



shire of  
**ROEBOURNE**

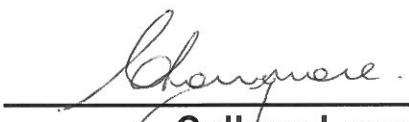
*Karratha*

*Powerhouse of the Pilbara*

## **ORDINARY COUNCIL MEETING**

# **MINUTES**

**The Ordinary Meeting of Council was held  
in the Council Chambers, Welcome Road, Karratha,  
on 16 November 2009 at 6.30pm**

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

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## **1 OFFICIAL OPENING**

The Ordinary Meeting of Council held in the Council Chambers, Welcome Road, Karratha on 16 November 2009 was declared open at 6.39pm. Cr Lockwood also acknowledged the traditions of the Ngarluma people, on whose land we are gathered here today.

## **2 PUBLIC QUESTION TIME**

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

### **Jack Renault –**

*1. When is the Shire going to get the microphone equipment for Council Meetings?*

The Shire President directed the question to the Executive Manager Corporate Services who stated that the Shire has received quotes for the equipment and are currently in the final stages of the selection process by ensuring that the equipment purchased best represents the requirements of the Shire. The aim is to have a decision and possibly purchase the equipment by February 2010.

*2. When is the Shire going to have the Audio equipment installed for Council Meetings?*

The Shire President again directed this to the Executive Manager Corporate Services who stated that the previous answer in relation to the recording equipment applied, however the Chief Executive Officer raised that the audio equipment is not budgeted in 2009/2010 financial year.

*3. In relation to the advertisement for the Building Surveyor, does this person approve the building before or after the building has been built? Also are any inspection carried out during the building process?*

The Shire President referred this question to the Acting Executive Manager Development Services who stated that in accordance with the Shire's policy all plans must meet requirements and approvals issued before construction is commenced. No inspection/s are then carried out by Shire employees during construction, onus is on the builder to comply with the Building Licence issued.

*4. I noticed that you went to Canberra, what was this for?*

The Shire President stated that there was a report about this trip and a copy was given to Mr Renault.

### **Michael Page –**

*1. Can the Shire please investigate providing some parking for the businesses along Sharpe Avenue?*

The Shire President directed the question to the CEO who stated that unfortunately she was only made aware this evening of a letter that was sent to the Shire and that she and the Executive Manager Community Services will investigate the issue on Tuesday 17 November and provide a response to the letter authors.

### **Peter Jones**

*1. Can the Shire please look into the car parking issues along Sharpe Avenue?*

The response was per above to Mr Page. The Shire President did inform the business owners concerned that the Shire is currently working on a Town Centre Revitalisation Strategy and part of this was improving the CBD facilities.

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

**Councillors:** Cr Nicole Lockwood [President]  
 Cr John Lally [Deputy President]  
 Cr Garry Bailey  
 Cr Fay Cechner  
 Cr Harry Hipworth  
 Cr Des Rothe  
 Cr Smeathers  
 Cr Sharon Vertigan  
 Cr Fiona White-Hartig

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

**Apologies:** Cr Ben Lewis  
**Absent:**  
**Leave of Absence:**

**Members of Public:**  
**Members of Media:**

**4 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Presentation by Shire President, Cr Lockwood to the winner of the 2009 Walkington Award for Academic Achievement and Runner-up Certificates.

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

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : 14872  
**MOVED** : Cr Vertigan  
**SECONDED** : Cr Hipworth

**That the Minutes of the Ordinary Meeting of Council held on 19 October 2009, with amendment to Resolution 14839 be confirmed as a true and correct record of proceedings.**

**CARRIED**

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

**6 ANNOUNCEMENTS BY PERSON PRESIDING  
WITHOUT DISCUSSION**

- 26-29 October 2009 Canberra / Perth Trip – meet with Senators & Department Heads, Cr Lockwood, Cr Lally and Collene Longmore
- 30 October 2009 Karratha Senior High School Presentation Evening, Cr Lockwood
- 31 October 2009 WA Ballet, compliments of Woodside, Cr Lockwood & Cr Lally
- 3 November 2009 Woodside Meeting, Cr Lockwood and Collene Longmore
- 4 November 2009 National Trust of Australia (WA) Photo & Story Competition, Cr Lockwood
- 11 November 2009 Meeting with Rio Tinto representatives, Cr Lockwood & Collene Longmore
- 11 November 2009 Remembrance Day Ceremony, Cr Lockwood
- 11 November 2009 Luncheon Function with representatives from The Reserve Bank of Australia, Cr Lockwood
- 11 November 2009 Dampier Port Authority function, Cr Lockwood & Collene Longmore
- 12 November 2009 Meeting with Frontier Services, Cr Lockwood

## **7 COUNCILLORS' REPORTS**

### **7.1.1 Canberra & Perth Visits**

**Author Name:** Shire President

**Disclosure of Interest:** NIL

#### **REPORT**

As part of the functional review it was identified that Council had failed to effectively engage with State and Federal Politicians to lobby and advocate for new development and financial support for the Shire.

In response to that failing, Council committed to commence a series of visits to selected State and Federal Politicians to build relationships and understanding of the issues and needs of our Shire and region.

The trip spanned over three days, two spent in Canberra and one in Perth on 26,27 & 28 October 2009.

Nicole Lockwood, Shire President, John Lally, Deputy Shire President and Collene Longmore, CEO attended the meetings. A brief overview of the Shire and its vision was presented with a number of supporting documents- the Pilbara Plan, The Karratha 2020 Vision, the Draft Strategic Plan and an overview of SOR's priorities. Particular issues were raised with relevant representatives as appropriate.

In Canberra meetings were held with:

Andrew Young , Deputy Secretary FASCHIA: issue of 5 Mile drinking water was discussed.  
Senator Michala Cash and Senator Dr Chris Back: both WA liberal senators.

Maxine McKew: Parliamentary Secretary for Infrastructure, Transport, Regional Development and Local Government

Mike Dillon , Senior Advisor to Jenny Macklin- Minister for Families, Housing, Community Services and Indigenous Affairs: issue of 5 Mile drinking water was discussed

Joel Grant Advisor to Martin Ferguson Minister Of Resources , Energy & Tourism.

Barry Haase: Federal Member for Kalgoorlie

Gary Gray: Parliamentary Secretary for Western and Northern Australia

Senior advisor to Minister Nicola Roxton: Minister for Health

Michael Pahlow Executive Director: Local Govt & Regional Development

Gordon McCormick: General Manger of Local Govt Programs

Michael Chiouefate Chief of Staff to Minister Albanese ( Infraructure , Regional development and Local Govt

Linda Ward: Senior Advisor to Minister Albanese

Senator Mathias Cormann: Liberal WA

In summary:

- Canberra backbenchers, Ministers and Senators have Karratha and the Shire of Roebourne in their scope.
- They are aware we have struggled to perform – that was articulated.

- They are genuinely excited about our future prospects – they loved the re-branding and the fact we were stating clearly we were the future city of the North – that is exactly what they believe needs to be done.
- They stated unequivocally we should not underestimate the message we are sending to them by our visit - that we serious contenders now.
- 3 Senators are organising a visit to Karratha in January to look at development.

In Perth on Wednesday we met with Colin Barnett's Chief of Staff, Diedre Willmott and Minister Brendon Grylls.

Both meetings were very positive and in summary:

- The strategic move of rebranding ourselves makes it easier for State Govt to talk broadly about Karratha requiring funds to get up to baseline.
- We've announced our intention of Karratha as a regional city and this makes it easier for Govt to support our aspirations as opposed to them driving an agenda.
- Minister Grylls made it very clear they are excited about our prospects and let's not miss the opportunities.

As a result of this visit a number of discussions have followed, in relation to specific issues like 5 Mile drinking water, our vision and infrastructure priorities.

We plan to organize a follow-up visit around March 2010 to progress the dialogue further.



**8 CHIEF EXECUTIVE OFFICER & EXECUTIVE SERVICES**

**8.1 CHIEF EXECUTIVE OFFICER**

Nil

## **9 CORPORATE SERVICES**

### **9.1 CORPORATE**

#### **9.1.1 Write Off Rates Land Transferred To Crown**

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

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#### **REPORT PURPOSE**

To seek Council approval to write off Outstanding Rates on Lots 3, 4 & 5 Gordon Street, Roebourne and Lot 149 Roe Street, Roebourne, reverted back to Crown.

#### **Background**

At Council's ordinary meeting of 21 April 2008, Council approved and passed a Recommendation/ Resolution Res No 14344 applies.

#### **RECOMMENDATION/COUNCIL RESOLUTION**

**Res No : 14344**

**MOVED : Cr Cechner**  
**SECONDED : Cr Bailey**

***That Council approve:***

- 1. The application to the Minister for the transfer of the land situated at Lot 3 Gordon Street, Roebourne to the Crown in right of the State.***
- 2. The application to the Minister for the transfer of the land situated at Lot 4 Gordon Street, Roebourne to the Crown in right of the State.***
- 3. The application to the Minister for the transfer of the land situated at Lot 5 Gordon Street, Roebourne to the Crown in right of the State.***

#### **CARRIED BY ABSOLUTE MAJORITY**

**FOR :** Cr Rothe, Cr Bailey, Cr Cechner, Cr Wieland, Cr Lally, Cr Lockwood and Cr White-Hartig  
**AGAINST :** Nil

Cr Vertigan was absent for this item

Under Section 6.64 and 6.74 of the Local Government Act 1995 Council is able to have land revested in the Crown where the land is rateable, vacant and rates are in arrears for 3 years.

- Assessment 1370 - Lot 3 Gordon Street, Roebourne, zone Rural. It was discovered that the property was freehold, unrated land in 1996 and was back rated for a period of five years. The land is rateable vacant land with all rates levied to date remaining unpaid. The certificate of title in respect of the land is dated 2<sup>nd</sup> October 1885 and the owner is more than certainly deceased. A search of the birth/death and electoral records of the State of Western Australia failed to identify any descendant or person that may have held claim to the land. The subject land is situated in the flood plain of the Harding River, has no services and holds little or no commercial value. The balance of the outstanding rates is approximately 3 to 4 times that of the value of the land, which makes the sale of the land an unworkable option.
  
- Assessment 1371 & 1372 - Lot 4 & 5 Gordon Street, Roebourne, zone Rural. It was discovered that the property was freehold, unrated land in 1996 and was back rated for a period of five years. The land is rateable vacant land with all rates levied to date remaining unpaid. The subject land is situated in the flood plain of the Harding River, has no services and holds little or no commercial value. The current owners gained possession of the land under the terms of the estate of the previous owner and have on numerous occasions indicated that it was their intention to surrender the land to the Crown or Local Government. Council has previously indicated that it does not want to take possession of the land and the owners were advised to revest the land to the Crown at their own expense (Council resolution 10988 of 9<sup>th</sup> of March 1998 refers). Despite this advice and subsequent follow up correspondence, the certificate of title for the land remains unchanged. Although the owners can be easily located, the cost of any proceeding to recover the unpaid rates would certainly exceed the value of the land. The balance of the outstanding rates is approximately 3 to 4 times that of the value of the land, which makes the sale of the land an unworkable option.

### **Issues**

As the land situated at Lots 3, 4 & 5 Gordon Street Roebourne are in the flood plain area of the Harding River, they have a very low commercial value and it is doubtful that any prospective land buyers would consider purchasing these properties.

Council has the following options available:

1. Lots 4 & 5 Gordon Street, Roebourne.

- From time to time lease the land.
- Sell the Land.
- Cause the land to be transferred to the Crown.

NB: It has been previously resolved not to accept transfer of these lots to Council under Council Resolution 10988 of 9<sup>th</sup> March 1998.

2. Lot 3 Gordon Street, Roebourne

- From time to time lease the land.

- Sell the Land.
- Cause the land to be transferred to the Crown.
- Cause the land to be transferred to Council.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

Under the Local Government Act 1995, section 6.64 states:

*(1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –*

- (a) From time to time lease the land;*
- (b) Sell the land;*
- (c) Cause the land to be transferred to the Crown; or*
- (d) Cause the land to be transferred to itself.*

Section 6.74 states:

*(1) If land is –*

- (a) Rateable land;*
- (b) Vacant land; and*
- (c) Land in respect of which any rates or service charges have been unpaid for a period of at least 3 years.*

*The local government in whose district the land is situated may apply in the form and manner prescribed to the Minister to have the land revested in the Crown in right of the State.*

**Financial Implications**

As Crown land is non-rateable, write off a debt is effectively an expense to the Council as the money has been shown as income in a previous year therefore will have a negative effect on the surplus/deficit position. The current balances of the rate assessments as at 30<sup>th</sup> October 2009 are as follows:

1. Assessment 1370 Lot 3 Gordon Street, Roebourne \$23,402.42
2. Assessment 1371 Lot 4 Gordon Street, Roebourne \$22,707.77
3. Assessment 1372 Lot 5 Gordon Street, Roebourne \$22,878.97

**Conclusion**

The Department of Local Government and Regional Development has approved that the three lots are now unallocated Crown Land in the name of the State of Western Australia as of the 23 March 2009.

Lot 3 on DP 223090 Volume LR3156 Folio 151

Lot 4 on DP 223090 Volume LR3156 Folio 152

Lot 5 on DP 223090 Volume LR3156 Folio 153

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

**Voting Requirements**

Absolute

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : 14873  
**MOVED** : Cr Bailey  
**SECONDED** : Cr Lally

**That Council resolve to:**

**Write off the debt which was raised and amend the budget on account 100200 accordingly.**

<b>AssNO</b>	<b>Property Owner</b>	<b>Amount</b>	<b>Reason for Write off</b>
1370	Mr Frederick, PLATH	\$23,402.42	Revested in Crown
1371	Mr John & James O'MEEHAN	\$22,707.77	Revested in Crown
1372	Mr John & James O'MEEHAN	\$22,878.97	Revested in Crown

**CARRIED**

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

**9.1.2 Shire of Roebourne – Extraordinary Election 2010**

<b>File No:</b>	<b>AE/1/1</b>
<b>Attachment(s)</b>	<b>Letter Electoral Commission, Mr Warick Gately AM</b>
<b>Responsible Officer:</b>	<b>Executive Manager Corporate Services</b>
<b>Author Name:</b>	<b>Corporate Compliance Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**REPORT PURPOSE**

To seek a decision from Council to hold an extraordinary election, in accordance with s. 4.8(1) due to Councillor Elect Brad Snell resigning from office as per s. 2.32(b)

**Background**

Under the Local Government Act 1995 (the Act) there are two ways in which to conduct an election. The first being “voting in person election” and the second being “postal election”.

“Voting in Person” is an election at which the principal method of casting votes is by voting in person on Election Day, but at which votes can also be cast in person before Election Day, or posted or delivered, in accordance with regulations.

“Postal Election” is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before the Election Day.

Historically, Council has favoured “Voting in Person” elections when conducting its ordinary and extraordinary elections however the 2007 and 2009 Ordinary Elections were conducted via “Postal Election” with much improved voter turnout as evidenced in the table below:

<b>Ordinary Elections</b>	<b>Electors</b>	<b>Votes</b>	<b>%Voter Turnout</b>
2003 Kta/Roeb/Damp Wards	7633	1012	13.3%
2005 Kta/Roeb Wards	6980	892	12.3%
2007 Kta/Roeb/Damp/Wkham	6162	1657	26.1%
2009 Karratha	6101	1733	28.41%
2009 Wickham	990	268	27.07%

The WAEC suggest that the higher participation rate largely due to the convenience of postal voting. Electors can cast their vote at home and those without access to transport are not prevented from voting.

**Issues**

Based on statistics alone there is significant evidence that would suggest that the postal method would provide council with a greater participation rate.

The advantages of postal voting, according to the WAEC, include the following:

*Advantages of postal voting*

- Every elector is made aware that an election is being held
- There are virtually no barriers to voting, which encourages participation
- Elections are seen to be conducted by the impartial WAEC

- The proposed day for the election is Thursday the 25 February 2010, voters would not have to take time of work to vote.

