

**ATTACHMENT : AGENDA ITEM 7.1.2, ESTABLISHMENT AGREEMENT OF THE  
PILBARA REGIONAL COUNCIL**

**AGREEMENT**

**THIS ESTABLISHMENT AGREEMENT** dated 2000

**BETWEEN SHIRE OF ASHBURTON** of Poinciana Street, Tom Price, Western Australia

**AND SHIRE OF EAST PILBARA** of Kalgan Drive, Newman, Western Australia

**AND TOWN OF PORT HEDLAND** of Civic Centre, McGregor Street, Port Hedland, Western Australia

**AND SHIRE OF ROEBOURNE** of Welcome Road, Karratha, Western Australia.

("the Participants")

**RECITALS**

- A. Pursuant to section 3.61 of the Act, two or more local governments may, with the Minister's approval, establish a regional local government.
- B. The Participants have resolved, on the dates referred to in Schedule 1, to enter into this Establishment Agreement and to submit it to the Minister for approval under section 3.61 of the Act.

**OPERATIVE PART**

**1. NAME**

The name of the regional local government is the Pilbara Regional Council.

Footnote:

- 1. Section 3.62(1) of the Act provides that a regional local government is a body corporate with perpetual succession and a common seal.
- 2. A regional local government has the same general function of a local government including its legislative and executive functions. See Part 3 and section 3.66 of the Act.
- 3. Except as stated in section 3.66, the Local Government Act 1995 applies to a regional local government as if:
  - (a) the participants' districts together made up a single district; and
  - (b) the regional local government were the local government established for that district.

**2. REGION**

The PRC is established for the Region.

**3. REGIONAL PURPOSES**

The regional purposes for which the PRC is established is to undertake the following functions, for the Participants:

- (a) to assess the possibilities and methodology of facilitating, and to identify funding opportunities for, a range of services on a regional basis including, without limitation:

aboriginal affairs;  
accommodation;  
accounting practices;  
communications;  
councillor and staff training and development;  
group purchasing and leasing;  
joint tendering;  
legal services;  
libraries;  
occupational health and safety;  
property management;  
representations to government;  
town planning services;  
transport; and  
waste management;

- (b) to undertake, manage and facilitate any of the services described in paragraph (a);
- (c) to influence and liaise with local, State and Federal Governments in the development of policies and legislation which are of benefit to the Region; and
- (d) to provide administrative services to the Participants in connection with their membership of the Western Australian Municipal Association.

Footnote:

- 1. In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59.
- 2. A proposal to undertake a Regional Purpose referred to in clause 3(b) is defined as a “Project” and may only be undertaken in accordance with clause 8.

#### **4. OBJECTIVES**

The objectives of the PRC shall be:

- (a) to endeavour to carry out the Regional Purposes in a manner which enhances and assists in the advancement of the Region; and
- (b) to encourage cooperation and resource sharing on a regional basis.

#### **5. DEFINITIONS**

In this Establishment Agreement unless the context requires otherwise:

“**Act**” means the Local Government Act 1995;

“**Initial Period**” means the period of 4 years commencing on the Operative Date;

“**Minister**” means the Minister of the Crown to whom the administration of the Act is for the time being committed by the Governor and includes a Minister of the Crown for the time being acting for or on behalf of the Minister;

“**Operative Date**” means the date upon which the Minister approves this Establishment Agreement;

**“PRC”** means the Pilbara Regional Council;

**“PRC Council”** means the Council of the PRC;

**“Project”** means the undertaking of any activity for a Regional Purpose described in clause 3(b);

**“Proposal”** means a proposal to undertake a Project;

**“Region”** means the districts of the Participants;

**“Regional Purposes”** means any regional purpose referred to in clause 3.

## **6. THE COUNCIL**

### **6.1 Appointment of members**

- (1) A Participant is to appoint 2 members of the council of the Participant to be a member of the PRC Council.
- (2) A Participant may appoint one member of the council of the Participant who may act temporarily in place of either member of the PRC Council appointed by the Participant during any period in which the member of the PRC Council is unable by reason of illness, temporary absence from the State, conflict of interest or for any other cause to perform the functions of the office.

Footnote:

Section 3.62(b) of the Act provides that a regional local government is to have, as its governing body, a council established under the Establishment Agreement and consisting of members of the councils of the participants.

### **6.2 Tenure of members of the PRC Council**

A member of the PRC Council shall hold office until:

- (a) the Friday prior to the local government election held in May every 2 years after the Operative Date;
- (b) the member ceases to be a member of the council of the Participant; or
- (c) the member is removed by the Participant,

whichever is the earlier.

Footnote:

Sections 2.32 and 2.33 of the Act set out circumstances in which the office of a member of a councillor becomes vacant.

### **6.3 Election of chairman and deputy chairman**

- (1) The members of the PRC Council shall elect a chairman and a deputy chairman:
  - (a) at the first meeting of the PRC Council following the Operative Date;
  - (b) at the first meeting of the PRC Council following the first Saturday;

- (i) in May following the Operative Date; and
  - (ii) in May every 2 years thereafter.
- (2) If the office of chairman or deputy chairman becomes vacant then the members of the PRC shall elect a new chairman or deputy chairman as the case requires.

#### **6.4 Tenure of chairman and deputy chairman**

The chairman and deputy chairman shall hold those offices until the election of a new chairman and deputy chairman pursuant to clause 6.3(1).

#### **6.5 Role of chairman**

The chairman:

- (a) presides at meetings of the PRC Council;
- (b) carries out civic and ceremonial duties on behalf of the PRC;
- (c) speaks on behalf of the PRC;
- (d) performs such other functions as are given to the chairman by the Act, any other written law or this Agreement; and
- (e) liaises with the CEO on the PRC's affairs and the performance of its functions.

Footnotes:

- 1. The role of the PRC Council is set out in section 2.7 of the Act.
- 2. The functions of the CEO are set out in section 5.41 of the Act.
- 3. The Chairman may agree to the CEO speaking on behalf of the PRC - see section 5.41(f) of the Act.

#### **6.6 Role of deputy chairman**

- (1) The deputy chairman performs the functions of the chairman when authorised to do so under this clause.
- (2) If:
  - (a) the office of chairman is vacant; or
  - (b) the chairman is not available or is unable or unwilling to perform the functions of chairman,

then the deputy chairman may perform the functions of chairman.

#### **6.7 Role of members of PRC Council**

A member of the PRC Council:

- (a) represents the interests of the ratepayers and residents of the Region;

- (b) facilitates communication between the community of the Region and the PRC Council;
- (c) participates in the PRC's decision-making processes at meetings of the PRC Council and its committees; and
- (d) performs such other functions as are given to the member by the Act or any other written law.

## **7. FINANCIAL CONTRIBUTIONS**

### **7.1 Annual contributions**

Each Participant shall make an annual contribution towards the amount necessary to meet the deficiency, if any, disclosed in the annual budget of the PRC, which contribution shall be in the following proportions:

Shire of Ashburton	-	25%
Shire of East Pilbara	-	25%
Town of Port Hedland	-	25%
Shire of Roebourne	-	25%

### **7.2 Capital contributions**

Where the PRC Council determines that the Participants will make any contribution (other than an annual contribution referred to in clause 7.1) including, without limitation, any contribution towards the acquisition of any asset of a capital nature, then the Participants will make those contributions in the same proportions as set out in clause 7.1.

### **7.3 Manner of payment**

The contributions referred to in clauses 7.1 and 7.2 shall be paid by each Participant to the PRC in the manner determined by the PRC Council.

### **7.4 Late payment**

Unless otherwise agreed, if a Participant fails to pay to the PRC a sum of money owing under this clause on or before the due date for payment, that Participant must, in addition to the sum of money due and payable, pay to the PRC, interest at the overdraft rate charged by the PRC's bank on amounts of the same size as the unpaid sum, calculated from and including the due date of payment to but excluding the actual date of payment.

## **8. PROJECTS**

### **8.1 Requirements**

The PRC shall only adopt a Proposal and undertake a Project in accordance with the requirements of this clause.

Footnote:

In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act - see section 3.59.

## **8.2 Absolute Majority to Adopt Proposal**

The PRC shall only adopt a Proposal when authorised to do so by an absolute majority of the Council.

## **8.3 Project Plan for each Project**

- (1) Where the PRC has adopted a Proposal it shall:
  - (a) prepare and adopt a project plan; and
  - (b) provide a copy of the project plan to each of the Participants.
- (2) The contents of the project plan shall include:
  - (a) a clear definition of the proposed Project; and
  - (b) details of the expected costs and benefits for the Participants.

## **8.4 Participants to decide on Project**

Each Participant shall, within a reasonable period determined by the Council after the adoption of the project plan, decide whether it consents to the PRC undertaking the Project, by giving notice of its decision to the PRC.

## **8.5 Consent of 3 Participants required to Project**

The PRC shall only undertake the Project if not less than 3 of the 4 Participants give to the PRC notice of their decision that they consent to the PRC undertaking the Project.

## **9. WINDING UP**

### **9.1 Winding up by Agreement**

The Participants may, by agreement, wind up the PRC.

### **9.2 Division of assets**

If the PRC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the PRC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Participants in the same proportions as the contributions of a particular Participant to the assets of the PRC bear to the total of such contributions by all Participants.

### **9.3 Division of liabilities**

If the PRC is to be wound up and there remains any liability or debt in excess of the realised property and assets of the PRC then the liability or debt is to be met by each of the Participants in the same proportions as the contributions of a particular Participant to the assets of the PRC bear to the total of such contributions by all Participants.

## **10. WITHDRAWAL OF A PARTICIPANT**

### **10.1 Withdrawal**

A Participant may, at any time between 1 July and 31 December in any year, after the Initial Period give to the PRC notice of its intention to withdraw from the PRC.

### **10.2 When Withdrawal to Take Effect**

The withdrawal of a Participant shall take effect from the end of the financial year, after the financial year in which notice of withdrawal under clause 10.1 is given.

### **10.3 Entitlement or Liability of Withdrawing Participant**

As soon as practicable following the end of the second financial year after the withdrawal of a Participant takes effect, the PRC shall:

- (a) distribute to the Participant an amount equal to the Proceeds and any surplus funds which would have been payable if the PRC was wound up; or
- (b) be entitled to recover from the Participant an amount equal to the liability or debt which would be payable by the Participant if the PRC was wound up,

as the case may be.

### **10.4 Participants May be Required to Pay Distribution**

If the PRC is unable to meet the distribution referred to in clause 10.3(a) from funds on hand then, unless the PRC Council decides otherwise, the Participants (other than the Participant which has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the PRC.

## **11. BORROWINGS**

Part 6, Division 5, Subdivision 3 of the Act is to apply.

Footnote:

1. Section 3.66(4) of the Act provides that Part 6, Division 5, subdivision 3 does not apply in relation to a regional local government unless the Establishment Agreement provides that it does.
2. Part 6, Division 5, subdivision 3 of the Act deals with borrowings and includes the power to borrow and restrictions on borrowings.

## **12. DISPUTE RESOLUTION**

### **12.1 No proceedings**

A party must not start arbitration proceedings in respect of a dispute arising out of this Agreement (“**Dispute**”) unless it has complied with this clause.

### **12.2 Notification of dispute**

A party claiming that a Dispute has arisen must notify the other parties to the Dispute giving details of the Dispute.

### **12.3 Reasonable efforts to resolve Dispute**

- (1) During the 14 day period after a notice is given under clause 12.2 (or longer period agreed in writing by the parties) (“**Negotiation Period**”), the parties must use their reasonable efforts to resolve the Dispute.
- (2) Within the first 7 days of the Negotiation Period, if the Dispute continues, the chief executive officers of the parties and the chief executive officer of the PRC, must meet, and use their reasonable endeavours to resolve the Dispute.

### **12.4 Dispute resolution process**

If the Dispute is not resolved within the Negotiation Period, the parties shall meet and endeavour to agree on:

- (a) a process for resolving the Dispute other than by litigation or arbitration (such as by further negotiations, mediation, conciliation or expert determination);
- (b) the procedure and timetable for any exchange of documents and other information relating to the Dispute;
- (c) the procedural rules and timetable for the conduct of the selected mode of proceeding;
- (d) a procedure for the selection and compensation of any independent persons engaged by the parties to assist in resolution of the Dispute; and
- (e) whether or not the parties should seek the assistance of a dispute resolution organisation.

### **12.5 Arbitration**

If the Parties are unable to agree on a process for resolving the Dispute in accordance with clause 12.4 within 21 days after the Negotiation Period then any party may notify the others in writing (“**arbitration notice**”) that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

### **12.6 Legal Representation**

For the purposes of the Commercial Arbitration Act 1985, the Project Participants consent to each other and to the PRC being legally represented at any such arbitration.”



## **13. INTERPRETATION**

### **13.1 Interpretation**

In this Establishment Agreement unless the context requires otherwise:

- (a) words importing the singular include the plural and vice versa;
- (b) words importing any gender include the other genders;
- (c) references to persons include corporations and bodies politic;
- (d) references to a person include the legal personal representatives, successors and assigns of that person;
- (e) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, reenactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- (f) references to this or any other document include the document as varied or replaced, and notwithstanding any change in the identity of the parties;
- (g) references to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;
- (h) an obligation of two or more parties shall bind them jointly and severally;
- (i) if a word or phrase is defined cognate words and phrases have corresponding definitions;
- (j) references to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;
- (k) an obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- (l) reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- (m) reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;
- (n) references to this Establishment Agreement include its schedules.

## **13.2 Headings and footnotes**

Headings and footnotes shall be ignored in construing this Establishment Agreement.

## **13.3 Time**

- (a) References to time are to local time in Perth, Western Australia;
- (b) where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

Footnotes:

Amendment of Establishment Agreement

1. The Participants may amend this Establishment Agreement by agreement made with the Minister's approval - see section 3.65(1) of the Act.

Admission of Other Local Governments

2. This Establishment Agreement can be amended to include another local government as a party to the amending agreement - see section 3.65(2) of the Act.

## **SCHEDULE 1**

<b>PARTICIPANT</b>	<b>DATE OF RESOLUTION TO ENTER INTO THIS ESTABLISHMENT AGREEMENT</b>
<b>Shire of Ashburton</b>	<b>2000</b>
<b>Shire of East Pilbara</b>	<b>2000</b>
<b>Town of Port Hedland</b>	<b>2000</b>
<b>Shire of Roebourne</b>	<b>2000</b>

EXECUTED by the Parties

**THE COMMON SEAL of SHIRE OF )**  
**ASHBURTON** was hereunto affixed in the presence of: )  
)

\_\_\_\_\_  
Shire President

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

**THE COMMON SEAL of SHIRE OF EAST )**  
**PILBARA** was hereunto affixed in the presence of: )  
)

\_\_\_\_\_  
Shire President

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

**THE COMMON SEAL of TOWN OF PORT )**  
**HEDLAND** was hereunto affixed in the presence of: )  
)

\_\_\_\_\_  
Mayor

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

**THE COMMON SEAL of SHIRE OF )**  
**ROEBOURNE** was hereunto affixed in the presence of: )  
)

\_\_\_\_\_  
Shire President

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

**Dated**

**2000**

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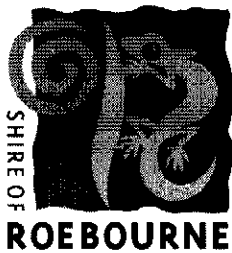
**SHIRE OF ASHBURTON  
and  
SHIRE OF EAST PILBARA  
and  
TOWN OF PORT HEDLAND  
and  
SHIRE OF ROEBOURNE**

**ESTABLISHMENT AGREEMENT  
OF THE  
PILBARA REGIONAL COUNCIL**

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## CE6

# HONORARY FREEMAN OF THE SHIRE OF ROEBOURNE

## OBJECTIVE

The objective of this policy is to establish the circumstances under which the Council may bestow the title of Honorary Freeman of the Shire or Roebourne upon individuals who have made an outstanding and exceptional contribution to the community.

## POLICY PROVISIONS

The Council will recognise, under appropriate circumstances, individuals who have demonstrated outstanding service to the community by awarding the title of Honorary Freeman.

The title of Honorary Freeman is the most prestigious form of honour or recognition that can be conferred by the Council. This honour will therefore be conferred only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

Bestowing of the title Honorary Freeman of the Shire will only be by resolution of Council and in accordance with this policy

### Limitations on Holders of Award

In recognition of the standing of such an award, a maximum of three living persons only may hold the title Honorary Freeman of the Shire of Roebourne, at any one time.

### Selection Criteria

- a) Nominees for the conferring of the title of Honorary Freeman of the Shire of Roebourne should have lived within the Shire for a significant number of years (significant would usually mean at least 20 years) and had a close association and identification with the Shire;
- b) Nominees should have provided long and distinguished service to the local or State community such that the nominee's contribution can be seen to stand above the contributions made by most other people;
- c) Nominees should have displayed an outstanding level of achievement in the field (or fields) of activity; and
- d) Nominees should have demonstrated both outstanding leadership and personal integrity.

### Nomination Procedure

- a) A nomination may be submitted at any time, provided that the nomination is in writing and addresses the selection criteria.
- b) Nominations must be made in the strictest confidence without the nominee's knowledge.
- c) A nomination must be sponsored by a Councillor and supported in writing by at least three other Councillors.
- d) Nominations are to be submitted to the Chief Executive Officer.
- e) A confidential report will be presented by the Chief Executive Officer to the next ordinary meeting of Council.
- f) A Council decision to support the nomination is to be by an absolute majority vote.
- g) Acceptance of the award must be determined prior to being conferred.

### Entitlements

Any person declared an Honorary Freeman of the Shire of Roebourne:

- a) may designate themselves as a Freeman of the Shire of Roebourne;
- b) will be invited to all civic events and functions;
- c) will have their name recorded on the Honour Board in Council Chambers; and
- d) will be presented with a plaque to commemorate receipt of their award.

The award will be conferred at a Council Meeting or other function to be determined by Council.

## **RELATED DOCUMENTS**

Nil.

Previous Policy No:	N/A
Resolution Numbers:	
Last Reviewed:	N/A
Next Review:	June 2010
Responsible Officer:	Chief Executive Officer



# SHIRE OF ROEBOURNE



# BUSH FIRE HAZARD MANAGEMENT PLAN

**SHIRE OF ROEBOURNE**  
**BUSH FIRE HAZARD MANAGEMENT PLAN**  
**CONTACT AND RESOURCE LIST AMENDMENTS**

<b>Date Amendment Received</b>	<b>Amendment</b>	<b>By Whom (Initials)</b>	<b>Date Amended</b>
V1 Mar 09	Draft issued for comment & review	MB	May 09
V1a May 09	Draft issued to Council for approval	MB	

***NOTE: Only amendments to the Contact and Resource list should be made, any amendments that change the intent and purpose of this plan must be submitted to Council.***

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**DISTRIBUTION LIST****SHIRE OF ROEBOURNE  
BUSH FIRE HAZARD MANAGEMENT PLAN**

<b>Name</b>	<b>Company</b>	<b>Copies</b>
CEO	Shire of Roebourne	1
Records	Shire of Roebourne	1
Chairperson	Shire of Roebourne LEMC	1
District Emergency Coordinator	WAPOL Pilbara Regional Office	1
Executive Officer	Pilbara DEMC	1
Secretary	SEMC	1
Operational Services Karratha	FESA	1
OIC	Karratha Police Station	1
OIC	Dampier Police Station	1
OIC	Roebourne Police Station	1
Captain	Karratha Fire and Rescue Service	1
Captain	Dampier Fire and Rescue Service	1
Captain	Roebourne Fire and Rescue Service	1
Captain	Wickham Fire and Rescue Service	1
Captain	Point Samson Bush Fire Brigade	1
Local Manager	Karratha SES	1
Local Manager	Roebourne / Wickham SES	1
Chief Bush Fire Control Officer	Shire of Roebourne	1
Deputy Chief Bush Fire Control Officer	Shire of Roebourne	1
Bush Fire Control Officers	Shire of Roebourne	2
Public Copy	Shire of Roebourne	1
Public Copy	Karratha Library	1
Public Copy	Roebourne Library	1
Public Copy	Wickham Library	1
Public Copy	Dampier Library	1
Fire Control Officer	Department of Environment and Conservation (DEC)	1
Emergency Management Officer	Pilbara Iron Rail	1
Emergency Management Officer	Pilbara Iron Port Operations	1
Pastoralists	As per station list	7

## GLOSSARY

<b>Bush</b>	<i>Includes trees, bushes, plants, stubble, scrub, and undergrowth of all kinds whatsoever whether alive or dead and whether standing or not standing and also a part of a tree, bush, plant, or undergrowth, and whether severed there from or not so severed. The term does not include sawdust, and other waste timber resulting from the sawmilling of timber in a sawmill whilst the sawdust and other waste timber remains upon the premises of the sawmill in which the sawmilling is carried on.</i>
<b>Bush fire</b>	<i>Any fire that is burning out of control within any type of vegetation (grass, spinifex, bush, scrub, forest). Also known as <b>wildfire</b>.</i>
<b>Bush fire or fire hazard</b>	<i>Concerned with the condition of the fuel and takes into consideration several factors including vegetation type (land use), quantity of fuel (fuel load), arrangement of fuel, seasonal conditions, moisture content, and topography.</i>
<b>Bush fire prevention</b>	<i>The planning and implementation of measures necessary to minimise and alleviate the occurrence and effect of bush fires. Includes fire break and access maintenance, fire detection and education.</i>
<b>Bush fire protection</b>	<i>A combination of bush fire prevention (planning, fuel reduction) and response.</i>
<b>Bush fire risk</b>	<i>The likelihood of a fire starting and the probability that it will burn out of control to become a bush fire. It is important to identify causes of bush fires (e.g. arson, machinery, escape from controlled burn, etc).</i>
<b>Bush fire threat</b>	<i>The combination of bush fire risk and hazard. Bush fire threat is greatest where the likelihood of fires starting is high and where fuels are adjacent to developments or assets.</i>
<b>Fire break</b>	<i>Any natural or constructed discontinuity in a fuel bed used to segregate, stop, and control the spread of a bush fire, or to provide a fire line from which to suppress a fire.</i>
<b>Occupier of Land</b>	<i>Means a person residing on the land or having charge or control of it, whether the person is the owner or tenant or a bailiff, servant, caretaker, or other person residing or having charge or control of the land and includes a person who as mortgagee in possession has possession of the land, while the land is unoccupied, and also a person who has the charge or control of 2 or more separate parcels of land, although the person resides on only one of the parcels.</i>

**Restricted Burning Times** *Means the times of the year during which it is declared by the Authority under Section 18 to be unlawful to set fire to the bush within a zone of the State except in accordance with a permit obtained under that section and with the conditions prescribed for the purposes of that section and, in relation to land in such a zone -*

*(a) Includes any extension of those times made, or any further times imposed, under that section in respect of the whole of that zone or in respect of the part of that zone, or the district or part of a district, in which that land is situated; but*

*(b) Does not include any period by which those times are reduced, or for which those times are suspended, under that section in respect of the whole of that zone or in respect of that part of that zone, or the district or part of a district, in which that land is situated.*

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# SHIRE OF ROEBOURNE BUSH FIRE HAZARD MANAGEMENT PLAN

## 1. INTRODUCTION

The Shire of Roebourne has a major role to play in ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from (PPRR) bushfires are undertaken. This plan was developed to ensure that the threat and impact of bushfires is well managed so as to provide for the protection of life and property within the Shire of Roebourne.

Currently the Shire of Roebourne is only responsible for one (1) structured Volunteer Bush Fire Brigade at Point Samson that has 15 active members, servicing all parts of the Shire.

However, the Shire of Roebourne still depends heavily upon the FESA Volunteer Fire and Rescue Brigades located in Dampier, Karratha, Roebourne and Wickham, DEC fire fighting resources and pastoral station volunteers for the control of large fires.

The main role of Council is to provide direction, organisational and administrative support. This will be carried out through the Shire of Roebourne Chief Bush Fire Control Officer (CBFCO).

The CBFCO/Emergency Management Officer in consultation with the Shire of Roebourne and FESA Operational Services Karratha prepared this plan in accordance with the *Bush Fires Act 1954* and in conjunction with any other relevant plans and procedures. The Shire of Roebourne will review this plan annually and any recommendations or changes will be submitted to Council for approval.

The Shire of Roebourne's Fire Management Plan contains the emergency plans, procedures and responsibilities of the Shire.

## 2. AIM

The aim of this Fire Management Plan is to identify and document appropriate fire management strategies used to ensure the prevention of, preparedness for, response to and recovery from the impact of bushfires on life, property and the environment within the Shire of Roebourne.

## 3. BACKGROUND

The Shire of Roebourne is the Hazard Management Agency (HMA) and Lead Combat Authority under *State Emergency Management Policy No.7* for Bushfires on Land other than Gazetted Fire District or DEC Land.

The Shire of Roebourne currently supports one Volunteer Bush Fire Brigade, in Point Samson.

FESA Fire and Rescue Services are based in Karratha, Dampier, Roebourne and Wickham and are responsible for all fires within the gazetted area of the Karratha, Dampier, Roebourne and Wickham town sites. It has no responsibility for fires outside of Karratha, Dampier, Roebourne and Wickham town sites.

