift frames should equate to approximately \$10,000.00 (ten thousand dollars).

#### **Conclusion**

While there was some verbal interest in accessing some of the bins, no tenders were received. It is recommended that Council endorse the disposal of the bulk bins through delegated authority of the CEO due to no registered interest in tender P02-09/10.

#### **Voting Requirements**

Absolute.

**RECOMMENDATION**

**That Council:**

**Delegate authority to the Chief Executive Officer to dispose of the surplus bulk bins and municipal front lift frames.**

**COUNCIL RESOLUTION**

**Res No : 14945**  
**MOVED : Cr Lally**  
**SECONDED : Cr Hipworth**

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

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No : 14946**  
**MOVED : Cr Lally**  
**SECONDED : Cr Hipworth**

**That Council reinstate Standing Orders.**

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No : 14947**  
**MOVED : Cr Vertigan**  
**SECONDED : Cr Hipworth**

**That Council:**

**Delegate authority to the Chief Executive Officer to dispose of the surplus bulk bins and municipal front lift frames.**

**CARRIED**

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

## **12 DEVELOPMENT SERVICES**

### **12.1 PLANNING SERVICES**

#### **12.1.1 Single House - Overheight Parapet Wall Height Of 3.9m And Outbuilding [Shed] Wall Height Of 3.1m And 500 Mm Reduction To The Rear Boundary**

<b>File No:</b>	<b>TA/1/8</b>
<b>Attachment(s)</b>	<b>Written submissions, selected plans</b>
<b>Responsible Officer:</b>	<b>Acting Executive Manager, Development Services</b>
<b>Author Name:</b>	<b>Planning Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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#### **REPORT PURPOSE**

For Council to determine an application for a variation to the acceptable development criteria contained in the Residential Design Codes of Western Australia (R-Codes) for a single house and outbuilding (shed) situated at lot 424, [HN] 34 Walkington Circle, Millars Well.

#### **Background**

Suburb: Millars Well  
Applicant: Steven Markham (Scribe Design Group)  
Owner: Morris Jiritano and Bogusla Anna Jiritano  
Zoning: Urban Development (R12.5)

Building licence application 200090587 and an application for codes approval were lodged simultaneously on 11 November 2009. The applicant is applying for single house with an over height parapet wall of 3.9 metres (boat bay) and an outbuilding (shed) with an over height wall height of 3.1 metres in conjunction with a 500 mm reduction to the boundary setback.

The applicant has stated that the over height parapet wall (boat bay) is required to store a boat. The following written justification was submitted to justify the code variation:

*“We understand that a wall of this height on the boundary is not desirable however we believe that the design of the boat port roof is consistent with the aesthetic of the house and improves the amenity of the surrounding residences.”*

And

*“The height of the parapet wall has been taken to 3.9m to allow the integration of the boat port roof with that of the residence and to enable the provision of a box gutter along the southern boundary to prevent storm water from flowing onto the adjoining neighbours’ site.”*

The applicant has provided a copy of the plans which have been signed and noted as being approved by all affected adjoining owners.

#### **Issues**

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Compliance with the Shire of Roebourne Town Planning Scheme No. 8 (TPS8)

The relevant Karratha Precinct Objectives include to:

*“Enhance the high level of residential amenity within Karratha in both existing suburbs and the residential expansion areas.”*

and

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

Compliance with Local Planning Policy DP 7 ‘Residential Frontages’

The proposed development is deemed to comply with DP 7, particularly:

*“To protect the amenity of the streetscapes.”*

And

*“To provide weather protection for boats, caravans and vehicles on residential properties.”*

The policy states:

*“Garages, carports, boatports, and non-habitable outbuildings shall have a maximum wall height of 2.7 metres and a total overall height of 4.5 metres. Where a wall height of greater than 3.6 metres is proposed, the application must be determined at an Ordinary Council Meeting.”*

The proposed parapet wall height of 3.9 metres of the boat bay exceeds the 3.6 wall height specified under the policy and is; therefore’ required to be determined at an ordinary council meeting.

The outbuilding wall height totals 3.1 metres when viewed from the rear adjoining property. The wall height is not considered have a detrimental impact on the streetscape, nor affect the amenity of neighbouring properties. The adjoining neighbour at the rear of the property has signed the plans indicating that they do not have an objection to the proposal.

It is noted that local planning policy DP7 is presently being redrafted to reflect the Council’s desire to allow the wall heights of outbuildings to increase to 4.0 metres. The amended policy will likely be exhibited early in the new-year and, subject to Council and Western Australian Planning Commission adoption, will enable such applications to be determined under delegated authority.

Residential Design Codes of Western Australia 2008 (R Codes)

The required setback for the rear outbuilding (shed) is one (1) metre from the adjoining property. As the outbuilding does not comply with the acceptable development provisions of the R codes it should; therefore, be measured against the performance criterion of Clause 6.10.1 - Outbuildings:

*“Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.”*

The proposed outbuilding is not considered to have a detrimental impact on the streetscape or affect the visual amenity of neighbouring properties. The reduced setback is considered to be minor and the adjoining owner has signed the plans indicating that they do not have an objection to the proposal.

**Options**

Council has the following options available:

1. To refuse the application for codes variation.
2. To approve the application for codes variation subject to planning conditions as determined by the Manager of Planning Services.

**Policy Implications**

Policy number DP7 titled Residential Frontages is relevant to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

The proposed over height parapet will not unreasonably affect the amenity of the streetscape or the adjoining neighbour. Therefore, it is recommended that Council approve codes variation P2164 for a single house with outbuilding at lot 424, 34 Walkington Circle, Millars Well.

**Voting Requirements**

Simple.



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**RECOMMENDATION/ COUNCIL RESOLUTION**

**Res No** : **14948**  
**MOVED** : **Cr Lewis**  
**SECONDED** : **Cr Lally**

**That Council:**

**APPROVES** subject to standard planning conditions application P2164 being for a single house with a 3.9 metre parapet wall and ancillary outbuilding with a 3.1 metre wall height with a 500 mm reduction to the prescribed setback at lot 424, [HN] 34 Walkington Circle, Millars Well.