*Advantages to electors*

- Casting a vote at home is convenient, particularly for shift workers who may not be able to attend the election day or early voting for in person elections
- Those without access to public transport are not prevented from voting
- Candidate profiles are provided to assist in the decision making
- Candidate supply contact details to enable the discussion of issues
- Postage paid envelopes are used for the return of ballot papers

*Advantages for the candidates*

- A WAEC elected returning officer at “arm’s length” from local government business conducts the election
- Statutory requirements are fulfilled and disputes are handled by the WAEC

The cost to Council to conduct “in person” vote, would be approximately \$7,000.00 compared to the WAEC quote of \$18,000.00 to conduct a “postal” vote.

This cost estimate does not include non-statutory advertising (ie, additional advertisements in community newspapers; any legal expenses other than those that are determined to be borne by the WAEC; and one local government staff member to work in the polling place on Election Day. This would equate to a further \$1,500 in expenses.

This is a significant saving, however the issue of value for money needs to be compared with the participation rates and with the election scheduled for on a weekday could mean less voter turnout. If council can double its participation rates using the postal voting system, then this may be considered better value for money.

Any decision to conduct the elections as a postal election and declare the Electoral Commissioner responsible for the conduct of an election must be made by the 7<sup>th</sup> December 2009 and once the decision is made it cannot be rescinded after this date.

Council should note that written agreement has already been received from the Electoral Commissioner to conduct the extraordinary election by postal vote. This is the first step in appointing the Electoral Commissioner to conduct council’s postal election, should it go down this path. The next step being to “declare” the Electoral Commissioner responsible for the conduct of the election.

Council has the following options available:

1. Conduct the 2010 Extraordinary Election as a Postal Election requiring a Budget Amendment of \$18,000.00
2. Conduct the 2010 Extraordinary Election as an In Person election requiring a Budget Amendment of \$7,000.00

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

s. 4.20(4) and s. 4.61(2) of the Local Government Act 1995

**Financial Implications**

A budget amendment resolved by Absolute Majority will be required of up to \$18,000.00.

**Conclusion**

Nil

**Voting Requirements**

Absolute.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : 14874  
**MOVED** : Cr Hipworth  
**SECONDED** : Cr White-Hartig

**That Council resolve to:**

- (a) **Declare, in accordance with s. 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2010 extraordinary elections;**
- (b) **Council decide, in accordance with s. 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election;**
- (c) **Council resolves, to amend the budget by \$18,000 for the purpose of conducting the extraordinary election.**

**CARRIED**

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



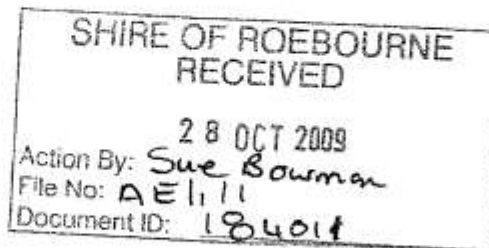


WESTERN AUSTRALIAN Electoral Commission

Level 2 111 St George's Tce  
 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

LGE 028

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



Attention: Ms Sue Bowman

Dear Mr Moles

**Extraordinary Election**

I refer to your email of 23 October 2009 advising of the resignation of Cr Brad Snell and requesting an estimate to conduct an extraordinary election for the Shire of Roebourne as a postal election.

The estimated cost to conduct the extraordinary election would be \$18,000 including GST which has been based on the following assumptions:

- 6,150 electors;
- response rate of approximately 30%; and
- count to be conducted in Karratha.

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. Please 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 our charges is all materials at cost and a margin on staff time only.

110372



In accordance with section 4.20(4) of the *Local Government Act 1995*, I agree to be responsible for the conduct of an extraordinary election on a date to be appointed by Council.


If the Shire of Roebourne wishes to have the election conducted as a postal election, Council will now need to pass the following two motions by absolute majority:

1. 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 extraordinary election; and
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the extraordinary election will be as a postal election.

An election schedule is enclosed for Thursday 25 February 2010, which is a date that has been suggested for the election.

If you have any further queries please contact Phil Richards on 9214 0443.

Yours sincerely

  
Warwick Gately AM  
**ELECTORAL COMMISSIONER**

26 October 2009

Enc.



### ELECTION TIMETABLE Local Government Extraordinary Election 25 February 2010

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)	Mon	7/12/2009
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.51(5)	Mon	7/12/2009
70	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20 (4)	Thu	17/12/2009
70	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments. Preferred date Wednesday 23 December 2009	LGA 4.39(2)	Thu	17/12/2009
56			to Thu	to 31/12/2009
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day. Preferred date Wednesday 6 January 2010	LGA 4.47(1)	Thu	31/12/2009
50	Close roll 5.00 pm	LGA 4.39(1)	Wed	6/01/2010
45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Mon	11/01/2010
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)	Tue	12/01/2010
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)	Mon	18/01/2010
37	<b>Close of Nominations</b> 4.00 pm on the 37th day before election day.	LGA 4.49(a)	Tue	19/01/2010
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)	Wed	20/01/2010
24	Lodgement of election packages with Australia Post. Work Commencing	Approx	Mon	1/02/2010
22	The preparation of any consolidated roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 18(2)	Wed	3/02/2010
19	Last day for the Returning Officer to give Statewide public notice of the election. Preferred date Wednesday 27 January 2010	LGA 4.54(1)	Sat	6/02/2010
3	Commence processing returned election packages	Approx	Mon	22/02/2010
0	<b>Election Day</b> Close of poll 8.00 pm	LGA 4.7	Thu	25/02/2010

Post Election Day	Post Declaration	References to Act/Regs	Day	Date
5	Election result advertisement.	LGA 4.77	Tue	2/03/2010
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. 51	Thu	11/03/2010
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)	Thu	26/03/2010

**9.1.3 List of Accounts October 2009**

**File No:** LOA0307  
**Attachment(s)** NIL  
**Responsible Officer:** Manager Financial Services  
**Author Name:** Finance Officer

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**REPORT PURPOSE**

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

**Background**

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

**Issues** – None.

**Options** – None.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion** – None.

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : 14875  
**MOVED** : Cr Vertigan  
**SECONDED** : Cr Smeathers

**That Voucher numbers 71639 to 71794, EFT4473 to EFT4748 and Payroll Cheques inclusive, totalling \$3,784,708.69 submitted and checked with vouchers, be passed for payment.**

**CARRIED**

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

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Date	Chq/EFT	Name	Description	Value
20/10/2009	71593	Cancelled Cheque	Cancelled Refund Plan Printing Fee - replaced with Cheque # 71768	-30.00
01/10/2009	71639	Shire Of Roebourne	Payroll Deductions	2,571.37
02/10/2009	71640	Australian Institute Of Building Surveyors	AIBS 2009 Wa Conf. Registration	900.00
02/10/2009	71641	Australian Geographic	09/10 Annual Subscription To Australian Geographic	99.95
02/10/2009	71642	North West Realty	Lease 15 Gecko Circle - 23.09.09-22.11.09	7,691.42
02/10/2009	71643	Rydges - Perth	26.08.09 Accommodation - Development Services	252.00
02/10/2009	71644	Telstra	20.09.09-19.10.09 Wick/Roeb Ses Mobiles	399.38
02/10/2009	71645	Horizon Power	Charges - Street lights, Parks, Housing, Tip office, Admin Office, KEC, Effluent, Gap Ridge, JJJ radio station	24,100.72
02/10/2009	71646	Water Corporation	6.05.09-31.08.09 Roebourne Workshop	2,628.45
02/10/2009	71647	Butterworth, Barry	Refund Building Licence Fee - Application Withdrawn # 20090413	125.00
02/10/2009	71648	Electronic Keying Australia	Karratha Airport - EKA Keys	5,784.56
02/10/2009	71649	Ess Bay Village	Fund Raising - Litter Collection 87 X Bags	486.00
02/10/2009	71650	Environmental Health Association (Australia)	Employee Registration For EHAA Conference 23-25.09.09	1,100.00
02/10/2009	71651	Department of Housing	Refund Overpayment Of Invoice 52005	115.50
02/10/2009	71652	Isenbert, Marcia	Refund Bond For Anti Barking Collar Receipt#171128	50.00
02/10/2009	71653	Pennoschea Little	Reimbursement Of Hire Fees For Millars Well Pavilion - Cancellation Of Event	170.00
02/10/2009	71654	North 2 South Building Contractors	Refund Overpayment Included In Cheque 300185	28.43
02/10/2009	71655	Pilbara Multicultural Association	Community Cultural Grant - Cc/03/May 09	1,000.00
02/10/2009	71656	Pike, Peter	Refund Overpayment Of Parking Fine Receipt#172140	10.00
02/10/2009	71658	Shine Aviation Services	Refund Overpayment Of Invoice 51159 (Paid 1.06.09)	86.63
07/10/2009	71659	Shire Of Roebourne	Airport/TTI ATM Cash Replenishment	74,000.00
07/10/2009	71662	Norwest Sand & Gravel Pty Ltd	Sams Creek Rd - clean up litter on Mount Welcome and cart to Ktha tip Sams Creek Rd - hire semi water truck for gravel resheeting works Balla Balla Rd - hire semi water truck for gravel resheeting work Woodbrook Rd - wet hire semi water cart 17.08.09-19.08.09 Woodbrook Rd - wet hire semi water cart 30.07.09-13.08.09	69,074.50
07/10/2009	71664	Keyspot Services	Name Badge : KEC Staff	87.50
07/10/2009	71665	McLeods & Co Barristers And Solicitors	Legal Advice - Contract Dispute - Airport Master Plan	1,349.15
07/10/2009	71666	Major Motors Pty Ltd	Quick release valve for truck P903, jack for truck P901 & workshop stock; fuel kits, oil & fuel filters.	1,245.07
07/10/2009	71668	Road & Traffic Services	Searipple Road maintenance - Set out and install line marking.	20,036.50
07/10/2009	71669	Sylvania Lighting	Workshop stock; lamps, lights/globes	893.38

		Australasia Pty Ltd		
07/10/2009	71670	Versatile Building Products	Steel Tool Box for Toyota Hilux P104	335.53
07/10/2009	71671	Woodhouse Legal Solicitors & Legal Consu	Preparation of Lease Documents for Karratha Airport Logistics	1,003.75
07/10/2009	71672	WA Aquatic Club Pty Ltd	KAC - assorted swimming caps for Kiosk	2,300.34
09/10/2009	71673	Commissioner Of Police	Renew Firearms Licence No. 9990035	104.00
14/10/2009	71675	North West Realty	Lease: 01/11/09-30/11/09 : 19 Leonard Way & 1.11.09-30.11.09 11B Swetman Way	9,728.98
14/10/2009	71676	Chemsearch Australia	Depot workshop materials - Super Chemzyme IV Plus	3,977.93
14/10/2009	71677	Mantra On Murray	12.09.09-13.09.09 - Accommodation - Airport Staff	177.00
14/10/2009	71678	Rydges - Perth	councillor Accommodation 12.09.09	199.00
14/10/2009	71679	Te Wai Manufacturing	Depot Uniform Stock - Polo Shirts - Navy/Sky Sports	1,054.60
14/10/2009	71680	Trax Music	RAC - Assorted music CD's for PA System	171.70
14/10/2009	71681	Tash & Daves Nursery	Plant Hire - Cossack Art Awards	200.00
14/10/2009	71682	Thrifty Car Rental	Car Hire -Hilux 25/05/09 To 29/05/09 fo r litter control contracts	312.07
14/10/2009	71683	Horizon Power	Charges - Street lights, Parks, Housing, Tip office, Admin Office, KEC, Effluent, Gap Ridge, JJJ radio station	601.22
14/10/2009	71684	Water Corporation	Charges - Housing, Roe Lib, Parks, Gardens, RAC, Wick. Cemetery, Admin office, Depot, Toilets, Airport, KAC, ovals	31,367.15
14/10/2009	71685	CD's Confectionery Wholesalers	RAC - Kiosk Stock - confectionery	1,520.10
14/10/2009	71686	360 Connect Pty Ltd	SOR Local Government Reform Response Submission 2.09.09-24.09.09	8,871.50
14/10/2009	71687	Eagle Sports	RAC - Kiosk Stock - assorted goggles	587.40
14/10/2009	71688	Ensystex Australasia Pty Ltd	Depot Stock -Blattathir Gel - cockroach bait	193.60
14/10/2009	71689	Electronic Keying Australia	IT Stock - EKA Padlocks	1,242.78
14/10/2009	71690	Frogs Gelato	TTI-Repair Coffee Machine	187.50
14/10/2009	71691	Hitachi Construction Machinery	Hydraulic Cylinder for repairs to backhoe P812	653.14
14/10/2009	71692	Jtagz Pty Ltd	Dog Registration Tags For Year 2012	341.00
14/10/2009	71693	Karratha Retravisio	Vacuum Ultrixx - Bagless Barrel for 1 Caddy Court	179.00
14/10/2009	71694	Karratha Country Club Inc	Refreshments for Kevin Sheedy Function 3.09.09	686.40
14/10/2009	71695	Karratha Automotive & Truck	Brake Pipe for Trailer P35114	30.00
14/10/2009	71696	Kott Gunning	Consultancy Briefs - Baynton West Family Centre & Bulgarra Community Facility	5,359.88
14/10/2009	71697	Metalcom	Service on Wickham transfer station hook bin	1,408.00
14/10/2009	71698	Mecure Inn Hotel Broome	3 Nights Accommodation 16-18/9/09	513.00
14/10/2009	71699	Statewide Bearings	Workshop stock: nuts, hub seals, breaks, air duster extrator, belt gates, trailer brake master cylinder, vee belts	1,675.32
14/10/2009	71700	K Mart Karratha	KAC- Kiosk Stock/Stationery	591.98
14/10/2009	71701	Subway Karratha	Human Resources Team Meeting - Lunch	35.00

14/10/2009	71702	ALAN & VIVIAN SOFIELD	Rates Refund For Assessment A56938 4 Featherby Way Baynton 6714	1,792.64
14/10/2009	71703	Trugrade Pty Ltd	Workshop stock - Cleaning Cloths	231.11
15/10/2009	71705	Norman, Rhonda	Refund Reservation of plot fees, Roebourne/Wickham Cemetary IH9/IH10/IH11	453.75
15/10/2009	71706	Shire Of Roebourne	Payroll Deductions	2,462.33
15/10/2009	71707	Australian Super	Superannuation Contributions	750.78
15/10/2009	71708	Asset Super	Superannuation Contributions	1,790.94
15/10/2009	71709	Colonial First State Firstchoice Super	Superannuation Contributions	750.78
15/10/2009	71710	Cbus	Superannuation Contributions	827.16
15/10/2009	71712	WA Local Govt Superannuation Plan	Superannuation Contributions	190,283.98
15/10/2009	71713	Australian Services Union (asu/meu Div.)	Payroll Deductions	510.30
15/10/2009	71714	AMP Life Ltd	Superannuation Contributions	2,064.18
15/10/2009	71715	AXA Australia	Superannuation Contributions	750.77
15/10/2009	71716	BT Super for Life	Superannuation Contributions	1,496.41
15/10/2009	71717	Catholic Super & Retirement Fund	Superannuation Contributions	174.83
15/10/2009	71718	First State Super	Superannuation Contributions	68.21
15/10/2009	71719	H.E.S.T. Australia Ltd	Superannuation Contributions	922.84
15/10/2009	71720	Health Super	Superannuation Contributions	964.54
15/10/2009	71721	ING Life Ltd	Superannuation Contributions	186.48
15/10/2009	71722	LG Super	Superannuation Contributions	774.85
15/10/2009	71723	LGRCEU	Payroll Deductions	123.00
15/10/2009	71724	MTAA Superannuation Fund	Superannuation Contributions	2,438.17
15/10/2009	71725	MLC Nominees Pty LTd	Superannuation Contributions	161.45
15/10/2009	71726	REST Superannuation	Superannuation Contributions	1,995.29
15/10/2009	71727	Superwrap Personal Super Plan	Superannuation Contributions	790.62
15/10/2009	71728	Westscheme	Superannuation Contributions	2,328.79
19/10/2009	71730	Australia Post	September 2009 - Postage expenses; Corporate, Building, Planning, Works, Rates	3,204.58
19/10/2009	71731	Austral Pool Equipment	Pool chemical stock for KAC & RAC - Algaecide Knock Out - 5Lt	279.77
19/10/2009	71732	Callahan, Jill	Refund Cancellation Of Singing Program	58.50
19/10/2009	71733	Dampier Community Association	Rubbish Collection May'09	720.00
19/10/2009	71734	Gemini Medical Centre	Staff Audio Test	649.00
19/10/2009	71735	Karratha Youth Theatre	Community Cultural Grant - Cc/02/July/2009	1,000.00
19/10/2009	71736	Karratha & Districts Junior Soccer Ass.	Refund Light Tokens For 2009 Season	120.00
19/10/2009	71737	LINK (Local Information Network Karratha) Inc.	Community & Cultural Grant - Cc/07/Feb/09	763.00
19/10/2009	71738	Mantra On Murray	councillor's Accommodation 18/09/09-21/09/09	745.00
19/10/2009	71739	Nu Az Smash Repairs	Cleaverville Rd repairs - replace headlamp & indicator broken by rock from re-sheet work	866.82