In other areas, the Shire of Roebourne depends heavily upon external resources from pastoral stations, and mining tenements for the suppression of large fires that **threaten vital assets and/or life**.

The main role of the Shire of Roebourne is to Control and Coordinate the strategy developed to deal with and response to an identified bush fire emergency; this will be managed by the Chief Bush Fire Control Officer or appropriate trained delegate.

The CBFCE/Emergency Management Officer in consultation with the Shire of Roebourne and FESA (Karratha) has prepared this plan in accordance with the *Bush Fires Act 1954* and in conjunction the State "WESTPLAN Bushfire" Plan and the *Emergency Management Act 2005* and related documents. The Shire of Roebourne will review this plan annually and make recommendations.

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## 4. BUSH FIRE PROBLEM

### 4.1 The Area

The Shire of Roebourne covers an area of 15,197 square kilometres in the North West Region of Western Australia. The land tenure mainly comprises of pastoral stations, national parks, vacant crown land, mining leases, town site reserves and other reserves.

The majority of the people live in the towns of Karratha, Dampier, Wickham and Roebourne which are many kilometres apart. The Shire currently contains 7 pastoral stations, several aboriginal communities and several mining projects. The natural vegetation of the area is mainly spinifex and scrub.

### 4.2 The Risk

Bush fires have been a part of the Pilbara ecosystem for thousands of years. It is not possible to remove them completely without having an effect on the natural environment. The fires can be very large and have a high intensity and may be in isolated or inaccessible terrain. Historically all fires have some impact on the Shire District in some way.

Some of the difficulties that are encountered include:

- Severe local weather conditions
- Extreme temperatures
- Fire inaccessibility
- Remoteness
- Limited fire fighting resources
- Limited human resources
- Limited funding

The whole of the Shire is therefore under extreme risk and constantly under threat. Fire statistics show the main causes of fire as escapes from burning-off operations, deliberately lit fires and lightning strikes. The Shire of Roebourne is extremely large but is very limited in available human and equipment resources, particularly when fires occur in remote inaccessible locations, this will mean that "bushfires" become, more often than not, beyond the scope of traditional fire fighting methods and asset protection strategies need be adopted.

### 4.3 Facts

Although the Shire of Roebourne is under extreme risk from bush fires it must be noted that the use of fire within the Shire of Roebourne plays it role in Preparedness and Response.

The Shire of Roebourne, DEC and pastoralists carry out extensive pre season burning projects to try and minimise the threat of bush fire effecting populated areas. Pastoralists also use controlled burning to maximise pastoral growth during the Wet Season (summer) when thunderstorms bearing rain are more prevalent.

Back burning is used by Fire Agencies to combat large bush fires where access is limited or where the main fire is inaccessible as a means of suppressing bush fires. This is done under the strictest of control and can only be authorised by the Incident Controller of that bush fire.

#### 4.4 Planning and Liaison

The Shire relies mainly upon its fire management capabilities and prevention strategies to combat the impact of bush fires. Other agencies involved in overseeing fire management activities throughout the Shire are FESA and DEC and they may liaise with the Shire of Roebourne to determine the most effective fire management strategies for the region. This means that there are usually many organisations and authorities involved in the fire prevention and fire control activities throughout the Shire.

Planning and liaison may involve one or all of the following agencies:

- DEC has its own management plans and strategies in place for fire prevention on their land that is located within the Shire. This can often impact upon the individuals/organisations bordering these locations and close liaison is essential.
- Pastoralists control the majority of land within the Shire and are nearly always involved in (or affected by) any bush fires that occur.
- The major mining companies operating in the Shire have their own plans and strategies in place for fire prevention and control, and are usually involved in any fire activities that occur near their operations.
- Aboriginal people are quite often affected by the fire activities that occur near their communities and are an important inclusion in the fire prevention strategies of the Shire.
- Shire employees, including the Chief Bush Fire Control Officer and the Shire's Rangers, are often involved in fire activities within the Shire.
- FESA Operational Services is located in Karratha.
- **A MOU between the Shire of Roebourne and FESA allows for the handover of control of large incidents to FESA Operational Services Karratha when certain criteria are met.**

(See Attachment I)

#### 4.5 History

The weather conditions in the Shire during the fire season are usually dry and hot and combined with lightning storms can lead to a number of fires each year. Because fires often cannot be accessed until they approach the limited number of access roads in the Shire, they grow to be very large and usually out of control.

Previous fires in the Shire of Roebourne exposed some of the problems that can be encountered in remote and inaccessible country. Karratha, the biggest town in the Shire of Roebourne, had bushfires that approached the town through mainly inaccessible terrain. The fire was eventually contained with the limited resources that were available with no damage to the town.

## 4.6 The Cost

The costs of fighting fires within the Shire of Roebourne can be great, as equipment and machinery may have to be moved long distances to access the fire.

### FACTORS TO BE CONSIDERED

Some factors that may be taken into consideration and that are relevant to the Shire are as follows:

- The great distances that sometimes need be covered to attend fires throughout the Shire by fire vehicles, appliances and personnel from other Shires and FESA Units.
- Scarce water resources
- Wear and tear on vehicles and appliances due to the terrain in the fire fighting area (e.g. Tyres damaged by tree roots, rocks etc).
- Training fire personnel in the remote Northwest is difficult to organise and can be high in cost. Costs in many cases can be met through FESA Regional headquarters in Karratha.
- High turnover of Shire employees and trained volunteers results in loss of experience and proficient personnel
- Preventative measures can be difficult and costly to put into place when the terrain and vegetation factors are considered

With the above difficulties in mind any response to a “bushfire” in the Shire of Roebourne is predicated on a number of factors, including the impracticalities associated with sending resources, large distances to combat any incident, and whether or not it is going to have any impact on “vital assets”. Any decision to engage in control or suppression activities should be made early to allow time for equipment and resources to be secured and travel to the fire. It is better to request equipment early and turn it back than to wait and not be able to secure that equipment or resource.

***The Shire of Roebourne will monitor “bushfires” that occur within or adjacent to the Shire, making use of fire scar mapping and other technologies to assess the need for any response and concentrate on vital asset protection and safety of human life where appropriate.***

## 5. PREVENTION

### 5.1 Introduction

The Shire is extremely large in area but is very limited in available human and equipment resources, particularly when fires occur in remote/inaccessible locations. Therefore, the development and implementation of fire prevention strategies by numerous agencies is essential to the long-term tactics for fighting and preventing fires in the Shire.

The combination of extreme weather conditions and lack of accessibility means that the fires can escalate to be very large, and usually out of control, by the time they approach populated or valuable land areas. Therefore, the preventative measures that have been implemented may be the only effective barrier for protecting lives and property.

Each pastoral property, mining operation and the towns themselves, can be exposed to unnecessary risk and danger if suitable preventative measures are not kept in place.

The key to fire management is planning and prevention. The Shire of Roebourne is required to develop prevention plans and coordinate the diverse stakeholders to implement these plans.

The Shire of Roebourne has appointed an Emergency Management Officer.

The Emergency Management Officer shall operate from the Karratha Administration Centre and have access to all available office support and resources. This person will perform the duties of the Shire's Chief Bush Fire Control Officer (CBFCO).

The Karratha Shire office is the Local Government Fire Headquarters and is close to the FESA District Office, SES headquarters, Police station and Fire brigade. The FESA District Office is also used as the fire control facility when large fires are being monitored in the Shire's area.

The Chief Bush Fire Control Officer (CBFCO) is responsible for the implementation of fire management strategies and works programs.

**See (Attachment H)**

### 5.2 Fire Prevention Strategies

#### a) Land in Town sites

By 30th September each year, the Shire of Roebourne shall give notice to all owners and/or occupiers of land in the Shire of Roebourne as to the requirements contained in the Shire's Fire Prevention Plan by distributing the Fire Break Notice by post or in conjunction with the Shires' rates notice to all owners and or occupiers.

**See (Attachment H)**

By the 30th October each year Owners and/or occupiers of land in the Shire of Roebourne will comply with the above Fire Break Notice.

From 1st October until the 30th of April each year the Rangers will, where necessary place special orders under Section 33 of the *Bush Fires Act 1954* on owners or occupiers of land to abate any high hazard areas that remain. Where necessary, the issuing of infringements will occur concurrently with this.

### **b) Land outside Town sites**

By 31st August each year give notice to all owners and/or occupiers of land in the Shire of Roebourne as to the requirements contained in the Shire's Fire Management Plan by distributing the information by post or in conjunction with the Shires' annual rates notices to all owners or occupiers.

**See (Attachment H)**

From 1st October until the 30th of April each year the Rangers will, where necessary, place special orders under Section 33 of the *Bush Fires Act 1954* on owners or occupiers of land to abate any high hazard areas that remain.

### **c) UCL (Unallocated Crown Land)**

#### **Unallocated Crown Land - Town sites**

FESA Operational Services Karratha will arrange all pre suppression work of all UCL in town sites, usually through Local Government.

#### **Unallocated Crown Land Non - Town sites**

Planning and implementation of pre suppression work for UCL non town site is the responsibility of DEC. Suppression is the responsibility of Local Government.

### **d) Land under the Control of the Department of Conservation and Environment (DEC)**

DEC is responsible for providing a fire management system capable of protecting recognised conservation values in line with the management plans and objectives of the Department.

- i. To co-ordinate fire protection measures taken on this land with measures taken on adjacent lands.
- ii. To co-ordinate fire protection measures taken on lands under the care and control of DEC with measures taken on neighbouring lands.
- iii. By 1<sup>st</sup> October each year the District Officer will make available to the Shire's CBFCO, a map including fire protection works for land under the Department's control.

### **e) Land under the Control of Pilbara Iron Mining Operations**

By 1st October each year the responsible officers will make available to the Shire's CBFCO a map including fire protection works for land under each company's control.

## **5.3 Publicity**

The public will be made aware of the various requirements of the *Bush Fires Act 1954* and those contained in the Shire's Fire Management Plan with the following fire awareness notices and programs:

- i. The Shire will give notice to all owners and/or occupiers of land in the Shire of Roebourne as to the requirements contained in the Shire's Fire Management Plan by distributing the information by post or in conjunction with the Shire's annual rates notices in September each year.

- ii. The Shire will also publish the above information in a local newspaper circulating in the Shire of Roebourne in September each year.
- iii. The Shire of Roebourne will distribute fire information material from the Shire facilities in the towns of Karratha, Dampier, Wickham and Roebourne.
- iv. A public education program should be conducted prior to and during each dry season to provide fire awareness information. This program will be established and implemented by the volunteer Fire and Rescue brigades in conjunction with FESA Operational Services Karratha.

## 5.4 Training

The CBFCO is to ensure that the Bushfire Brigade and FCO's are adequately trained and the Bush Fire Brigade equipment is in sound condition at all times of the year.

Advice and assistance on these matters is available from the FESA Regional Office in Karratha. FESA Operational Services Karratha will arrange bushfire training programs as required. The Shire of Roebourne must make every effort to accommodate the FESA Regional headquarters annual Training Programme.

**NOTE:** *The minimum training required by each fire crewmember is the completion of the Bushfire Safety module of the Bush Fires Course developed and approved by FESA. All Bush Fire Control Officers should complete the FCO's course within 12 months of being appointed to the position.*

## 5.5 Community Education

The whole of the Shire of Roebourne is considered to be in a 'high fire risk area' and the entire community is subject to the potential dangers of bushfire. Therefore, community education is a vital step toward maintaining an effective fire management and prevention plan and receiving the cooperation of the entire community.

The Shire of Roebourne uses prevention as its main defence against bushfires and a general community education program and some other more group specific fire education programs are needed to ensure a satisfactory outcome.

The high natural attrition of the population that is unique to the Northwest, results in a loss of experienced and proficient fire personnel and creates an influx of new people to the area. Education is the key to overcoming the difficulties associated with this phenomenon.

All community groups are considered to be at some level of risk, and therefore are in need of an effective community education program, these groups include;

- Aboriginal communities and groups that live in remote locations
- Tourists and travellers that are not accustomed to the harsh conditions that are unique to the Northwest
- Pastoralists and their employees
- Mining operations and mining camps personnel
- Fire fighting volunteers
- All other residents and visitors to the Shire

FESA Operational Services Karratha will provide support to the Shire in providing education programs to the community by assisting with the organisation of training courses held in the Shire and providing information to the public, as listed above.

## 5.6 Prepare, Stay and Defend or Go

In conjunction with posting of firebreak notices, FESA Operational Services and the Shire of Roebourne will endeavour to make all residents with in the Shire of Roebourne aware of the Prepare, Stay and Defend or Go Early programme.

## 5.7 Operation of Private Equipment

The Shire of Roebourne in conjunction with FESA Operational Services Karratha will endeavour to make all Pastoralists with in the Shire of Roebourne aware of the Guidelines for Operation of Private Equipment at Fires.

## 5.8 Review

The Shire Roebourne will review this plan annually in September. The CBFCO will initiate the review and interested parties should contact the CBFCO if they believe an earlier review is warranted. Once the plan has been reviewed, the Committee will submit their recommendations on any changes to the plan for Shire of Roebourne approval.

## 5.9 Calender of Annual Events

### By April 30th

A copy of the DOLA land program and the details of its implementation to be forwarded to FESA Operational Services Karratha.

### By September 30th

Firebreak order to be sent to all owners or occupiers within the Shire of Roebourne by post or in conjunction with the Shire of Roebourne annual rates notice.

### By November 1st

Town Maintenance Supervisors to complete fire prevention works for each town site.

### From October 1st until April 30th

Rangers to place special orders where necessary in accordance with Section 33 of the *Bush Fires Act 1954*.

## 6. PREPAREDNESS

The following procedures will need to be performed by the relevant personnel to ensure that the Shire of Roebourne is well prepared for the onset of the fire season:

- i. The CEO shall ensure that in his absence, and/or in the absence of the CBFCO, appropriate persons are delegated those powers in accordance with Section 38 of the *Bush Fires Act 1954*.
- ii. In times of emergencies, an operational roster will be prepared by the CBFCO to ensure that the Shire Fire Operations Centre can be manned as required.
- iii. Appropriate personnel will be trained to operate at the Shire Base and to carry out certain functions within the Incident Management Team. Contact lists will be maintained of all Shire resources and contractors, which may be required to control bush fires.

**See (Attachment K)**

- iv. The Shire Base will need to maintain a log of all incoming and outgoing messages during emergency incidents. Suitable maps indicating Pastoral Station boundaries and topographical features need to be obtained to plot the fire shape. Objectives and strategies will need to be formulated by the IC and the IMT for the management and eventual control/extinguishment of the fire
- v. FESA Operational Services Karratha will ensure that the Shire of Roebourne CBFCO is notified of all days of Extreme Fire Weather. In the absence of the CBFCO the Chief Executive Officer will be notified.
- vi. During the Fire Danger period the CBFCO or his delegate will check the Fire Danger Rating for the Shire of Roebourne on the Bureau of Meteorology (BOM) WA web site daily. ([Home Page - Bureau of Meteorology](#))
- vii. The Shire's CBFCO will be responsible for passing on all fire weather warnings and stand-by support to Shire Fire Control Officers.
- viii. The CBFCO is responsible for arranging relief and welfare support to an incident and should be prepared to do so when required. Preparations should be made in advance to ensure that this procedure could take place without any unnecessary delays.



## 7. RESPONSE

### 7.1 Introduction

The Shire of Roebourne is the Hazard Management Agency and Lead Combat Authority. It must provide an Incident Controller for the management and eventual control of the fire.

The main role for Council is to provide direction and organisational and administrative support as required.

For each fire in the Shire, the Shire will consider and make decision whether to employ an **offensive strategy** to combat the fire if it is accessible and safe to do so, or a **defensive strategy** where the fire is distant and/or remote or is too dangerous to fight.

If an **offensive strategy** is employed then resources are to be mobilised under the control of an Incident Controller.

If a **defensive strategy** is employed the fire may be monitored using direct reports or satellite surveillance or resources may take a defensive stand to protect infrastructure.

This section of the Plan defines response to fires within the Shire of Roebourne. Arrangements relate to the following procedures:

- i. Coordination of Shire resources.
- ii. Action procedures effecting Mutual Aid arrangements between Shire of Roebourne and other agencies.
- iii. Inter-action between the Shire Fire Operations Centre and the FESA Pilbara Operational Services, Regional Operations Centre (ROC).
- iv. The "Australian Inter Agency Incident Management System" (AIIMS) is to be used as the management structure for fire suppression.

### 7.2 Scope of This Plan

The Plan will be activated in accordance with the agreed Organisational Operating Procedures and integrates with the following Incident Emergency Plans:

- i. Pilbara District Fire Management Plan
- ii. WESTPLAN - Bushfire Management Plan
- iii. DEC Fire Control Working Plans
- iv. Fire and Rescue Service Response Plans
- v. Other relevant Emergency Plans incorporated within the Shire Emergency Management Plan
- vi. Shire of Roebourne Response Plan

This Plan also details Contact Lists of Government Departments and agencies likely to be involved in bush fire related activities.

**See (Attachment K)**

## 7.3 Coordination of Resources

### Coordination Procedures

The Shire of Roebourne CBFCO or nominated Incident Manager will assume control of bush fire suppression at Shire level after receiving a request for assistance and assessing the circumstances of each individual incident.

The CBFCO or nominated Logistics Officer will be responsible for obtaining additional resources required for the fire ground.

Shire BFCO's have FESA radios and use Channels 45, 46, 56 or 99

### Participating Organisations

#### Hazard Management Agencies

- Shire Roebourne (Rural Fires)
- FESA & VFRS (Gazetted Fire District)
- DEC (Unallocated Crown land and unmanaged reserves including the State's national parks, conservation parks, State forests, timber reserves and nature reserves)

#### Support Organisation

- State Emergency Service
- St John Ambulance
- WA Police Service
- Health Services
- Department for Child Protection
- Telstra
- Rio Tinto Emergency Services
- Local Radio Stations
- Water Corporation
- Horizon Power

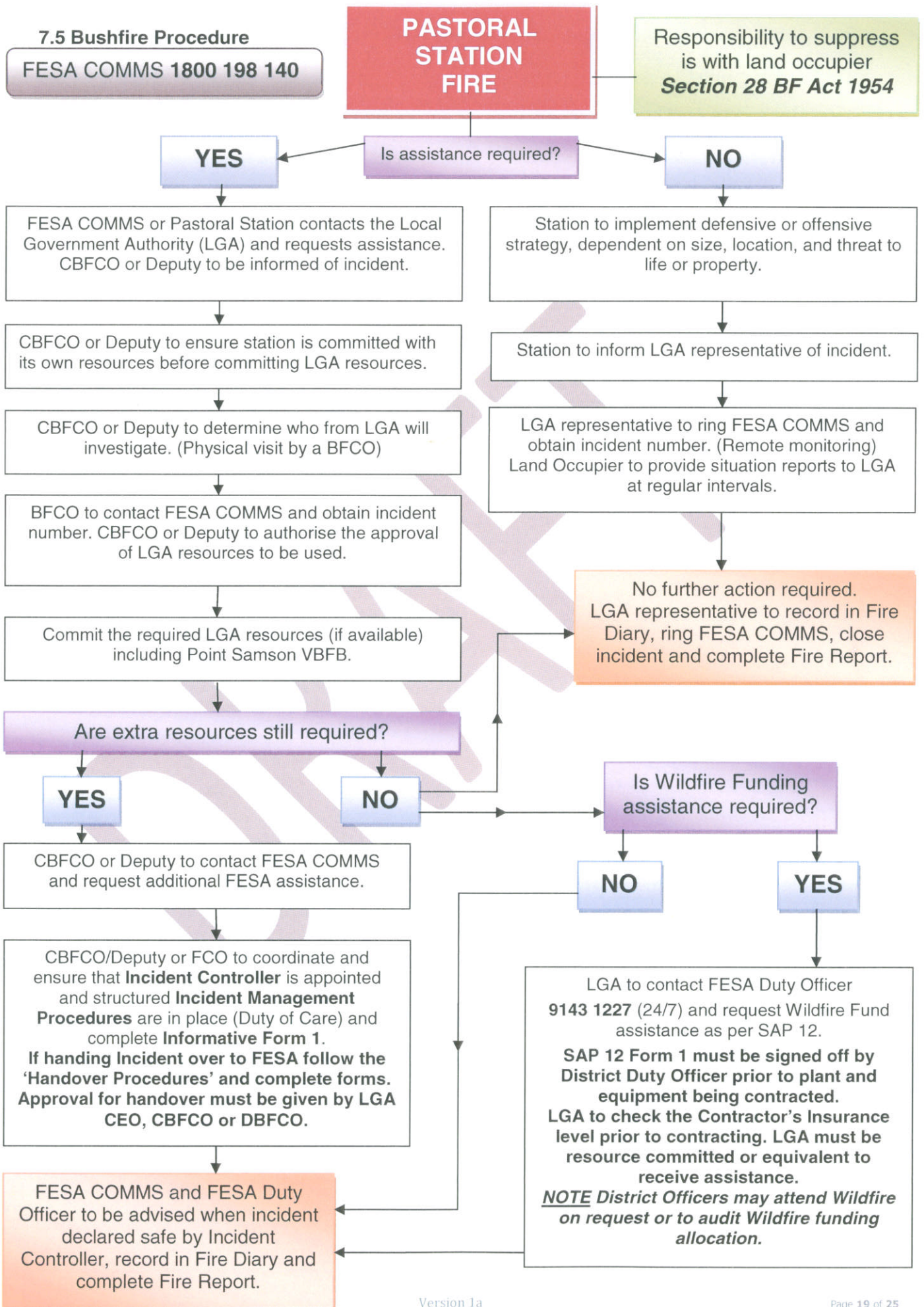
## 7.4 Financial Assistance

If financial assistance is required for fire suppression equipment in pastoral regions and Government lands, assistance must be requested in advance with FESA in accordance with the relevant Standard Operating Procedure R12 (SOP12).

The District Duty Officer must sign off the SAP R12 Form 1 prior to plant and equipment being contracted. It is the Shires responsibility to check the contractors' insurance level prior to contracting.

If the use of commercial aircraft at bushfires is required, assistance must be requested in advance with FESA in accordance with both Standard Operating Procedure R10 (SOP R10) and Standard Operating Procedure R12 (SOP R12).

*NOTE: The Shire of Roebourne financial and in-kind commitment to fire control within the Shire is recognized. Accordingly, the Shire agrees to commit additional resources at an appropriate level dependent on the circumstances of individual events, in order to receive assistance. During a wildfire, District Officers from FESA may attend the Fire Control Centre on request or to audit the funding allocation.*



## 7.6 Detection and Reporting

At the earliest opportunity, the Brigades/Pastoral Stations responding to fires will report their involvement to the Karratha Shire Office or the CBFCO. Shire personnel receiving fire reports should get as much relevant information as possible and pass on report to the CBFCO.

Fires which have the potential to reach such proportions as to involve several Brigades, Pastoral Stations or Brigade units from more than one Local Government or are likely to extend over more than one day will be reported to the FESA Operational Services Karratha via the Duty Officer on 1800 631 227.

On days of "Very High" or "Extreme" fire danger, all fires will be reported to FESA Operational Services Karratha via the Duty Officer on 1800 631 227.

## 7.7 Establishment of Control & Coordination for Suppression Forces

- i. Suppression of fire on an individual property is the responsibility of the occupier of that property. Should assistance be required, contact is to be made with the Chief Bush Fire Control Officer (CBFCO) or the Deputy Chief Bush Fire Control Officer (DCBFCO).

**See (Attachment B)**

The Australian Inter Agency Incident Management System is to be used by the Incident Manager (AIIMS) for the management of any fire.

At a **LEVEL 1** fire, the roles of Incident Manager, Planning, Operations and Logistics Officer may be filled by one person or as many people as are seen to be necessary by the Incident Manager.

At a **LEVEL 2** fire, the Incident Management Team may consist of:

1. Incident Manager – CBFCO, DCBFCO, BFCO.
2. Operations Officer – BFCO, DCBFCO or Station Owner/Manager.
3. Planning Officer – Fire Service Officer, DEC Officer or BFCO.
4. Logistics Officer – SES Officer or Local Government Officer.

It may be necessary to have one or more of the Team away from the Forward Control Centre (FCC) at a given time. It is imperative that reliable communications are present between these people and the FCC team at all times. It is essential that AIIMS is used when suppressing wild fires.

- ii. The Incident Manager will establish a Forward Control Centre (FCC) as soon as practicable.
- iii. The Incident Manager will arrange for the necessary personnel to operate the FCC.
- iv. Incoming forces, mutual aid and all support facilities will be coordinated, briefed and allocated tasks through the FCC. Outgoing resources will report their departure to the FCC. These procedures are essential to the effective and safe use of all resources at the fire.
- v. The Local Government Fire Headquarters will be activated, when serious or multiple fires occur, to provide support functions to the fire fighting effort.
- vi. The FESA Operational Services Regional Operations Centre (ROC) and staff may support the Local Government fire fighting effort.

- vii. The CEO (or Delegate) is the only person authorised to issue media releases on behalf of the Shire.