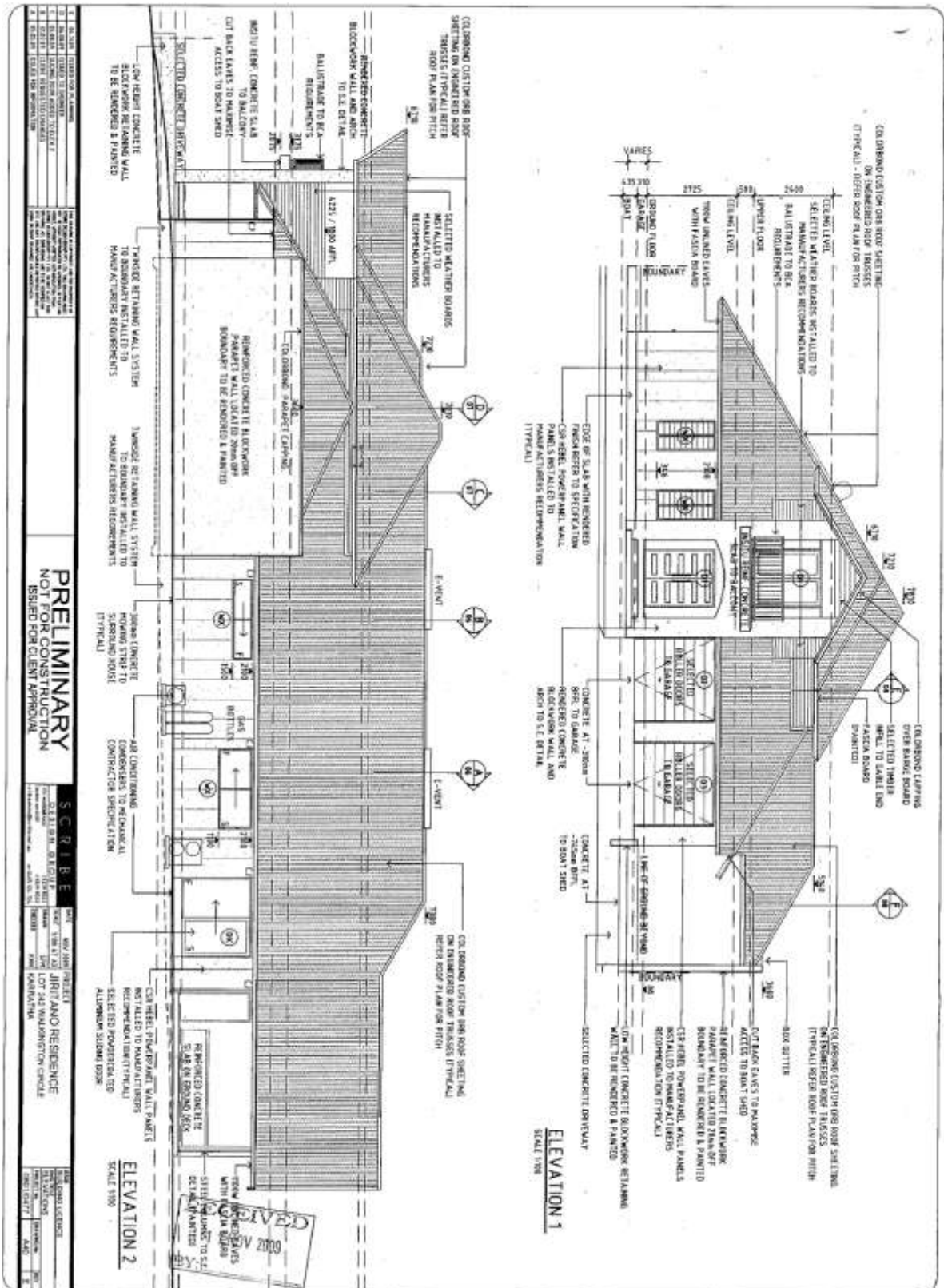
**NOTES** that local planning policy DP7 Residential Frontages is presently being re-drafted, is indicatively titled 'Residential Development Requirements' and will likely be brought before Council to be work shopped early in the new year. As requested the amended policy will allow a maximum wall height for outbuildings to be 4.0 metres should it be adopted by the Western Australian Planning Commission.

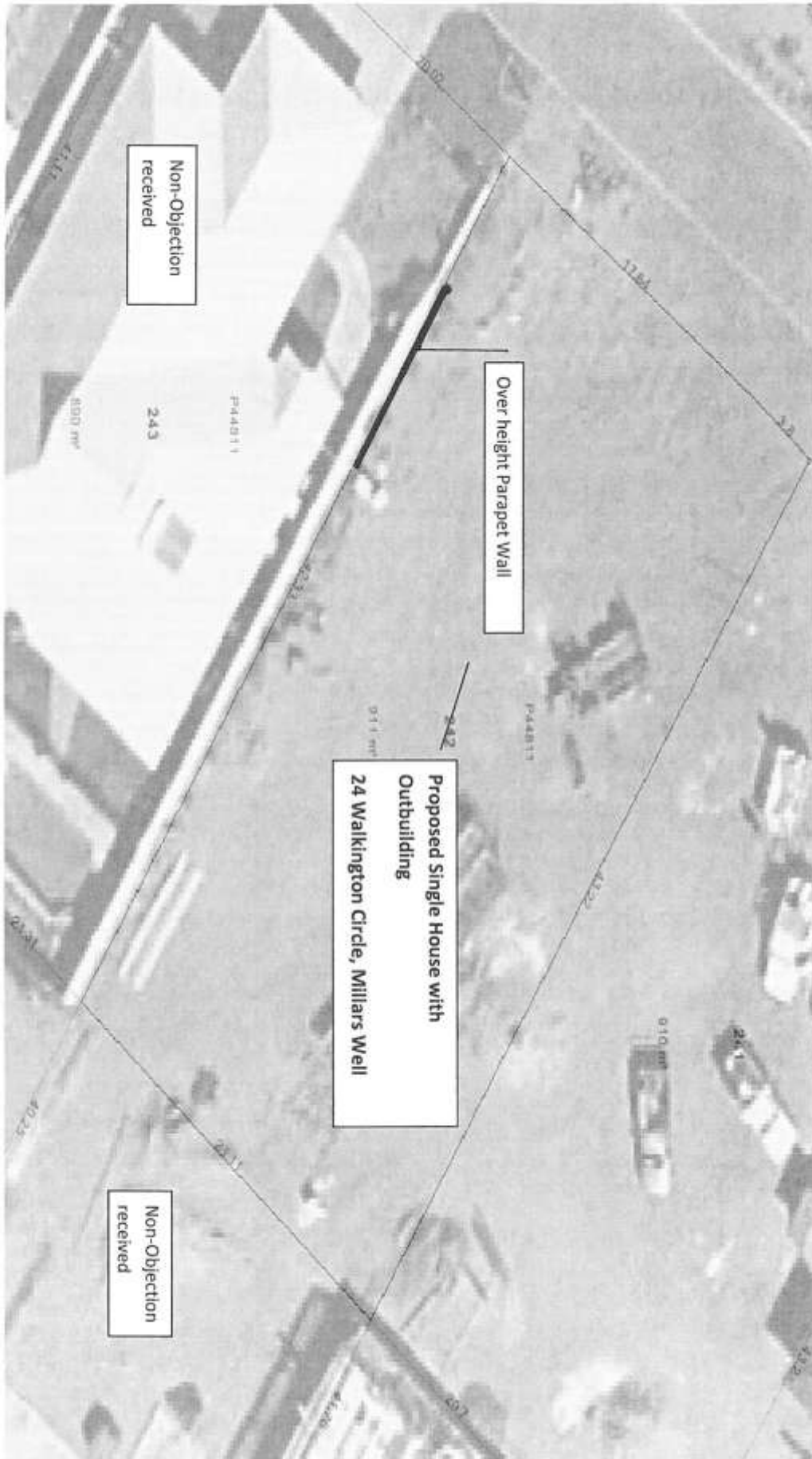
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**CARRIED**