19/10/2009	71740	Rothe, Desmond Arthur	Refund Building Licence Fee - 50% 08/907	494.54
19/10/2009	71741	City Of Swan	Long Service Leave Entitlement Claim	4,491.75
19/10/2009	71742	Shenton Enterprises Pty Ltd	General Hardware Materials For Repairs At Kac	99.00
19/10/2009	71743	Telstra	22/08/09-21/09/09 Mobile Charges, 19.08.09-19.09.09 Airport Fire Alarm Monitoring, 24.09.09-24.10.09 Wickham/Roebourne SES, 1.09.09-1.10.09 Karratha SES mobile, 4.09.09-4.10.09 Karratha SES landline, 27.08.09-27.09.09 Cossack phone/fax	4,845.62
19/10/2009	71744	Tom Price Hotel Motel	CEO/councillor's Accommodation 28/09/09 for Pilbara Regional Council Meeting	406.50
19/10/2009	71745	3 Hutchison Telecommunications Aust.	26/09/09-25/10/09 Karratha SES Messaging Service	187.00
19/10/2009	71746	Thrifty Car Rental	HR Consultant Vehicle Hire 08/09/09-10/09/09	203.16
19/10/2009	71748	Chadson Engineering Pty Ltd	Test Tablets for KAC	64.35
19/10/2009	71749	Citigate Perth	Staff Accommodation 25-26/08/09	320.00
19/10/2009	71750	DY Mark Pty Ltd	Workshop stock; Spray n' Mark layout Paint - Yellow/White	301.49
19/10/2009	71751	Dolphins	Refreshments - Budget Meeting 28/08/09	468.50
19/10/2009	71752	Grey Street Surgery	Pre-employment Medicals	121.00
19/10/2009	71753	Lester Blades Pty Ltd	Recruitment selection for CEO @ SOR	8,250.00
19/10/2009	71754	MaC Kenzie, Alan	Refund Planning Application - Not Required	667.00
19/10/2009	71755	Ocean Centre Hotel	Accommodation - Ranger Conference Geraldton 23-24/09/09	680.00
19/10/2009	71756	Speedo Australia Pty Ltd	RAC- Assorted Swimming Merchandise For Kiosk	790.35
19/10/2009	71757	Wickham Newsagency	Papers/Magazines - August'09 Wickham Library	136.30
19/10/2009	71758	Woodhouse Legal Solicitors & Legal Consu	Avis Australia - Extension Of Lease - Karratha Airport	976.25
20/10/2009	71760	Shire Of Roebourne	ATM cash replenishment	74,000.00
20/10/2009	71761	Shire Of Roebourne	Recoup Petty Cash Pe. 19/10/09	1,268.90
26/10/2009	71762	Salt Junior Soccer Club	Refund 50% Light Token 2009	420.00
26/10/2009	71765	Water Corporation	13/05/09-03/09/09 Stables Water Charges	1,954.60
26/10/2009	71766	Australian Communications & Media Author	Renew Broadcast/Mobile Licences To 31/10/2010	491.00
26/10/2009	71768	BRADY, LINDSAY	Refund plan printing fee on receipt # 171018 - No plan fees applicable	60.00
26/10/2009	71769	Jane Baker	Refund - Cancellation Of Singing Classes	58.50
26/10/2009	71770	BUACA	Refund Bond - Family Fun Day	296.00
26/10/2009	71771	Melinda Feucs	Refund Bond Dog Barking Collar	50.00
26/10/2009	71772	MM Electrical Merchandising	Replacement Globes - Airport	1,496.00
26/10/2009	71773	TOLL-IPEC	Freight & cartage	81.94
26/10/2009	71774	Telstra	01/10/09-31/10/09 Megalink S&E, Roebourne Library Drivers Test 6.07.09-6.08.09 & 6.09.09-6.10.09	1,037.90
26/10/2009	71775	Horizon Power	Charges - Street lights, Parks, Housing, Tip office, Admin Office, KEC, Effluent, Gap Ridge, JJJ	85,557.80
26/10/2009	71776	Builders Registration	July 2009 - BRB Levy	2,921.50



Board of WA				
26/10/2009	71777	Austral Mercantile Collections Pty Ltd	Eastwest Concrete - Skip Tracing Fee	198.00
26/10/2009	71778	Convic Design Pty Ltd	Design - Nickol West Skatepark	6,600.00
26/10/2009	71779	Godfrey's Fitting Service	Release Valve- 3/8 Qr1 Style	18.81
26/10/2009	71780	Hathaway's Lubricants	Renolin B 68	857.50
26/10/2009	71781	Lil's Retravision Karratha	5 X Mobile Phones - Corp. Serv.	628.00
26/10/2009	71782	Video Ezy Karratha	Dvd'S - Dampier Library	200.50
26/10/2009	71783	Angus And Robertson Karratha	Books & Dvd'S - Dampier Library	361.55
26/10/2009	71784	City of Bunbury	Long Service Leave Entitlements 5/10/98 - 16/08/04	7,554.55
26/10/2009	71785	CD's Confectionery Wholesalers	Kiosk Stock - RAC	1,456.00
26/10/2009	71786	Calcutt Watson & Associates	Airport Association National Convention Workshops	1,780.00
26/10/2009	71787	Shire of Dardanup	Long Service Leave Entitlements 28/04/98-23/01/01	2,742.76
26/10/2009	71788	Globe Australia Pty Ltd	Larvicide stock. Ant bait for 209A Richardson Way	3,260.40
26/10/2009	71789	Greenline AG Pty Ltd	Workshop stock ; air filters, blades, bolts, washers	259.97
26/10/2009	71790	The Honda Shop	Workshop stock; air filters, blade mower kit	124.14
26/10/2009	71791	Ingal Eps	Door cover & setscrew to suit see-saw light pole	226.60
26/10/2009	71792	Bob Jane T-mart	RAC; 4 x tubes ITD 10R15 for repairs	176.00
26/10/2009	71793	Tradelink Plumbing Supplies	Assorted pipes & capping for mosquito management	1,511.40
29/10/2009	71794	Shire Of Roebourne	Payroll Deductions	2,944.31
01/10/2009	EFT4473	Australian Taxation Office	Payroll Deductions	117,629.15
01/10/2009	EFT4474	Child Support Agency	Payroll Deductions	830.13
01/10/2009	EFT4475	Shire Of Roebourne Social Club	Payroll Deductions	1,458.00
01/10/2009	EFT4476	The Cove Caravan Park	Payroll Deductions	680.00
01/10/2009	EFT4477	Dept Of Housing & Works	Payroll Deductions	250.00
01/10/2009	EFT4478	Dept Of Housing & Works	Payroll Deductions	760.00
01/10/2009	EFT4479	Dept Of Housing & Works	Payroll Deductions	514.60
01/10/2009	EFT4480	Tracy Kitching	Payroll Deductions	1,000.00
01/10/2009	EFT4481	Piper, Lindsay Graeme	C24-08/09 Conference Expenses - Building	220.55
02/10/2009	EFT4482	Avis Australia	HR consultant car hire - 31/08/09 To 01/09/09	176.66
02/10/2009	EFT4483	A.R.B. General Services Pty Ltd	General Cleaning Ktha Airport - 16/08/09 To 31/08/09	11,718.00
02/10/2009	EFT4484	British American Tobacco Australia Ltd	TTI - Tobacco Stock	5,297.20
02/10/2009	EFT4485	Bull Bar Foods Pty Ltd	TTI - Stock beef jerky	556.80
02/10/2009	EFT4486	Transpacific Cleanaway	August 2009 - Monthly Rubbish Removal 3.0M Bin - Wickham Library	122.88
02/10/2009	EFT4487	Chandler Macleod	Temp Labour hire September/October	5,082.00

02/10/2009	EFT4488	Dampier Plumbing And Gas	Repairs To Tank At Bulgarra As Directed. Install new safety shower/eye wash station at Ktha Depot	10,990.10
02/10/2009	EFT4489	Down To Earth Training & Assessing	Training Courses: Traffic Management/Control, Chainsaw, Forklift, Machine Assessment Skid Steer, Front End Loader, Back Hoe, Dogman	20,570.00
02/10/2009	EFT4490	Esplanade Fremantle Hotel	Accommodation - 9.08.09-11.08.09 August 2009	630.00
02/10/2009	EFT4491	Educational Experience Pty Limited	Craft Materials for KEC program	920.44
02/10/2009	EFT4492	Geraldton Building Services & Cabinets	SOR - Supply & install cupboards and desks for stage 2 upgrade. New work station installation. 38 Nelley Way - replace sliding kitchen to lounge doors, recover kitchen plinth around bottom of cupboards. Audit all kitchen drawers & repair. Fix kitchen pantry beading. Audit & replace door stops. Patch hole in Bd Rm 3 wall. Repair steel post to vanity basin in bathroom. Regrout bathroom sink. replace 3 laundry tiles.	16,860.69
02/10/2009	EFT4493	Garrards Pty Ltd	Biflex Ultra 20L - workshop stock	1,925.00
02/10/2009	EFT4494	Harvey World Travel	Airfares: HR 22.09.09-29.09.09 KTA/PER return, Tech Serv. Contract Management Training in Perth, Temp Staff - Development Services KTA/PER	2,683.00
02/10/2009	EFT4495	Karratha & Districts Chamber Of Commerce	Award Sponsorship For Business Excellence Awards 2009	2,500.00
02/10/2009	EFT4496	Karratha Newsagency	TTI - Newspapers/Mags	2,238.62
02/10/2009	EFT4497	Karratha Alternative Carriers	Transport Chlorine Centurion To Bulgarra Treatment Plant	247.50
02/10/2009	EFT4498	Lally, John	Councillor Mileage 30.04.09-30.06.09	346.28
02/10/2009	EFT4499	Market Creations Pty Ltd	CEO Media Release - Copywriting Fees 26.08.09	214.50
02/10/2009	EFT4500	Pilbara Iron Company (services) Pty Ltd	10.07.09-7.09.09 Wickham Clinic electricity. 10.07.09-7.09.09 Wickham Library Electricity. 9.07.09-10.09.09 38 Nelley Way Electricity.	2,157.93
02/10/2009	EFT4501	Prime Health Group Limited	Pre-employment Medicals	396.00
02/10/2009	EFT4502	Pilbara Holiday Park	Accommodation & meals For HR Consultant 8.09.09-9.09.09	505.00
02/10/2009	EFT4503	Soroptimists International Of Karratha,	Litter Collection Program - Care Clean Up	300.00
02/10/2009	EFT4504	SAI Global Ltd	BCA & Reference Standards Online Subscription Renewal	1,414.40
02/10/2009	EFT4505	The Royal Life Saving Society Australia	WAW Annual Registration 09/10 -RAC	328.60
02/10/2009	EFT4506	Travelworld Karratha	HR Consultant /Councillor Airfares KTA/PER return	2,100.00
02/10/2009	EFT4507	White-hartig, Fiona	Councillor Mileage 3.12.09-30.06.09	1,432.34
02/10/2009	EFT4508	Watton, Peter	Reimburse Relocation Expenses - Bulding	1,679.94
02/10/2009	EFT4509	Attorney-general's Department	Completed Auschecks for August 2009	352.00
02/10/2009	EFT4510	Avdata Australia	Avdata Abr Data Recorder - Karratha Airport	5,063.50

02/10/2009	EFT4511	Coventry Group Ltd	Replacement tools as per quote # 5861343; wrenches, digital w/temp probe, vice, tyre lever 600mm, w/brace, brake bleeder kit, service trollies, battery water filler, , wire brushes, oil drain pans, cordless inspection lamps, handlamps, wheel chock, garage jack, oil extractor, flat file, chain block, lead extensions, bolt cutters, sledge hammer, blue blow gun & nozzle, G Clamps, files halfround, files smooth, files round, Carbon Pille Load Tester, HD Booster Pack, Air guage, jumper leads, gear oil pump, tonne axle stand, double flare kit.	10,665.59
02/10/2009	EFT4512	Cape Byron Imports	KAC - Kiosk Merchandise	2,320.56
02/10/2009	EFT4513	Food Stars Pty LTd	Materials For EHS Presentation	111.00
02/10/2009	EFT4514	Hearing & Audiology	Staff medical - Full Audiological Assessment	250.00
02/10/2009	EFT4515	Dept. Of Treasury & Finance - State Library Of Western Australia	Gift Books For The Better Beginnings Program 2009/2010	1,688.50
02/10/2009	EFT4516	LJ Hooker Karratha	Lease 13 Nickol Rd - 1.10.09-31.10.09	5,200.00
02/10/2009	EFT4517	Landgate	Lease Documents. Land Enquiry.	55.79
02/10/2009	EFT4518	Leeuwin Ocean Adventure Foundation Ltd	6 Youths On Board Voyage 09/10- Departed 11/08/09	3,960.00
02/10/2009	EFT4519	Mobile Masters	Supply/Program New Radio - KAC	475.20
02/10/2009	EFT4520	Turf Grass Association Of Australia	Corporate Membership - 01/07/09 To 30/06/10	220.00
02/10/2009	EFT4521	The Icon	EBA Committee Meeting/Lunch	342.00
02/10/2009	EFT4522	Vertigan, Sharon	councillor Mileage 26.11.09-30.06.09	818.48
07/10/2009	EFT4523	Corporate Express Australia Limited	SOR, TTI, KEC,KAC, Libraries - office supplies/consumables	6,815.31
07/10/2009	EFT4524	Drake Australia Pty Ltd	TTI Temp Staff September/October 2009	26,727.94
07/10/2009	EFT4525	Midalia Steel	Materials for repairs to Box Top Trailer P947& Hilux P239. Flat steel for maintenance to No. 2 Gap Ridge Waste Water Plant and Bulgarra Oval.	744.49
07/10/2009	EFT4526	WALGA (Marketforce)	Registration for WALGA convention 6.08.09-8.08.09	1,250.00
07/10/2009	EFT4528	Signswest, Stick With Us Sign Studio	Karratha Airport - Carpark/Gate Signage	3,833.50
07/10/2009	EFT4529	SFD Plumbing & Gas	Roebourne Library - Excavate trench site for new ablution block, plumbing fixtures & electrical cables.	2,420.00
07/10/2009	EFT4530	Sealanes	Cossack Cafe Stock	762.05
07/10/2009	EFT4532	Travelworld Karratha	September / October 2009 Airfares - conference/training for councillors & staff	6,583.00
07/10/2009	EFT4533	Truck Centre (WA) Pty. Ltd	Workshop stock; filters, hoses, pumps, plugs,	1,464.14
07/10/2009	EFT4534	Landmark Operations Limited	Workshop stock - Herbicide & fly bait	1,675.13
07/10/2009	EFT4535	Worksense Safety & Workwear	Employee uniforms; TTI, DEPOT, SOR OFFICE	2,145.08
07/10/2009	EFT4536	Atom Supply	Hose clamps for P236, bag trolley for RAC, stock; plastic containers, PVC hose for motorised bitumen sprayer unit, plastic jerry can, box of 'Out of Service' tags, air hose fitting for trailer P35318, bolts for street sign brakets, 4 x sets of steel cap rubber boots.	973.03