### 7.8 Responsibility for Co-Ordination of Support and Resources

- i. Mutual Aid and Support Functions will be administered by the Shire of Roebourne and will be achieved through the Forward Control Centre.
- ii. On days of “very high” or “extreme” fire danger index, the Regional Operations Centre Karratha may undertake coordination of Mutual Aid and Support.
- iii. The same arrangement **may** be applied when serious fires or multiple fire situations are experienced.
- iv. Police Services will be responsible for the following support services:
- Traffic Control
  - Removal of sightseers and any elements disruptive to the fire suppression effort
  - Evacuation procedures in consultation with the Incident Manager
  - Security of property damaged and vacated by the owners
  - Other specialised Police functions

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## 7.9 Shire of Roebourne Response Plan

Threats to:	Threats to:
<b>PASTORAL LEASE AND COMMUNITIES</b>	<b>UNMANAGED AND OTHER LANDS</b>
Life, homesteads, sheds, water supplies and livestock, mining operations. Remote Communities and Road system users.	Unmanaged Crown Land, Mining and Exploration.
<b><u>Local Government LEVEL 1</u></b>	
<u>1st Response Pastoralists &amp; Communities</u>  Monitor or Contain fire to small area dependant on values threatened &  a) Resources available b) Time frames c) Fuel loading d) Cost limitations e) Report progress and problems to Local Government	<u>1st Response. No threat to life, community assets, property or special values.</u>  No action to combat fire. Monitor and liaise with Local Government and FESA Operational Services Karratha.
<b><u>Local Government LEVEL 2</u></b>	
<u>2nd Response - Mutual Aid Resources (FESA Operational Service Staff may attend)</u>  Pastoralists continue fire suppression following Incident Manager objectives.  Report fire activity and losses, Local Government to organise extra machinery as required by the IC as per SOP R 12.  Establish AIIMS Team.  Assistance requested as per SOP R10 & R12:  FESA Operational Services - Monitor fire and associated Government costs & report to District HQ/DO. Ensure ICS form completed.  FESA Operational Services – Assist with coordination of agencies & contractors.  FESA Operational Services - Provide expertise to the fire control point for control objectives.  FESA Operational Services - initiate other services to attend.  FESA Operational Services - Provide air reconnaissance service	<u>2nd Response. Threat to human life, community assets, property or special values.</u>  Protect life and property and contain the fire to as small an area as possible, dependent on:  a) Resources available b) Time frames c) Local conditions (fuel loading, weather, topography) d) Cost of suppression (DEC to coordinate all fire control and associated work carried out on DEC estate). e) Wild fire assistance required to be requested as Per Sop R10 & R12  <b><i>Please note: The CEO (or Delegate) is the only person authorised to issue 'media releases' on behalf of the Shire.</i></b>

## 7.10. Evacuation

Should an evacuation be necessary then this will be carried out in accordance with *SEMP No 4.7 – Community Evacuation*.

DRAFT

## 8. RECOVERY

The recovery process is an important step for the assessment of the effectiveness and efficiency of the Fire Management Plan. Any deficiencies in the Plan should be noted and corrective measures taken to ensure that the annual review of the Plan can be accurately implemented.

The following are some of the steps that can be taken to ensure that the recovery process is satisfactorily implemented and the fire incident is thoroughly analysed:

- i. Trauma counselling can be organised through the FESA Operational Services Office Karratha.
- ii. Fire and Damage Reports to be completed by the Incident Manager and forwarded to the FESA Operational Services Karratha Office via Local Government.
- iii. A Post Incident Analysis is to be conducted within 7 days.
- iv. The support service is to ensure that all consumables are returned and problems/damage reported to Shire of Roebourne.
- v. If the impact of the bush fire on the community is of such that a coordinated approach to recovery is needed, then Local Government will activate the "Recovery Committee" with assistance from FESA Operational Services complete an impact assessment and report to Council as soon as possible.

## 9. REVIEW

The Shire of Roebourne will review this plan in March of each third year. The CBFCO will initiate the review and all interested parties should contact the CBFCO if they believe an earlier review is warranted. Once the plan has been reviewed, the Committee will submit their recommendations on any changes to the plan for Councils approval.

The CEO of the Shire of Roebourne is responsible for ensuring the review of these arrangements. Reviews will be undertaken in the following circumstances:

- Following activation of these arrangements.
- Following exercising of these arrangements.
- Following any significant developments or changes within the Shire.
- Following any changes in Emergency Management legislation or policies.
- As a minimum once every three years.



## 10. ATTACHMENTS LIST

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- Attachment A** - Standard Operating Procedures (SOP R10) Procedure for Use of Commercial Charter Aircraft at Bush Fires
- Attachment B** - Standard Operating Procedures (SOP R12) Procedure for Fire Suppression Equipment in Pastoral Regions and Government Lands
- Attachment C** - Fire Services – Spot Forecast Request
- Attachment D** - Major Incident Plan
- Attachment E** - Bush Fire Financial Assistance Application form
- Attachment F** - Minor Incident Plan
- Attachment G** - Incident Action Plan
- Attachment H** - Notice to All Owners and/or Occupiers of Land
- Attachment I** - Handover for Bush Fires Emergency Incident Stand Down Pro-forma
- Attachment J** – SMEAC Form
- Attachment K** – Contacts and Resources

Ordinary Elections Report 20 October 2007

# Shire of Roebourne

Ordinary Elections

20 October 2007



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## INTRODUCTION

A total of 64 local governments requested that the Electoral Commissioner conduct their ordinary elections by post in October 2007. This compares with 50 local governments in 2005, 55 in 2003, 47 in 2001, 34 in 1999 and 8 in 1997.

The Shire of Roebourne, with an area of 15,196 square kilometres, is 1,550 kilometres north of Perth. It has a population of approximately 15,974 people and is divided into 4 wards. Dampier and Wickham/Cossack/Pt Samson Wards are represented by 2 councillors, Roebourne/Pastoral Ward by 1 councillor and Karratha Ward by 5 councillors.

The Western Australian Electoral Commission was engaged by Shire of Roebourne to use postal voting for the October 2007 elections.

Within this report the *Local Government Act 1995* is referred to as the Act and regulations within the *Local Government (Elections) Regulations 1997* are referred to as regulations. The Western Australian Electoral Commission is abbreviated to WAEC.

The report that follows provides information about the election process together with the election results.

## ELECTION TIMETABLE

The election timetable is prescribed by the Act. A copy of the timetable used for this election appears in Appendix 1. Key dates for this election were:

Close of the roll	Friday 31 August 2007
Opening of nominations	Thursday 6 Sept 2007
Close of nominations	Thursday 13 Sept 2007
Dispatch of packages to electors commenced	Monday 24 Sept 2007

## RETURNING OFFICER

### Appointment

In accordance with section 4.20(4) of the Act, the Electoral Commissioner appointed Mrs Irene Ogg to be the Returning Officer for the election. The Electoral Commissioner is also required to appoint

one or more Deputy Returning Officers under section 4.21(2) of the Act. Several staff members from the Electoral Commission were appointed as Deputy Returning Officers to assist with those electoral processes conducted centrally.

### Duties

The Returning Officer was responsible for:

- conducting a candidates information session;
- receiving notices of candidature from candidates;
- receiving and recording nomination fees;
- conducting the draws for positions on the ballot papers;
- receiving and reviewing candidate profiles and photograph;
- issuing replacement voting packages;
- organising the count;
- declaring the result of the elections; and
- parcelling the ballot papers and election material for storage by the Shire of Roebourne.

### Support for Returning Officer

The role of the WAEC was to support the Returning Officer by:

- providing a voter information campaign;
- providing all handbooks, manuals and forms;
- arranging for the printing of materials to be enclosed in the voting packages;
- producing the residents' roll;
- arranging for the secure dispatch of ballot packages;
- recording the return of votes by mail;
- notifying the Minister for Local Government and Regional Development of the results of the election;
- providing electoral information on the WAEC's web site;
- providing legal advice as required; and
- preparing the election report.

## ADVERTISING

### Statutory Advertising

The Act requires the placement of three statutory advertisements in a newspaper with statewide circulation. The WAEC placed all statutory advertising in *The West Australian*.

The first advertisement was a *Notice of Close of Enrolments*, which appeared in *The West Australian* on Wednesday 15 August 2007 in accordance with section 4.39(2) of the Act.

The second advertisement was a *Call for Nominations* notice, which appeared in *The West Australian* on Wednesday 29 August 2007 in accordance with section 4.47(1) of the Act.

The third advertisement was a *Notice of Election*, which appeared in *The West Australian* on Wednesday 19 September 2007 in accordance with section 4.64(1) of the Act.

### Non-Statutory Advertising

In addition to statutory advertising the WAEC placed promotional advertisements in local and community newspapers with the focus on postal voting.

The phases of this campaign were:

#### ***I Love my Community***

19 August 2007 *The West Australian*

#### ***Make your Mark***

6 October 2007 *The West Australian*

#### ***Number your Ballot***

20 October 2007 *The West Australian*

The *Notice of Close of Enrolments* was placed on public noticeboards on 15 August 2007.

The *Call for Nominations* notice was placed on public noticeboards on 29 August 2007

The *Notice of Election* was placed on public noticeboards on 19 September 2007.

On election day, the WAEC placed a notice within the usual Western Australian Local Government Association advertisement, advising that postal electors could hand-deliver their packages, or obtain replacement papers at the polling place.

Advertisements announcing the election results were placed in *The West Australian* on 25 October 2007 and placed on public noticeboards on 25 October 2007.

### WAEC Web site

Shire of Roebourne had a visual presence on the WAEC's web site at <http://www.waec.wa.gov.au> in terms of logo, address and link to its home page. People visiting the WAEC's web site could view a broad range of electoral information, including:

- key dates and deadlines for the election;
- how to vote information;
- list of candidates (after close of nominations); and
- Returning Officer and local government addresses



The screenshot shows the Western Australian Electoral Commission website in a Windows Internet Explorer browser. The page title is 'Local Government Elections'. The main content area displays details for the 'Roebourne' election, including the election type (Ordinary), roll close time (31/08/2007 5:00 PM), and date of election (20/10/2007). It lists two wards: Dampier and Karratha, each with a table of councillor appointments and expiry dates.

Ballot Paper Name	Appointment Description	Expiry of Term
Dampier	1	20/10/2011
Karratha	3	20/10/2011

The election results were available to the public on the Internet on election night.

The amount of detailed and up-to-date information and the user friendliness of the web site are of considerable benefit to candidates and members of the public.

### ELECTORAL ROLLS

The rolls closed at 5.00 pm on Friday 31 August 2007 in accordance with section 4.39(1) of the Act.

The Chief Executive Officer prepared the owners' and occupiers' roll. The Electoral Commissioner prepared the residents' roll.

Electronic rolls were produced on CD. These were made available as soon as possible after roll close to ensure that candidates had the opportunity to use them for their election campaign when nominations opened.

Candidates and members of council were provided with one free copy of the residents' roll and the owners' and occupiers' roll on request.

### NOMINATIONS

Nominations opened on Thursday 6 September 2007 and closed at 4.00 pm on Thursday 13 September 2007 in accordance with 4.49(a) of the Act.

Nominations were called for the following councillor vacancies:

Ward name	No of vacancies	Length of term
Dampier	1	4 year term
Karratha	3	4 year term
Roebourne / Pastoral	1	4 year term

Ward name	No of vacancies	Length of term
Wickham	1	4 year term
Wickham	1	2 year term

Candidates were required to supply the following when they nominated for a vacancy:

- nomination form;
- profile of no more than 150 words;
- nomination deposit of \$80.00; and
- photograph (optional).

### Candidates' packages

Each candidate was provided with an information package that contained:

- a handbook entitled A Guide for Candidates;
- a handbook entitled A Guide for Scrutineers;
- a booklet entitled A Candidate's Guide to Standing for Local Government;
- a booklet entitled Local Government Elections 2005 – Frequently asked questions about local government elections;
- Form LG 08 Nomination for Election by Candidate;
- Form LG 09 Nomination for Election by Agent;
- Form LG 09A Disclosure of Gifts; and
- Form LG 18 Appointment of Scrutineer

At the close of nominations the Returning Officer had received 9 nominations:

Only one nomination was received for each of the following vacancies:

Ward	Expiry of Term	Name of Candidate
Dampier	15 October 2011	LALLY, John
Roebourne/ Pastoral	15 October 2011	BAILEY, Garry
Wickham	15 October 2011	LEWIS, Ben
Wickham	17 October 2009	WHITE-HARTIG, Fiona Ann

The candidates were therefore declared elected unopposed by the Returning Officer.

A draw was conducted for ballot paper position for each election. The candidates are listed in ballot paper order, as follows:

Ward	Expiry of term	Councillors to be elected
Karratha	15 October 2011	HIPWORTH, David LOCKWOOD, Nicole ATTARD, Ray FLANIGAN, Terry (Gonzo) ROTHER, Des

### PRODUCTION OF ELECTION PACKAGES AND MAIL-OUT

The WAEC created a postal list for the election, comprising electors from the owners' and occupiers' roll and the residents' roll. Following the electronic merge of data from these two rolls, duplicate records were eliminated. This is designed to ensure that each eligible elector receives only one election package for each voting entitlement.

Election packages contain a ballot paper, a ballot paper envelope with an elector certificate attached, a reply paid envelope, candidate profiles and an information brochure.

Reply paid envelopes were printed as soon as it was confirmed that the election was to be held. Candidate profiles and secure printed ballot papers were then produced according to a schedule that enabled the mail-out to commence from Monday 24 September 2007.

Each ballot paper envelope was overprinted with the elector's name and address and a barcode using information from the postal list. The name and address served as the address label and the barcode enabled the elector's name to be marked off the roll when the voting package was returned.

A total of 6,121 election packages were dispatched by Australia Post to electors in the Shire of Roebourne.

Extra packages were sent to the Shire of Roebourne for issuing replacement or provisional voting papers.

### ISSUE OF REPLACEMENT AND PROVISIONAL VOTING PAPERS

Electors who lost, spoilt or misplaced their ballot papers or claimed not to have received an

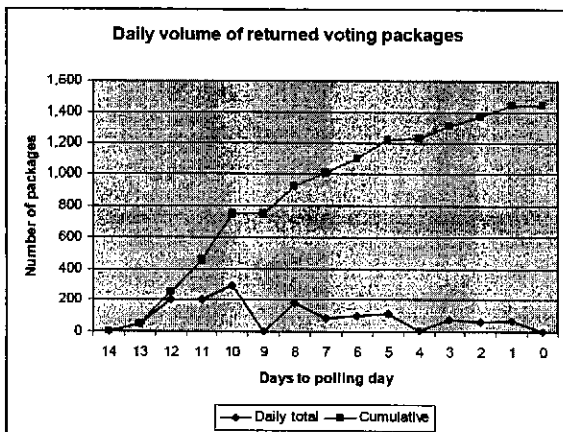
election package were entitled to apply for a replacement under regulation 45. People who claimed to have been omitted from the roll in error were entitled to apply for provisional voting papers under regulation 46. The Returning Officer provided training to Shire of Roebourne administration staff to issue replacement and provisional voting papers from the dispatch date up to and including election day.

A total of 41 replacement voting papers were issued for these elections as indicated in Appendix 3.

### VOTING PACKAGES RECEIVED

Appendix 3 contains daily totals of voting packages received and other statistics. Approximately 52% of the final number was received by the end of the first week. By way of comparison, 66% were returned during the first week in the 2005 ordinary postal elections.

The following graph illustrates the daily and cumulative receipt of voting packages from electors.



### CHECKING OF POSTAL VOTING PAPERS

In accordance with regulation 52 the checking process was conducted prior to election day at the WAEC Scanning Centre from 2 October 2007 through to 19 October 2007.

Postal voting packages were checked to ensure that the elector certificates had been completed correctly and electors' names were then marked off the roll using the barcode scanning process. The elector certificates were then removed so that the ballot paper envelopes had no identifying voter information on them. The ballot papers were then removed from the ballot paper envelopes and placed in a sealed ballot box. Some packages

did not contain a ballot paper; therefore the number of packages recorded as received was not equal to the number of ballot papers admitted to the count.

### ELECTION DAY

Section 4.62 of the Act requires that there must be at least one polling place in the district open between the hours of 8.00 am and 6.00 pm on election day. This polling place was located at Shire of Roebourne, Welcome Road, Karratha

Staff at this polling place accepted hand-delivered voting packages and issued replacement and provisional voting papers. A number of packages were delivered or replaced on election day.

### COUNTING OF VOTES

The ballot box was opened at 6.00pm and papers were sorted and counted by staff. Counting was completed by 7.00pm.

### DECLARATION OF RESULT

The Returning Officer publicly declared the result of the election following the completion of counting in accordance with section 4.77 of the Act.

The following candidates were elected to the council of the Shire of Roebourne for the terms given below:

Ward	Expiry of term	Councillor elected
Dampier	15 October 2011	LALLY, John
Karratha	15 October 2011	LOCKWOOD, Nicole
Karratha	15 October 2011	ROTHER, Des
Karratha	15 October 2011	HIPWORTH, David
Roebourne/Pastoral	15 October 2011	BAILEY, Garry
Wickham	15 October 2011	LEWIS, Ben
Wickham	17 October 2009	WHITE-HARTIG, Fiona Ann





Appendix 4 contains complete details of the election result.

The Returning Officer subsequently gave local public notice of the result in accordance with regulation 80.

The result was transmitted to the WAEC and uploaded to the WAEC web site.

### **REFUND OF NOMINATION FEES**

Nomination fees were refunded to all candidates who were elected. Those candidates whose first preference votes received were at least 5% of the total number of valid votes included in the count also had their nomination fee refunded.

### **STORAGE OF ELECTION MATERIAL**

Following the election all ballot papers, forms and election material used at the election were sealed in security boxes and stored at the Shire of Roebourne in accordance with regulation 82.

### **ELECTOR PARTICIPATION**

In a postal election, the number of electors who return packages measures participation.

A total of 1,657 packages were returned giving a participation rate of 27.07%. Shire of Roebourne's participation rate is lower than the 34.16% state average for local governments using the postal voting method in 2007.

A further 19 packages had no certificate attached, so no name could be marked off the roll and they were rejected from further scrutiny.

The names of 1,638 electors were marked off the roll. Of these electors, 38 (0.62%) had incomplete elector certificates or were signed by an ineligible elector and were rejected from further scrutiny by the Returning Officer.

The remaining 1,600 election packages were opened. Of these 9 packages contained no ballot papers and the Returning Officer excluded a further 9 ballot papers from the count. As a result, 1,582 councillor ballot papers were admitted to the count, as shown in Appendix 5.

Appendix 6 details enrolment and voter participation. Other details on voter participation are at Appendices 7 to 10.

### **CANDIDATE PARTICIPATION**

Appendix 11 provides statistical information on the candidates.

### **UNCLAIMED MAIL**

As at 31 October 2007, 331 election packages had been returned as unclaimed mail representing 3.84% of the total number of packages dispatched. Of these, 329 were from electors on the residents' roll and 2 were from electors on the owners' and occupiers' roll.

The details of unclaimed mail from electors on the residents' roll have been forwarded to the Australian Electoral Commission to verify an ongoing entitlement to be enrolled. If not, the process to have their names removed from the roll will commence.

Details of unclaimed mail from electors on the owner's and occupier's roll have been sent to the Shire of Roebourne for follow-up.

### **LATE MAIL**

Between 6.00 pm on 20 October 2007 and close of business on 25 October 2007, 79 election packages (0.92% of the total received) were returned too late to be admitted to the count.

Electors are encouraged to post their votes early, but a small number of packages are invariably either posted late or delayed in the mail.

### **STATUTORY REPORT**

In accordance with regulation 81, a report of the result of the election was sent to the Minister for Local Government and Regional Development on 3 November 2007.

### **COMPLAINTS**

No written complaints were made to the Returning Officer.

## Appendix 1 Election Timetable

Days to Polling Day	Local Government Act	References to Act/Regs	Day	Date
80	Last day for agreement of Electoral Commissioner to conduct postal election.	LGA 4.20 (2)(3)(4)	Wed	1/08/2007
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.61(5)	Wed	1/08/2007
70	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20 (4)	Sat	11/08/2007
70 to 56	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments. <b>Preferred date Wednesday 15 August 2007</b>	LGA 4.39(2)	Sat to Sat	11/08/2007 to 25/08/2007
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day. <b>Preferred date Wednesday 29 August 2007</b>	LGA 4.47(1)	Sat	25/08/2007
50	Close roll 5.00 pm	LGA 4.39(1)	Fri	31/08/2007
45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Wed	5/09/2007
44	<b>Nominations Open</b> First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)	Thu	6/09/2007
38	If a candidate's nomination is withdrawn not later than 4.00 pm on the 38th day before election day, the candidate's deposit is to be refunded.	Reg. 27(5)	Wed	12/09/2007
37	<b>Close of Nominations</b> 4.00 pm on the 37th day before election day.	LGA 4.49(a)	Thu	13/09/2007
36	CEO to prepare an owners & occupiers roll for the election. Electoral Commissioner to prepare residents roll.	LGA 4.41(1) LGA 4.40(2)	Fri	14/09/2007
26	Lodgement of election packages with Australia Post. Week Commencing	Approx	Mon	24/09/2007
22	The preparation of any consolidated roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 18(2)	Fri	28/09/2007
19	Last day for the Returning Officer to give Statewide public notice of the election. <b>Preferred date Wednesday 19 September 2007</b>	LGA 4.64(1)	Mon	1/10/2007
18	Commence processing returned election packages	Approx	Tue	2/10/2007
0	<b>Election Day</b> Close of poll 6.00 pm	LGA 4.7	Sat	20/10/2007

Post Election Day	Post Declaration	References to Act/Regs	Day	Date
2	Election result advertisement.	LGA 4.77	Mon	22/10/2007
14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg 81	Sat	3/11/2007
28	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)	Sat	17/11/2007

## Appendix 2

### Replacement and Provisional Election Packages Issued

Ward	Replacement Election Packages	Provisional Election Packages
Karratha	41	0
<b>Total</b>	<b>41</b>	<b>0</b>



### Appendix 3

#### Receipt of packages from Australia Post

Number of electors 6,121

Business day to Election	Daily Total	Cumulative Total	Cumulative percentage of electors	Cumulative percentage of total voters
14	2	2	0.03%	0.14%
13	49	51	0.83%	3.53%
12	200	251	4.10%	17.39%
11	202	453	7.40%	31.39%
10	291	744	12.15%	51.56%
9	1	745	12.17%	51.63%
8	176	921	15.05%	63.83%
7	86	1,007	16.45%	69.79%
6	98	1,105	18.05%	76.58%
5	115	1,220	19.93%	84.55%
4	8	1,228	20.06%	85.10%
3	78	1,306	21.34%	90.51%
2	66	1,372	22.41%	95.08%
1	71	1,443	23.57%	100.00%

## Appendix 4

### Election Result

#### DAMPIER

Candidate	Elected	Expiry of term
LALLY, John	Elected Unopposed	15 October 2011
<b>Number of Electors</b>	<b>764</b>	
<b>Turnout</b>	<b>0</b>	
<b>Valid Votes</b>	<b>0</b>	

#### ROEBOURNE/PASTORAL

Candidate	Elected	Expiry of term
BAILEY, Garry	Elected Unopposed	15 October 2011
<b>Number of Electors</b>	<b>620</b>	
<b>Turnout</b>	<b>0</b>	
<b>Valid Votes</b>	<b>0</b>	



## Appendix 4

### Election Result

#### WICKHAM

Candidate	Elected	Expiry of term
LEWIS, Ben	Elected Unopposed	15 October 2011
WHITE-HARTIG, Fiona Ann	Elected Unopposed	17 October 2009
<b>Number of Electors</b>	<b>1064</b>	
<b>Turnout</b>	<b>0</b>	
<b>Valid Votes</b>	<b>0</b>	
<b>Quota</b>	<b>0</b>	

#### KARRATHA

Candidate	Elected	Expiry of term
HIPWORTH, David	Elected 3rd	15 October 2011
LOCKWOOD, Nicole	Elected 1st	15 October 2011
ATTARD, Ray		
FLANIGAN, Terry (Gonzo)		
ROTHER, Des	Elected 2nd	15 October 2011
<b>Number of Electors</b>	<b>6121</b>	
<b>Turnout</b>	<b>1582</b>	
<b>Valid Votes</b>	<b>1569</b>	
<b>Quota</b>	<b>393</b>	



## Appendix 5

### Checking Process and Ballot Paper Reconciliation

<b>Number of packages dispatched</b>	6121
--------------------------------------	------

<b>Packages returned by voters</b>	<b>Packages</b>	<b>% of electors</b>
Total returned (This is defined as the participation rate)	1657	27.1%
Rejected from further checking - elector not identified	19	0.3%
<b>Total envelopes to be checked</b>	<b>1638</b>	<b>26.8%</b>

<b>Elector certificate check</b>		
Rejected - declaration not signed	38	0.6%
Rejected - person ineligible	0	0.0%
<b>Total ballot paper envelopes to be opened</b>	<b>1600</b>	<b>26.1%</b>

<b>Ballot paper extraction</b>	<b>Councillor</b>	<b>% of eligible electors</b>
Total ballot paper envelopes to be opened	1600	26.1%
No ballot paper enclosed	9	0.1%
Not admitted by RO determination	9	0.1%
<b>Ballot papers admitted to count</b>	<b>1582</b>	<b>25.8%</b>

<b>Count of ballot papers</b>		
Formal ballot papers	1569	25.6%
Informal ballot papers	13	0.2%
<b>Total ballot papers counted</b>	<b>1582</b>	<b>25.8%</b>



## Appendix 6

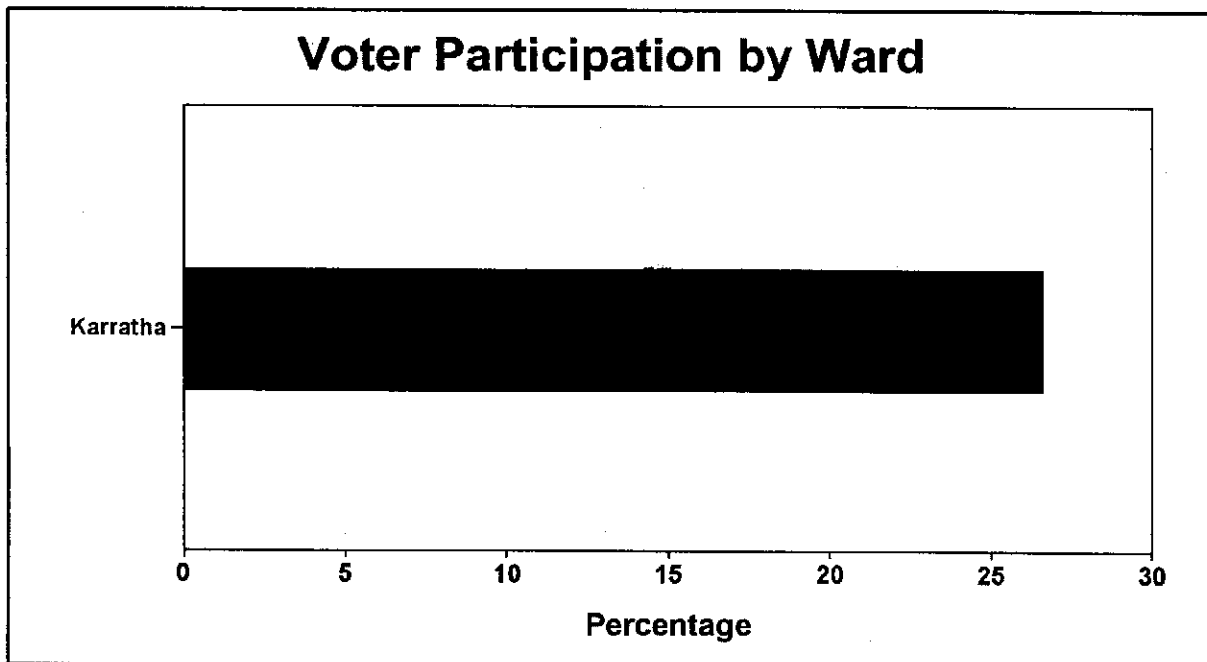
### Enrolment and Voter Participation

Ward	Enrolment <sup>1</sup>	Voters Participation <sup>2</sup>	Percentage Participation
Karratha	6162	1638	26.6%
Not identified <sup>3</sup>		19	
<b>Total</b>	6162	1657	26.9%

<sup>1</sup> Enrolment - electors at the close of roll, corrections up to close of poll and provisional voters.