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







## **13 ITEMS FOR INFORMATION ONLY**

### **13.1 CEO & EXECUTIVE SERVICES**

#### **13.1.1 Information Only Items - November 2009**

**Responsible Officer:** Chief Executive Officer

**Author Name:** PA to CEO

**Disclosure of Interest:** Nil

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#### **REPORT PURPOSE**

To advise Council of the information items for November 2009.

#### **Background**

None

#### **Issues**

None

#### **Options**

None

#### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

#### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

#### **Financial Implications**

There are no financial implications resulting from this report.

#### **Conclusion**

None

#### **Voting Requirements**

Simple.

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14949**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Cechner**

**That Council note the following information items:**

- ◆ **13.1.2 Shire President’s Mail**
- ◆ **13.1.3 Register of Documents Stamped with the Shire’s Common Seal**
- ◆ **13.1.4 Councillor Representatives on Organisations**
- ◆ **13.1.5 Tabled Correspondence**
- ◆ **13.2.1 Budget Amendments for period ending November 2009**
- ◆ **13.2.2 Non-Statutory Donations for period ending November 2009**
- ◆ **13.3.1 RADS Grant - Roebourne Airstrip**
- ◆ **13.4.1 Building Statistics – November 2009**
- ◆ **13.4.2 Planning Decisions Issued – November 2009**

**CARRIED**

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

**13.1.2 Shire President's Mail –9/10/2009 – 1/12/2009****Responsible Officer: Chief Executive Officer****Author Name: PA to CEO****Disclosure of Interest: Nil****REPORT**

Incoming correspondence for the Shire President

<b>Date</b>	<b>From</b>	<b>Subject Details</b>
26/10/2009	Corruption And Crime Commission Of Western Australia	Corruption And Crime Commission Of Western Australia invite President And Members of Council to attend Integrity Coordinating Group (Icg) Forum : The New Integrity Agenda in Public 30 November 2009
28/10/2009	Karratha Senior High School	Karratha Senior High School invite President Nicole Lockwood To Year 12 Presentation Evening 30 October 2009
28/10/2009	Department Of Local Government And Regional Development	Circular No 27-2009 Invitation to attend a Workshop for New Mayors and Presidents and Deputy Mayors and President 20 November 2009
29/10/2009	Australian Technical College (Karratha Campus)	Australian Technical College (Karratha Campus) invite President Nickol Lockwood to Graduation Recognition Function 24 November 2009 Seminar Centre Pilbara Tafe
29/10/2009	Ronald McDonald House Charities	Ronald McDonald House Charities invite President Nicole Lockwood to participate in McHappy Day 14 November 2009
02/11/2009	Woodside (Pluto Info)	Woodside invite Nicole Lockwood to - Ngurra Nyingu Roebourne Art Exhibition - Tuesday, 10 November 2009
03/11/2009	Pilbara Development Commission	Pilbara Development Commission - Board Vacancies - 5 Pm 10 December 2009
10/11/2009	Rotary Club Of Canterbury Inc	Rotary Club of Canterbury seek for Council to purchase Aussie Pride Lapel Badge for Citizenship Ceremonies
10/11/2009	Wickham Primary School	Wickham Primary School seek to invite Nicole Lockwood to End Of Year Concert on Monday 7 December 2009 6.pm
12/11/2009	Woodside Energy Ltd	Woodside thanks President Lockwood for Meeting Re Pluto LNG Project and would be happy to Host a Meeting for Executive Staff and Councillors re the Development
18/11/2009	Western Australian Local Government Association (Walga)	Letter of Congratulations on being Appointed Shire President
23/11/2009	Children's Services Support Unit Wa Inc	Letter expressing concerns re affordable Childcare In Karratha and Surrounding Areas

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30/11/2009	Kellogg Joint Venture-Gorgon	Kellogg Joint Venture-Gorgon would love to work with the Shire to achieve some shared outcomes Karratha 2020 Vision
01/12/2009	Geospatial and Earth Monitoring Division	Invite for President to view the results of the review of the Australian Flood Studies Database

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**13.1.3 Register of Documents Stamped with the Shire of Roebourne Common Seal****Responsible Officer:** Chief Executive Officer**Author Name:** PA to CEO**Disclosure of Interest:** Nil**REPORT PURPOSE**

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

<b>DATE</b>	<b>DOCUMENT</b>
11/11/2009	SOR and Karratha Air Logistics Pty Ltd – Lease of Land and Building x 2
23/11/2009	SOR and Owners of Lot 50 on Diagram 98916 Notification Under Section 70A

**13.1.4 Councillor Representatives On Organisations**

**Responsible Officer:** Chief Executive Officer

**Author Name:** PA to CEO

**Disclosure of Interest:** Nil

**REPORT**

Below is the listing of Councillor Portfolios and Representatives on Organisations within the Shire of Roebourne, both internal and external groups.