07/10/2009	EFT4537	Atkins Carlyle Ltd	Pigskin Riggers Gloves & Leather Riggers Gloves	888.20
07/10/2009	EFT4538	Protector Alsafe	Repellant - Off Skintastic Spray	3,191.15
07/10/2009	EFT4540	BOC Limited	KAC - refill gas bottles	1,098.42
07/10/2009	EFT4541	Centurion Transport Co Pty Ltd	Freight & cartage	2,043.24
07/10/2009	EFT4542	Coventry Group Ltd	Assorted Stock; gloves, buckets, plugs, tools, filters,hoses, blades	3,641.35
07/10/2009	EFT4543	Data#3 Limited	CS4 Photoshop Licences & 24 Month Maintenance (20.08.09-20.08.2011)	7,510.62
07/10/2009	EFT4545	Emeco International Pty Ltd	D9R Dozer Hire - 01/08/09 To 31/08/09 - 7Mile Refuse site	22,880.00
07/10/2009	EFT4546	Farinosi and Sons (Rtl) Pty Ltd	Workshop materials/equipment; yard broom, cutting discs, paint, galvanised chain, brushcutter line & cord, concrete packs, turnbuckles & hose clamps.	1,965.10
07/10/2009	EFT4547	Home Hardware	RAC - Hardware materials for maintenance/repairs	797.72
07/10/2009	EFT4548	Haden Engineering Pty Ltd	Supply / Hire - Ktha Airport	1,650.00
07/10/2009	EFT4549	Karratha Smash Repairs	Remove and refit windscreens	2,353.27
07/10/2009	EFT4550	Karratha Auto Electrics	Wire Taillights, Supply And Fit Rear Clearance Lamps	2,035.07
07/10/2009	EFT4551	Karratha Fluid Power	Replace Worn Hoses As Per Instruction	4,684.16
07/10/2009	EFT4552	Loscam Limited	TTI- Pallet Hire 1.08.09-31.08.09	15.84
07/10/2009	EFT4553	Macdonald Johnston Engineering	Proximity Swith And Ful Filter	217.93
07/10/2009	EFT4554	North West Tree Services	Warambie Rd - remove trees and grind stumps	2,689.50
07/10/2009	EFT4555	Pilbara Distributors	Cossack Cafe - Ice Cream Stock	918.94
07/10/2009	EFT4557	West-sure Group	August 2009 Securtiy Services Airport/TTI	2,722.50
07/10/2009	EFT4558	Woollett Partners	Audit Preparation For M/Well Child Care Upgrade	1,760.00
09/10/2009	EFT4559	Amnet It Services	Broadband 09/10/2009 - 09/01/2010	435.00
09/10/2009	EFT4560	Assetic Australia Pty Ltd	Mydata Annual Support & Maintenance July'09-July'10	8,250.00
09/10/2009	EFT4561	Trasan Contracting	Progress Claim #4 Final Claim For G04-08/09- Pt Samson Ablution Works	16,218.50
09/10/2009	EFT4562	Targett, Gabrielle	Aquarobics Course Fees	3,355.70
09/10/2009	EFT4563	Downer Edi Works Pty Ltd	Hill Road - Tender # M2 08/09	85,668.88
13/10/2009	EFT4564	Karratha Contracting Pty Ltd	SOR office - EM Developement Services - reposition desk, install new book shelf & hutch, supply & instal new right hand return to suit origina, all work done outside normal working hours. 12 Knight Place - Repair rear sliding security/fly screen door, repair front door latch to prevent slamming. 20B Shadwick Drive - Check water pipes in bathroom, audit & repair all water faucets inside & outside house. Annual backflow protection device testing. KAC - replace water damaged store room door in ladies toilet, replace broken wall tiles in Men's toilet. Airport - Repair/paint walls where artwork displayed KEC - repair Exit lights as directed 10 Knight Place - repair runners on Dinning room rear sliding door/linen cupboard door & main bedroom BIR, replace broken toilet seat. KEC - Repair/replace office stereo amp.	68,157.46

Sholl Street entry - replace water sub metre  
Fenaclng - locate power at KEC oval for fence installation 22.09.09  
RAC - replace corroded pipe on ball tap inside balance tank.  
SOR - Repair flush in Men's urinals at Chambers end.  
Millars Well Pavilion - repair flush in disabled toilet .  
KEC - repair flush button in ladies toilet outside the lesser hall.  
No. 1 Bulgarra Waste Water Plant - pump repairs  
SOR - replace light in disabled toilet at Corp. Service end of building.  
Dampier Park Exeloo - Fix power connection at Lions Park in Exeloo & BBQ.  
Dampier Pavilion - Repair BBQ ignition button & replace elements & stolen lid.  
SOR - repair faulty exit lights above meeting room 4.  
SOR - repair faulty lights at Technical Services end of building.  
Bulgarra North Building - check/repair water connection to netball club.  
190 Richardson Way - Repair RS pipe work for sewer/drainage.  
9 Sing Place - repair rollers on wardrobe doors , replace rusty fence panel.  
Hunt Way pavilion - repair flush button in ladies toilets, repair leaking urinal.  
Roebourne covered courts - repair leaking tap  
11 Frinderstein Way - replace bathroom tiles  
Hunt Way Pavilion - replace lock on cleaners store room.  
KEC - install first aid cabinet in creche  
Karratha Airport - Investigate/repair/replace hot water systems.  
Karratha Clinic - install barrier gate to kitchen for children's safety.  
SOR - investigate faulty lighting throughout.  
KEC - Supply & install new touch pad control  
KAC - investigate/repair/replace electricity to north end aqua run pump.  
TTI - repair broken drawer below sink.  
KTA Depot - amend portable toilet water/power connection  
Insurance Claim - replace lights damaged by vandals  
Pegs Creek Pavilion - repair seal in toilet - change room 2  
Bulgarra Day Care - repair jammed glass sliding door  
KAC - repair ladies leaking toilet #4.  
10 Knight place - replace/repair leaking gas bottle regulator  
Roebourne Depot - Repair water leak - urgent.  
KEC - repair hole in squash court wall, internal door handles, move and patch trophy board & pinup board.  
KEC - repair leaking sink down stairs. Hunt Way Pavilion - repair flush in ladies toilet.  
Millars Well Pavilion - repair/replace flush in ladies toilet .

KEC - repair/replace leaking ladies toilets - gym side  
 190 Richardson Way - Repair blocked toilet, shower, bathroom sink  
 Karratha Airport - unblock unrinal in toilet behind Skywest counter  
 No. 1 Bulgarra Waste Water Plant - replace vavles and pumping equipment  
 Local History Office - Install compactus & Rolafile  
 11 Frinderstein Way - repair/replace faulty power points in kitchen  
 KEC - replace door handles on squash courts - sunk flush mounted.  
 Dampier Pavilion - investigate and repair faulty main circuit breaker.  
 KTA Depot - attach power point to wall in smoko room and test.  
 SOR - repair a/c to Exec. Meeting room & Council Chambers  
 944B Harding Way - Repair bathroom exhaust fan  
 1 Cook Close - repair carport gate latch, replace weather seals on front and landry external door frames.  
 212 Richardson Way - repair faulty kitchen lights, investigate/repair power to kitchen no power to freezer or microwave.  
 190 Richardson Way - repair/replace hot water taps in shower & laundry - urgent  
 Hunt Way Pavilion - Sunday Call out - unblock mens toilets  
 Dampier Library - repair loose light fitting.  
 SOR - repair broken Reception door handle  
 7B Leonard Way - replace shower head  
 22B Frinderstein Way - investigate, repair/replace hot water taps in shower and leaking irrigation pipe  
 22 B Friderstein Way - install sensor lights at front of property  
 8 Mcrae Court - replace safety glass in shower

13/10/2009	EFT4565	The Fitness Generation Pty Ltd	Starimaster 510/612 Elevation Motor	1,389.25
14/10/2009	EFT4566	Truck Centre (WA) Pty. Ltd	Front Drum & Drum Nuts	678.61
14/10/2009	EFT4567	Campbell, Vance	Repairs To Finnerty & Padbury Footpaths & Pt Sampson Footpaths	10,403.99
14/10/2009	EFT4568	Karratha First National Real Estate	21/10/09-20/11/09 : 20E Kallama Parade, 21.10.09-20.11.09 20F Kallama Pde, 1/11/09-30/11/09 25 Marsh Way, 1.11.09-30.11.09 20B Lewis Drive	16,401.66
14/10/2009	EFT4569	Karratha City Real Estate	01/11/09-30/11/09 : 5B Bergin Way & 23.10.09-22.11.09 5 Nelson court	8,690.47
14/10/2009	EFT4570	Pilbara Real Estate	14/04/09-07/08/09 : 28 Walkington Circle & 1.11.09-30.11.09 - 18 Bowerbird	17,163.69
14/10/2009	EFT4571	Ray White Real Estate	Lease 26.10.09 - 25.11.09 52 Desert Pea Bvl Water 22.04.09-17.08.09 4 Petrel Crn Lease 10.11.09-9.12.09 4 Petrel Crn Lease 2.11.09-1.12.09 4 Flannelbush Turn Water 22.04.09-17.08.09 13 Gecko Cir	35,811.10

			Lease 17.11.09-16.12.09 13 Gecko Cir Lease 1.11.09-30.11.09 1 Caddy Court	
14/10/2009	EFT4572	Baker's Temptation	Bakery Stock Sept'09 - TTI	1,810.80
14/10/2009	EFT4573	British American Tobacco Australia Ltd	Tobacco Stock - TTI	3,306.82
14/10/2009	EFT4574	Bullivants	Cleaner/Degreaser	72.34
14/10/2009	EFT4575	Chefmaster Australia	Assorted Bin Liners - stock	1,970.15
14/10/2009	EFT4576	Commander Australia Limited	Assurance BCM Contract Aug 2009 And Sep 2009	172.30
14/10/2009	EFT4577	Esplanade Hotel Fremantle	Accommodation 22-25.09.09 staff attendance to Environmental Health Seminar	555.00
14/10/2009	EFT4578	IT Vision	Professional Services for Synergy Soft 6-12.09.09	8,775.15
14/10/2009	EFT4579	Karratha Tavern	TTI - September/October Alcoholic Stock	21,987.03
14/10/2009	EFT4580	Local Government Managers Australia	LGMA Conference 17-18/9/09	300.00
14/10/2009	EFT4581	Manpower Services (aust) P/l	Labour Hire September/October 2009	5,386.15
14/10/2009	EFT4582	Philip Morris Limited	Tobacco Stock - TTI	1,270.26
14/10/2009	EFT4583	Water 2 Water, (prev Pilbara Purewater)	KEC - Monthly Service On Water Filters	53.50
14/10/2009	EFT4584	Tivella Bookbinders Pty Ltd	Binding Of Council Minutes (March -June)	112.80
14/10/2009	EFT4585	Pilbara Iron Company (services) Pty Ltd	15.08.09-14.09.09 Dampier Lib, Hampton Oval, Lions Park Electricity	387.61
14/10/2009	EFT4586	Pixel It Network Solutions	Ldc-E10M - Lumension Device Control, Enterprise Edition, 10-250 Client Lumension Device Control Vol.1 Year Maintenance To 24Th October 2010	1,232.00
14/10/2009	EFT4587	Parry's Merchants	TTI - Stock	19,779.55
14/10/2009	EFT4588	Prime Health Group Limited	Pre-employment Medicals	2,021.00
14/10/2009	EFT4589	Roebourne Tourist Association Inc.	Balance Of 08/09 Funding	12,640.34
14/10/2009	EFT4590	Shell Company Of Australia	Fuel Card Usage - 1/08/09 To 22/09/09	15,572.41
14/10/2009	EFT4591	The Shell Company Of Australia Limited	(200Lt Drum) Unleaded Petrol	1,844.13
14/10/2009	EFT4592	Reliance Petroleum	Diesel - 16003L - stock	20,416.31
14/10/2009	EFT4593	Technical Irrigation Imports	Controller -Sg2024 24 Stn	2,119.70
14/10/2009	EFT4594	The Royal Life Saving Society Australia	Resuscitation Dolls - KAC	1,154.00
14/10/2009	EFT4596	Whelans	Bulgarra Subdivision, Millars Well Subdivision progress/final claims	5,577.00
14/10/2009	EFT4597	Applicon Australia Pty Ltd	Networking Equipment For Karratha Airport Upgrade	26,207.50
14/10/2009	EFT4598	Beaurepaires	Puncture repairs, replace tyres, wheel alignments on vehicles & loaders.	32,127.50
14/10/2009	EFT4599	BC Lock & Key	2 X Key Cut Single	26.40
14/10/2009	EFT4600	Coca-Cola Amatil (holdings) Ltd	Drink Stock - TTI	10,503.87
14/10/2009	EFT4601	Cummins South Pacific Pty Ltd	Thermostat	69.26
14/10/2009	EFT4602	Department Of Environment &	Waste Tracking Forms	377.50

Conservation				
14/10/2009	EFT4603	Downings Legal	Legal Services advice	2,200.00
14/10/2009	EFT4604	Dampier Port Authority	MSIC Processing & Application	215.00
14/10/2009	EFT4605	E & MJ Rosher Pty Ltd	V-Belt - Newstoc	419.90
14/10/2009	EFT4606	G.C. Sales WA	Stock -100 x 240Lt Municipal Garbage Bin	6,600.00
14/10/2009	EFT4607	I.D. Warehouse	RAC- Kiosk Merchandise - Wristbands Assrtd	239.47
14/10/2009	EFT4608	Lo-Go Appointments	Temp. Staff Hire Aug - October 2009	18,027.79
14/10/2009	EFT4609	Metro Count	Lump Sum Payment - Rental Of Metrocount Roadside Traffic Counters	1,881.00
14/10/2009	EFT4610	Nuturf Australia	Stock - Klin-Up 360 Biaquatic	1,038.40
14/10/2009	EFT4611	Orica Australia Pty Ltd	Chlorine Gas Drum - 920Kg Gap Ridge, Stock - sodium Biocarbonate, service fee for chlorine cylinders at No.1 Bulgarra Waste Water Plant, KAC , RAC & No. 2 Gap ridge Waste Water Plant.	4,074.63
14/10/2009	EFT4612	Pilbara Distributors	RAC - Kiosk Stock	1,514.83
14/10/2009	EFT4613	Pilbara Motor Group	Parts for P045, Air filters, oil filters, bottle jack for P4445, Boot kit for P237, Clutch repairs to P246	3,584.50
14/10/2009	EFT4614	Pilbara Tafe	50% Contribution - Walkington Theatre - August 2009, Excel course fees, Tafe book fees, Diploma fees.	27,903.30
14/10/2009	EFT4615	Pacific Biologics	Larvicide Mosquito Management	6,687.34
14/10/2009	EFT4616	PLAY RIGHT AUSTRALIA PTY LTD	Playground Parts	320.17
14/10/2009	EFT4617	Roebourne Hire	Dingo Roebourne Oval mtc - fence repairs Roebourne High School Cattrall Park - Remove tree stumps, cove wicket with sand Repair Roebourne High School fence Pegs Creek oval mtce - repair gate Roebourne Primary School - repair damaged perimeter fence	5,500.00
14/10/2009	EFT4618	RJ Cox Engineering	Heavy Duty Kelso Hand Truck	407.55
14/10/2009	EFT4619	Tru-blue Australia Pty Ltd	Torque Kanga Hire For Post/Bollard Holes - 09/09/09 To 11/09/09	843.70
14/10/2009	EFT4620	Steve Trevurza	RAC - Repairs To Shade Sails	660.00
14/10/2009	EFT4621	Theraquatics	KAC - 20 X Budget Bar Bells	133.00
14/10/2009	EFT4622	Westrac Equipment Pty Ltd	Perform Maintenance On 1000 Svc Hour Maintenance	176.26
14/10/2009	EFT4623	Woolworths (WA) Ltd	Kiosk Stock - TTI, KEC & Cossack	1,526.19
14/10/2009	EFT4624	Wurth Australia Pty Ltd	A/C Disinfectant And Carby Cleaner	673.18
14/10/2009	EFT4625	Zipform Pty Ltd	Supply & Print Rates Stationery 2009/2010	10,429.49
15/10/2009	EFT4626	Burleigh, Donald Frederick	Phone Expenses reimbursement	46.01
15/10/2009	EFT4627	The Cove Caravan Park	Payroll Deductions	680.00
15/10/2009	EFT4628	Dept Of Housing & Works	Payroll Deductions	250.00
15/10/2009	EFT4629	Dept Of Housing & Works	Payroll Deductions	760.00
15/10/2009	EFT4630	Dept Of Housing & Works	Payroll Deductions	514.60
15/10/2009	EFT4631	Darren Redden	C58-09/10 Conf Exp	371.05