<sup>2</sup> Voters participation - returned voting packages (accepted and rejected).

<sup>3</sup> Electors were unidentifiable because they returned a package with no elector certificate attached.





## Appendix 7

### Electors and Voter Participation by Age

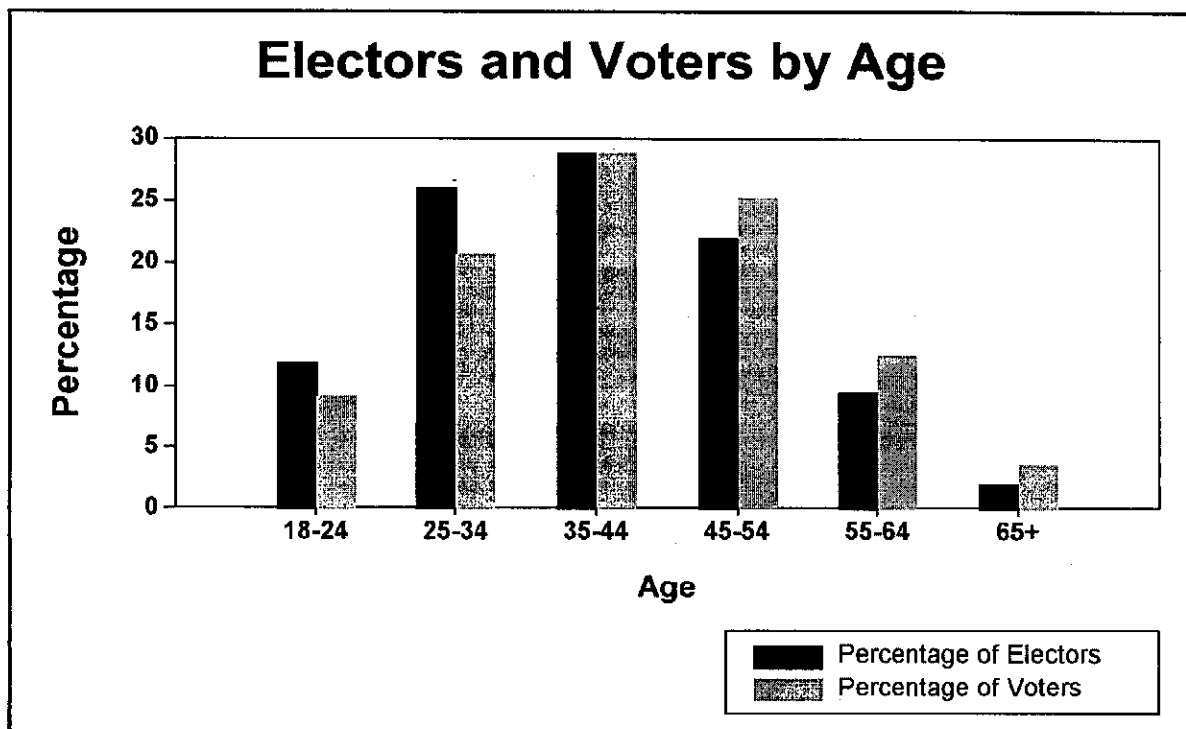
Age	Electors <sup>1</sup>	Percentage of Electors	Voters <sup>2</sup>	Percentage of Voters
18-24	727	11.8%	146	9.1%
25-34	1600	26.0%	332	20.8%
35-44	1774	28.8%	461	28.8%
45-54	1351	21.9%	404	25.3%
55-64	584	9.5%	199	12.4%
65+	126	2.0%	58	3.6%
No DOB <sup>3</sup>	0	0.0%	0	0.0%
Not identified?			19	
<b>Total</b>	<b>6162</b>	<b>100.0%</b>	<b>1600</b>	<b>100.0%</b>

<sup>1</sup> Elector figures for contested elections only.

<sup>2</sup> Voters - returned voting packages (accepted and rejected).

<sup>3</sup> No DOB - Voters for whom a date of birth was not supplied.

? Electors were unidentifiable because they returned a package with no elector certificate attached.



## Appendix 8

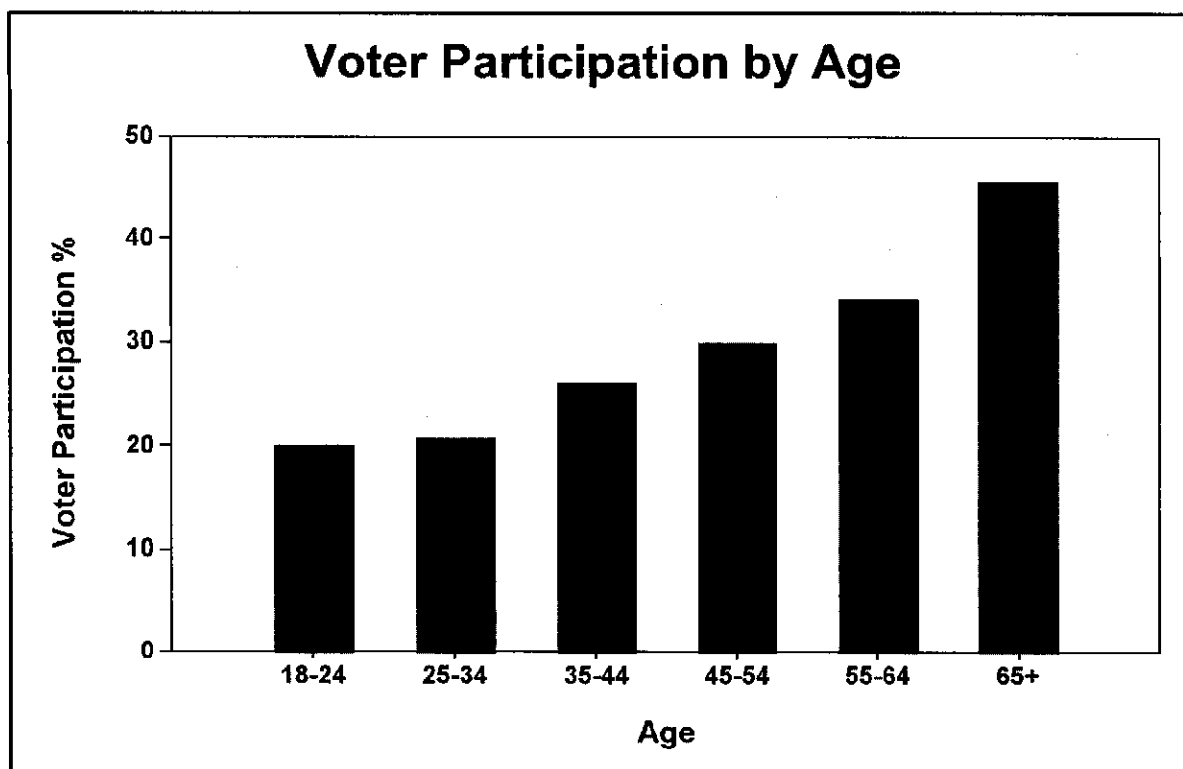
### Voter Participation by Age and Ward

Ward	18-24	25-34	35-44	45-54	55-64	65+	No DOB <sup>2</sup>	Total
Karratha	146	332	461	404	199	58	0	1600
Not identified <sup>3</sup>								19
<b>Total Voters</b>	146	332	461	404	199	58	0	1600
<b>Total Electors</b>	727	1600	1774	1351	584	126	0	6162
<b>Voter Participation</b>	20.1%	20.8%	26.0%	29.9%	34.1%	46.0%		26.0%

<sup>1</sup> Voters - returned voting packages (accepted and rejected).

<sup>2</sup> No DOB - Voters for whom a date of birth was not supplied.

<sup>3</sup> Voters were unidentifiable because they returned a package with no elector certificate attached.

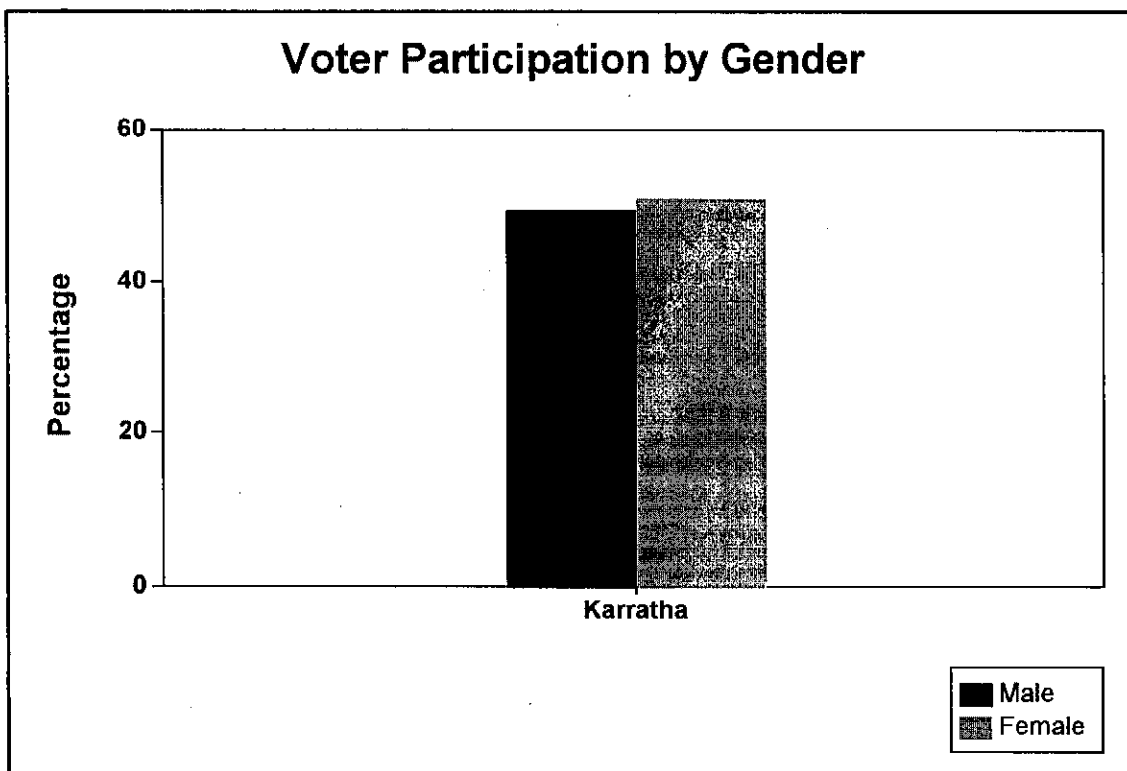


## Appendix 9

### Voter Participation by Ward and Gender

Ward	Male		Female		Not Identified <sup>1</sup>	Total
	Number	%	Number	%		
Karratha	789	49.3%	811	50.7%		1600
<b>Total</b>	<b>789</b>	<b>48.7%</b>	<b>811</b>	<b>50.1%</b>	<b>19</b>	<b>1619</b>

<sup>1</sup> Voters were unidentifiable because they returned a package with no elector certificate attached.



## Appendix 10

### Elector and Voter Participation by Ward and Enrolment Category

#### Electors by Ward and Enrolment Category<sup>1</sup>

Ward	Residents		Owners / Occupiers		Total
Karratha	6085	99.4%	36	0.6%	6121
<b>Total</b>	<b>6085</b>	<b>99.4%</b>	<b>36</b>	<b>0.6%</b>	<b>6121</b>

#### Voter Participation by Ward and Enrolment Category<sup>1</sup>

Ward	Residents		Owners / Occupiers		Total
Karratha	1582	98.9%	17	1.1%	1599
Not identified <sup>2</sup>					19
<b>Total</b>	<b>1582</b>	<b>98.9%</b>	<b>17</b>	<b>1.1%</b>	<b>1618</b>

<sup>1</sup> Elector figures for contested elections only.

<sup>2</sup> Voters were unidentifiable because they returned a package with no elector certificate attached.



## Appendix 11

### Candidate Statistics

#### Number of Candidates

<b>Electorate</b>	<b>Number of Candidates</b>
Dampier	1
Karratha	5
Roebourne/Pastoral	1
Wickham	2
<b>Total</b>	<b>9</b>

#### Shire of Roebourne Candidate Information

Number of male candidates	7
Number of female candidates	2
Number of male candidates elected	5
Number of female candidates elected	2
Number of sitting members re-elected	7
Number of sitting members not re-elected	2
Average age of candidates	45
Age range of candidates	28 - 65



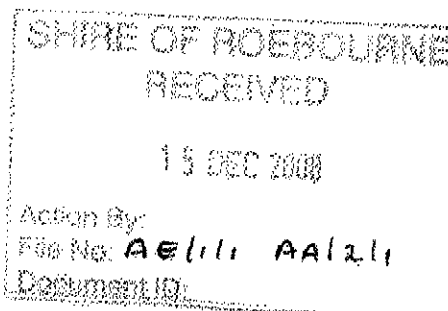
Letter from Electoral Commissioner, Mr Warwick Gately AM



WESTERN AUSTRALIAN Electoral Commission

LGE 028

Level 2 111 St George's Terrace  
Perth Western Australia 6000  
GPO Box F316 Perth  
Western Australia 6841  
PHONE (08) 9214 0400  
EMAIL waec@waec.wa.gov.au  
WEBSITE www.waec.wa.gov.au  
FAX (08) 9226 0577



Mr A Moles  
Chief Executive Officer  
Shire of Roebourne  
PO Box 219  
KARRATHA WA 6714

Dear Mr Moles

**Local Government Ordinary Election: 2009**

The next ordinary elections are being held on 17 October 2009. While this is still some distance in the future I am aware that councils may be shortly preparing their 2009/2010 budget. I have therefore, enclosed an estimate for your next ordinary election to assist in your budget preparations.

The estimated cost for the 2009 election is \$26,000 inc GST, which has been based on the following assumptions:

- 8,100 electors;
- response rate of approximately 30%;
- 4 vacancies; and
- count to be conducted at the offices of the Shire of Roebourne.

Costs not incorporated in this estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns; and
- one local government staff member to work in the polling place on election day.



The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the *Local Government Act 1995* is that my written agreement has to be obtained before the vote is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2009 for the Shire of Roebourne in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Roebourne also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council will now need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2009 ordinary elections together with any other elections or polls which may also be required; and
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the Shire of Roebourne.

Yours sincerely

  
Warwick Gately AM  
**ELECTORAL COMMISSIONER**

11 December 2008

**ATTACHMENT 1: AGENDA ITEM 8.1.2 DELEGATED AUTHORITY REGISTER**



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**DELEGATED AUTHORITY REGISTER**

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**03 APRIL 2009**



## **Introduction**

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### **Purpose of Delegated Authority**

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus. The manual details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council. This enables easier cross-referencing. This delegated authority manual will be reviewed in accordance with the Act on an annual basis. The co-ordination of the review will be performed through the Office of the CEO.

### **Legislation**

The Local Government Act 1995 (the Act) was introduced on 1 July 1996 and made significant changes to the way local government conducts its business. Its general aim was to enable local governments to provide good open and accountable government to the community.

### **Delegation by Council to the Chief Executive Officer**

One of the changes was the degree of delegated authority available to be passed onto the Chief Executive Officer or a committee in order to manage the day-to-day operations of the Shire.

The Act allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by absolute majority. {S5.42 (1)}.

The following are decisions that can not be delegated by Council to the Chief Executive Officer under the Local Government Act 1995. {S5.43}

- Any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government;
- Appointing an auditor
- Acquiring or disposing of any property valued at an amount determined by the local government;
- Any of the local government's powers under Section 5.98, 5.98A, 5.99A, 5.99 and 5.100 of the Act;
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in Section 9.5;
- Any power or duty that requires the approval of the Minister or Governor; or
- Such other duties or powers that may be prescribed by the Act.

### **Delegation by the Chief Executive Officer to an Employee**

The Local Government Act 1995 allows for the Chief Executive Officer to delegate any of the powers to another Employee. {S5.44 (1)}

This must be in writing. {S5.44(2)}

The Act allows for the Chief Executive Officer to place conditions on any delegations if desired. {S5.44(4)}

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year. {S5.46 (1) & (2)}

If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used. {S5.46 (3)}

The record is to contain the following information:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty. {Local Government (Administration) Regulations 1996 Cl 19.}

A person to whom a power is delegated under the Local Government Act 1995 is considered to be a 'designated employee' under S5.74 (b) of the Local Government Act 1995 and is required to complete a primary and annual return each year.

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1	Appointment of Acting CEO
2	Authorisation of Officers
3	Disposing of Confiscated or Uncollected Goods
4	Health Act 1911
5	Legal Representation for Present and Former Elected Members and Staff of the Shire
6	Legal Advice
7	Local Government (Miscellaneous Provisions) Act
8	Payment from the Municipal Fund and Trust Fund
9	Payment of Rates by Instalments or Special Arrangement
10	Payment of Other Debts by Instalments or Special Arrangement
11	Power to Remove and Impound Goods
12	Town Planning Approvals
13	Town Planning Extension of Development Approval Period
14	Town Planning Subdivisions
15	Write Off Monies
16	Accepting Tenders
17	Caravan Parks and Camping Grounds Act 1995
18	Power to Invest
19	Disposal of Property
20	Payments to Council Employees
21	Events and Roads
22	Temporary Road Closures
23	Concessions on Fees for Council Facilities and Services

Appendix A – Other Delegations by Council Resolution

### 1. APPOINTMENT OF ACTING CEO

Date Adopted : 20/10/2003  
Last Reviewed : -  
Authority : Local Government Act 1995 s. 5.42  
Delegation : That Council delegate authority to the Chief Executive Officer to appoint an officer in the role of Acting Chief Executive Officer for a continuous period not exceeding four weeks.  
Delegates to : Chief Executive Officer

### 2. AUTHORISATION OF OFFICERS

Date Adopted : 20/10/2003  
Last Reviewed : 03/04/2009  
Authority : s. 9.10 Local Government Act 1995  
Justices Act 1902  
s. 11 Dog Act 1976  
s. 26 Litter Act 1979  
s. 48 Bushfire Act 1954  
s. 245A Local Government (Miscellaneous Provisions) Act 1960  
Delegation : That Council delegates authority to the CEO to administer the Shire of Roebourne Local Laws, including the appointment of authorised officers to investigate complaints, issue licences, approvals and permits and enforce the various Acts, Regulations and Local Laws for the Shire as detailed hereunder:

- Local Government Act 1995
- Dog Act 1976 and Regulations thereunder;
- Bushfire Act 1954 and Regulations thereunder
- Control of vehicles (Off Road Areas) Act and Regulations thereunder;
- Litter Act 1979 and Regulations thereunder
- s. 245A Local Government (Miscellaneous Provisions) Act 1960
- Shire of Roebourne Local Laws.

Delegates to : Chief Executive Officer

### 3. DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS

Date Adopted : 20/10/2003  
Last Received : 03/04/2009  
Authority (3.1) : Local Government Act 1995 – 3.47(1)  
Authority (3.2) : Local Government Act 1995 – 3.47(2a)(2b)  
Delegation (3.1) : If any goods have not been collected in accordance with a notice given, the Council delegate authority to the CEO to sell or otherwise dispose of them.  
Delegation (3.2) : If any impounded goods have not been collected in accordance with a notice given under Section 3.41(1), the Council delegate authority to the CEO to sell or otherwise dispose of them.  
Delegates to : Chief Executive Officer

#### **4. HEALTH ACT 1911**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : Health Act 1911 s. 26

Delegation : That Council delegate authority to the CEO to appoint and authorise a person to be its deputy to exercise and discharge all or any of the powers and functions of the local authority for such time and subject to such conditions and limitations (if any) as the local authority shall see fit. Such appointment shall not affect the exercise or discharge by the local authority of any power or function.

This delegation would allow the authorised officer to sign such documents and initiate appropriate legal action on behalf of the local government authority when a breach of the Health Act and related legislation warrants.

Delegates to : Chief Executive Officer

#### **5. LEGAL REPRESENTATION FOR PRESENT AND FORMER ELECTED MEMBERS AND STAFF OF THE SHIRE**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : Local Government Act 1995 s. 5.42

Delegation : In cases of urgency, Council delegate authority to the CEO to authorise interim assistance for legal representation. The ceiling for legal assistance is set at \$5,000.

In cases of emergency, the CEO may approve applications for additional assistance, not exceeding \$5,000 per application, subject to prior consultation and consent of the Shire President.

Refer Policy EXE06 – Legal Representation & Costs Indemnification

Delegates to : Chief Executive Officer

#### **6. LEGAL ADVICE**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : Local Government Act 1995 s. 5.42

Delegation : That Council delegate authority to the Chief Executive Officer to obtain legal advice and opinion as deemed necessary for the proper legal management of Council.

Delegates to : Chief Executive Officer

**7. LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT**

Last Reviewed : 03/04/2009

DELEGATE TO	AUTHORITY BEING DELEGATED	LEGISLATIVE POWER BEING DELEGATED	AUTHORITY TO DELEGATE	DELEGATION SUBJECT TO
MANAGER, BUILDING SERVICES (i.e. Principal Building Surveyor)	BUILDING LICENCE APPLICATION approve building licence applications which conform to Council Policy and the Building Code of Australia	Section 374(1), Section 374(1a)	Section 374 (1b) Section 157A	Building Code of Australia Residential Planning Codes Building Regulations 1989 Policy Manual – Building
BUILDING SURVEYOR or SENIOR BUILDING SURVEYOR	BUILDING LICENCE APPLICATION approve Class 1 & 10 building licence applications which conform to Council Policy and the Building Code of Australia.	Section 374(1) Section 374(1a)	Section 374 (1b) Section 157A	Building Code of Australia Residential Planning Codes Building Regulations 1989 Policy Manual - Building
MANAGER BUILDING SERVICES (i.e. Principal Building Surveyor)	CERTIFICATE OF CLASSIFICATION Issue Certificate of Classification upon completion of building	Section 374	Section 157A	Building Regulations 1989 Part 5-20
MANAGER BUILDING SERVICES (i.e. Principal Building Surveyor)	DEMOLITION LICENCE Approve a demolition licence other than for buildings classified by the National Trust and Council's Heritage Register	Section 374A	Section 157A	Building Regulations 1989 Form 7-13(2) & 30
CHIEF EXECUTIVE OFFICER	All relevant sections relating to Part XV of the Local Government (Miscellaneous Provisions) Act 1960			Council being advised following action that required the service of a notice.