<b>EXTERNAL COMMITTEE</b>	<b>DIVISION &amp; STAFF MEMBER [if applic]</b>	<b>COUNCILLOR</b>
Nor West Jockey Club Committee	Community Services	Cr Fiona White-Hartig
Pilbara Regional Council (PRC)	Chief Executive Officer	Cr Lockwood & Cr Hipworth, Cr White-Hartig & Cr Smeathers as proxies
Pilbara Regional Road Group	CEO & Technical Services	Cr Lockwood & Cr Hipworth
Resource Industry Advisory Group	Chief Executive Officer, Community Services, Development Services & Technical Services	Cr Lally, Cr White-Hartig & Cr Hipworth
Visitor Centre(s) Committees	Community Services	Cr Hipworth & Cr Bailey
Walkington Theatre Management Committee	Community Services	Cr Cechner & Cr Smeathers as proxy
West Pilbara Communities for Children Consortium	Community Services	Cr Vertigan & Cr Smeathers as proxy

**Internal Portfolio's:**

<b>INTERNAL PORTFOLIO'S</b>	<b>COUNCILLOR</b>
Community Services	Cr Lewis, Cr Smeathers & Cr Vertigan
Corporate Services	Cr Lally & Cr Lockwood
Development Services	Cr Bailey, Cr Cechner Cr Hipworth & Cr White-Hartig
Technical Services	Cr Hipworth & Cr Lally

**13.2 CORPORATE SERVICES**

**13.2.1 BUDGET AMENDMENTS FOR THE PERIOD ENDING 16 NOVEMBER 2009**

**File No:** DEC09  
**Responsible Officer:** Manager Financial Services  
**Author Name:** Expenditure Accountant  
**Disclosure of Interest:** Nil

**REPORT**

To provide Council with a report on adopted amendments to the original budget and the anticipated effect of those amendments on the surplus/deficit position at the end of the year.

***Shire Of Roebourne***

**Budget Amendments**

**For The Period Ending 16 November 2009**

Date of Meeting	Res Number	Account Number	Description	Expenditure Increase / (Decrease)	Income Increase / (Decrease)	New Surplus / (Deficit)
				\$	\$	\$
			Original Budget Closing Estimate			150,552
			Adjustment of Opening Surplus/(Deficit) after Audit			
20-Jul-09	14698	340403	Write Off-St Luke's College-project terms revised	117,000		33,552
		420411	Write Off-Christopher Read-disputed charge	3,045		30,507
17-Aug-09	14751	334411	Write Off-Karratha Country Club-disputed calculation methodology	1,858		28,649
21-Sep-09	14794	400501	Deposit on 1 triplex block-Baynton West	5,000		23,649
	14801	302201	Reduction in contribution to Karratha Visitor Centre	(35,409)		59,058
	14810	332705	Grant-Cossack Archaeological Cyclone Impact Survey		12,515	71,573
	14810	332205	Cossack Archaeological Cyclone Impact Survey	12,515		59,058
19-Oct-09	14846	100200	Write Off Rates-A74669-Eradu Pty Ltd	228		58,830
	14847	380010	Micro-chipping day	1,263		57,567
	14847	400501	Purchase Land-Underboring & surveying	60,395		(2,828)
	14847	334039	Pt Samson Skate Park-carried over from 08/09	2,650		(5,478)
	14857	646021	Airport Security	400,000		(405,478)
	14870	402504	Side Loader Rubbish Truck	12,150		(417,628)
	14870	402504	Purchase 2 <sup>nd</sup> hand Truck	90,000		(507,628)
	14870	402905	Proceeds of Sale of Rubbish Truck		(14,150)	(521,778)
16-Nov-09	14873	100200	Write Off Rates-A1370-F Plath	23,402		(545,180)
	14873	100200	Write Off Rates-A1371-J & J O'Meehan	22,708		(567,888)

	14873	100200	Write Off Rates-A1372-J & J O'Meehan	22,879	(590,767)
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## ***Shire Of Roebourne***

### **Budget Amendments (con't)**

#### **For The Period Ending 16 November 2009**

<b>Date of Meeting</b>	<b>Res Number</b>	<b>Account Number</b>	<b>Description</b>	<b>Expenditure Increase / (Decrease)</b>	<b>Income Increase / (Decrease)</b>	<b>New Surplus / (Deficit)</b>
				<b>\$</b>	<b>\$</b>	<b>\$</b>
16-Nov-09	14889	510721	Health-notification & registration system		40,000	(550,767)
	14892	951000	Sentinel Chicken Coop	30,000		(580,767)
			<b>Totals</b>	<b>769,684</b>	<b>38,365</b>	
<b>Current Budget Position is a deficit of</b>					<b>(580,767)</b>	

**13.2.2 NON STATUTORY DONATIONS FOR PERIOD ENDING 30 NOVEMBER 2009**

**File No:** NOV09  
**Responsible Officer:** Manager Financial Services  
**Author Name:** Expenditure Accountant  
**Disclosure of Interest:** Nil

**REPORT**

To provide Council with a summary of Non Statutory Donations made during the specified period.

**Shire Of Roebourne  
 Non Statutory Donations  
 For The Period Ending 30 November 2009**

	<b>Original Budget \$</b>	<b>Amended Budget \$</b>	<b>Actual \$</b>
St Vincent de Paul - waste collection reimbursement	7,463	7,463	2,962.93
Hampton Harbour Boat & Sailing Club	5,000	5,000	
Roebourne Sobering-Up Shelter	5,000	5,000	
Salvation Army-Red Shield Appeal	3,000	3,000	
St John Ambulance Sub Centre Roebourne	9,000	9,000	
Lions Club of Karratha	8,000	8,000	
West Pilbara Volunteer Search Rescue	2,000	2,000	
Nor West Jockey Club	4,000	4,000	
Karratha Emergency Relief Assoc	2,000	2,000	
Youthcare West Pilbara	2,000	2,000	
Wickham Youth Group	5,000	5,000	
Karratha Districts Chamber of Commerce & Industry	2,500	2,500	2,500.00
Lotteries House Insurance	4,600	4,600	4,600.00
Karratha Baptist Church Create & Connect Craft Group	16,891	16,891	
3rd Karratha Scout Group	5,000	5,000	
Karratha Community House	29,800	29,800	
Juluwarlu Aboriginal Corporation	18,100	18,100	
Link Inc	5,833	5,833	5,833.00
Yaandina Family Centre	20,000	20,000	
FeNaCLNG Fireworks display	6,000	6,000	
FeNaCLNG Children's activities	15,000	15,000	
Ministers Association	1,000	1,000	
	<b>177,187.00</b>	<b>177,187.00</b>	<b>15,895.93</b>