15/10/2009	EFT4632	Fox, Chris	C57-09/10 C. Fox Conf Exp	504.25
15/10/2009	EFT4633	Tracy Kitching	Payroll Deductions	1,000.00
15/10/2009	EFT4634	Mcewan, Shelley Anne	C59-09/10 Conf Exp	371.05
15/10/2009	EFT4635	Sharkey, Robert Brian	08/09 Travel	1,980.00
21/10/2009	EFT4636	Australian Taxation Office	Payroll Deductions	121,950.47
21/10/2009	EFT4637	Child Support Agency	Payroll Deductions	830.13
19/10/2009	EFT4638	Karratha Contracting Pty Ltd	Millars Well Pavilion - A/C repairs  Dampier Library - Replace concrete pit lid Millars Well Day Care - A/C repairs in new section of facility 10 Knight Place - Replace Hills Hoist with a line bolted to colourbond fence. Roebourne Community Centre - Replace faulty light in Switchboard Room. Millars Well Clinic - install internal matting at entrance & pack out with mortar. Repair loose handle on inside of toilet door. Fix loose light fitting cover nearest toilet door. 5B Leonard Way - replace bent letterbox . KAC - repair leaking toilet #5 & repair flush button in toilet #3 in ladies ablution. Service shower buttons in both mens & ladies showers. Dampier Pavilion - construct disabled ramp, refurbish male/female public ablution and install external shower. KEC - repair wire cover next to water fountain (gym entrance door), cover powerboard and affix to wall. No. 1 Bulgarra Waste Water Plant - Install new pump to replace existing pump, (failing bearings). Karratha Golf Course/Bowling Green facility - Repair south east light tower -new lamp & holder installed. 20B Shadwick Drive - retile bathroom wall. Roebourne Library - install lock latch on Power box near exeloo & attach padlock supplied. Millars Well DayCare - Repair door strut on external sliding door. 8 Knight Place - Audit all door handles/stops, repair bottom of Store Room door/step, Audit all drawers, replace weather seals at front and back door. KAC - Repair BBQ at south end. 7B Leonard Way - Repair TV antenna Dampier Pavilion - Fit lid on BBQ	84,207.19
19/10/2009	EFT4639	Associate Contracting Electrical	Travel And Labour costs; Roebourne Library - locate Telstra cables, supply a report & site plan of cable location. Onsite Supervision for excavating area for new staff toilet.	1,328.80
19/10/2009	EFT4640	Avis Australia	Vehicle Hire 20/08/09-24/08/09	318.52
19/10/2009	EFT4641	Allied Pickfords-Karratha	Relocation Expenses 13 Nickol Rd To 1 Cook Pl.	3,100.96
19/10/2009	EFT4642	Brown, Jennifer Moreen	Reimburse Final Relocation Expenses	650.00
19/10/2009	EFT4643	Forte Airport	Consultants - Supplementary Work - Airport BMR Roof	15,632.07

		Management	Stage 1	
19/10/2009	EFT4644	Harvey World Travel	Airfares ; Temp Customer Service Officer 27.09.09, EM Conference	1,472.18
19/10/2009	EFT4645	Itvision	Webinar Electoral Roll	220.00
19/10/2009	EFT4646	Karratha Florist	Sept'09 - Flower Arrangements - TTI, SOR office, Police Remembrance Day	580.00
19/10/2009	EFT4647	Karratha Newsagency	Papers/Mags -TTI, Admin. Office Sept/October	13,635.17
19/10/2009	EFT4648	Karratha International Hotel	Accommodation. 06/09/09-11/09/09 -Synergy consultant	1,860.00
19/10/2009	EFT4649	LRW'S Electrical	Air Cleaner And Oil Filter	63.85
19/10/2009	EFT4650	Les Mills Aerobics Australia	Oct'09 Bodypmp/Rpm Fees	408.22
19/10/2009	EFT4651	Manpower Services (aust) P/l	Labour Hire - Finance Officer - Depot September/October 2009	2,896.02
19/10/2009	EFT4652	WALGA (Marketforce)	09-10 Member Subscriptions, LGC 2009 Conference Registration	25,052.70
19/10/2009	EFT4653	New Wave Caterers	Catering- Mapping & Gapping/ Council Meetings	3,994.00
19/10/2009	EFT4654	Hotel Ibis Perth	Employee Accommodation 13/09/09-15/09/09	537.30
19/10/2009	EFT4655	Water 2 Water, (prev Pilbara Purewater)	Repairs To Wallmounted 4 Stage	48.63
19/10/2009	EFT4656	Poinciana Nursery	Plants - Airport	434.50
19/10/2009	EFT4657	Prime Health Group Limited	Pre-employment Medicals	1,004.50
19/10/2009	EFT4658	Pilbara Holiday Park	HR consultant accommodation/meals 21.09.09	1,330.00
19/10/2009	EFT4659	Soroptimists International Of Karratha,	Community & Cultural Grant	1,000.00
19/10/2009	EFT4660	Signswest, Stick With Us Sign Studio	Opening Hours Sign - RAC	302.50
19/10/2009	EFT4661	Stihl Shop Redcliffe	Fuel Filter, Alloy Trimmer, Brush Cutter	384.95
19/10/2009	EFT4662	Sculpture Sitoara	Crane Hire Costs 50%. Snake Gully Park project	1,029.00
19/10/2009	EFT4663	Travelworld Karratha	Airfares Sept/October; Consultant- HR/staff survey 21.09.09-25.09.09, Health Services 12.10.09, Consultant - Cossack Cyclone impact 21.10.&30.10.09, Consultant - functional review 29.09.09-2.10.09	2,697.00
19/10/2009	EFT4664	TNT Express	Freight & cartage	1,207.90
19/10/2009	EFT4665	All Rid Pest Management	Eradicate Bees - Knight Place	286.00
19/10/2009	EFT4666	Bellingham, Peter	Photo - Karratha Airport	1,600.00
19/10/2009	EFT4667	Centurion Transport Co Pty Ltd	Freight & cartage	6,888.75
19/10/2009	EFT4668	CCS Strategic Management	Staff Focus Group - 50% Project Fee	9,790.00
19/10/2009	EFT4669	Camp Kooyong	Accommodation 20.08.09	203.50
19/10/2009	EFT4670	David Gray And Company Pty Limited	Tech-Fert/Hort Special - Turf for parks; Ashton, Apex, Waters, Dodd Court, Michael Lewandowski, Malster Way, Smith/Delambre, Peace, Roebourne Oval, Miles Loop, Catrall	1,621.75
19/10/2009	EFT4671	Dolce String Quartet	Quartet Performance - Cossack Art Awards	1,600.00
19/10/2009	EFT4672	Felton Industries Pty Ltd	Park Seating X 6, 2 metres. Free Standing Stackable Seats - KAC & 42x Felps Aluminium BBQ furniture 2 x side settings 1800 x 1750mm, 2 x free standing stackable bench seats	8,808.80
19/10/2009	EFT4673	Gym Care:	Repairs & Maintenance to KEC gym equipment;	333.85

		Commercial Fitness Specialists	upright bike, barbell squat pad	
19/10/2009	EFT4674	Icemaker Australia Pty Ltd	Second Hand Slush Drink Machine - RAC	2,310.00
19/10/2009	EFT4675	Kelmix Corporation	CD's - KAC & RAC	321.00
19/10/2009	EFT4676	Lyons & Peirce	Pump Out Septics and remove to 7 Mile Cleverville & 40 Mile Beach	3,907.50
19/10/2009	EFT4677	Landgate	Gross Rental Valuations 08/08/09-04/09/09. Online land enquiries Sept 09', Mining tenements, geospatial data extractions	2,485.99
19/10/2009	EFT4678	LGIS Property	Refund Reimbursement For Valuation Work Carried Out By Avp-Paid Twice (2.07.09)	17,800.00
19/10/2009	EFT4679	A.B. LOVERIDGE	Souvenirs - TTI	1,091.00
19/10/2009	EFT4680	Lenny's Commercial Kitchens	Skope 2 Door Display Fridges X 4	13,178.00
19/10/2009	EFT4681	Mc Laren Hire	Hire Car - Judges 2009 Cossack Art Award - Alan Green	273.62
19/10/2009	EFT4682	MARKETINTEL	Community Survey 2009 - Final 50% Fees	21,615.00
19/10/2009	EFT4683	Pilbara News	Advertising - Sept'09 - community events, holiday programs, tenders, public notices - pre-cyclone clean-up	16,928.95
19/10/2009	EFT4684	Pilbara Tafe	Sept'09 Contribution - Karratha. Community Library & Walkington Theatre	52,610.51
19/10/2009	EFT4685	Pilbara Echo	Advertising - Melbourne Cup 3/10/09	847.00
19/10/2009	EFT4686	Shapemakers	BCA Compliant Stencils - Airport	2,242.90
19/10/2009	EFT4687	UFL Airports Australia Pty Ltd	40% Deposit 35X 4 Seater Beam Seats, Karratha Airport	25,795.00
19/10/2009	EFT4688	Wurth Australia Pty Ltd	Stock: silicone spray, brake clean, windscreen wash additive, hose clamp, heat shrink, zebra pias	1,194.34
19/10/2009	EFT4689	Water Dynamics Broome	150Mm Q/R Galv Foot Valve	461.97
19/10/2009	EFT4690	West-sure Group	Sept'09 - Cash Transit Services TTI/Airport ATM	2,722.50
19/10/2009	EFT4691	Wickham Play Group	Sept'09 Rubbish Collection 200 bags	1,200.00
20/10/2009	EFT4692	Australian Taxation Office	2Nd Quarter FBT and September GST	153,604.00
22/10/2009	EFT4693	Western Australian Treasury Corp	Loans; 237 - construct 6 Aged Persons Housing, 234 - construct 6 aged persons housing, 96-Cossack Infrastructure, 95-staff housing , 91 - administration building renovations	421,788.87
26/10/2009	EFT4694	Blanket, Daniel	Young Refund Water Consumption 4/4/08-4/8/08 Deducted From Payroll Twice In Error	137.15
26/10/2009	EFT4695	Commander Australia Limited	21/09/09-21/10/09 Service Assurance	155.80
26/10/2009	EFT4696	Forpark Australia	Disc Kaleidoscope X3	696.30
26/10/2009	EFT4697	Westralia Airports Corporation Pty Ltd	Asic Printing	50.00
26/10/2009	EFT4698	Goulias, James	Reimburse Airfares Kta/Per/Kta 12/10/09	553.40
26/10/2009	EFT4699	Kimberley Structural	Design And Structural Certification For Cyclone Tie Down Points At Various Locations	759.00
26/10/2009	EFT4700	TNT Express	Freight charges for October 2009	2,416.17
26/10/2009	EFT4701	Comgroup Australia Pty Ltd	01/10/09-31/12/09 Base Site Rental Karratha	2,698.62
26/10/2009	EFT4702	Terese Hewston	Refund - Cancellation Of Singing classes	58.50
26/10/2009	EFT4703	Karratha Medical Centre	Staff Flu Vaccines X 51	1,020.00
26/10/2009	EFT4704	Orica Australia Pty	No. 2 Gap Ridge & No. 1 Bulgarra Waste Water Plant -	8,087.20

		Ltd		2x chlorine gas 920kg drums.	
26/10/2009	EFT4705	T-quip		Inspect, report, evaluate machine P757	2,178.70
26/10/2009	EFT4706	Corporate Express Australia Limited		Office equipment, consumables: RAC, SOR, KEC, TTI	1,679.98
26/10/2009	EFT4707	Transpacific Cleanaway		Rubbish Collection for September at Wickham library	122.88
26/10/2009	EFT4708	Drake Australia Pty Ltd		Temp Staff TTI -August, September, October 2009	53,071.51
26/10/2009	EFT4709	Educational Experience Limited	Pty	Crazy Faces - Backorder KEC Stock	10.27
26/10/2009	EFT4710	Geraldton Building Services & Cabinets		Installation Of New Staff Toilet at Roebourne library. Emergency assessment of ceiling collapsing at 111 Sholl Street.	20,536.22
26/10/2009	EFT4711	Independent Valuers Of Western Australia		Valuation - Optus Lease For Tower - Airport & 3 Telecommunications Towers.	7,150.00
26/10/2009	EFT4712	Market Creations Pty Ltd		Website Design & Development	3,432.00
26/10/2009	EFT4713	TJM Pilbara/North West 4WD		Light Force Twin Pk	424.00
26/10/2009	EFT4714	SGS Australia Pty Ltd		Water Analysis of 7 Mile refuse. Washpad Maintenance Depot - quarterly landfill site groundwater monitoring	3,675.10
26/10/2009	EFT4715	Wickham Service Station		Fuel Usage - Mid October 09	903.44
26/10/2009	EFT4716	CJD Equipment		Filters	540.67
26/10/2009	EFT4717	Coates Operations	Hire	Karratha Depot Building Maintenance; Toilet block hire 8.09.09-30.09.09. Balla Balla Rd; pump hire 31.08.09-24.09.09	11,801.96
26/10/2009	EFT4718	Coventry Group Ltd		Stock ; tool box, cable ties, spark plugs, batteries, air filters, antennas, fuel filter, oil filter, stanley knife refill, autopak, thread tape, grease gun, super glue, hand cleaner, armorall , masking tape	4,126.87
26/10/2009	EFT4719	Cape Byron Imports		RAC - Swimming Equipment	1,383.89
26/10/2009	EFT4720	Department Of Environment & Conservation	Of &	Waste Tracking Forms	300.00
26/10/2009	EFT4721	EMBROIDERY EXCELLENCE		Uniform Singlets - KEC	431.64
26/10/2009	EFT4722	Geografia		K2020 Follow Up Report & Analysis	4,620.00
26/10/2009	EFT4723	Harvey Norman		Clothes iron, toaster, kettle, washing machine, fridge, TV cabinet, TV, DVD player, vacuum cleaner, microwave, digital camera, stereo speakers	6,136.95
26/10/2009	EFT4724	Health & Fitness Products		KEC Kiosk Stock; protein powder, sports drinks	528.00
26/10/2009	EFT4725	Karratha Comlec		Programme Bcm400 Phone Systems For New Indial Range Of 91868600 Through 91868699	264.00
26/10/2009	EFT4726	Lovegrove Turf Services Pty Ltd		Mow road verges, drains & link paths 15.09.09-26.09.09 & 24.08.09/31.08.09	32,532.50
26/10/2009	EFT4727	Macdonald Johnston Engineering		Truck parts; grab kit, mounts, bearings,belts, spring arms	5,875.05
26/10/2009	EFT4728	Moxham Motors		Stock: Fuel, Oil And Air Filters. Rear glass window for P226 & a/c belt for P235.	1,880.55
26/10/2009	EFT4729	Pioneer Road Services		Stock ; 22kg Bags of asphalt & 4 x 200ml drums of catemul	6,811.20