**8. PAYMENT FROM THE MUNICIPAL FUND AND TRUST FUND**

Date Adopted : 20/10/2003  
Last Reviewed : 03/04/2009  
Authority : Local Government (Financial Management) Regulations 1996 – Reg 12  
Delegation : That Council delegate authority to the CEO to authorise and make payments from the Municipal Fund and Trust Fund as allowed for in the budget and as per Council Policy. This includes the transfer of funds to and from Reserve accounts as allowed for in the Budget.  
Delegates to : Chief Executive Officer

**9. PAYMENT OF RATES BY INSTALMENTS OR SPECIAL ARRANGEMENT**

Date Adopted : 20/10/2003  
Last Reviewed : 03/04/2009  
Authority : Local Government Act 1995 s6.49  
Delegation : That Council delegate authority to the CEO, in cases of hardship, to enter into special payment agreements with ratepayers for the payment of rates, domestic refuse charges and private swimming pool inspection fees.  
Delegates to : Chief Executive Officer

**10. PAYMENT OF OTHER DEBTS BY INSTALMENTS OR SPECIAL ARRANGEMENT**

Date Adopted : 20/10/2003  
Last Reviewed : 03/04/2009  
Authority : Local Government Act 1995 s. 5.42  
Delegation : That Council delegate authority to the CEO, in cases of hardship, to enter into special payment agreements with debtors for the payment of debts. Any special payment agreement under this delegation is not to exceed 12 months.  
Delegates to : Chief Executive Officer

**11. POWER TO REMOVE AND IMPOUND GOODS**

Date Adopted : 20/10/2003  
Last Reviewed : 03/04/2009  
Authority : Local Government Act 1995 – s. 3.39  
Delegation : That Council delegate authority to the CEO to authorise an employee to remove and impound goods from a public place if the goods present a hazard to public safety or they obstruct the lawful use of any place.  
Delegates to : Chief Executive Officer

## 12. TOWN PLANNING APPROVALS

Date Adopted : 20/10/2003

Last Reviewed : 17/11/2008

Authority : Local Government Act 1995 s. 5.42  
Town Planning Scheme 8 – Clause 9.2

Delegation : Approvals

- i. Determination of all Applications for Planning Approval to commence the use or development of land where the proposed use is a "P" use listed in the zoning table of the Town Planning Scheme.
- ii. Determination of all Applications for Planning Approval to commence the use or development of land where the proposed use is an "IP" use listed in the zoning table of the Town Planning Scheme.
- iii. Determination of all Applications for Planning Approval to commence the use or development of land where the proposed use is an "AA" use listed in the zoning table of the Town Planning Scheme.
- iv. Determination of all Applications for Planning Approval to commence the use or development of land where the proposed use is an "SA" use listed in the zoning table of the Town Planning Scheme.
- v. Determination of all applications for Performance Criteria based applications for variations under the provisions of the Residential Design Codes.

### Limitation of Delegation

The approval of any planning application will be subject to no objections of a substantiative nature, as determined by the Chief Executive Officer, being received. If an objection determined to be substantiative is received the application will be referred to Council for determination.

Delegates to: Executive Manager Development Services and Manager Planning Services (or the person acting in his or her absence)

Delegation: 2.0 Approvals to the Senior Planning Officer

- i. Determination of all Applications for Planning Approval to commence the use or development of land where the proposed use is a "P" use listed in the zoning table of the Town Planning Scheme.
- ii. Determination of all Applications for Planning Approval to commence the use or development of land where the proposed use is an "IP" use listed in the zoning table of the Town Planning Scheme.
- iii. Determination of all Applications for Planning Approval to commence the use or development of land where the proposed use is an "AA" use listed in the zoning table of the Town Planning Scheme.
- iv. Determination of all applications for Performance Criteria based applications for variations under the provisions of the Residential Design Codes.

### Limitation of Delegation

The approval of any planning application will be subject to the cost of development of land being no greater than \$5,000,000 and objections of a substantiative nature, as determined by the Chief Executive Officer, being received. If an objection determined to be substantiative is received the application will be referred to Council for determination.

Delegates to: Senior Planning Officer (or the person acting in his or her absence)



**13. TOWN PLANNING –EXTENSION OF DEVELOPMENT APPROVAL PERIOD**

Date Adopted : 20/10/2003

Last Reviewed : 17/11/2008

Authority : Local Government Act 1995 s. 5.42  
Town Planning Scheme 8 – Clause 9.2

Delegation : The determination of applications for the extension of the approval period for decisions to approve applications for planning approval.

Delegates to : Executive Manager Development Services, Manager Planning Services and Senior Planning Officer (or the person acting in his or her absence)

#### **14. TOWN PLANNING - SUBDIVISIONS**

Date Adopted : 20/10/2003

Last Reviewed : 17/11/2008

Authority : Local Government Act 1995 s. 5.42  
Town Planning Scheme 8 – Clause 9.2

Delegation : 1.0 Subdivision Referrals (Green Title and Survey Strata)

That Council delegate authority to the Executive Manager Development Services and Manager Planning Services (or the person acting in that capacity during his or her absence) to make recommendations on any subdivision proposal referred to Council by the WA Planning Commission.

##### Limitation of Delegation

Recommendations being consistent with any Development Plan adopted by Council for the land proposed to be subdivided.

: 2.0 Subdivision Clearances

That Council delegate authority to the Executive Manager Development Services or Manager Planning Services (or the person acting in that capacity during his absence) to issue subdivision clearances and plan certifications for all forms of subdivision.

Delegates to : Executive Manager Development Services or Manager Planning Services (or the person acting in that capacity during his or her absence)

#### **15. WRITE OFF MONIES**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : Local Government Act 1995 s. 6.12(1)(c)

Delegation : That Council delegate authority to the CEO to write off monies subject to the debt not exceeding \$100.00.

Delegates to : Chief Executive Officer

#### **16. ACCEPTING TENDERS**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : Local Government Act 1995 s. 5.42/5.43(b)

Delegation : That Council delegate authority to the CEO to accept a tender when the consideration involved does not exceed \$100,000 provided that appropriate provision is made on Council's Budget.

Delegates to : Chief Executive Officer

**17. CARAVAN PARKS AND CAMPING GROUNDS ACT 1995**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : s. 17 Caravan Parks and Camping Grounds Act 1995

Delegation : s. 17 of the Caravan Parks and Camping Grounds Act 1995 provides for a local government to appoint such authorised persons as authorised persons as it considers necessary. s. 23 for the purpose of issuing infringement notices.

NOTE – The Caravan Parks and Camping Grounds Act 1995 does not allow Council to delegate this decision to the Chief Executive Officer to appoint authorised person.

Council Appoints : Chief Executive Officer  
Executive Manager Development Services  
Executive Manager Community Services  
Manager, Planning Services  
Manager, Building Services  
Planning Officer or Senior Planning Officer  
Building Surveyor or Senior Building Surveyor  
Development Services Officer  
Development Compliance Officer  
Manager, Environmental Health  
Environmental Health Officer  
Senior Ranger  
Rangers

**18. POWER TO INVEST**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : s. 6.14(1) Local Government Act 1995  
Policy CF3 – Finance and Investment Strategy

Delegation : That Council delegate authority to the CEO to invest monies held in the municipal fund that are not, for the time being, required by the local government for any other purpose, subject to the relevant regulations.

Delegates to : Chief Executive Officer

## **19. DISPOSAL OF PROPERTY**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : s. 3.58 Local Government Act 1995

Delegation (19.1) : That Council delegate authority to the Chief Executive Officer to dispose of property by public tender, public auction or some other means where the individual value of the property disposal is less than \$20,000, or the property value is greater than \$20,000, where the property 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 than \$50,000. This excludes the donation or gifting of property, which is dealt with in Delegation 19.2 and the disposal of land which is dealt with in Delegation 19.3.

Delegation (19.2) : That Council delegate authority to the Chief Executive Officer to gift or donate property with a maximum written down value of \$500.

Delegation (19.3) : That Council delegate authority to the CEO to enter into lease arrangements for the leasing of Council owned residential property to staff and other persons.

Delegates to : Chief Executive Officer

## **20. PAYMENTS TO COUNCIL EMPLOYEES**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : s. 5.42 Local Government Act 1995

Delegation : That Council delegate authority to the Chief Executive Officer to make payments to Council employees for telephone rental and calls, relocation expenses, professional development, education expenses and/or other expenses as per employment contracts and Council Policies, subject to Budget provisions

Delegates to : Chief Executive Officer

## **21. EVENTS ON ROADS**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : Reg 4 Road Traffic (Events on Roads) Regulations 1991

Delegation : That Council delegate authority to the Chief Executive Officer to determine applications for the temporary closure of roads for the purpose of conducting events.

Delegates to : Chief Executive Officer

**22. TEMPORARY ROAD CLOSURES**

Date Adopted : 20/10/2003

Last Reviewed : 03/04/2009

Authority : s. 3.50 Local Government Act 1995

Delegation : That Council delegate authority to the Chief Executive Officer to temporarily close thoroughfares to vehicles for periods not exceeding four weeks.

Delegates to : Chief Executive Officer

**23. CONCESSIONS ON FEES FOR COUNCIL FACILITIES AND SERVICES**

Date Adopted : 19/01/2004

Last Reviewed : 03/04/2009

Authority : s. 6.12 Local Government Act 1995

Delegation : That Council delegate authority to the Chief Executive Officer to provide up to a 50% concession on any fee for Council facilities and services, including; Karratha Entertainment Centre, Karratha Aquatic Centre, Roebourne Aquatic Centre, Karratha Public Golf and Bowling Courses, Karratha Tennis Courts (Bulgarra/Millars Well), Roebourne Basketball Courts, Millars Well Pavilion, Pegs Creek Pavilion and Council Ovals.

Delegates to : Chief Executive Officer.

**APPENDIX A –**

**OTHER DELEGATIONS BY COUNCIL RESOLUTION**

<b>Date</b>	<b>Resolution</b>	<b>Item</b>	<b>Delegation</b>
17/01/2005	13595	Renewal of Agreement with Education Departments for Ovals	Delegation to CEO to negotiate a new agreement with the Minister for Education and Training for the management and maintenance of ovals including the co-location of the Shire and school ovals in Roebourne.
17/07/2006	13945	TPS Amendment No.7 Pilbara Holiday Village Lot 181 Rosemary Road & Radley Drive, Baynton	Delegation to the CEO to finalise a development plan for the land that is the subject of Amendment No.7, if and when the Minister for Planning and Infrastructure approves the amendment.
18/12/2006	14045	Staff Housing Development	Delegation to the CEO to purchase three single dwelling lots in the Tambrey Estate from Landcorp at prices to be agreed on current valuation.
16/07/2007	14152	Proposed Lease of Part Lot 12 Sholl Street Roebourne to Pilbara Iron Pty Ltd – Dust Monitoring Unit	Should no submissions be received as part of the public notice period, delegation will be provided to the CEO to finalise formal lease agreement terms and conditions with Pilbara Iron Pty Ltd.
20/08/2007	14190	Proposed Leases – Part of Karratha Reserve 30948 (Karratha Aerodrome)	Should no submissions be received as part of the public notice period, Council delegate authority to the CEO to finalise formal lease arrangements, terms and conditions with the prospective lessees. All lease preparation costs to be met by the lessees.
03/04/2009	14316	Karratha 2020 Vision and Community Plan	That Council delegate authority to the Chief Executive Officer to award the tender for the Karratha 2020 Vision and Community Plan if the tender amount is within the budget allocation.
19/05/2008	14272	Disposal of Asset & Inventory Items	Council approve the write-off of the Asset items totalling \$165,165.88 and Inventory items totalling \$13,535.39 [approx] as listed and grant delegated authority to the Chief Executive Officer to dispose of the items as appropriate. Transfer the resultant income to the Plant Replacement Reserve.
16/06/2008	14386	Proposed Sub-Lease of Part Lot 361 on Deposited Plan 193049 (Part of Dewitt Location 68) -Sinclair Knight Merz	Council delegate authority to the Chief Executive Officer to formalise the lease agreement and conditions, subject to final approval being received from Rio Tinto and there being no submissions received as part of the public notice period.
21/07/2008	14414	Write Off Sundry Debtor - Aquacarotene Ltd	That delegated authority be given to the Chief Executive Officer to negotiate and formalise an agreement with Aquacarotene Ltd allowing access to Council's water supply at the airport. The agreement would also outline their duties and responsibilities.

17/11/08	14498	Point Samson Toilet Block	That Council delegate authority to the Chief Executive Officer to award the tender for the Point Samson Toilet Block in accordance with Councils Budget allocation.
15/12/08	14537	Point Samson Toilet Block Budget Amendment	Delegate authority to the Chief Executive Officer to award the tender for the project in accordance with the revised budget.
16/03/2009	14589	Proposed Site Lease Agreement	That delegated authority be given to the Chief Executive Officer to negotiate and formalise a Site Lease Arrangement with WA Billboards to place signs at the LAI & 7 Mile for Road Safety Messages only.

Description	Serial #	Asset Ref.	Purchase Date	Purchase Price	Current Net Book Value	Reason for Disposal
HMC 550 ELP CRANE	S/N: 8808159 C/W MONARCH HYD	25100003	1/12/1988	\$ 2,488.21	\$ -	Unable to locate at Audit
LEIT 8000 CONTROLLER	& RADIO LINK S/N: 2000-2234	25700001	13/08/1992	\$ 1,769.60	\$ -	Unable to locate at Audit
LEIT 8000 CONTROLLER	& RADIO LINK S/N: 2000-2275	25700002	13/08/1992	\$ 1,769.60	\$ -	Unable to locate at Audit
LEIT 8000 CONTROLLER	& RADIO LINK S/N: 2000-2261	25700003	13/08/1992	\$ 1,769.60	\$ -	Unable to locate at Audit
CATCHER (POWER FLOW)	USE ON P16091 & P161	26300006	22/03/1991	\$ 1,211.00	\$ -	Unable to locate at Audit
LEIT 8000 CONTROLLER	& RADIO LINK S/N: 2000-2300	26300013	13/08/1992	\$ 1,769.60	\$ -	Unable to locate at Audit
LEIT 8000 CONTROLLER	& RADIO LINK S/N: 2000-2280	26300014	13/08/1992	\$ 1,769.60	\$ -	Unable to locate at Audit
LEIT 8000 CONTROLLER	& RADIO LINK S/N: 2000-2237	26300015	13/08/1992	\$ 1,769.60	\$ -	Unable to locate at Audit
LEIT 8000 CONTROLLER	S/N: 2000-2289	26300016	13/08/1992	\$ 1,769.60	\$ -	Unable to locate at Audit
P16148 DEUTCHER 26" SLASHER	MODEL 36057	26316148	5/11/1991	\$ 2,198.53	\$ -	Unable to locate at Audit
P20967 GENERATOR 3KVA ROBIN	S/N: 2345403RF	26320967	12/08/1988	\$ 1,421.00	\$ -	Unable to locate at Audit
SINGLE CHANNEL FM92	TWO WAY RADIO S/N: 119018	27200005	3/11/1988	\$ 1,456.00	\$ -	Unable to locate at Audit
SINGLE CHANNEL FM92	TWO WAY RADIO S/N: 54671	27200006	3/11/1988	\$ 1,456.00	\$ -	Unable to locate at Audit
CAR PHONE NEC 11L	S/N: RECEIVER 109067	27200007	19/10/1990	\$ 1,300.25	\$ -	Unable to locate at Audit
TRUCK TARP		27200031	13/10/1994	\$ 1,000.00	\$ -	Unable to locate at Audit
TWO WAY RADIO MOBILE-ACFT	ON P5416 S/N: 86662	27500018	27/10/1989	\$ 1,977.29	\$ -	Unable to locate at Audit
LEIT 8000 CONTROLLER	& RADIO LINK S/N: 2000-2252 (CU)	27500030	13/08/1992	\$ 1,769.60	\$ -	Unable to locate at Audit
LEIT 8000 CONTROLLER	& RADIO LINK S/N: 2000.2321	28100001	13/08/1992	\$ 1,539.30	\$ -	Unable to locate at Audit
CAR PHONE NEC 11L	S/N: RECEIVER 109079	28200001	19/10/1990	\$ 1,300.24	\$ -	Unable to locate at Audit
60T HYDRAULIC PRESS	HAWK & CO SERIAL NO 1095	29000007	30/06/1975	\$ 1,261.32	\$ -	Unable to locate at Audit
CAT PORTA POWER		29000025	30/06/1979	\$ 3,000.00	\$ -	Unable to locate at Audit
MULTI TACH GAUGE	S/N: 6V3121 (EX P40735)	29000051	30/06/1983	\$ 1,022.05	\$ -	Unable to locate at Audit
AUTOMATIC LEVEL - SOKKISHA	S/N: 39429	29000101	30/06/1984	\$ 1,201.50	\$ -	Unable to locate at Audit
THEODOLITE - WILD T1	S/N: F.NR 188546	29000102	30/06/1984	\$ 1,500.00	\$ -	Unable to locate at Audit
SINGLE CONTROL FM 92	RADIO S/N: 54665	29000121	30/09/1986	\$ 1,311.50	\$ -	Unable to locate at Audit
SINGLE CONTROL FM 92	RADIO S/N: 54664	29000124	30/09/1986	\$ 1,311.50	\$ -	Unable to locate at Audit
SINGLE CONTROL FM 92	TWO WAY RADIO SYSTEM* S/N:	29000125	30/09/1986	\$ 1,311.50	\$ -	Unable to locate at Audit
SINGLE CONTROL FM 92	TWO WAY RADIO SYSTEM* S/N:	29000126	30/09/1986	\$ 1,311.50	\$ -	Unable to locate at Audit
SINGLE CONTROL FM 92	TWO WAY RADIO SYSTEM* S/N:	29000132	30/09/1986	\$ 1,311.50	\$ -	Unable to locate at Audit
MASADA 10 TON TROLLEY JACK	S/N: AS26151985	29000160	30/10/1989	\$ 1,102.40	\$ -	Unable to locate at Audit
ENERPAC PIPE BENDER	S/N: SOREPB 01	29000174	3/11/1991	\$ 1,850.00	\$ -	Unable to locate at Audit
TROLLEY JACK ARMSTRONG	10 TONNE	29000179	31/01/1992	\$ 1,031.04	\$ -	Unable to locate at Audit
COMPUTER ORGANISER	TROLLEY	30000002	11/12/1996	\$ 1,171.59	\$ -	Unable to locate at Audit
CLEANERS CUPBOARD		30000014	20/12/1996	\$ 1,319.88	\$ -	Unable to locate at Audit
WORKSTATION		30000016	24/10/1996	\$ 621.00	\$ -	Unable to locate at Audit



## Assets for Write Off/Disposal – June 2009

Description	Serial #	Asset Ref.	Purchase Date	Purchase Price	Current Net Book Value	Reason for Disposal
WORKSTATION		30000020	24/10/1996	\$ 813.00	\$ -	Unable to locate at Audit
WORKSTATION PLUS	OVERHEAD HATCH	30000026	24/10/1996	\$ 1,248.95	\$ -	Unable to locate at Audit
ANGLE SHELVING		30000028	21/11/1996	\$ 630.06	\$ -	Unable to locate at Audit
SHELVING		30000029	4/02/1997	\$ 1,981.60	\$ -	Unable to locate at Audit
WORKSTATION		30000034	24/09/1996	\$ 835.25	\$ -	Unable to locate at Audit
IBM APTIVA - 15" MONITOR	SERIAL #PC90BONM3 & VDH6620977	30000060	6/08/1997	\$ 2,499.00	\$ -	Unable to locate at Audit
LAMINATOR T/LOCK	H/PERT 41629	30000061	14/08/1997	\$ 594.58	\$ -	Unable to locate at Audit
PRINTER KYOCERA FS-1550	S/N AJQ7101338	30000064	20/08/1997	\$ 2,536.20	\$ -	ASSETS DISPOSED
EDSYS SOHO PENTIUM / 15"	S/N'S 114835 & T72934187	30000093	28/10/1997	\$ 1,590.00	\$ -	Unable to locate at Audit
DESK		30000096	5/12/1997	\$ 1,996.00	\$ -	Unable to locate at Audit
COMPAQ UPS MODEL T1500H	S/N E00067058	30000133	30/06/1998	\$ 949.00	\$ -	Unable to locate at Audit
QMS MAGICOLOUR CX COLOUR	LASER PRINTER	30000134	30/06/1998	\$ 7,059.00	\$ -	Unable to locate at Audit
50GB SWINDER TAPE DRIVE	S/N GW0021D AIT W-SCSI	30000135	29/05/1998	\$ 4,600.00	\$ -	Unable to locate at Audit
WORKSTATION		30000137	8/07/1998	\$ 2,200.00	\$ 55.64	Unable to locate at Audit
KYOCERA FS600 LASER PRINTER	S/N: VSE8602701	30000147	10/08/1998	\$ 528.00	\$ -	Unable to locate at Audit
KYOCERA FS600 LASER PRINTER	S/N: VSE8602754	30000148	10/08/1998	\$ 528.00	\$ -	Unable to locate at Audit
GATEWAY SOLO 9100 LAPTOP	SERIAL NO: 00499503	30000160	26/10/1998	\$ 6,458.07	\$ -	Unable to locate at Audit
PC GOLD PENTIUM II 350MHZ	MONITOR:1B81900861	30000162	2/12/1998	\$ 1,843.00	\$ -	Unable to locate at Audit – Council Res for donation Oct 2001
PC GOLD PENTIUM II 350MHZ	MONITOR:1273102316	30000169	2/12/1998	\$ 1,843.00	\$ -	Unable to locate at Audit – Council Res for donation Oct 2001
PC GOLD PENTIUM II 350MHZ	MON:3862A517/GSS15022	30000170	2/12/1998	\$ 1,950.00	\$ -	Unable to locate at Audit – Council Res for donation Oct 2001
PC GOLD PENTIUM II 350MHZ	MON:1B81900869	30000171	2/12/1998	\$ 1,843.00	\$ -	Unable to locate at Audit – Council Res for donation Oct 2001
PC GOLD PENTIUM II 350MHZ	MON:1B81901284	30000174	2/12/1998	\$ 1,950.00	\$ -	Unable to locate at Audit – Council Res for donation Oct 2001
PC GOLD PENTIUM II 350MHZ	MON: 1B81901360 COMP:8112423	30000175	2/12/1998	\$ 1,950.00	\$ -	Unable to locate at Audit – Council Res for donation Oct 2001
PC GOLD PENTIUM II 350MHZ	COMP: 8112414 MON:1B81900867	30000176	2/12/1998	\$ 1,843.00	\$ -	Unable to locate at Audit – Council Res for donation Oct 2001
PC GOLD PENTIUM II 350MHZ		30000179	2/12/1998	\$ 1,843.00	\$ -	Unable to locate at Audit – Council Res for donation Oct 2001
WORKSTATION		30000182	8/12/1998	\$ 504.00	\$ 32.74	Unable to locate at Audit
WORKSTATION		30000184	13/08/1998	\$ 504.00	\$ 17.42	Unable to locate at Audit
WORKSTATION		30000185	1/12/1998	\$ 555.00	\$ 35.43	Unable to locate at Audit
WORKSTATION		30000187	13/08/1998	\$ 554.00	\$ 18.57	Unable to locate at Audit
GATEWAY ALR7000 SERVER	S/N: 1001714/11257257	30000188	4/11/1998	\$ 17,202.06	\$ -	Unable to locate at Audit
COMPAQ UPS MODEL T1500H	S/N: E00066707	30000190	23/12/1998	\$ 949.00	\$ -	Unable to locate at Audit
COMPAQ UPS MODEL T1500H	S/N: E00066886	30000191	23/12/1998	\$ 949.00	\$ -	Unable to locate at Audit
COMPAQ UPS MODEL T1500H	S/N: E00076815	30000193	23/12/1998	\$ 949.00	\$ -	Unable to locate at Audit
BAYSTACK 660	WIRELESS PC CARD/ACC. PNT	30000194	29/12/1998	\$ 3,000.00	\$ -	Unable to locate at Audit
OVERHEAD PROJECTOR 3M 9700	OUTPUT	30000195	12/03/1999	\$ 1,170.00	\$ -	Unable to locate at Audit