### **13.3 TECHNICAL SERVICES**

#### **13.3.1 RADS Grant - Roebourne Airstrip**

**Responsible Officer:** Executive Manager Technical Services

**Author Name:** Airport Manager

**Disclosure of Interest:** Nil

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#### **REPORT**

The Shire of Roebourne made an application for a RADS (Regional Airports Development Scheme) grant in March 2009 and was advised of this successful application in June 2009. The grant application has been made in order to complete upgrade works to the fence at the Roebourne Airstrip.

The grant comprises \$130,000 which is dollar-for-dollar, comprising of a \$65,000 commitment by the Shire of Roebourne towards the project. Quotes are currently being sought through a range of fencing contractors.

Traffic at the Roebourne Airstrip has declined considerably of late, and the airstrip is now maintained for emergency purposes only. Discussions with the RFDS and WA Police Air wing indicate that they have preference of using Karratha Airport unless this was not available.

Accordingly, and to reduce the amount of fencing required, it is proposed to de-commission the existing North-South runway at Roebourne, and leave operational the East-West runway only. This will also reduce maintenance requirements. The existing traffic levels do not justify the availability of two runways. It is proposed to carry out this de-commissioning process in conjunction with the fencing works, which are aimed at completion by the deadline of May 31, 2010.

**13.4 DEVELOPMENT SERVICES**

**13.4.1 Building Licence Statistics For The Month Of November 2009**

**File No:** EC/1/7

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

**Author Name:** Divisional Administration Officer

**Disclosure of Interest:** NIL

REPORT							
The following statistics are presented for Council's information.							
Building Licences Approved				No. Sole Occupancy Units	Nov-2008	No. Sole Occupancy Units	Nov-2009
New Residences					18		19
Group Dwellings				0	0	0	0
Transient Workforce Accommodation				683	3	200	1
Commercial/Industrial Developments					13		8
Misc (inc. additions and outbuildings)					43		47
Swimming Pools / Spas					16		15
<b>Total</b>					<b>93</b>		<b>90</b>
<b>Value</b>					<b>\$20,125,846</b>		<b>\$52,157,601</b>
Building Licences Approved (cumulative)				No. Sole Occupancy Units	1 July 2008 to 30 November 2008	No. Sole Occupancy Units	1 July 2009 to 30 November 2009
New Residences					172		97
Group Dwellings				9	1	7	3
Transient Workforce Accommodation				1772	8	268	5
Commercial/Industrial Developments					43		43
Misc (inc. additions and outbuildings)					240		199
Swimming Pools / Spas					51		46
<b>Total</b>					<b>515</b>		<b>393</b>
<b>Value</b>					<b>\$256,505,494</b>		<b>\$199,805,945</b>

**13.4.2 Planning Decisions Issued - 6 November - 27 November 2009**

**File No:** TA/1/1  
**Responsible Officer:** Manager Planning Services  
**Author Name:** Planning Assistant  
**Disclosure of Interest:** Nil

**REPORT**

APPL. #	DECISION	OWNER	APPLICANT	ADDRESS	APPLICATION TYPE	DEVELOPMENT
1760D	DEEMED REFUSED	ALINTA ASSETT MANAGEMENT, ALINTA LIMITED	ENERFLEX AUSTRALIAN PTY LTD	LOT 155 BURRUP ROAD, BURRUP	DEVELOPMENT	TRANSPORTABLE OFFICE, LUNCH ROOM & ABLUTION
1806D	DEEMED REFUSED	WOODSIDE BURRUP PTY LTD	WOODSIDE ENERGY LTD, (GRV PROPERTIES)	LOT 3019 399 398 594 VILLAGE ROAD BURRUP 6714	DEVELOPMENT	TEMPORARY WORKS TO SUPPORT THE CONSTRUCTION PHASE OF THE PLUTO LNG PROJECT - LAYDOWN/FABRICATION FACILITY
1836D	DEEMED REFUSED	STATE OF WA	SIGN STRATEGY	LOT 301 DAMPIER ROAD BAYNTON	DEVELOPMENT	STEEL FRAMED PYLON SIGN [LANDCORP]
2015D	DEEMED REFUSED	KARRATHA STATION	HANSON CONSTRUCTION MATERIALS PTY LTD	LOT 264 SEVEN MILE ROAD GAP RIDGE	DEVELOPMENT	TRANSIENT WORKFORCE ACCOMMODATION
2040D	(AMENDMENT)	LEONIE SANDRA EVANS	LEONIE SANDRA EVANS	LOT 2231 STANBRIDGE WAY MILLARS WELL	DEVELOPMENT	SEA CONTAINER
P2052	(AMENDMENT)	STATE OF WA	DAMPIER PORT AUTHORITY	MOF ROAD BURRUP [ADJACENT TO LOT 472]	DEVELOPMENT	GATEHOUSE AND INDUCTION FACILITY ASSOCIATED WITH THE DAMPIER PORT FACILITY
P2086	DELEGATED APPROVAL	(GRV PROPERTIES) WOODSIDE ENERGY LTD	PAUL CULLEN	5 SWETMAN WAY NICKOL 6714	R-CODE VARIATION	SHADE SAILS & POOL DECKING
P2088	COUNCIL REFUSED	STEVEN MELVYN DAVIS	AUSTRALIAN BLUEWATER DEVELOPMENTS PTY LTD	9 BROLGA MEANDER NICKOL 6714	DEVELOPMENT	RESIDENTIAL BUILDING
P2094	DELEGATED APPROVAL	HANSON CONSTRUCTION MATERIALS PTY LTD	HANSON CONSTRUCTION MATERIALS PTY LTD	LOT 264 ON DEPOSITED PLAN 220363 (HANSON'S QUARRY)	DEVELOPMENT	TRANSPORTABLE BUILDING [SEA CONTAINER CONVERTED INTO WEIGHBRIDGE OFFICE] ASSOCIATED WITH A MINING OPERATION.
P2129	DELEGATED APPROVAL	(GRV PROPERTIES) WOODSIDE ENERGY LTD	IAN LEA	18 HADDON WAY NICKOL	R-CODE VARIATION	OUTBUILDING AT REDUCED REAR SETBACK OF 500MM
P2132	APPROVAL WAPC	LANDCORP	BURGESS DESIGN GROUP	LOT 9000 BALMORAL ROAD NICKOL 6714	SUBDIVISION/ AMALGAMATION	TWENTY -TWO [22] LOT SUBDIVISION
P2139	DELEGATED APPROVAL	JEREMY ENGLAND	JEREMY ENGLAND	56 PADBURY WAY BULGARRA	R-CODE VARIATION	PATIO AT REDUCED SETBACK OF 700MM