26/10/2009	EFT4730	Play Right Australia Pty Ltd	S'Hook Closer for compressing and spreading play ground chain "S links" to attach to play equipment	372.50
26/10/2009	EFT4731	Cemex Australia Pty. Ltd.	Supply Of Concrete For Repairs To Footpath And Pram Ramp, Point Samson Carpark, Barker Street, Balmoral Road	5,074.74
26/10/2009	EFT4732	Sylvania Lighting Australasia Pty Ltd	Wire guard kits, HPF Lamps	2,143.68
26/10/2009	EFT4733	Stace Pty Ltd	BA Equipment for treated waste compounds; 4 x lockable cabinets, 4 x BA Bottles, 4 x chemical suits and PPE gloves.	13,738.34
26/10/2009	EFT4734	Telford Industries	Pool chemical stock	549.23
26/10/2009	EFT4735	Total Eden Watering Systems Pty Ltd	Reticulation supplies; valves, globes, nozzles, fluid, coupling, sprinklers, faucet tees, joiners	6,255.65
26/10/2009	EFT4736	Tru-blue Torque Australia Pty Ltd	Hire Mini Kanga 01/09/09-08/09/09 - Airport	2,117.49
29/10/2009	EFT4737	Burleigh, Donald Frederick	Phone Expenses reimbursement	41.50
29/10/2009	EFT4738	The Cove Caravan Park	Payroll Deductions	680.00
29/10/2009	EFT4739	Dept Of Housing & Works	Payroll Deductions	250.00
29/10/2009	EFT4740	Dept Of Housing & Works	Payroll Deductions	760.00
29/10/2009	EFT4741	Dept Of Housing & Works	Payroll Deductions	514.60
29/10/2009	EFT4742	Gajic, Joel Lee Dieter	C25-08/09 Conf Exp - Planning	173.60
29/10/2009	EFT4743	Tracy Kitching	Payroll Deductions	1,000.00
29/10/2009	EFT4744	Lally, John	C16-09/10 Conf Exp - councillor	651.65
29/10/2009	EFT4745	Moulton, Allan	C60-09/10 Conf Exp - Technical Services	220.55
04/11/2009	EFT4746	Australian Taxation Office	Payroll Deductions	119,407.58
04/11/2009	EFT4747	Child Support Agency	Payroll Deductions	840.29
04/11/2009	EFT4748	Shire Of Roebourne Social Club	Payroll Deductions	978.00
<b>Total October Creditor Payments:</b>				<b>3,080,669.93</b>
02/09/2009	D/D	Shire of Roebourne	Payroll W/E 14.10.09	348,471.93
16/09/2009	D/D	Shire of Roebourne	Payroll W/E 28.10.09	355,566.83
<b>Total October Payroll Payments:</b>				<b>704,038.76</b>
<b>Total Payments for October:</b>				<b>3,784,708.69</b>

**9.1.4 Financial Statement For Period Ending 30 September 2009**

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

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**REPORT PURPOSE**

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

**Background**

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

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

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

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

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

**Options**

None

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

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

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

None

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14876**  
**MOVED** : **Cr Bailey**  
**SECONDED** : **Cr Hipworth**

**That the Financial reports for the period ending 30 September 2009 be received.**

**CARRIED**

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

## Shire Of Roebourne

### Statement Of Financial Activity

for the period 1 July 2009 to 30 September 2009

	Original Budget	Amended Budget	Year to Date Amended Budget	Year To Date Actual	Material Variance >=10%	\$10,000 or more
	\$	\$	\$	\$	%	\$
<b>Rate Setting Statement</b>						
<b>Operating</b>						
<b>Revenues (Sources)</b>						
General Purpose Funding (excluding Rates)	5,309,174	5,309,174	1,335,047	817,594	-38.76%	517,453
Governance	122,549	122,549	59,851	5,489	-90.83%	54,362
Law, Order And Public Safety	186,862	186,862	36,101	14,504	-59.82%	21,597
Health	45,166	45,166	4,847	5,980	23.38%	-
Education and Welfare	1,088,849	1,088,849	19,726	15,725	-20.28%	-
Housing	2,032,719	2,032,719	1,579,171	1,611,264	-	-32,093
Community Amenities	6,129,415	6,129,415	2,519,736	2,673,825	-	-154,089
Recreation And Culture	4,930,912	4,943,427	498,562	156,101	-68.69%	342,461
Transport	17,433,254	17,433,254	4,299,529	3,933,773	-	365,756
Economic Services	2,089,430	2,089,430	276,640	338,642	22.41%	-62,002
Other Property And Services	97,281	97,381	7,550	(58,150)	870.20%	65,700
	39,465,611	39,478,226	10,636,760	9,514,747	-10.55%	1,122,013
<b>Expenses (Applications)</b>						
General Purpose Funding	(456,541)	(456,541)	(118,121)	(16,965)	-85.64%	-101,155
Governance	(2,077,967)	(2,077,967)	(589,404)	(1,701,879)	188.75%	1,112,475
Law, Order And Public Safety	(1,339,206)	(1,339,206)	(357,727)	(109,395)	-69.42%	-248,332
Health	(1,118,373)	(1,118,373)	(284,013)	(147,121)	-48.20%	-136,891
Education and Welfare	(320,859)	(320,859)	(150,548)	(23,701)	-84.26%	-126,847
Housing	(713,893)	(713,893)	(229,580)	(525,866)	129.06%	296,286
Community Amenities	(6,776,815)	(6,776,815)	(1,649,551)	(1,064,253)	-35.48%	-585,297
Recreation And Culture	(13,059,034)	(13,190,407)	(3,869,539)	(2,329,136)	-39.81%	-1,540,403
Transport	(14,144,581)	(14,147,626)	(3,849,905)	(1,412,887)	-63.30%	-2,437,018
Economic Services	(1,180,276)	(1,144,867)	(294,743)	(241,651)	-18.01%	-53,092
Other Property And Services	570,748	570,748	(144,942)	280,770	293.71%	-425,712
	(40,616,797)	(40,715,806)	(11,538,071)	(7,292,084)	-36.80%	-4,245,987
<b>Capital Revenue</b>						
Proceeds From Disposal Of Assets	2,395,200	2,395,100	260,850	0	100.00%	260,850
Tsf From Aerodrome Reserve	3,614,325	3,614,325	0	0	-	-
Tsf From Airconditioning Reserve	117,833	117,833	0	0	-	-
Tsf From Walkington Theatre Res	160,259	160,259	0	0	-	-



Tsf From Plant Replacement Reserve	0	0	0	0	-	-
Tsf From Dampier Drainage Reserve	1,506,500	1,506,500	0	0	-	-
Tsf From Infrastructure Reserve	0	0	0	0	-	-
Tsf From Waste Management Res	4,358,050	4,358,050	0	0	-	-
Tsf From Housing Reserve	2,637,008	2,637,008	0	0	-	-
Tsf From Parks, Ovals & Rec Facilities	5,647,446	5,647,446	0	0	-	-
Tsf From Information Technology Res	0	0	0	0	-	-
New Loans Raised	0	0	0	0	-	-
Repayments Of Self Supporting Loans	11,206	11,206	2,612	2,483	-	-
Repayments Of Interest Free Loans To Local Groups	135,536	135,536	1,884	1,987	-	-
	20,692,636	20,692,536	265,346	4,470	-98.32%	260,876

## Shire Of Roebourne

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

for the period 1 July 2009 to 30 September 2009

	Original Budget	Amended Budget	Year to Date Amended Budget	Year To Date Actual	Material Variance >=10%	\$10,000 or more
	\$	\$	\$	\$	%	\$
<b>Expenses</b>						
Purchase Of Assets - Land	0	(5,000)	(1,250)	(3,993)	219.44%	-
Purchase of Assets - Artwork	(10,000)	(10,000)	0	0	-	-
Purchase Of Assets - Buildings	(14,669,920)	(14,669,920)	(1,444,424)	(1,212,711)	-16.04%	-231,713
Purchase Of Assets - Equipment	(460,950)	(460,950)	(106,351)	(1,052)	-99.01%	-105,299
Purchase Of Assets - Furniture & Equip	(593,150)	(593,150)	(172,770)	(30,252)	-82.49%	-142,518
Purchase Of Assets - Plant	(5,603,500)	(5,603,500)	(2,469,500)	0	100.00%	-2,469,500
Purchase Of Assets - Infrastructure	(14,902,014)	(14,902,014)	(3,306,604)	(475,847)	-85.61%	-2,830,757
Loan Principal Repayments	(1,728,120)	(1,728,120)	(443,856)	(442,735)	-	-
Tsf To Aerodrome Reserve	(576,230)	(576,230)	0	0	-	-
Tsf To Airconditioning Reserve	(5,303)	(5,303)	0	0	-	-
Tsf To Dampier Drainage Reserve	(1,435)	(1,435)	0	0	-	-
Tsf To Plant Replacement Reserve	(880,816)	(880,816)	0	0	-	-
Tsf To Walkington Theatre Reserve	(185)	(185)	0	0	-	-
Tsf To Workers Compensation Reserve	(257,117)	(257,117)	0	0	-	-
Tsf To Infrastructure Reserve	(4,357,488)	(4,357,488)	0	0	-	-
Tsf To Waste Management Reserve	(364,679)	(364,679)	0	0	-	-
Tsf To Housing Reserve	(254,135)	(254,135)	0	0	-	-
Tsf To Parks, Ovals & Rec	(302)	(302)	0	0	-	-
Tsf To Aged Persons Home	(13,321)	(13,321)	0	0	-	-
Tsf To Information Technology	0	0	0	0	-	-
Tsf To Junior Sport Reserve	(2,686)	(2,686)	0	0	-	-
Tsf To Public Open Space Reserve	(23,819)	(23,819)	0	0	-	-
Tsf To Mosquito Control Reserve	(572)	(572)	0	0	-	-
Tsf To History & Cultural Publications Reserve	(2,131)	(2,131)	0	0	-	-
Tsf To Medical Services Assistance Package Reserve	(10,319)	(10,319)	0	0	-	-
Interest Free Loan Principal	(222,000)	(222,000)	222,000	0	100.00%	222,000
Income Set Aside As Restricted Funds	(741,000)	(741,000)	0	0	-	-
	(45,681,192)	(45,686,192)	(7,722,755)	(2,166,589)	-71.95%	-5,556,166
<b>Adjustment For Non Cash Items</b>						
Depreciation	6,648,955	6,648,955	1,662,239	0		
Amounts Set Aside To Provisions	392,491	392,491	98,123	0		
Accrued Loan Interest	(22,127)	(22,127)	(5,532)	0		
(Profit) / Loss On Disposal Of	(293,106)	(293,106)	(73,277)	0		

Assets	6,726,213	6,726,213	1,681,553	0		
<b>Surplus Brought Forward 1 July</b>	3,473,372	3,473,372	3,473,372	3,473,372		
<b>Amount Raised From Rates</b>	16,090,709	16,090,709	15,343,994	15,367,994	-	-24,000
<b>Surplus / (Deficit)</b>	<b>150,552</b>	<b>59,058</b>	<b>12,140,199</b>	18,901,909		

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

Operating revenue is under the year to date budget by \$1,122,013 which represents a variance of 10.55%.

Operating Expenditure is under the year to date budget by \$4,245,987 which represents a variance of 36.80%.

From an end of year position Council has received 24.10% of its annual amended budgeted revenue. In relation to expenditure, Council has expended 17.73% of its annual amended budgeted expenditure.

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

#### General Purpose Funding

##### *Revenue*

Revenue down 38.76% (\$517,453) due to interest on reserves not yet brought to account.

##### *Expenditure*

Expenditure is showing a variance down 85.64% (\$101,155) which is due to Administration Expense costs being under expended.

#### Governance

##### *Revenue*

Revenue is down 90.83% (\$54,362) which is due to WALGA advertising rebate being received later than anticipated (received October) and sale of vehicles not yet proceeding.

##### *Expenditure*

Expenditure is up 188.75% (\$1,112,475) which is primarily due to under allocation of Administration costs to date.

#### Law, Order and Public Safety

##### *Revenue*

Revenue is down by 59.82% (\$21,597) which is due to contributions and grants from FESA later than expected.

##### *Expenditure*

Expenditure is down 69.42% (\$248,332) which is due to late commencement of cyclone preparation (\$97,272), under allocation of administration costs (\$77,595) and depreciation not yet applied (\$81,534)

Health*Revenue*

Revenue is up 23.38% (\$1,133) which is due to additional revenue from Lodging House & Stall Holders licences

*Expenditure*

Expenditure is down 48.20% (\$136,891) which is due to:

- 1) \$36,687 depreciation not yet applied
- 2) \$31,038 administration costs not yet applied
- 3) \$24,997 lower than expected Employment Costs
- 4) \$21,818 down on Compliance Auditing & Inspection fees
- 5) \$20,571 MSIS employment costs incorrectly allocated

Education and Welfare*Revenue*

Revenue is showing a variance of down 20.28% (\$4,001) due to no reimbursement yet received for Aged Persons Homes (Units 1-5).

*Expenditure*

Expenditure is showing a variance of down 84.26% (\$126,847) which is due to:

- 1) \$74,684 down on Depreciation allocation
- 2) \$49,947 down on Millars Well Daycare Building

Housing*Revenue*

Revenue is showing a variance up of 2.03% (\$32,093) which is due to extra Royalties for Regions received.

*Expenditure*

Expenditure is up 129.06% (\$296,286) which is mainly due to costs not having been allocated to functional areas.

Community Amenities*Revenue*

Revenue has a variance up of 6.12% (\$154,089) mainly due to:

- 1) \$293,171 up on Industrial/Commercial Refuse disposal fees
- 2) \$100,065 up on Liquid Waste disposal fees
- 3) \$109,000 down on proceeds from sale of assets
- 4) \$70,417 down on Hazardous Waste disposal fees
- 5) \$47,695 down on Industrial/Commercial Refuse collection fees

*Expenditure*

Expenditure is showing a variance down of 35.48% (\$585,297). The main variances are as follows:

- 1) \$302,947 Depreciation not yet allocated
- 2) \$155,190 down on Administration allocation
- 3) \$99,986 down on Refuse Site-7 Mile
- 4) \$38,925 down on Domestic Refuse Collection

Recreation and Culture*Revenue*

Revenue has a variance down of 68.69% (\$342,461). The variance is due to:

- 1) \$173,894 accrued income not yet received from the Education Dept (Roebourne Pool)
- 2) \$135,000 Govt Grant for Roebourne Hall not yet received
- 3) \$39,300 down on proceeds of sale

#### *Expenditure*

Expenditure has a variance of down 39.81% (\$1,540,403). The main variances are as follows:

- 1) \$838,052 Depreciation not yet allocated
- 2) \$356,937 down on administration allocations
- 3) \$129,432 down on Employment Costs
- 4) \$136,787 down on Oval Maintenance
- 5) \$132,029 down on Parks & Gardens Maintenance
- 6) \$45,456 unspent Grant funds not yet refunded
- 7) \$42,465 down on Provision for Leave
- 8) \$222,000 up on Contribution to St Lukes (incorrect allocation – should be to interest free loan account)

#### Transport

##### *Revenue*

Revenue shows a variance of down 8.51% (\$365,756). The main variances are as follows:

- 1) \$585,927 down on Karratha Airport income (including leases) – this is a timing difference
- 2) \$85,050 down on proceeds of sale of assets
- 3) \$208,917 up on Tien Tsin Inne income
- 4) \$90,151 up on Road Project Grants

#### *Expenditure*

Expenditure has a variance of down 63.30% (\$2,437,018). The main variances are as follows:

- 1) \$1,177,346 down Depreciation not yet applied
- 2) \$353,866 down on Karratha Terminal Building costs
- 3) \$245,552 down on Asphalt Overlays
- 4) \$172,865 down on Loan Interest (due to accrual to 08/09)
- 5) \$139,668 down on administration allocation
- 6) \$128,423 down on Tien Tsin Inne Bar & Kiosk Expenses (stock costs not yet allocated)
- 7) \$61,146 down on Footpath Maintenance
- 8) \$60,614 down on Other Road & Street Maintenance
- 9) \$34,226 down on Street Cleaning Maintenance
- 10) \$31,126 down on Airside Maintenance
- 11) \$27,712 down on Employment Costs – Airport
- 12) \$25,353 down on Office Expenses – Airport
- 13) \$25,000 down on Karratha Drainage Study
- 14) \$25,000 down on Consultants for Studies –Airport
- 15) \$20,000 down on Flight Display System Maintenance
- 16) \$16,231 down on Street Tree Maintenance
- 17) \$14,235 down on Employment Costs – Parking Facilities
- 18) \$10,870 down on Crossover Contributions
- 19) \$10,041 down on Median Strip Maintenance
- 20) \$132,233 up on Employment Costs – TTI
- 21) \$47,393 up on Pastoral Access Road Maintenance
- 22) \$23,706 up on Sheeting Roads
- 23) \$17,196 up on Street Sign Maintenance
- 24) \$12,867 up on Town Street Maintenance

Economic Services*Revenue*

Revenue has a variance of up 22.41% (\$62,002). The variance is due to Illegal Building Inspection fees increased income (\$141,253), increased income from Camping Fees at Cleaverville & 40 Mile (\$16,426) and decreased Building Licence Fees (-\$95,874)

*Expenditure*

Expenditure has a variance of down 18.01% (\$53,092) which is mainly due to unallocated administration costs (\$31,038) and lower contribution to Karratha Tourist Bureau than expected (\$25,715)

Other Property and Services*Revenue*

Revenue has a variance down of 870.20% (\$65,700). The main variances are as follows:

- 1) \$92,464 accrued income not yet received from insurance claims
- 2) \$36,238 worker's compensation rebate not budgeted for

*Expenditure*

Expenditure has a variance of up 293.71% (\$425,712). This is mainly due to lower than expected employment costs (\$327,305) and unallocated administration costs.