Assets for Write Off/Disposal - June 2009

Description	Serial #	Asset Ref.	Purchase Date	Purchase Price	Current Net Book Value	Reason for Disposal
PLEXTOR PXR820TI CD WRITER	SERIAL NO: R820TI052137	30000196	11/02/1999	\$ 1,110.00	\$ -	Unable to locate at Audit
WORKSTATION		30000206	21/01/1999	\$ 1,520.00	\$ 115.99	Unable to locate at Audit
COMPAQ PROFESSIONAL WORKSTATION	S/N: 7817QW10079	30000209	15/01/1999	\$ 6,844.52	\$ -	Unable to locate at Audit
SONY MINI DISK MZ-R55	SPEAKERS & MICROPHONE	30000213	23/06/1999	\$ 560.00	\$ -	Unable to locate at Audit
WORKSTATION		30000214	22/06/1999	\$ 823.75	\$ 157.42	Unable to locate at Audit
WORKSTATION		30000215	22/06/1999	\$ 1,228.75	\$ 142.40	Unable to locate at Audit
WORKSTATION		30000216	22/06/1999	\$ 823.75	\$ 95.67	Unable to locate at Audit
WORKSTATION		30000217	22/06/1999	\$ 968.75	\$ 112.26	Unable to locate at Audit
WORKSTATION		30000218	28/05/1999	\$ 1,898.80	\$ 208.38	Unable to locate at Audit
WORKSTATION & HUTCH		30000244	22/11/1999	\$ 1,285.60	\$ 200.35	Unable to locate at Audit
WORKSTATION		30000245	22/11/1999	\$ 780.00	\$ 121.73	Unable to locate at Audit
BOOKCASE	4 SHELVES, COLOUR BEIGE	30000246	20/12/1999	\$ 513.00	\$ 83.51	Unable to locate at Audit
HP PROCURVE BASE T MODEL	8000M	30000258	3/03/2000	\$ 780.00	\$ -	Unable to locate at Audit
CASIO CASH REGISTER CE4700		30000259	24/03/2000	\$ 1,995.00	\$ -	Unable to locate at Audit
CREDENZA SIDEBOARD		30000260	11/04/2000	\$ 516.00	\$ 99.44	Unable to locate at Audit
KYOCERA FS-1750 PRINTER	SERIAL NO: ASR050273	30000286	25/07/2000	\$ 2,600.00	\$ -	Unable to locate at Audit
KYOCERA FS-1000 LASER	SERIAL # VSU0501431	30000288	11/09/2000	\$ 571.82	\$ -	Unable to locate at Audit
KYOCERA FS-1000 LASER	SERIAL # VSU0501438	30000289	11/09/2000	\$ 571.82	\$ -	Unable to locate at Audit
IBM THINKPAD LAPTOP 570E	S/N: 99KA000 BASE SN: 0648775	30000290	13/09/2000	\$ 5,024.00	\$ -	Unable to locate at Audit
KYOCERA FS-1750 LASER	SERIAL # ASR0502739	30000291	14/09/2000	\$ 1,598.19	\$ -	Unable to locate at Audit
NWC800 SLIM COMPUTER	SN# HD03927938JK MON 1593291394	30000305	11/12/2000	\$ 2,223.64	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD 03928396JK MON 1970T7D516T	30000306	11/12/2000	\$ 2,223.64	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD 03928416JK MON 965T7D516T	30000307	11/12/2000	\$ 2,223.64	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD03928414JK MON 1964T7D516T	30000309	11/12/2000	\$ 2,223.64	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD03928406JK MON 1967T7D516T	30000311	11/12/2000	\$ 2,223.64	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD 03927948JK MON 972T7D516T	30000313	11/12/2000	\$ 2,223.64	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD 03928016JK MON 1963T7D516T	30000314	11/12/2000	\$ 2,223.64	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD 03928014JK MON 1B81900781	30000315	11/12/2000	\$ 2,223.60	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD 039218024JK MON 701T7D516T	30000316	11/12/2000	\$ 2,223.64	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD 03927928JK MON 705T7D516T	30000317	11/12/2000	\$ 2,223.64	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
NWC800 SLIM COMPUTER	SN# HD 03927898JK MON 9990271066	30000325	11/12/2000	\$ 2,223.60	\$ -	Unable to locate at Audit - Council Res for donation Feb 2003
SERVER LINK 8 PORT SWITCH	S/N 0062087	30000329	18/12/2000	\$ 974.96	\$ -	Unable to locate at Audit
LINUX BOX (SERVER)		30000339	28/11/2000	\$ 863.94	\$ -	Unable to locate at Audit
HOT PLUG POWER SUPPLY DL380		30000342	28/04/2001	\$ 451.55	\$ -	Unable to locate at Audit
INTEL PENTIUM III	S# 03932475JK	30000344	7/05/2001	\$ 2,267.27	\$ -	Unable to locate at Audit - Council Res for donation Mar 2005

Assets for Write Off/Disposal - June 2009

Description	Serial #	Asset Ref.	Purchase Date	Purchase Price	Current Net Book Value	Reason for Disposal
NWC800 SLIM PIII COMPUTER	S/N 10754102JKAD 17*ACER 759T7D516	30000358	13/09/2001	\$ 1,850.00	\$ -	Unable to locate at Audit - Council Res for donation Mar 2005
NWC800 SLIM PIII COMPUTER	S/N 10754332JKAD 17*ACER 749T7D516	30000360	13/09/2001	\$ 1,850.00	\$ -	Unable to locate at Audit - Council Res for donation Mar 2005
OKI 24DX DIGITAL LED PRINTER	S/N 102A100045	30000366	31/08/2001	\$ 2,180.00	\$ -	Unable to locate at Audit
B4 WORKSTATION SYSTEM		30000387	23/01/2002	\$ 1,562.73	\$ -	Unable to locate at Audit
BROTHER 2850 FACSIMILE	S/N U60141B2J124700	30000403	4/04/2002	\$ 951.82	\$ -	Unable to locate at Audit
OKI 24DX LASER PRINTER	S/N 112A1000131	30000405	15/05/2002	\$ 3,442.73	\$ -	Unable to locate at Audit
PALM M130 HANDHELD	S/N 00RTV582154V	30000409	30/07/2002	\$ 522.50	\$ -	Unable to locate at Audit
OKI 14I LASTER PRINTER	S/N 206A1000540	30000424	1/12/2002	\$ 1,121.82	\$ -	Unable to locate at Audit
FANTOMATIC MK1 40CM POLISHER		30000452	5/02/2003	\$ 1,620.50	\$ -	Unable to locate at Audit
SONY VAIO NOTEBOOK MODEL PCGGRV7P		30000456	28/02/2003	\$ 5,445.45	\$ -	Unable to locate at Audit
COMPAQ R1500 XR UPS		30000457	25/02/2003	\$ 1,621.52	\$ -	Unable to locate at Audit
DESK WORKSTATION	4 DRAWER MOBILE	30000473	13/05/2003	\$ 812.71	\$ 394.37	Unable to locate at Audit
OKI B4300 LASER PRINTER	S/N: 301A0000333	30000476	30/05/2003	\$ 745.45	\$ -	Unable to locate at Audit
HP450 CNI PRINTER	S/N: SG31KZ10JF	30000484	22/06/2003	\$ 579.39	\$ -	Unable to locate at Audit
COMPAC N620C NOTEBOOK	S/N: CNU32103NX	30000485	22/06/2003	\$ 4,843.93	\$ -	Unable to locate at Audit
COMPAQ D520 WORKSTATION 15"		30000507	22/08/2003	\$ 1,957.00	\$ -	Unable to locate at Audit
COMPAQ D520 WORKSTATION 15"		30000508	22/08/2003	\$ 1,957.00	\$ -	Unable to locate at Audit
COMPAQ D520 WORKSTATION 15"		30000509	22/08/2003	\$ 1,957.00	\$ -	Unable to locate at Audit
OKI B4300 LASTER PRINTER	S/N: 305A0000389	30000510	24/08/2003	\$ 1,171.55	\$ -	Unable to locate at Audit
HP ULTRA SLIM PC 15"	S/N: SEE MEMOS	30000524	5/12/2003	\$ 2,418.00	\$ -	Unable to locate at Audit
HP ULTRA SLIM PC 15"	SEE MEMOS FOR SERIAL NUMBERS	30000525	5/12/2003	\$ 2,418.00	\$ -	Unable to locate at Audit
OKI B3200 PRINTER	S/N: 310B0000063	30000530	10/02/2004	\$ 588.50	\$ -	Unable to locate at Audit
OKI B3200 PRINTER	S/N: 312B0000175	30000531	10/02/2004	\$ 588.50	\$ -	Unable to locate at Audit
OKI B3200 PRINTER		30000532	10/02/2004	\$ 588.50	\$ -	Unable to locate at Audit
APACER 1GB HANDY DRIVE		30000533	31/01/2004	\$ 514.09	\$ -	Unable to locate at Audit
CISCO 803 ISDN ROUTER		30000579	22/10/2004	\$ 850.00	\$ -	Unable to locate at Audit
CISCO 803 ISDN ROUTER		30000581	22/10/2004	\$ 850.00	\$ -	Unable to locate at Audit
CISCO 803 ISDN ROUTER		30000582	22/10/2004	\$ 850.00	\$ -	Unable to locate at Audit
XDA 02 MINI PDA PC PHONE	S/N 354819003259533	30000633	29/06/2005	\$ 1,050.00	\$ -	Unable to locate at Audit
OKI B4350 PRINTER	S/N BB51004914BO	30000642	19/10/2005	\$ 799.00	\$ -	Unable to locate at Audit
NETSCREEN 5GT ADSL		30000643	15/10/2005	\$ 1,300.90	\$ -	Unable to locate at Audit
NETSCREEN ADSL NS 5GT	SN 50103052005001665	30000647	21/10/2005	\$ 850.00	\$ -	Unable to locate at Audit
DESK SHAPED TOP WITH	EXECUTIVE SIDE ATTACHMENTS	30100501	30/06/1977	\$ 1,105.60	\$ -	Unable to locate at Audit
BOOK SHELVES		30200006	30/10/1980	\$ 550.00	\$ -	Unable to locate at Audit
TOTAL PERIPHERALS 486DX2-66 COMP	49/94-49050199-16256 . A90-44102626	30200014	20/12/1994	\$ 2,573.00	\$ -	Unable to locate at Audit

Assets for Write Off/Disposal - June 2009

Description	Serial #	Asset Ref.	Purchase Date	Purchase Price	Current Net Book Value	Reason for Disposal
CORNER WORKSTATION	2400X900 3400X900 KILLARA GREEN	30200020	28/02/1995	\$ 958.60	\$ -	Unable to locate at Audit
LASERJET 4L HEWLETT PACKARD	S/N SUSCC404644	30200021	11/05/1995	\$ 812.00	\$ -	Unable to locate at Audit
1 DESK	PRAIRIE BEIGE MELAMINE	30200102	30/11/1988	\$ 802.00	\$ -	Unable to locate at Audit
OFFICE CUPBOARD		30200110	30/09/1983	\$ 740.00	\$ -	Unable to locate at Audit
CUPBOARD- KILLARA GREEN	AND SLIDING DOORS .	30200114	25/05/1994	\$ 625.52	\$ -	Unable to locate at Audit
CUPBOARD- KILLARA GREEN		30200115	25/05/1994	\$ 625.52	\$ -	Unable to locate at Audit
WORKSTATION		30200208	31/05/1993	\$ 2,891.00	\$ -	Unable to locate at Audit
PARTITION SCREENS - GREEN		30200209	31/05/1993	\$ 1,265.00	\$ -	Unable to locate at Audit
CUPBOARD- KILLARA GREEN		30200211	25/05/1994	\$ 625.52	\$ -	Unable to locate at Audit
P.A SYSTEM		30200306	23/11/1983	\$ 886.60	\$ -	Unable to locate at Audit
BUILT IN CUPBOARDS		30200308	30/08/1983	\$ 1,995.00	\$ -	Unable to locate at Audit
MOBILE PHONE	MODEL NOKIA101 ESN A5370843	30200505	30/06/1994	\$ 781.00	\$ -	Unable to locate at Audit
1 COPIER & PEDESTAL	WITH COIN BOX S/N: FNR03993 .	30200514	7/12/1990	\$ 2,830.00	\$ -	Unable to locate at Audit
PABX SYSTEM		30200706	4/11/1993	\$ 40,271.01	\$ -	Unable to locate at Audit
DESK PRAIRIE BEIGE	T EDGE AND SHROME FINISH .	30201001	20/02/1987	\$ 550.50	\$ -	Unable to locate at Audit
DESK	LAMINEX BEIGE MELAMINE	30201101	18/09/1986	\$ 560.27	\$ -	Unable to locate at Audit
CREDENZA/ RETURN DESK UNIT		30201103	20/12/1988	\$ 533.16	\$ -	Unable to locate at Audit
PLAN SIDE TABLE WITH SHELVES	PRAIRIE BEIGE	30201202	18/09/1986	\$ 600.00	\$ -	Unable to locate at Audit
JARRAH WALL UNIT		30201208	24/05/1983	\$ 2,350.00	\$ -	Unable to locate at Audit
WALL UNIT		30201410	2/02/1983	\$ 837.50	\$ -	Unable to locate at Audit
1 DESK FINISH PRAIRE BEIGE		30201501	20/02/1987	\$ 550.50	\$ -	Unable to locate at Audit
DESK		30202001	30/06/1982	\$ 540.00	\$ -	Unable to locate at Audit
WALL UNIT		30202718	8/02/1991	\$ 896.87	\$ -	Unable to locate at Audit
WALL UNIT		30202811	11/06/1990	\$ 1,007.83	\$ -	Unable to locate at Audit
EXECJET PRINTER 4072	SERIAL NO 53-D 9549	30410001	17/07/1995	\$ 1,085.00	\$ -	Unable to locate at Audit
EPSON COLOUR II PRINTER		30410009	19/12/1995	\$ 667.00	\$ -	Unable to locate at Audit
EPSON LQ570 MATRIX PRINTER	S/N 1FGEO14167	30410010	19/12/1995	\$ 478.00	\$ -	Unable to locate at Audit
HP LASERJET 5L PRINTER		30410011	19/12/1995	\$ 746.00	\$ -	Unable to locate at Audit
CABLETRON 12 PORT UTP HUB	07645280003050RP	30410012	11/01/1996	\$ 2,975.00	\$ -	Unable to locate at Audit
NETCOMM SM 3440 MODEM		30410014	19/06/1995	\$ 585.00	\$ -	Unable to locate at Audit
1 WORK STATION GREY		30410016	24/11/1995	\$ 565.00	\$ -	Unable to locate at Audit
1 WORK STATION GREY		30410017	22/11/1995	\$ 645.00	\$ -	Unable to locate at Audit
1 WORK STATION GREY		30410018	22/11/1995	\$ 645.00	\$ -	Unable to locate at Audit
1 WORK STATION GREY		30410019	22/11/1995	\$ 645.00	\$ -	Unable to locate at Audit
1 WORK STATION GREY		30410020	22/11/1995	\$ 645.00	\$ -	Unable to locate at Audit

Assets for Write Off/Disposal - June 2009

Description	Serial #	Asset Ref.	Purchase Date	Purchase Price	Current Net Book Value	Reason for Disposal
HP LASERJET 5L PRINTER	MODEL C3941A S/NJPTW025330	31100002	19/12/1995	\$ 746.00	\$ -	Unable to locate at Audit
WORK STATION (KILLARA GREEN)		31100003	15/03/1996	\$ 623.00	\$ -	Unable to locate at Audit
1 GREY DESK WITH RETURN	HATCH & LETTER	31210003	24/06/1996	\$ 1,029.20	\$ -	Unable to locate at Audit
DESK		31210004	6/03/1996	\$ 757.00	\$ -	Unable to locate at Audit
NOKIA 2110 MOBILE PHONE		31250001	14/02/1996	\$ 904.00	\$ -	Unable to locate at Audit
MOTOROLA 2900 MOBILE	ESN#D5717882	31250002	27/02/1996	\$ 625.00	\$ -	Unable to locate at Audit
MOTOROLA 2900 MOBILE	ESN #D5700E03	31250003	27/02/1996	\$ 625.00	\$ -	Unable to locate at Audit
DIGITAL NOKIA 2110E PHONE	& ACCESSORIES	31250004	11/04/1996	\$ 1,241.00	\$ -	Unable to locate at Audit
2 X SHELVING UNITS		36400022	5/03/1991	\$ 692.74	\$ -	Unable to locate at Audit
TOTAL PERIPHERALS PENTIUM 60		36400037	20/12/1994	\$ 3,300.00	\$ -	Unable to locate at Audit
1 DESK 2 DRAWERS		37000402	16/09/1980	\$ 530.59	\$ -	Unable to locate at Audit
DESK - 2 SIDE DRAWS		37001802	17/11/1981	\$ 729.14	\$ -	Unable to locate at Audit
1 3 DRAW FILING CABINET	& SHELVING	37005004	30/06/1977	\$ 1,345.74	\$ -	Unable to locate at Audit
1 PLAN CABINET		37005005	30/06/1977	\$ 647.56	\$ -	Unable to locate at Audit
CASIO CASH REGISTER - TK2300	S/N: 6900127	37500028	28/10/1993	\$ 4,459.32	\$ -	Unable to locate at Audit
FAX NASHUATEC P295	S/N 6483120415	37500031	11/10/1994	\$ 1,600.00	\$ -	Unable to locate at Audit
FUJITSU CASH REGISTER G-2800		38100001	27/08/1993	\$ 875.00	\$ -	Stolen - Reported to Police
2 X BROCHURE RACKS		38100003	26/10/1993	\$ 571.50	\$ -	Unable to locate at Audit
VERTICAL PLAN CABINET	PLANEX MB -BEIGE	39000031	13/12/1991	\$ 858.00	\$ -	Unable to locate at Audit
P713 JOHN DEERE LX277 RIDE ON MOWER	S/N MOL277DO70132	40000135	14/11/2002	\$ 9,795.32	\$ -	Donated to North West Jockey Club
ISSUE DESK		36400501	11/06/1981	\$ 592.50	\$ -	Unable to locate at Audit
CANTERBURY DUAL SPEED POLISHER S/N 27193		30000074	23/12/1997	\$ 1,528.01	\$ -	Unable to locate at Audit
SOUTHERN CROSS PUMP		20000007	31/07/1996	\$ 3,798.00	\$ -	Unable to locate at Audit
TWO WAY RADIO PRM 8030		20000016	17/01/1997	\$ 1,424.00	\$ -	Unable to locate at Audit
UNIVERSAL PULLER KIT 300		20000018	12/09/1996	\$ 1,093.60	\$ -	Unable to locate at Audit
AIR HYDRAULIC JACK TROLLEY	STYLE M733	20000021	16/10/1996	\$ 3,048.30	\$ -	Unable to locate at Audit
SUBSITE 74R/75T DITCH WITCH	SERVICE LINE LOCATING SYSTEM	20000023	29/10/1996	\$ 5,566.40	\$ -	Unable to locate at Audit
SELF CLEANING WATER FILTER	M2044	20000032	27/03/1997	\$ 9,100.00	\$ -	Unable to locate at Audit
P457 FOD BOSS SWEEPER	PT NO. HD-8-2	20000189	24/03/2003	\$ 5,967.27	\$ -	Unable to locate at Audit
	<b>Total for Write Off</b>			<b>\$ 384,998.88</b>	<b>\$ 1,891.32</b>	

Assets for Write Off/Disposal - June 2009

Description	Serial #	Asset Ref.	Purchase Date	Purchase Price	Current Net Book Value	Reason for Disposal
P709 KUBOTA RIDEON MOWER	S/N: 10457 & S/N 10508	20000074	30/09/1999	\$ 15,654.70	\$ -	INVENTORY W/O - EOY DISPOSAL
TWO WAY RADIO S/N 16004509	S/N 16004509 40 CH UNIDEN	20000143	4/10/2001	\$ 308.18	\$ -	INVENTORY W/O - EOY DISPOSAL
P695 FS450 BRUSHCUTTER	S/N 52862446/54390313	20000161	6/08/2002	\$ 1,014.54	\$ -	INVENTORY W/O - EOY DISPOSAL
P716 RIDE ON MOWER JOHN DEERE LX277 AWS	17 HP E/N:FH500VB75757	20000221	4/09/2003	\$ 8,931.00	\$ -	INVENTORY W/O - EOY DISPOSAL
P718 MOWER JOHN DEERE F717A	CHASSIS # TC717AX013293	20000276	19/02/2005	\$ 12,966.89	\$ -	INVENTORY W/O - EOY DISPOSAL
P500 BRUSHCUTTER FS350	S/N 163565893	20000282	12/09/2005	\$ 1,086.36	\$ -	INVENTORY W/O - EOY DISPOSAL
P512 BRUSHCUTTER FS480	S/N 162435212	20000316	21/10/2006	\$ 1,154.86	\$ 6.93	INVENTORY W/O - EOY DISPOSAL
TWO WAY RADIO PRM8010 P		21000001	20/04/1996	\$ 1,066.50	\$ -	INVENTORY W/O - EOY DISPOSAL
TWO WAY RADIO PRM8030	P221 W/SHOP REMOVD	21250003	20/04/1996	\$ 1,476.50	\$ -	INVENTORY W/O - EOY DISPOSAL
TWO WAY RADIO FM92 PHILLIPS	S/N: 54672 LIC NO: 204	26300002	3/11/1988	\$ 1,463.23	\$ -	INVENTORY W/O - EOY DISPOSAL
TWO WAY RADIO FM92E PHILLIPS	LIC NO: 204806/14 S/N: 132716	26300003	29/11/1989	\$ 1,466.00	\$ -	INVENTORY W/O - EOY DISPOSAL
TWO WAY RADIO PRM8030 P5385	S/N: 558189 ON P5385	26300024	29/01/1993	\$ 1,947.00	\$ -	INVENTORY W/O - EOY DISPOSAL
TWO WAY RADIO PRM8030 P536	S/N 575836 LIC. NO. 204806/62	27200027	9/09/1993	\$ 1,422.00	\$ -	INVENTORY W/O - EOY DISPOSAL
SINGLE CONTROL FM 92	TWO WAY RADIO SYSTEM* S/N:	29000135	30/09/1986	\$ 1,311.50	\$ -	INVENTORY W/O - EOY DISPOSAL
SINGLE CONTROL FM 92	TWO WAY RADIO SYSTEM* S/N:	29000136	30/09/1986	\$ 1,311.50	\$ -	INVENTORY W/O - EOY DISPOSAL
P209 QUAD BIKE 2WD ATV200	VIN: LLCLSL1045P000104	40000212	15/04/2005	\$ 4,318.18	\$ 33.60	INVENTORY W/O - EOY DISPOSAL
SEMI TRAILER WATER TANKER TSO031	P35326	47235326	22/09/1992	\$ 6,288.26	\$ -	INVENTORY W/O - EOY DISPOSAL
<b>Total for Disposal</b>				<b>\$ 63,187.20</b>	<b>\$ 40.53</b>	

**ATTACHMENT 1: AGENDA ITEM 9.1.2 ANNUAL COMMUNITY SURVEY**

**Annual Community Survey Consultancy Brief**

**ANNUAL COMMUNITY  
SURVEY  
CONSULTANCY BRIEF**

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## **1 Project Name**

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Shire of Roebourne Annual Community Survey

## **2 Project Description**

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The Shire of Roebourne is seeking a consultancy firm to develop an annual community resident survey that enables the community to assess the importance, performance and satisfaction with the Shires operations.

The Shire is seeking a consultancy firm to develop the project methodology and provide the necessary tools that will enable the measurement and bench marking of Councils performance and set in place a system that enables the measurement of continuous business improvement.

The Annual Community Survey will assist the Shire of Roebourne in decision making and service planning, will provide data for external grants and lobbying and form a major component to development the Shires Strategic Plan. The survey would also create an opportunity for the community to influence public decisions.

## **3 Background**

---

The Shire of Roebourne has recently completed a Functional Review of its operations and has identified the need to engage with the community

In order to achieve the Functional Reviews recommendations the Shire of Roebourne has resolved to develop an annual community survey to engage the community and to ascertain the communities perception of the Shires performance.

## **4 Scope of Services**

---

The consultant will be required as a minimum to;

1. Review the Shires proposed methodology as outlined further, and make recommendations to the Shire on an effective consultation methodology for each distinct Shire community to achieve a statistically valid community response including, but not limited to;
  - A web based survey
  - Telephone Survey
  - Hard copies of Survey available at selected community facilities,
  - Community focus groups in identified communities, and
  - Attended displays in two Shopping Centres
  
2. Develop the annual community survey for Shire approval identifying the Shires key services and facilities to enable assessment of community importance against community perception. Additionally the Survey is to include the following;
  - Shires overall customer service performance,
  - Assessment of quality of life in the Shire of Roebourne
  - Assessment of 6 key Shire services as nominated by the Shire,

- Assessment of 6 key services and facilities not provided by the Shire
  - Assessment of community opinion on 4 questions to be provided by the Shire that are optional to complete, and
  - Allow for general community comment.
3. Implement the agreed methodology using a variety of marketing mediums encouraging community engagement and participation in the Consultations and Survey. It is envisaged that this will include a letter drop to residents, community newspaper advertisements, media releases etc.
  4. Coordinate and resource community focus group sessions, attend to two shopping Centre displays and other nominated public meetings to facilitate community input.
  5. Summarise key findings and present a written report to the Shire inclusive of;
    - Survey Distribution and Responses
    - Who responded eg gender, age, home owner, FIFO etc
    - A statistical analysis and comment on Overall performance
    - A statistical assessment of each identified Council service and facility
    - A statistical assessment and comment on Other Services not provided by the Shire
    - A summary of general comments identifying issues by theme
    - A statistical report on questions of public opinion
  6. Make a presentation to the Shire of Roebourne Council on the findings in the written report in a format that can be utilised for further public distribution.