P2147	DELEGATED APPROVAL	DEAN MURRAY	DEAN MURRAY	132C TACHIKAWA COURT DAMPIER	R-CODE VARIATION	OUTBUILDING [SHED] AT REDUCED SIDE SETBACK [500MM]
P2152	DELEGATED APPROVAL	DAMIAN ALEXANDER PIANTA T/AS THE PIANTA FAMILY	DAMIAN ALEXANDER	327 PATTERSON CRESENT DAMPIER	R-CODE VARIATION	OUTBUILDING [SHED] AT REDUCED SIDE [0MM], AND GABLE CARPORT SIDE SETBACK [200MM]
P2153	DELEGATED APPROVAL	PERPETUAL TRUSTEE COMPANY LTD	PILBARA HOLIDAY PARK	70 ROSEMARY ROAD BAYNTON	DEVELOPMENT	TWO [2] TRANSPORTABLE BUILDINGS (SEA CONTAINERS) ASSOCIATED WITH A TOURISM DEVELOPMENT (CARAVAN PARK)
P2157	DELEGATED APPROVAL	STATE OF WA	DME CONTRACTORS	LOT 9000 WAGARI DRIVE BAYNTON 6714	DEVELOPMENT	ENTRY STATEMENT SIGNAGE - BAYNTON WEST
P2162	DELEGATED APPROVAL	JOHN FRANCIS FILGATE	JOHN FRANCIS FILGATE	25 MACMAHON WAY BAYNTON	R-CODE VARIATION	OUTBUILDING [BOATPORT AND STOREROOM] AT REDUCED SETBACK OF 1000MM AND WALL HEIGHT OF 3.2M.
P2167	DELEGATED APPROVAL	(GRV PROPERTIES) WOODSIDE ENERGY LTD	DALE ROBERT MILLS	31 BROOKS WAY NICKOL	R-CODE VARIATION	OUTBUILDINGS [SHED] AT REDUCED SETBACK OF 800MM

**Note** – Determinations of Subdivision/Amalgamation applications made by the Western Australian Planning Commission

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

NIL

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

NIL

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

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**RECOMMENDATION/COUNCIL RESOLUTION**

Res No : 14950  
 MOVED : Cr Lewis  
 SECONDED : Cr Smeathers

**CARRIED**

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FOR : Cr Lockwood, Cr Lally, Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lewis,  
 Cr Smeathers, Cr Vertigan and Cr White-Hartig  
 AGAINST : Nil

**16.1.1 Architect Procurement For Karratha Learning And Leisure Precinct Project**

<b>Attachment(s)</b>	<b>Draft MOU</b>
<b>Responsible Officer:</b>	<b>Executive Manager Community Services</b>
<b>Author Name:</b>	<b>Executive Manager Community Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**REPORT PURPOSE**

To endorse the calling of tenders for architectural services for the Karratha Learning and Leisure Precinct project.

**Background**

At the November Ordinary Meeting Council resolved to endorse the Karratha Learning and Leisure Precinct (KLLP) Master Plan.

The Executive Manager Community Services and the Shires Project Manager - K2020 attended a meeting in Perth on the 23<sup>rd</sup> November with representatives from the Building Management and Works (BMW) and the Department of Education (DoE) to discuss and consider options associated with delivery of KLLP project.

The KLLP project is a unique project in that it offers a significant opportunity for joint use planning and development of facilities. To formalise this concept a Memorandum of Understanding has been prepared between all parties including the Department for Training and Workforce Development, who controls the land identified for the KLLP project. Attached is a draft of the MOU.

The MOU sets out the intended project approach, most significantly it articulates all parties role in the project, approval requirements, principals to the anticipated cost share of joint use facilities and project governance. The draft MOU is currently being reviewed by each party and Councils solicitors before it will be finally recommended to Council for endorsement at the February Meeting.

However, prior to its formal adoption, BMW has indicated to Council and DoE that a detailed project plan will be prepared and that it will seek to call tenders for architectural services in late January. As Council is not scheduled to meet until the 15<sup>th</sup> February 2010, Council is required to consider its support of the approach.

**Issues**

The draft MOU articulates that BMW will be engaged to appoint the architect to the project on behalf of the Shire and DoE. The process articulated in the draft MOU includes the appointment of 2 Shire representatives to the Project Consultation Group (PCG) who, as one of their functions, will select the project architect, consultant team and independent quantity surveyor.

The approach articulated in the MOU is not common practice in Local Government. Typically Local Government would develop a scope of works, call tenders, evaluate tenders and present a report to Council recommending the appointment of the preferred contractor. Considering the anticipated value of the architects services being in excess of \$6m, a briefing of Council by the Evaluation Panel would be required.

Legal advice sought from Councils solicitors has confirmed that it is not necessary for Council to call tenders in accordance the Local Government (Functions and General) Regulations 1996, since goods and services required are to be provided by the BMW. Regulation 11(2)(e) exempts contracts for the provisions of goods and services from the tender requirements where they are to be supplied by or obtained through the government of the State or Commonwealth or any of its agencies.

As the contract is to be awarded by the State Government several of these statutory requirements are redundant. However to ensure Council involvement and approvals to the project are reported, several of these steps have been inserted in to the MOU including Council endorsement of the architect.

With the tender and scope of works to be documented in January it is important that Council resolves its membership on the PCG now. As a significant project it is recommended that a Technical Officer (the Executive Manager Community Services) and one Councillor be nominated to the PCG.