Capital*Revenue*

Capital Revenue shows a variance down of 98.32% (260,876) due to no sale of assets thus far.

*Expenditure*

Capital expenditure shows a variance of down 71.95% (\$5,556,166). This is mainly due to expense being down in the following areas:

- 1) \$1,824,551 Landfill – Plant, Equipment & Infrastructure
- 2) \$643,000 New Plant & Equipment not yet received
- 3) \$616,614 Beaches – Infrastructure
- 4) \$500,000 Cossack – Infrastructure
- 5) \$491,304 Roads – Infrastructure
- 6) \$359,103 Ovals & Hardcourts – Infrastructure & Buildings
- 7) \$300,815 Footpaths
- 8) \$256,703 Parks – Infrastructure & Equipment
- 9) \$223,030 Airport – Infrastructure, Buildings, Furniture
- 10) \$222,000 Principal Interest Free Loan (see Recreation & Culture expenditure, above)

Rates

Variance shown is up 0.16% (\$24,000) due to final adjustments of valuations.

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**for the period ending 30 September 2009**

**Note 1. Net Current Assets**

	Note	Year To Date Actual \$	Brought Forward 1 July \$
<b>Current Assets</b>			
Cash and Cash Equivalents - Unrestricted	1	1,105,684	1,468,311
Cash and Cash Equivalents - Restricted	2	55,911,586	58,454,080
Trade and Other Receivables	3	22,790,092	6,470,144
Inventories		1,090,411	436,897
Total Current Assets		80,897,773	66,829,432
<b>Current Liabilities</b>			
Trade and Other Payables		3,153,373	4,832,650
Bank Overdraft		0	0
Short Term Borrowings		1,285,303	1,650,770
Short Term Provisions		1,781,296	1,962,457
Total Current Liabilities		6,219,972	8,445,877
<b>Net Current Assets</b>		74,677,801	58,383,555
<b>Plus (Minus) Items To Be Excluded</b>			
Take Out Reserve Funds		(35,334,417)	(58,217,637)
Take Out Restricted Cash - LSL & R4R		(20,630,967)	(329,199)
Add Back Non Cash Provisions		1,781,296	1,962,457
Take Out Restricted Cash - Roebourne Pool		(23,024)	
Add Back Debtors Transferred to Deferred		0	11,441
Add Back Current Borrowings		1,285,303	1,650,770
Take Out Non Current Receivables		(14,203)	11,985
<b>Net Current Asset Position</b>		21,741,788	3,473,372
Note Explanation:			
1) Includes amounts received for:			
- unspent loan monies		1,300,000	
- Contributions to Hillcrest Footpaths		159,679	
- Contributions to Tambrey Footpaths		174,364	
- PDC Hydrology Grant		40,000	
- Waterways contribution to St Luke's Oval		45,455	
		1,719,498	

***Shire Of Roebourne***  
**Statement Of Financial Activity (con't)**  
**for the period ending 30 September 2009**

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

3) Includes amounts invoiced for:

- Avis Australia	300,924
- BGC Contracting	74,736
- Carr Civil Contracting	87,957
- Hertz Australia Pty Ltd	170,038
- Virgin Blue	317,297
Total Sundry Debtors Outstanding (incl above)	3,666,040
Total Rates Debtors Outstanding	16,916,868



**Shire Of Roebourne**  
**Balance Sheet**  
**for the period ending 30 September 2009**

<b>Note 2: Balance Sheet</b>	<b>2009/10</b>
	<b>\$</b>
<b>Current Assets</b>	
Cash On Hand	89,890
Cash and Cash Equivalents - Unrestricted	1,015,794
Cash and Cash Equivalents - Restricted	55,911,586
Trade and Other Receivables	22,790,092
Inventories	1,090,411
<b>Total Current Assets</b>	<u>80,897,773</u>
<b>Non Current Assets</b>	
Trade and Other Receivables	97,332
Property, Plant And Equipment	122,099,399
<b>Total Non Current Assets</b>	<u>122,196,731</u>
<b>Total Assets</b>	<u>203,094,504</u>
<b>Current Liabilities</b>	
Bank Overdrafts	0.00
Trade and Other Payables	3,153,373
Short Term Borrowings	1,285,303
Short Term Provisions	1,781,296
<b>Total Current Liabilities</b>	<u>6,219,972</u>
<b>Non Current Liabilities</b>	
Long Term Borrowings	18,188,610
Long Term Provisions	233,485
<b>Total Non Current Liabilities</b>	<u>18,422,095</u>
<b>Total Liabilities</b>	<u>24,642,066</u>
<b>Net Assets</b>	<u><u>178,452,438</u></u>
<b>Equity</b>	
Accumulated Surplus	131,437,011
Asset Revaluation Reserve	11,681,010
Reserves	35,334,417
<b>Total Equity</b>	<u><u>178,452,438</u></u>

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**for the period ending 30 September 2009**

**Note 3: Cash and Cash Equivalents**

	\$	Rate
<b>Municipal Fund Bank</b>		
Cash On Hand	89,890	
Westpac on call	1,480,673	
Westpac - Maxi Direct	14,400,000	3.05%
Long Service Leave (term deposit)	333,303	3.85%
Term deposit - Westpac	925,692	3.80%
Term deposit - Westpac	1,573,233	3.80%
Term deposit - Westpac	1,573,233	3.80%
Term deposit - Westpac	35,436	3.80%
Term deposit - Westpac	40,499	3.80%
Term deposit - Westpac	213,070	4.00%
Overnight Cash Deposit Facility-WATC	1,003,578	3.00%
Short Term Inscribed Stock-WATC	9,700,000	3.30%
Short Term Inscribed Stock-WATC	9,700,000	3.64%
	<u><b>41,068,608</b></u>	
<b>Reserves Fund Bank</b>		
Westpac on call	132,282	
Term deposit - Westpac	7,132,483	3.20%
Term deposit - Westpac	652,670	3.20%
Term deposit - Westpac	5,235,408	3.60%
Term deposit - Westpac	5,097,491	3.75%
Term deposit - Westpac	847,852	3.70%
	<u><b>19,098,186</b></u>	
<b>Trust Fund Bank</b>		
Westpac on call	491,637	
Term deposits – Westpac (bonds)	363,958	
	<u><b>855,595</b></u>	
<b>Total Cash</b>	<u><u><b>61,022,388</b></u></u>	

**Shire Of Roebourne**  
**Statement Of Financial Activity**  
**by Divisions by Activities**  
**for the period ending 30 September 2009**

**Note 4**

	2009/2010 Budget	2009/2010 Amended	2009/2010 Year To Date Amended Budget	2009/2010 Actual To Date
	\$	\$	\$	\$

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

**CORPORATE SERVICES**

Net (Cost) Revenue to Council for Rates	15,887,604	15,887,604	15,296,148	15,461,374
Net (Cost) Revenue to Council for General Revenue	(1,578,423)	(1,578,423)	461,949	710,227
				(1,543,194)
Net (Cost) Revenue to Council for Corporate Services	(737,929)	(737,929)	(704,555)	
Net (Cost) Revenue to Council for Information Services	(394,919)	(394,919)	(191,579)	(125,210)
Net (Cost) Revenue to Council for Television & Radio Services	(60,475)	(60,475)	(3,568)	(4,352)
Net (Cost) Revenue to Council for Members of Council	(443,612)	(443,612)	(183,204)	(133,105)
Net (Cost) Revenue to Council for Emergency Services	0	0	(7,773)	(6,363)
Net (Cost) Revenue to Council for Cossack Infrastructure Project	(720,792)	(720,792)	(500,000)	12,225

**COMMUNITY SERVICES**

Net (Cost) Revenue to Council for Cossack Art Awards	(19,480)	(19,480)	(11,403)	1,415
Net (Cost) Revenue to Council for Tourism/Visitors Centres	(511,732)	(476,323)	(114,084)	(108,518)
Net (Cost) Revenue to Council for Aged Persons Housing	(56,333)	(56,333)	(14,272)	5,707
Net (Cost) Revenue to Council for Youth Development	(59,319)	(59,319)	(14,350)	(4,710)
Net (Cost) Revenue to Council for Other Culture	(139,769)	(139,769)	(41,784)	(15,442)
Net (Cost) Revenue to Council for Community Development	(736,838)	(736,838)	(225,333)	(187,225)
Net (Cost) Revenue to Council for Walkington Theatre	(197,876)	(197,876)	(58,843)	(50,045)
Net (Cost) Revenue to Council for Community Sponsorship	(289,959)	(289,959)	(99,737)	(29,599)
Net (Cost) Revenue to Council for Daycare Centres	864,497	864,497	(100,826)	6,555
Net (Cost) Revenue to Council for Child Health Clinics	(170,613)	(170,613)	(56,431)	(15,361)
Net (Cost) Revenue to Council for Karratha Entertainment Centre	(1,368,793)	(1,368,793)	(423,038)	(221,636)
Net (Cost) Revenue to Council for Karratha Aquatic Centre	(904,158)	(904,158)	(355,562)	(121,440)
Net (Cost) Revenue to Council for Roebourne Aquatic Centre	(357,231)	(357,231)	(124,691)	(237,911)
	(1,138,203)	(1,138,203)		
Net (Cost) Revenue to Council for Libraries	3)	3)	(293,051)	(186,268)
Net (Cost) Revenue to Council for Cossack Operations	(347,536)	(347,536)	(148,779)	(10,861)
	(1,007,582)	(1,009,440)		
Net (Cost) Revenue to Council for Ovals & Hardcourts	2)	0)	(537,338)	(203,693)
Net (Cost) Revenue to Council for Karratha Bowling & Golf	(337,552)	(337,552)	(83,551)	(59,213)
Net (Cost) Revenue to Council for Pavilions & Halls	61,615	61,615	(324,134)	(93,206)
	(1,357,472)	(1,474,470)		
Net (Cost) Revenue to Council for Recreation Projects	2)	2)	(753,745)	(411,656)
Net (Cost) Revenue to Council for Playgrounds	(33,334)	(33,334)	(8,334)	(187)
Net (Cost) Revenue to Council for Medical Services	0	0	(21,885)	0
Net (Cost) Revenue to Council for Other Buildings	(208,259)	(208,259)	(39,303)	(6,797)
Net (Cost) Revenue to Council for Karratha Youth Centre	0	0	0	0
Net (Cost) Revenue to Council for Leisure & Learning Precinct	0	0	0	0
	(1,205,959)	(1,205,959)		
Net (Cost) Revenue to Council for Ranger Services	9)	9)	(356,024)	(86,074)
Net (Cost) Revenue to Council for Camping Grounds	15,590	15,590	31,400	47,881

## Shire Of Roebourne

### Statement Of Financial Activity (con't) by Divisions by Activities for the period ending 30 September 2009

	2009/2010 Budget	2009/2010 Amended	2009/2010 Year To Date Amended Budget	2009/2010 Actual To Date
	\$	\$	\$	\$
<b>DEVELOPMENT SERVICES</b>				
Net (Cost) Revenue to Council for Building Control	1,488,860	1,488,860	100,070	177,986
Net (Cost) Revenue to Council for Health Services	(698,640)	(698,640)	(190,876)	(109,364)
Net (Cost) Revenue to Council for Town Planning	(655,305)	(655,305)	(126,554)	(10,170)
<b>TECHNICAL SERVICES</b>				
Net (Cost) Revenue to Council for Staff Housing	1,011,829	1,006,829	421,804	(117,718)
Net (Cost) Revenue to Council for Waste Collection	(1,256,552)	(1,256,552)	908,230	887,112
Net (Cost) Revenue to Council for Landfill Operations	1,256,552	1,256,552	(1,490,251)	839,529
Net (Cost) Revenue to Council for Public Services Overheads	0	0	(12,537)	87,517
Net (Cost) Revenue to Council for Waste Overheads	0	0	(19,315)	184,697
Net (Cost) Revenue to Council for Depots	(428,884)	(428,884)	(71,833)	(55,916)
Net (Cost) Revenue to Council for Vehicles & Plant	(143,400)	(143,400)	(42,157)	84,864
Net (Cost) Revenue to Council for Roads & Streets	(3,096,098)	(3,099,143)	(1,210,452)	(382,537)
Net (Cost) Revenue to Council for Parks & Gardens	(2,482,718)	(2,482,718)	(570,079)	(189,252)
Net (Cost) Revenue to Council for Drainage	(760,749)	(760,749)	(192,684)	(51,433)
Net (Cost) Revenue to Council for Footpaths & Bike Paths	(1,168,150)	(1,168,150)	(446,994)	(85,033)
Net (Cost) Revenue to Council for Effluent Re-Use Scheme	(487,150)	(487,150)	(141,355)	(74,648)
Net (Cost) Revenue to Council for Cemeteries	(107,390)	(107,390)	(27,403)	(17,844)
Net (Cost) Revenue to Council for Public Toilets	(278,899)	(278,899)	(132,442)	(55,884)
Net (Cost) Revenue to Council for Beaches, Boat Ramps, Jetties	(492,228)	(492,228)	(660,143)	(18,764)
Net (Cost) Revenue to Council for Roebourne Enhancement Scheme	0	0	0	0
Net (Cost) Revenue to Council for Town Beautification	(1,453,383)	(1,453,383)	(441,887)	(257,861)
Net (Cost) Revenue to Council for Private Works & Reinstatements	2,500	2,500	(5,001)	(5,925)
Net (Cost) Revenue to Council for Works Overheads	0	0	(180,544)	96,380
Net (Cost) Revenue to Council for Parks & Gardens Overheads	0	0	(30,476)	200,837
				1,928,78
Net (Cost) Revenue to Council for Karratha Airport	3,674,069	3,674,069	1,470,738	6
Net (Cost) Revenue to Council for Tien Tsin Inne	561,180	561,180	136,523	351,030
Net (Cost) Revenue to Council for Other Airports	(92,072)	(92,072)	(10,749)	(1,448)
Net (Cost) Revenue to Council for Tech Services	(161,350)	(161,350)	(27,498)	(262,280)
Net (Cost) Revenue to Council for Tech Services Overheads	0	0	0	(97,442)

### 9.1.5 Asset Disposals

**File No:** NOV 09  
**Attachment(s)** Nil  
**Responsible Officer:** Manager Financial Services  
**Author Name:** Expenditure Accountant  
**Disclosure of Interest:** Nil

#### REPORT PURPOSE

To seek Council's approval for the disposal of the following assets:

- 1) Airport runway – replaced pavement component of existing runway during Airside Upgrade
- 2) Various playground equipment, as per list below.
- 3) Dwelling at Lot 160 Withnell Way, Bulgarra

#### Background

- 1) The Airport runway was extended by 430m in length and 15m in width during the Airside Upgrade in 2008/09. As the existing runway (1850m long & 30m wide) was repaved, it is necessary to dispose of this item. A value of \$2,500,000 was assigned to the old runway surface, with a written down value of \$1,368,214.
- 2) The Shire is undertaking a program of Playground Capital Replacement, and in 2008/09 the following items were replaced. The condition of the equipment was such that it has been disposed of at the Shire's Landfill Facility.