## **5 Client and Client's Representative.**

---

The Shire of Roebourne is the client and will be represented by Mr Simon Kot Executive Manager of Community Services who is authorised to issue instructions on its behalf. The Clients Representative has responsibility for the administration of the Consultancy and the Consultant will carry out, unless otherwise directed, all communication with the Clients Representative.

## **6 Project Reference Group**

---

A Project Reference Group (PRG) has been established which will comprise:

- Executive Manager of Community Services
- 3 Councillors

The PRG will meet with the Consultant at the project initiation stage, during community consultation period, at draft report stage and on an "as required basis" to discuss the Consultants progress.

The purpose of the PRG is to provide input into the process, advice and assistance as required. It is envisaged that the PRG will provide a good deal of practical information to advice on effective consultation mechanisms within each of the Shires towns.

## **7 Timetable**

---

It is envisaged that the successful consultancy service will be appointed at the July 2009 Council meeting scheduled for the 20<sup>th</sup> July.

The project is to be completed within a period of forty two (42) days from the date of appointment.

The Consultant is to confirm within their submission that this timetable can be met and if not, to submit an alternative timetable with reasons for any extension.

## **8 Fee Submission**

---

Consultants are to submit a LUMP SUM FEE proposal, which is to include all out of pocket and other expenses. Goods and Services Tax is to be allowed for and shown as a separate item in the fee submission.

The proposal is to contain the following information:

- Name of Company,
- Contact Person,
- Contact Details,
- Statement addressing Selection Criteria,
- Lump Sum fee proposal.

The Consultant is to present one bound and one loose-leaf copy of the fee submission suitable for reproduction.

The Consultant is also to submit an hourly rate, which will apply in the event the Client requires the commissioning of any additional work.

## **9 Conditions of Engagement**

---

The contract will be in the form of AS4122 General Conditions for the Engagement of Consultants

Copyright of all documentation will rest with the Shire of Roebourne and may be used by the Shire for promotional purposes.

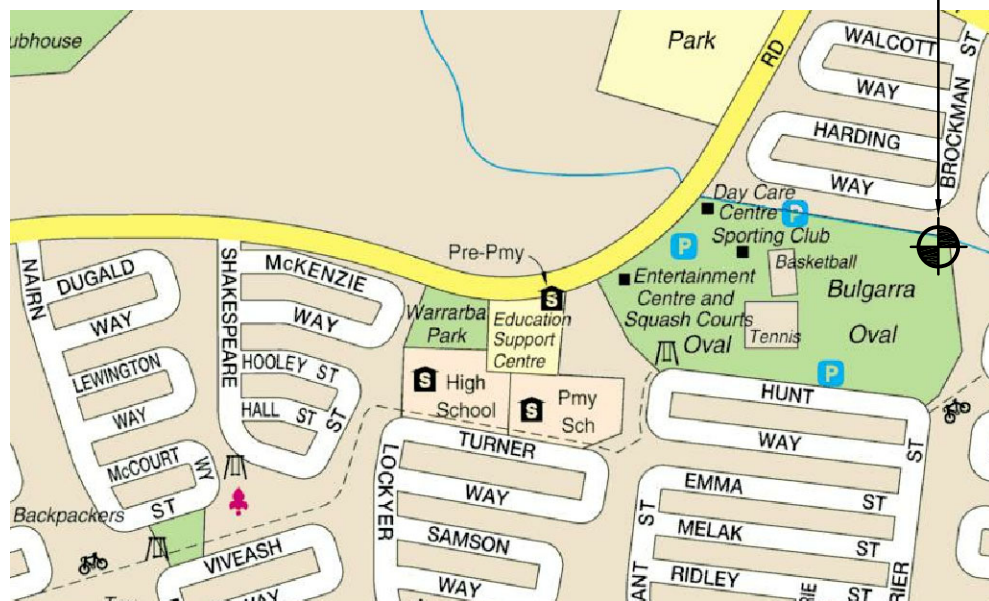
## **10 Selection Criteria**

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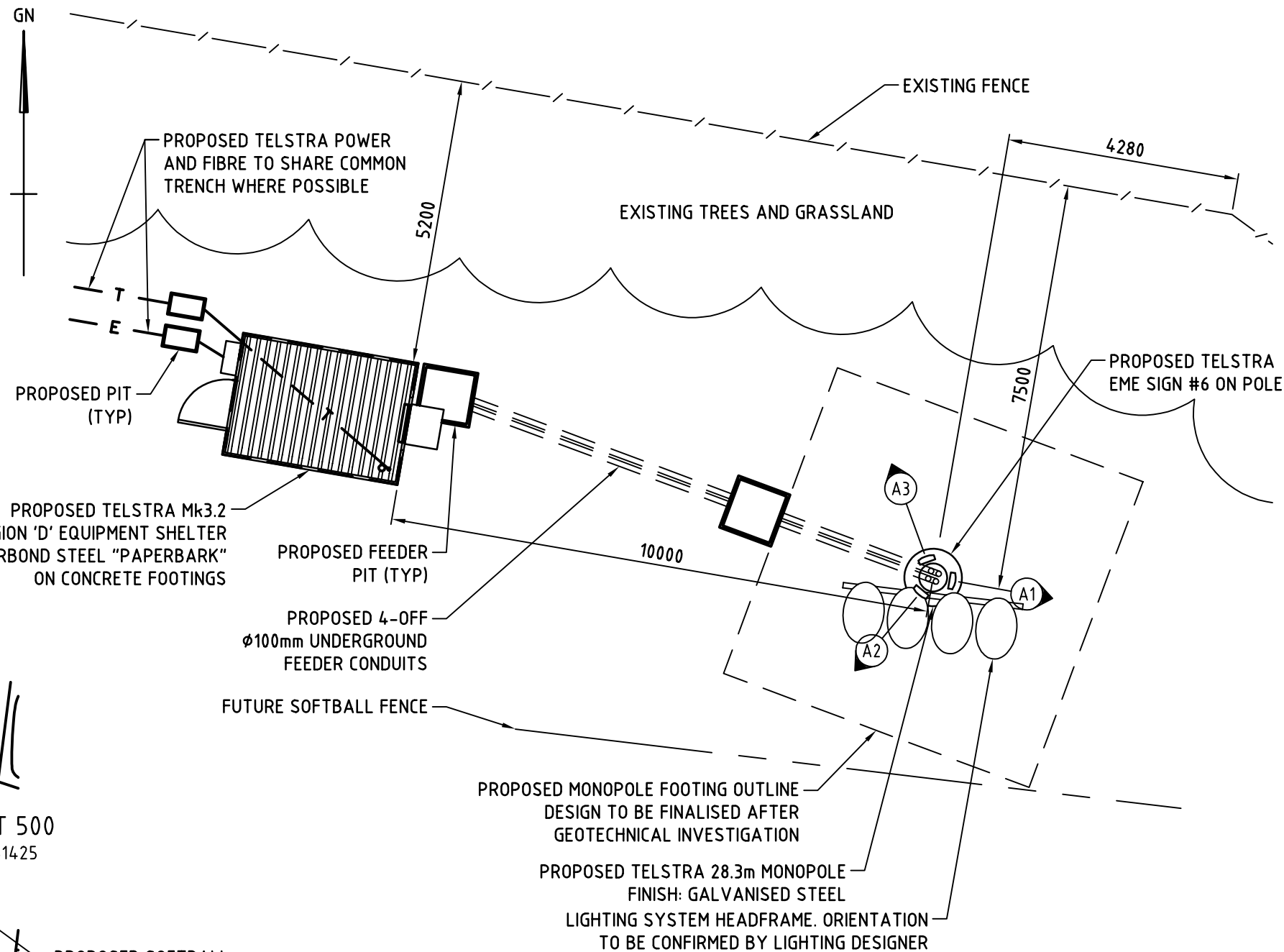
Appointment will be made on the basis of compliance with the following selection criteria.

Methodology	Outline your approach in undertaking the survey and associated work including relevant strategies to achieve maximum community input	20%
Organisational and Project Personnel and Relevant Experience	Nominate project personnel and Project leader and outline relevant experience. Additionally submit relevant experience on similar projects	20%
Timeframe	Advise on ability to carry out project within nominated timeframe	10%
Lump Sum Fee	Lump Sum Fee as per submission	50%

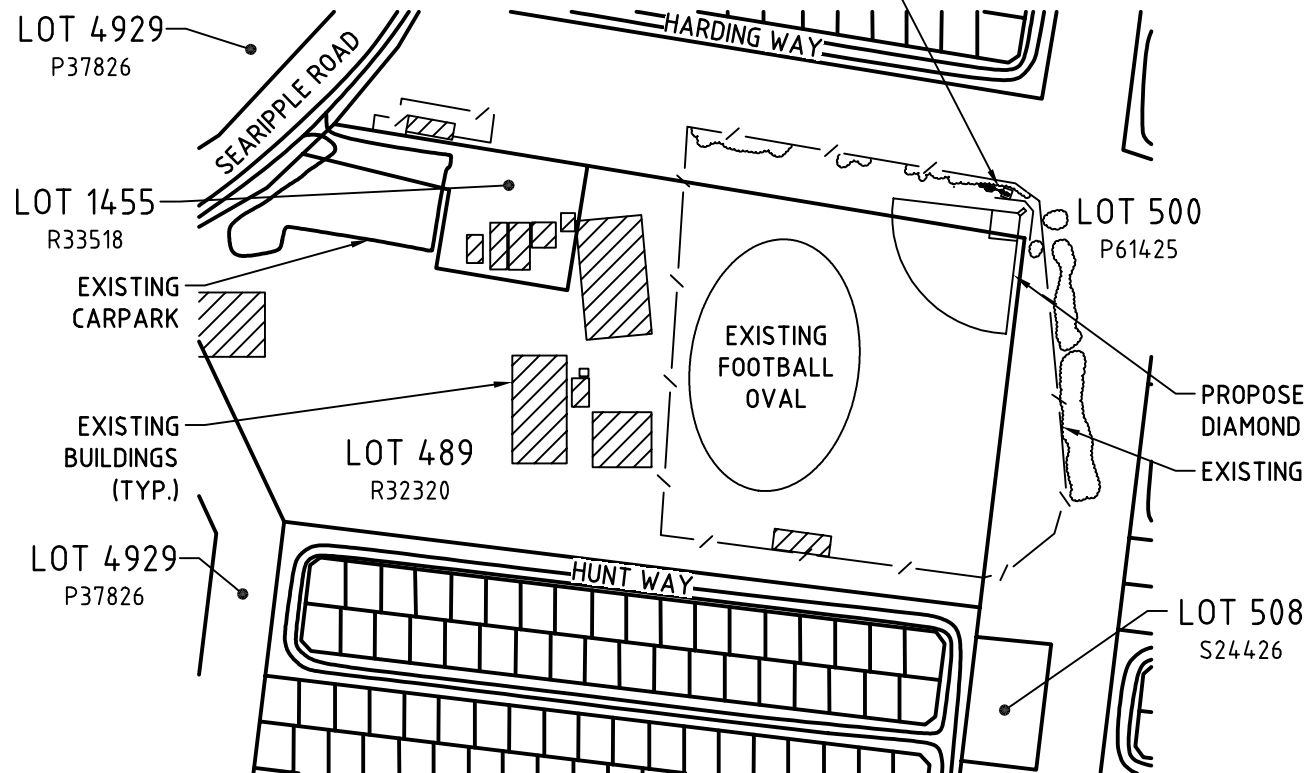
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SEARIPPLE ROAD, BULGARRA, W.A. 6714



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**LOCALITY PLAN**  
NOT TO SCALE



**SITE LAYOUT**  
SCALE 1:100



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3. FOR EME SIGNS REFER TO 005486A04 & 005486A10 FOR DETAILS.
4. POLE LOCATION BASED ON LIGH POLE INFORMATION SUPPLIED BY BILL PATRICK FROM LIGHTBASE PTY. LTD.

SITE REFERENCE POINT DERIVED FROM LANDGATE	
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LONGITUDE (E)	116.865928 (GDA 94)



Aurecon Australia Pty Ltd  
Level 1, Septimus Roe Square  
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**PROPERTY DESCRIPTION**  
LOT 500, RESERVE 32335  
ON PLAN P61425  
SHIRE OF ROEBOURNE

**PRELIMINARY**

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA04919.01	DJC	CJH	ISSUED FOR APPROVAL 70071704W01A	BD	BD	04.06.09	1

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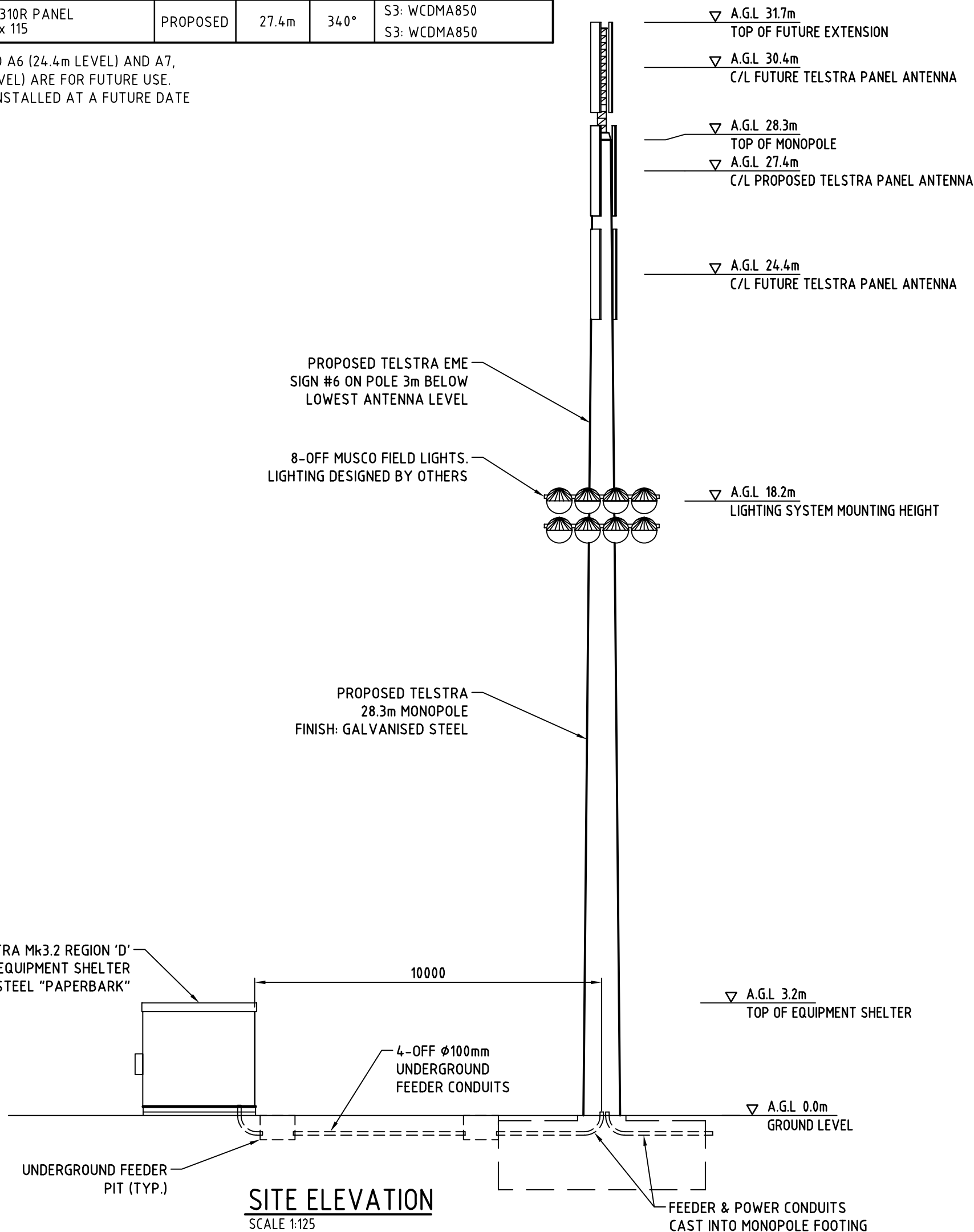
DWG NO. **W106504** SHT NO. **S1** INDEX



# TELSTRA ANTENNA CONFIGURATION TABLE

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A1	ARGUS CPX310R PANEL 2630 x 300 x 115	PROPOSED	27.4m	100°	S1: WCDMA850 S1: WCDMA850
A2	ARGUS CPX310R PANEL 2630 x 300 x 115	PROPOSED	27.4m	220°	S2: WCDMA850 S2: WCDMA850
A3	ARGUS CPX310R PANEL 2630 x 300 x 115	PROPOSED	27.4m	340°	S3: WCDMA850 S3: WCDMA850

ANTENNA A4, A5 AND A6 (24.4m LEVEL) AND A7, A8 AND A9 (30.4m LEVEL) ARE FOR FUTURE USE. ANTENNAS WILL BE INSTALLED AT A FUTURE DATE



**SITE ELEVATION**  
SCALE 1:125

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  - FOR EME SIGNS REFER TO 005486A04 & 005486A10 FOR DETAILS.

PRELIMINARY

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ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA04919.01	DJC	CJH	ISSUED FOR APPROVAL 70071704W01A	BD	BD	04.06.09	1

**Telstra**

MOBILE NETWORK SITE (260948)  
BULGARRA KARRATHA  
SITE ELEVATION  
SEARIPPLE ROAD, BULGARRA

DWG NO. **W106504** SHT NO. S3 INDEX

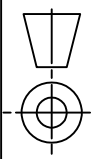
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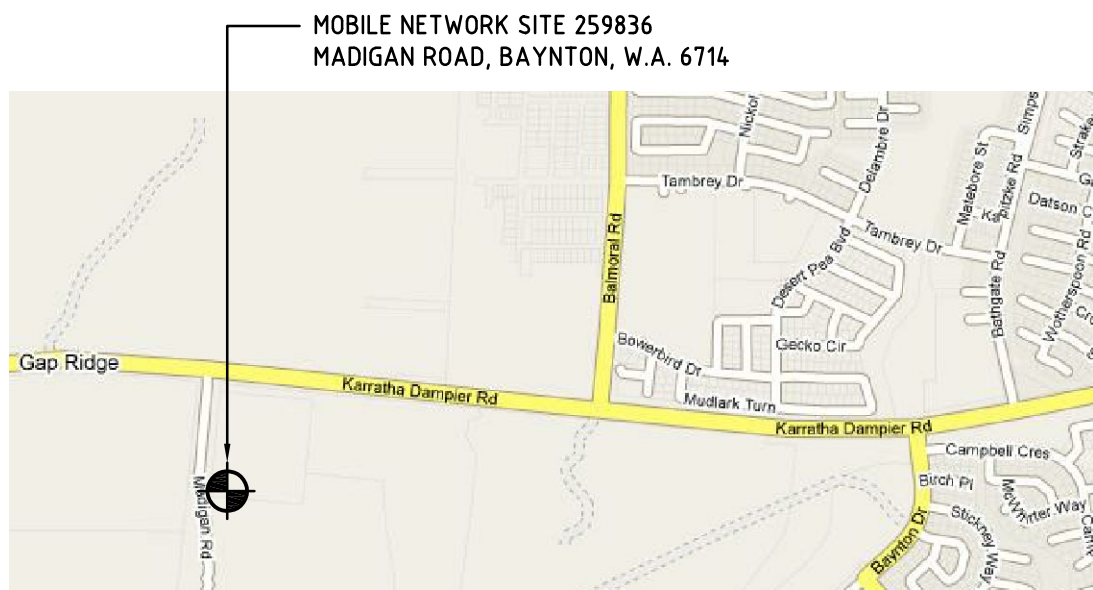
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Level 1, Septimus Roe Square  
256 Adelaide Terrace, Perth  
Western Australia 6000 Australia

ABN 54 005 139 873  
Telephone: +61 8 9223 1500  
Facsimile: +61 8 9223 1605  
Email: perth@ap.aurecongroup.com

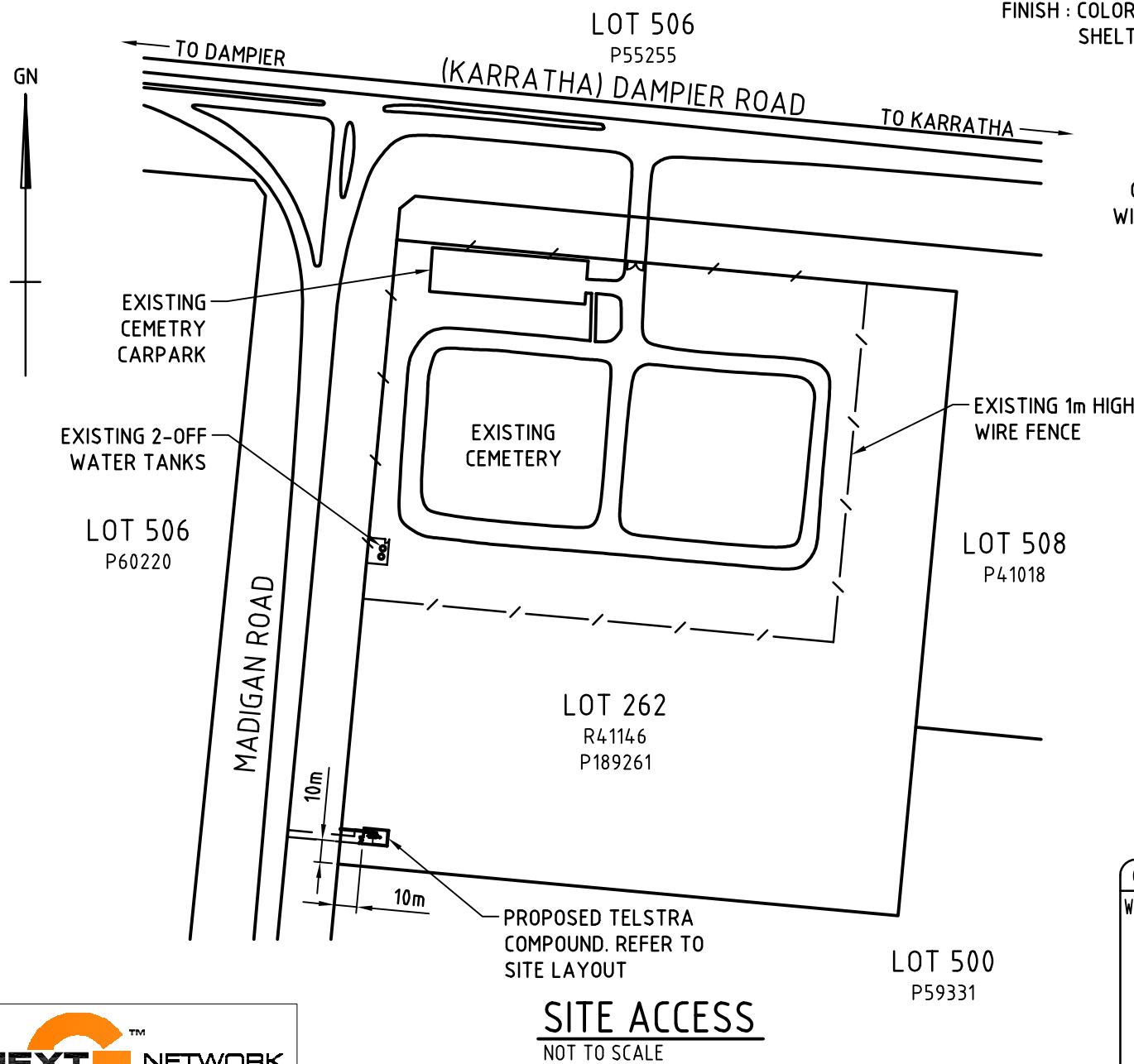
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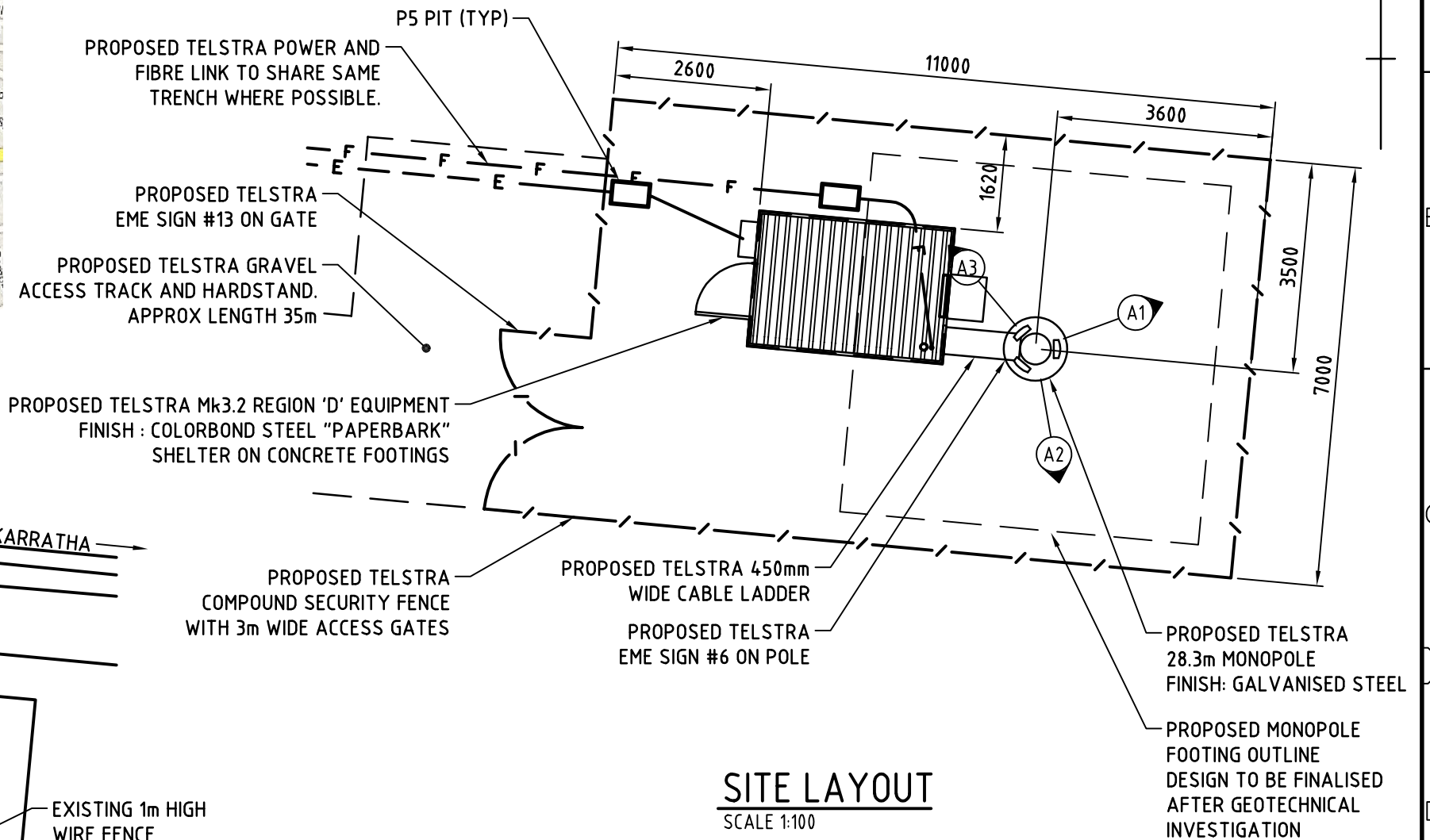