### **Options**

Council has the following options available:

That Council receive the draft Memorandum of Understanding for the Karratha Learning and Leisure Precinct Project and note that the final document will be presented to the February 2010 Council Meeting for endorsement; and

That Council appoint Councillor (to be nominated) and the Executive Manager Community Services to the Project Consultation Group for the Karratha Learning and Leisure Precinct Project; and

That Council in accordance with the Local Government (Functions and General) Regulations 1996 Section 11(2)(e) endorses Building Management and Works calling tenders on its behalf for architectural services to the Karratha Learning and Leisure Precinct Project.

or;

To appoint alternative Council representation as resolved.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

The Local Government (Functions and General) Regulations 1996 Section 11(2)(e) is pertinent to this matter.

### **Financial Implications**

Council to date secured \$20.3m from the State Government to the project. The funds received are untied and hence expenses associated with architect and consultants' fees are relevant

**Conclusion**

In order to meet the timeframe for project delivery outlined in the draft MOU it is important that specialist architect skills are appointed as soon as possible. BMW has indicated that it's intent is to call tenders prior to Councils next Ordinary meeting hence Council is required to consider the issues raised in the MOU and determine its support or otherwise to the approach.

**Voting Requirements**

Simple.

**RECOMMENDATION**

**That Council:**

**Receive the draft Memorandum of Understanding for the Karratha Learning and Leisure Precinct Project and note that the final document will be presented to the February 2010 Council Meeting for endorsement; and**

**That Council:**

**Appoint a Councillor (to be nominated) and the Executive Manager Community Services to the Project Consultation Group for the Karratha Learning and Leisure Precinct Project; and**

**That Council:**

**In accordance with the Local Government (Functions and General) Regulations 1996 Section 11(2)(e) endorses Building Management and Works calling tenders on its behalf for architectural services to the Karratha Learning and Leisure Precinct Project.**

**COUNCIL RESOLUTION**

**Res No : 14951**  
**MOVED : Cr Lewis**  
**SECONDED : Cr Smeathers**

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

**CARRIED**

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

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**COUNCIL RESOLUTION**

**Res No** : **14952**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Lewis**

**That Council reinstate Standing Orders.**

**CARRIED**

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

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**COUNCIL RESOLUTION**

**Res No** : **14953**  
**MOVED** : **Cr Vertigan**  
**SECONDED** : **Cr Hipworth**

**That Council:**

**Receive the draft Memorandum of Understanding for the Karratha Learning and Leisure Precinct Project and note that the final document will be presented to the February 2010 Council Meeting for endorsement; and**

**That Council:**

**Appoint a Councillor (to be nominated) and the Executive Manager Community Services to the Project Consultation Group for the Karratha Learning and Leisure Precinct Project; and**

**That Council:**

**In accordance with the Local Government (Functions and General) Regulations 1996 Section 11(2)(e) endorses Building Management and Works calling tenders on its behalf for architectural services to the Karratha Learning and Leisure Precinct**

**CARRIED**

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

## **Memorandum of Understanding**

for the establishment of the  
**Karratha Leisure and Learning Precinct**

between

**Shire of Roebourne**  
**Department of Education**  
**Building Management and Works**  
**Department of Training and Workforce Development**

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### ***Background***

The Department of Education (DoE) has determined that it will construct a new secondary school to replace the existing Karratha Senior High School on Searipple Road in Bulgarra.

The Shire of Roebourne (SoR) has determined to enhance the sport and recreation facilities in Karratha including a new multifaceted indoor recreation centre, outdoor hard courts, covered courts, swimming pool and playing fields.

The Department of Training and Workforce Development (DTWD) have consented to the construction of the new secondary school and community sporting facilities on the Karratha College TAFE site on Millstream Road.

The SoR and the DoE have agreed that joint provision and subsequently joint use and management of the proposed new high school and the new sport and recreation facilities at the TAFE site will offer advantages to both parties and the community at large.

The SoR and the DoE have agreed to engage Building Management and Works (BMW) to deliver the project.

This memorandum of understanding (MOU) sets out the principles, roles and responsibilities and funding strategy for the partnership arrangement between all four parties.

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### ***Principles***

The combination of the existing TAFE, Walkington Theatre and Community Library together with the new secondary school and community sport and recreation facilities will create a LEISURE AND LEARNING PRECINCT for the Karratha community.

The precinct will be cooperatively developed and managed by the DTWD, DoE and the SoR with a view to a long term harmonious working relationship for the benefit of the community.

BMW shall superintend the project and will be responsible to a Project Consultation Group (PCG) to oversee the delivery.

DoE and SoR shall each nominate two representatives to the PCG. BMW and DTWD each shall nominate one representative to the PCG. Additional representatives of the parties may attend PCG meetings as required in an ex-officio, advisory or observer capacity.

Additional attendance to the PCG shall include invited representatives of the project architect and consultant team and a quantity surveyor appointed independently of the design team.

The PCG shall elect a chair from its permanent membership and that person shall be responsible for hosting PCG meetings including the issue of invitations, agendas, minutes and the provision of meeting facilities.

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***Roles and responsibilities******Project Consultation Group***

To act as a board of reference for all decisions and approvals associated with the project

- To work cooperatively to maximise the benefits to the Karratha community
- To select the project architect, consultant team and independent quantity surveyor
- To approve the site plan and building design
- To select the builder
- To approve any variations to the contracts issued in association with the project

***BMW***

To manage the delivery of the project

- To respond to and report through the PCG
- To prepare a project management plan for the delivery of the project
- To invite proposals for cost planning, architectural and other professional services as approved by the PCG
- To engage and manage the project architect and design team
- To engage and manage the project quantity surveyor
- To invite tenders for the construction of the project
- To engage and manage the construction contractor
- To actively superintend the project construction program on behalf of the PCG
- To develop a communications strategy for approval by the PCG and provide an adequate and appropriate information flow between the DTWD, DoE, SoR and the Karratha community

***DoE Representatives***

To attend the PCG meetings.

To deliver project funding in accordance with the agreed cost share schedule and make timely payments to a nominated BMW account for disbursements by BMW to contractors.

To represent the needs of the Department of Education and the staff members and students of the school.

To ensure decisions and approvals offered at PCG meetings have been duly authorised by the Director General of the Department of Education or nominee.



*SoR Representatives*

To attend the PCG meetings

To deliver project funding in accordance with the agreed cost share schedule and make timely payments to a nominated BMW account for disbursements by BMW to contractors

To represent the needs of the Karratha community

To establish an internal Project Reference Group (PRG) to guide the project from a Shire of Roebourne perspective

To ensure decisions and approvals offered at PCG meetings have been duly authorised by the full council of the Shire of Roebourne and provided in accordance with the project management plan with the following project milestones requiring specific resolution:

- Architect and design team appointment;
- Cost planner appointment;
- Concept plan approval;
- Schematic plan approval;
- Detailed design approval;
- Contract documentation approval; and
- Contract variations exceeding the project contingency allowance.

To develop a Facility Management Plan inclusive of the joint share facilities

*DTWD Representative*

To attend the PCG meetings

To represent the needs of the Department of Training and Workforce Development and the staff members and students of the TAFE operation on site

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***Project budget and cost share responsibilities***

The principles underpinning the cost share arrangements shall be as follows:

*Funding availability*

- DoE has secured \$46.2m to fund the construction of the full extent of the works for the secondary school development; generally as indicated by Masterplan Option 4 for the precinct dated 4 November 2009.
- DoE will instruct BMW to deliver the entire suite of school facilities prior to the commencement of the 2012 school year.
- SoR has at the time of executing this MOU only secured part (\$20.3m) of the funding required (\$60.2m) to complete the suite of sport and recreation facilities proposed in Masterplan Option 4, for the precinct dated 4 November 2009.
- SoR will use its best endeavours to secure the balance of the funds required to construct all of the facilities for the precinct as indicated in the Masterplan at the earliest possible date.
- SoR will commit to funding its share of the concept planning and detailed design development process for all parts of the project.
- SoR shall commit to funding those portions of the shared use facilities that will be required by DoE for the commencement of the 2012 school year.
- Following approval of the detailed design for all facilities within the precinct, SoR shall declare the extent of the project for which it has secured funding.

- BMW will then prepare contract documentation and call tenders for those component parts of the precinct for which SoR has secured funding.
- Any funding shortfall shall result in the contract documentation for the related parts of the project to be terminated and those parts to be excluded from the tender.

#### *Funding contribution*

- DoE shall fully fund those components parts of the precinct development that it would normally provide in a standalone school setting (e.g. teaching areas).
- SoR shall fully fund those components parts of the precinct development that would not normally be included in a school setting (e.g. pools, squash courts, fitness centre, commercial tenancies, kids play area, meeting and function rooms, kitchen café and bar areas, clubrooms and changerooms).
- Facilities intended for joint development and use shall be funded on an agreed cost share basis.
- DoE will contribute to the shared use facilities in accordance with the standard provision model for shared use facilities which provides:
  - One senior AFL oval with goal posts and cricket wicket with buffers;
  - One full size rectangular playing field with goal posts with buffers (soccer dimensions);
  - Two cricket practice nets;
  - One indoor sports court to full regulation size specification;
  - Two covered multi-marked hardcourts with acrylic surfaces ;
  - Six acrylic surfaced tennis courts;
  - Accommodation within the recreation centre for health and physical education staff ;
  - Proportional plant and equipment storage areas; and
  - Proportional service and circulation areas.
- SoR will contribute to the shared use facilities as follows:
  - One full size rectangular playing field with goal posts with buffers (rugby dimensions);
  - Competition level sports lighting to all grassed playing fields ;
  - Two indoor sports courts to full regulation size specification;
  - Four covered multi-marked hardcourts with acrylic surfaces ;
  - Lighting to six multi-marked hardcourts with acrylic surfaces;
  - Lighting to six acrylic surfaced tennis courts;
  - Proportional plant and equipment storage areas; and
  - Proportional service and circulation areas.
- Common areas and amenities used by both parties shall be funded in accordance with the proportional requirements of each party (e.g. carparking, walkways, landscaping, signage, public art works).
- Siteworks, utilities and other essential site services shall be funded in accordance with the proportional requirements of each party
- DoE shall control in its absolute discretion the expenditure of its funding contribution and shall work with the PCG to ensure it manages and maintains the project budget within the approved budget limit of \$46.2 million for their entire project contribution.

- SoR shall control in its absolute discretion the expenditure of its funding contribution and shall work with the PCG to ensure it manages and maintains the project budget within the agreed limits of:

#### Secured funding

- Up to \$2.5 million for project development to concept plan and detailed design development and contract documentation;
- Up to \$15.7 million for the construction of the indoor sports courts and administration component of the recreation centre
- Up to \$3 million for the construction of the covered multi-marked hard courts

#### Yet to be secured funding

- \$23 million for the construction of the balance of the recreation centre including squash courts, kids play space, fitness centre and commercial tenancies;
- \$4.5 million for the construction of the additional playing field, carparking
- \$2.5 million for the installation of sports field lighting and lighting to the tennis courts;
- \$9 million for the construction of the aquatic facilities.

The independently appointed Quantity Surveyor shall prepare a cost schedule that demonstrates and reflects these principles apportioning the site, services and project costs to the individual facility components of the project so that a percentage cost share can be determined.

#### *Cost variations*

The PCG shall approve the percentage cost share arrangements as detailed by the independent Quantity Surveyor as the funding strategy for the project.

The cost schedule and associated funding strategy shall be updated by the Quantity Surveyor as new information is available and presented to the PCG at each meeting.

Cost variations in an area deemed to be funded solely by one party (either DoE or SoR) shall be addressed solely by that party.

Cost variations in an area that has a shared funding arrangement shall be met by both parties in accordance with the agreed percentage.

Cost variations occasioned by variations recommended by the design team shall be approved by the PCG and shared by the parties in accordance with the principles above.

Cost variations initiated at the request of either of the parties (DoE or SoR) shall be met by the party requesting the variation.

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#### ***Dispute resolution***

Whilst the project is proposed to be developed on a cooperative basis with major decisions being made at the PCG the funding parties shall retain independence over the allocation of their respective budgets.

Matters unable to be resolved by consensus at the PCG shall be referred to the Director General of the Department of Education and the Chief Executive Officer of the Shire of Roebourne for resolution; and failing agreement at this level to the Chair of the WA Chapter of the Institute of Arbitrators and Mediators Australia.

**17 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 7.45pm and the next Special Council meeting is the 21 December 2009 at 6.30pm.