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**SITE ACCESS**  
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**SITE LAYOUT**  
 SCALE 1:100

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SITE REFERENCE POINT DERIVED FROM LANDGATE	
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LONGITUDE (E)	116.789433 (GDA 94)



Aurecon Australia Pty Ltd  
 Level 1, Septimus Roe Square  
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**PROPERTY DESCRIPTION**  
 LOT 262, RESERVE 41146  
 ON PLAN P189261  
 SHIRE OF ROEBOURNE

**PRELIMINARY**

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA04765.01	DJC	CJH	ISSUED FOR APPROVAL 69511060W01A	BD	BD	18.05.09	1

**Telstra**

MOBILE NETWORK SITE (259836)  
 KARRATHA GAP RIDGE (OPTION 1)  
 SITE ACCESS AND LOCALITY PLAN  
 KARRATHA CEMETERY, MADIGAN RD



# TELSTRA ANTENNA CONFIGURATION TABLE

ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA STATUS	ANTENNA HEIGHT C/L A.G.L.	ANTENNA BEARING (°T)	SECTOR NO. & SYSTEM
A1	ARGUS CPX310R PANEL 2630 x 300 x 115	PROPOSED	27.4m	090°	S1: WCDMA850 S1: WCDMA850
A2	ARGUS CPX310R PANEL 2630 x 300 x 115	PROPOSED	27.4m	220°	S2: WCDMA850 S2: WCDMA850
A3	ARGUS CPX310R PANEL 2630 x 300 x 115	PROPOSED	27.4m	320°	S3: WCDMA850 S3: WCDMA850

ANTENNA A4, A5, A6 (24.4m LEVEL) AND A7, A8, A9 (30.4m LEVEL) ARE FOR FUTURE USE.  
ANTENNAS WILL BE INSTALLED AT A FUTURE DATE

- ▽ A.G.L 31.7m  
TOP OF FUTURE EXTENSION
- ▽ A.G.L 30.4m  
C/L FUTURE TELSTRA PANEL ANTENNA
- ▽ A.G.L 28.3m  
TOP OF MONOPOLE
- ▽ A.G.L 27.4m  
C/L PROPOSED TELSTRA PANEL ANTENNA
- ▽ A.G.L 24.4m  
C/L FUTURE TELSTRA PANEL ANTENNA
- ▽ A.G.L 3.2m  
TOP OF EQUIPMENT SHELTER
- ▽ A.G.L 0.0m  
GROUND LEVEL

PROPOSED TELSTRA  
28.3m MONOPOLE  
FINISH: GALVANISED STEEL

PROPOSED TELSTRA 450mm  
WIDE CABLE LADDER

PROPOSED TELSTRA  
EME SIGN #6 ON POLE

PROPOSED TELSTRA Mk3.2 REGION 'D'  
EQUIPMENT SHELTER  
FINISH: COLORBOND STEEL "PAPERBARK"

PROPOSED TELSTRA COMPOUND  
SECURITY FENCE WITH 3m WIDE  
ACCESS GATES

## SITE ELEVATION

SCALE 1:125

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PRELIMINARY

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA04765.01	DJC	CJH	ISSUED FOR APPROVAL 69511060W01A	BD	BD	18.05.09	1
WA04765.01	DJC	CJH	ADDED FUTURE ANTENNAS 69511060W01A	BD	BD	02.06.09	2



MOBILE NETWORK SITE (259836)  
KARRATHA GAP RIDGE (OPTION 1)  
SITE ELEVATION  
KARRATHA CEMETERY, MADIGAN RD

DWG NO.

W106520

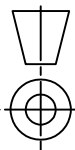
SHT NO. S3  
INDEX

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Aurecon Australia Pty Ltd  
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256 Adelaide Terrace, Perth  
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**THREE PROPOSED LOCATIONS FOR TESTRA MONOPOLES**

North eastern corner of Bulgarra Oval on edge of playing surface in drainage Reserve 32335.

North western corner of Millars Well Oval in drainage Reserve 40041.

South western corner of Reserve 41146. Karratha Cemetery.



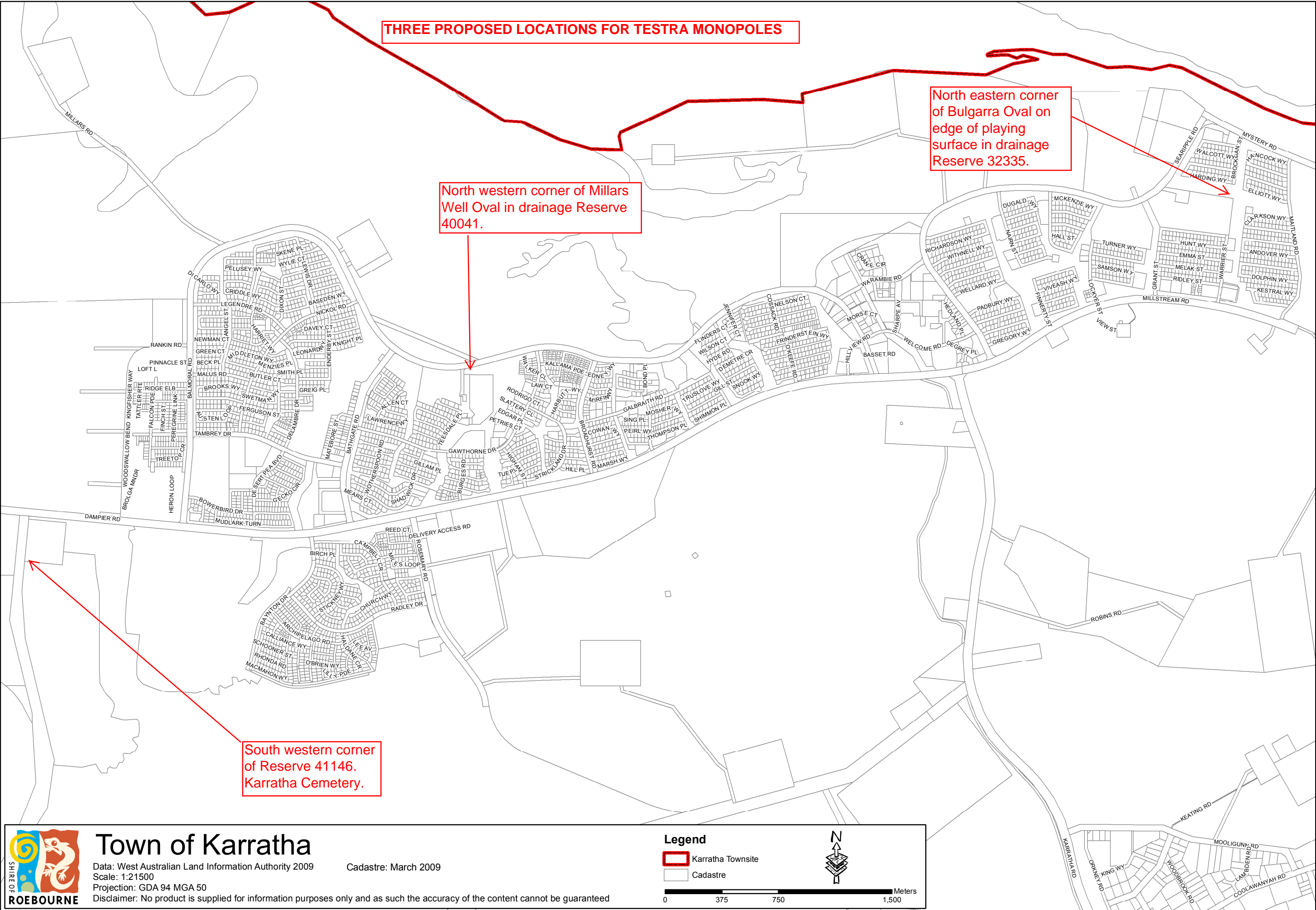
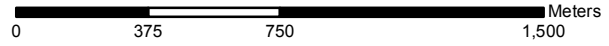
**Town of Karratha**

Data: West Australian Land Information Authority 2009  
 Scale: 1:21500  
 Projection: GDA 94 MGA 50  
 Disclaimer: No product is supplied for information purposes only and as such the accuracy of the content cannot be guaranteed

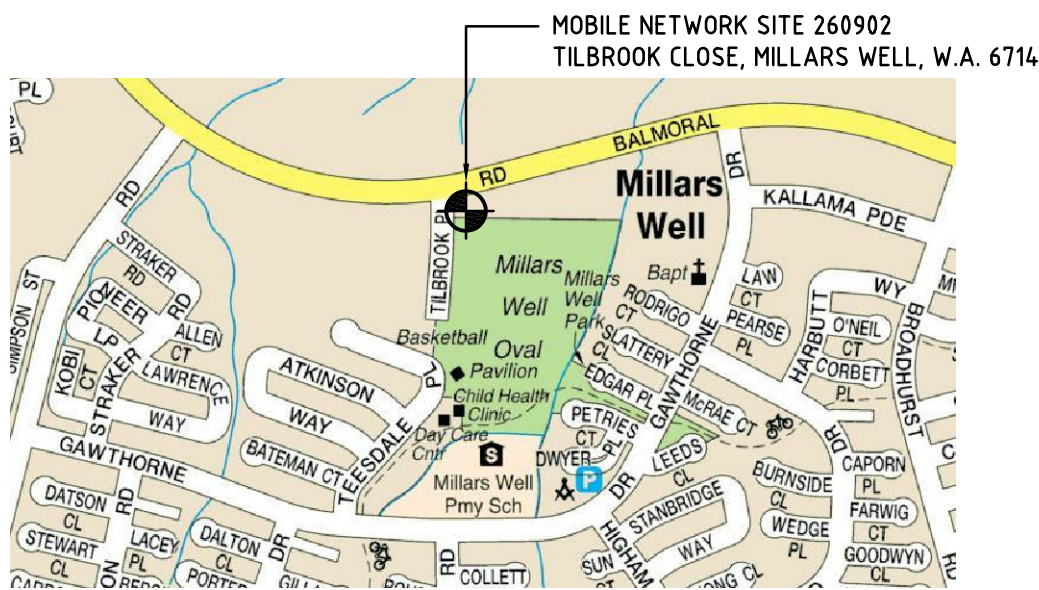
Cadastre: March 2009

**Legend**

- Karratha Townsite
- Cadastre





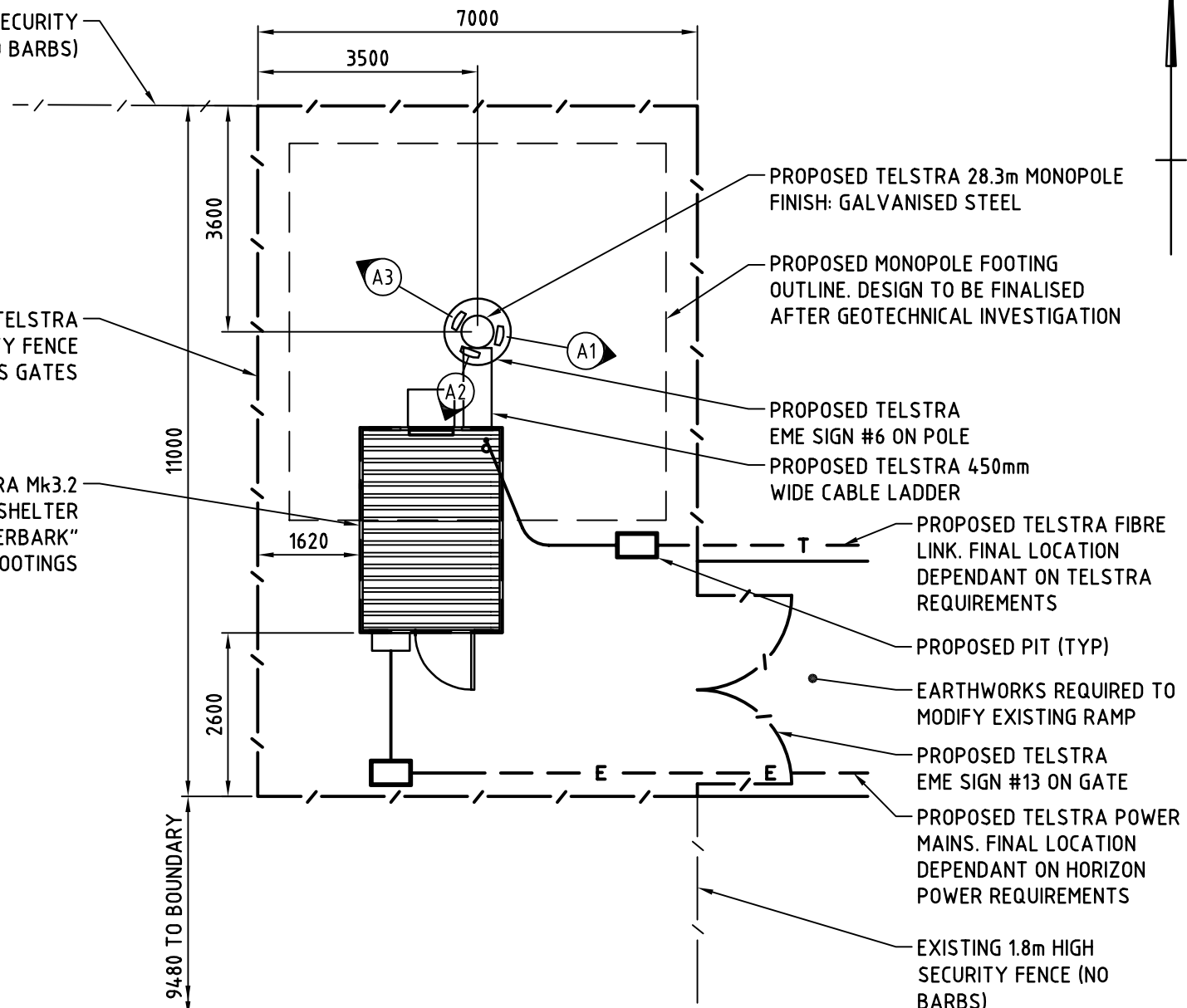


Copyright © UBD Regional 2005  
**LOCALITY PLAN**  
 NOT TO SCALE

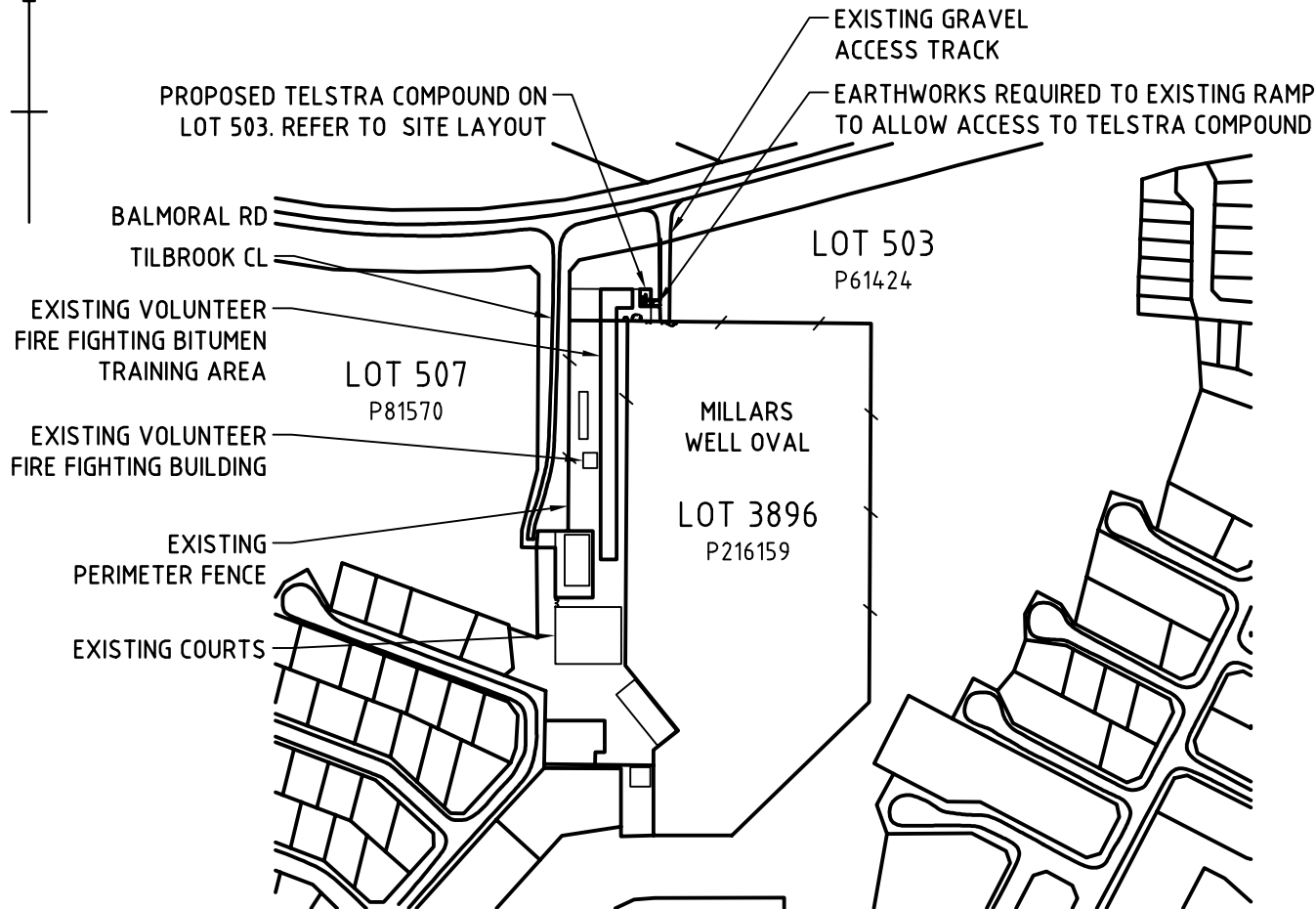
EXISTING 1.8m HIGH SECURITY FENCE (NO BARBS)

PROPOSED TELSTRA COMPOUND SECURITY FENCE WITH 3m WIDE ACCESS GATES

PROPOSED TELSTRA Mk3.2 REGION 'D' EQUIPMENT SHELTER FINISH : COLORBOND STEEL "PAPERBARK" ON CONCRETE FOOTINGS



**SITE LAYOUT**  
 SCALE 1:100



**SITE ACCESS**  
 NOT TO SCALE

- NOTES:-**
1. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
  2. REASONABLY FLAT ACROSS LOT. APPROX A.H.D. 12m
  3. FOR EME SIGNS REFER TO 005486A04 & 005486A10 FOR DETAILS.
  4. FINAL POLE LOCATION SUBJECT TO CHANGE PENDING GEOTECHNICAL INVESTIGATION.

SITE REFERENCE POINT DERIVED FROM LANDGATE	
LATITUDE (S)	-20.738046 (GDA 94)
LONGITUDE (E)	116.817645 (GDA 94)



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**PROPERTY DESCRIPTION**  
 LOT 503, RESERVE 40041  
 ON PLAN DP61424  
 SHIRE OF ROEBOURNE

**PRELIMINARY**

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
WA04977.01	DJC	CJH	ISSUED FOR APPROVAL 69599561W01A	BD	BD	25.05.09	1

**Telstra**

MOBILE NETWORK SITE (260902)  
 NICKOL KARRATHA (OPTION 1)  
 SITE ACCESS AND LOCALITY PLAN  
 MILLARS WELL OVAL, TILBROOK CL



# TELSTRA ANTENNA CONFIGURATION TABLE

ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA STATUS	ANTENNA HEIGHT C/L A.G.L.	ANTENNA BEARING (°T)	SECTOR NO. & SYSTEM
A1	ARGUS CPX310R PANEL 2630 x 300 x 115	PROPOSED	27.4m	100°	S1: WCDMA850 S1: WCDMA850
A2	ARGUS CPX310R PANEL 2630 x 300 x 115	PROPOSED	27.4m	200°	S2: WCDMA850 S2: WCDMA850
A3	ARGUS CPX310R PANEL 2630 x 300 x 115	PROPOSED	27.4m	300°	S3: WCDMA850 S3: WCDMA850

ANTENNA A4, A5, A6 (24.4m LEVEL) AND A7, A8, A9 (30.4m LEVEL) ARE FOR FUTURE USE.  
ANTENNAS WILL BE INSTALLED AT A FUTURE DATE

- ▽ A.G.L 31.7m  
TOP OF FUTURE EXTENSION
- ▽ A.G.L 30.4m  
C/L FUTURE TELSTRA PANEL ANTENNA
- ▽ A.G.L 28.3m  
TOP OF MONOPOLE
- ▽ A.G.L 27.4m  
C/L PROPOSED TELSTRA PANEL ANTENNA
- ▽ A.G.L 24.4m  
C/L FUTURE TELSTRA PANEL ANTENNA

PROPOSED TELSTRA  
28.3m MONOPOLE  
FINISH: GALVANISED STEEL

PROPOSED TELSTRA 450mm  
WIDE CABLE LADDER

PROPOSED TELSTRA  
EME SIGN #6 ON POLE

PROPOSED TELSTRA Mk3.2 REGION 'D'  
EQUIPMENT SHELTER  
FINISH : COLORBOND STEEL "PAPERBARK"

PROPOSED TELSTRA COMPOUND  
SECURITY FENCE WITH 3m WIDE  
ACCESS GATES

▽ A.G.L 3.2m  
TOP OF EQUIPMENT SHELTER

▽ A.G.L 0.0m  
GROUND LEVEL

## SITE ELEVATION

SCALE 1:125

### NOTES:-

- THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
- ALL ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
- FOR EME SIGNS REFER TO 005486A04 & 005486A10 FOR DETAILS.

DO NOT  
SCALE

DIMENSIONS  
IN

PRELIMINARY

**aurecon**

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WA04917.01	DJC	CJH	ISSUED FOR APPROVAL 69599561W01A	BD	BD	25.05.09	1

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MOBILE NETWORK SITE (260902)  
NICKOL KARRATHA (OPTION 1)  
SITE ELEVATION  
MILLARS WELL OVAL, TILBROOK CL

DWG  
NO.

**W106522**

SHT  
NO. S3  
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