Location	Description	Purchase Value	Written Down Value
Richardson Way Park	1 x wooden swing set 1 x see-saw 1 x elevated platform	\$10,000	\$880
Pt Samson Community Park	1 x swing set	\$8,000	\$3,008
Dodd Court Park	1 x swing set 1 x junior combination unit 1 x senior combination unit 1 x spring ride quad bike	\$75,000	\$12,880
Hunt Way (KEC end)	1 x combination unit	\$3,500	\$308
Smith Place Park	1 x combination unit 1 x spring ride 1 x swing set 1 x spring see-saw	\$65,000	\$27,560
<b>TOTAL</b>		<b>\$161,500</b>	<b>\$44,576</b>

- 3) Dwelling at Lot 160 Withnell Way, Bulgarra. The shire house at this location was condemned due to extensive termite damage. The gas stove, air-conditioner and the patio were removed prior to demolition as these were still of some value, and may be utilised at a different location. These items are currently stored at the Shire depot. The purchase value of this asset was \$262,827.38 with a written down value of \$167,017 and an indemnity valuation (as provided by AVP Valuers as at 30/06/08) of \$20,000.

**Options**

Council has the following options available:

- 1) to approve the disposal of the items as described
- 2) not to approve the disposal of the items as described

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

Local Government Act Section 3.58 Disposing of property and Local Government (Functions and General) Regulations 1996 Regulation 30(3) – Disposition of property to which section 3.58 of Act does not apply.

- (3) A disposition of property other than land is an exempt disposition if —
  - (a) its market value is less than \$20,000; or
  - (b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50,000.

**Financial Implications**

The disposal of these items was effected in the 2008/09 financial year and recorded in the Shire's asset register as such. There are no implications for the 2009/10 financial year.

**Conclusion**

The items listed have already been disposed of within the Shire's asset register, therefore it is recommended the items are written off.

**Voting Requirements**

Simple.

**RECOMMENDATION/COUNCIL RESOLUTION**

Res No : 14878  
 MOVED : CrCechner  
 SECONDED : Cr Vertigan

Council resolve to recognise the disposal of:

- 1) Airport runway – written down value \$1,368,214
- 2) Various playground equipment, as per list – total written down value \$44,576

Location	Description	Written Down Value
Richardson Way Park	1 x wooden swing set 1 x see-saw 1 x elevated platform	\$880
Pt Samson Community Park	1 x swing set	\$3,008
Dodd Court Park	1 x swing set 1 x junior combination unit 1 x senior combination unit 1 x spring ride quad bike	\$12,880
Hunt Way (KEC end)	1 x combination unit	\$308
Smith Place Park	1 x combination unit 1 x spring ride 1 x swing set 1 x spring see-saw	\$27,560
<b>TOTAL</b>		<b>\$44,576</b>

- 3) Dwelling at Lot 160 Withnell Way, Bulgarra – written down value \$167,017

**CARRIED**

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

## **10 COMMUNITY SERVICES**

### **10.1 COMMUNITY SERVICES**

#### **10.1.1 October 2009 Round Sports Funding & Community Cultural Grant Scheme**

<b>Attachment(s)</b>	<b>Letter from Pilbara Community Legal Services</b>
<b>Responsible Officer:</b>	<b>Executive Manager Community Services</b>
<b>Author Name:</b>	<b>Acting Manager Community Development</b>
<b>Disclosure of Interest:</b>	<b>Cr White-Hartig under Section 5.63 (1)(f) declared an interest in this item and did not participate in the vote.</b>

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#### **Report Purpose**

To endorse applications for financial assistance received for the October 2009 round of the Sports Funding & Community Cultural Grant Scheme.

#### **Background**

The Sports Funding and Community and Cultural Grant Schemes aim to offer not for profit groups based within the Shire of Roebourne financial assistance to foster higher quality programs, community events, facilities and services that provide and return benefit to the local community.

Advertisements seeking applications for both funding schemes were included in the Pilbara News and Pilbara Echo as well as on the Shire of Roebourne website. Emails were sent out to various community groups and several meetings were attended by Community Development Officers where guidelines were discussed. Applicants were encouraged to contact Council's Community Development Officers to discuss the application and for assistance with completing applications.

#### **Issues**

Two Sports Funding and two Community and Cultural grants applications were received.

Applications were assessed against the guidelines and criteria in detail, as per Council's Donations, Sponsorship & Community Funding Policy. The Community Services Portfolio group reviewed the applications and have now made recommendations for Council's consideration.

Of note the Pilbara Community Legal Service originally submitted 4 separate funding applications for the same event. For the purposes of considering support to event, the Pilbara Legal Services applications have been combined and support for the entire event is to be considered. Attached is a letter outlining the Pilbara Community Legal Services event proposal.

The following table lists the applications received, what the monies were requested for, the amount requested and the recommendation of the Community Services Portfolio group.



<b>Community and Cultural Grant Scheme Applications – October 2009</b>					
<b>Applicant</b>	<b>Project</b>	<b>Funding Category</b>	<b>Total Cost of Project</b>	<b>Funding Requested</b>	<b>Comments</b>
Wickham kinder gym Inc. (CC/01/October/2009)	Assist with the purchase of new matting and flooring for the kindergym upgrade.	Equipment	\$2695.00	\$1000.00	Wickham kindergym is an organisation that focuses on creating a positive environment that encourages children to explore new skills. These activities prepare young children for a healthy and positive start to their educational journey. The program also builds interaction skills as well as fine and gross motor skills.
Pilbara Community Legal Service Inc (CC/02/October/09)	To assist with funds to cover labour, hire of musical equipment, lighting, including setting up and packing down, flights, meals, accommodation and the delivery of a key note speech. Included in the budget is also the cost of two workshops for the professional development for Advocacy and support workers.	Community Development	\$9760.00	\$4,000.00	<p>Pilbara Community Legal Service supports victims of domestic violence within the Shire of Roebourne. Ann O’neill is a guest speaker who will address issues of family and domestic violence to those people involved in the “16 days of activism – against gender violence”. For three days, Ms O’Neil will work with families, organisations, police and mental health personnel.</p> <p>The funding guidelines stipulate that funding is available up to \$1000 for Community Development initiatives. Considering the significant of the program, lack of other applications and hence available funds it is recommended that \$4000 be approved to support this initiative.</p>
Total requested			<b>\$12455.00</b>	<b>\$5000.00</b>	<b>Total Recommended \$5000.00</b>
<b>Available Funds</b> Acc 314203 – Community & Cultural Grants – \$11000.00					

Please note that in the July 2009 funding round, only two applications were received and funded. This meant a total of \$4500.00 remained available in the July quarter. This amount has been carried over to the current round hence the \$11000 being available.

**Sports Funding Grant Scheme Applications – October 2009**

<b>Applicant</b>	<b>Project</b>	<b>Funding Category</b>	<b>Total Cost of Project</b>	<b>Funding Requested</b>	<b>Comments</b>
Rec Club Cricket Team (SP/01/October/2009)	To assist with the costs of purchasing equipment, bats, protective equipment, balls, stumps and uniforms so the Rec Club cricket team can continue to provide physical exercise and relaxation to its members who all reside within the Shire of Roebourne.	Equipment	\$6510.00	\$1765.00	The Rec Club Cricket Team is a functioning cricket team who operate from the Bulgarra Oval. They compete with 5 other teams who are all members of the West Pilbara Cricket Association. All members reside in the Shire of Roebourne.  In accordance with the funding guidelines up to \$1000 may be applied for sporting equipment hence this amount is recommended.
Dampier Squash Club Inc. (SP/02/October/2009)	To assist with the cost of repairs to further prevent water damage to the facility. The facility has been used for many years and hosts three competitions annually which attract people from all over the state.	Facility Development	\$7850.00	\$2000.00	The Dampier Squash Club has been running successfully within the Shire of Roebourne for many years. They are host to three competitions annually and provide a safe, healthy and family orientated environment which is open to the public. The courts require work to stop water damage which includes new roof flashing, coating walls with a waterproof membrane, sealants and a top coat along with a gross acrylic.
Total requested			<b>\$14360.00</b>	<b>\$3765.00</b>	<b>Total Recommended \$3000.00</b>
<b>Available Funds</b> Acc 314205 – Sports Funding – <b>\$6500</b>					

**Options**

Council has the following options available:

To support the Community Services Portfolio Groups recommendations for the Sports funding & the Community and Cultural Grant Scheme applications, for the October 2009 round.

Or

That Council makes changes to the recommendations made by the Community Sponsorship Reference Group as deemed appropriate.

**Policy Implications**

Policy number CS10 titled is relevant to this matter.

Additionally with the recent implementation of the Community Services Portfolio Group, Policy CS 10 will need to be amended at the next Council meeting to reflect the change in approach to assessment of applications.

**Legislative Implications**

There are no legislative implications.

**Financial Implications**

Please note: In the July 2009 funding round, only two applications were received and funded. This meant a total of \$4500.00 remained available in the July quarter. This amount has been carried over to the current round hence the \$11000 being available.

**Conclusion**

The Community Services Portfolio Group have assessed the applications and made recommendations based on the information provided by applicants against criteria that has been endorsed by Council through the Community Sponsorship and Donation Policy.

**Voting Requirements**

Simple.

**RECOMMENDATION/COUNCIL RESOLUTION**

Res No : 14879  
 MOVED : Cr Cechner  
 SECONDED : Cr Smeathers

That Council support the recommendations of the Community Services Portfolio Group in relation to the October 2009 round of the Sports Funding Grant Scheme and the Community Cultural Grant Scheme as follows:

**SPORTS FUNDING GRANT SCHEME ACCOUNT 314205**

Rec Club Cricket Team APPROVED \$1000  
 Dampier Squash Club Inc APPROVED \$2000

**COMMUNITY CULTURAL GRANT SCHEME ACCOUNT 314203**

Wickham Kinder Gym Inc. APPROVED \$1000  
 Pilbara Community Legal Service Inc APPROVED \$4000

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Cechner, Cr Hipworth, Cr Lockwood, Cr Rothe,  
 Cr Smeathers, and Cr Vertigan  
 AGAINST : Nil

ABN: 43 336 581 511

## PILBARA COMMUNITY LEGAL SERVICE



Date: 28th of October 2009

Shire of Roebourne  
Shires Community Development Funding Reference Group  
Karratha  
WA 6714

**Re: Community Cultural Grant Application.**

Dear Funding Group,

I would like to introduce myself, my name is Margaret Gordon, and I work for Pilbara Community Legal Service (PCLS). I am employed as the Domestic Violence Advocacy Victims Support Service (DVAVSS). This position is funded by the Department of child Protection, and is to service Karratha, Roebourne, Wickham and Point Samson.

In my service agreement my role as the DVAVSS is to support victims of Domestic and Family Violence. I also work with all service providers in the Community to gain a good outcome for all our clients. Educating the community on issues relating to Domestic violence, and the effects it has on our community. Organising training for service providers, so we can as support workers continue to further our professional development. Doing so, this will give us the confidence and much needed knowledge on how to support and advocate for our client.

I continue to receive newsletters from other organisations around the world that continue to work towards ending violence against women and children. This is how I found out about the 16 Days of Activism Against Gender Violence. Amnesty International WA, and with the Women's Council of WA have co-ordinated a state wide calendar of events for the 16 days of activism to encourage other organisations and groups to be part of this 16 Days. I have attached some information regarding the 16 Days of Activism.

I and other colleagues went to the Roebourne Reclaim the Night Rally last year, and found it very inspirational. It brought the community of Roebourne together for a much needed cause. This is where we decided that Karratha needed the benefit of organising a rally here in Karratha. PCLS and other service providers such as, Anglicare, Karratha Women's Refuge, Vince Catania's office, Frontier services, and the Shire of Roebourne have come together to achieve this.

South Hedland Office  
PO Box 2506  
South Hedland WA 6722  
Phone: 08 9140 1613  
Fax: 08 9172 2333

Roebourne Office  
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Roebourne WA 6718  
Phone: 08 9182 1169  
Fax: 08 9182 1180

Newman Office  
PO Box 1  
Newman WA 6753  
Phone: 08 9177 8708  
Fax: 08 9177 8034

**Karratha Office**  
**PO Box 132**  
**Karratha WA 6714**  
**Phone: 08 9185 5899**  
**Fax: 08 9185 6633**

Note: Please respond to our Karratha office



~ 2 ~

We are in the process of organising this event to take place at the Sire building on the 3<sup>rd</sup> of December. We will be starting the march at 5.30pm, so we can rally against gender violence. The event will be called, "Stand Up And Stomp Out Violence". On return to the Shire building we will be listening to guest speakers, and coming together as a community for this cause. A bbq will be kindly provided by the Karratha Apex club, and we also have great support and involvement by the Karratha police department.

We have also organised other events to happen in our community in the 16 days of Activism. Much needed training has been organised relating to Domestic violence issues, this will be held on the 1<sup>st</sup> and 2<sup>nd</sup> of December and will be opened to all service providers and community members. Our facilitator for this training will be Ms Ann O'Neill who has been training in this area for some years. Ms O'Neill will also be one of our guest speakers. Ms O'Neill and her children were victims of Domestic Violence, and now Ms O'Neill is a survivor of Domestic Violence. It will be very sad to hear her story, but very inspirational to hear of her continuing fight against Domestic Violence. I have attached some information about Ann O'Neill.

Please we ask as support workers and the community to support our event with much needed funds and support. We need to have awareness out in the community regarding Violence. We need to make a stance.

Please do not hesitate to contact me if you require any more information.

Yours sincerely

Margaret Gordon

**Domestic Violence Advocacy & Victim Support Service (DVAVSS) Officer**  
**PILBARA COMMUNITY LEGAL SERVICE INC**  
*(A non-profit Government funded Community Agency)*

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**10.1.2 Master Plan For Development Of The Karratha Learning And Leisure Precinct**

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

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**REPORT PURPOSE**

To endorse the Master Plan for the Karratha Learning and Leisure Precinct.

**Background**

At its meeting held on the 21<sup>st</sup> September 2009, Council resolved {Resolution 14811} to “Receive the draft Master Plan concept drawing for the purpose of commencing a process of community consultation.”

The consultation process included:

1 full page advertisement in the Pilbara News on Wednesday 30<sup>th</sup> September advertising consultation program.

- A community workshop held on 8<sup>th</sup> October at Welcome Lotteries House. Seven (7) people attended including representatives of Welcome Lotteries House and Pilbara Community Council Inc.
- A Community Sporting Association and Community Service Agency workshop on 7<sup>th</sup> October held at the Shire offices. Twenty five (25) Clubs, Associations and Agencies representing in excess of 2500 members attended.
- Key stakeholder workshop for Industry, State Government and Utility providers held 7<sup>th</sup> October at the Shire offices. Thirteen (13) representatives attended including Woodside, Rio Tinto, Burrup Fertilisers, Horizon Power, Department for Child Protection, Department for Sport and Recreation, FESA and Disability Services Commission. A separate briefing was provided to the Water Corporation on the 23<sup>rd</sup> October.
- In addition, two meetings have been held with representatives of Karratha High School and Pilbara TAFE and a briefing meeting of Council and the architect occurred on the 8<sup>th</sup> October. Additionally a presentation was made to the Dampier Community Association on the 26<sup>th</sup> October.
- In summary the Master Plan has received overwhelming support from the community, community sporting organisations, community service providers, industry and government agencies.
- Due to the tight timeframes further consultation with residents of Pt Samson, Wickham and Roebourne is required and will continue to be progressed in the coming weeks as opportunities present.

**Issues***Master Plan Design*

As articulated in the September Council Meeting Report, the Master plan indicates that Councils facility brief can be achieved on the proposed site. The ability to deliver the project in full will be dependant on funding but the master plan provides a significant step forward for Council in the strategic provisioning of community infrastructure for Karratha and the broader Shire.

*Consultation Feedback*

The key issue that was identified by most as part of the consultation process was the need for a detailed traffic management plan for within and for access to the site. Additionally a geotechnical survey of the site to address site drainage and earthworks requirements is required. Upon endorsement of the Master Plan the Department of Education has indicated that both of these requirements would be prioritised to inform the next stage of the project being detailed design.

As part of the 2009 Annual Community Survey respondents were told that the Shire of Roebourne is deciding what to do with the Karratha Aquatic Centre. Respondents were given the options available to the shire and then asked which option they prefer. The two options for the Karratha Aquatic Centre were:

The relocation of the Karratha Aquatic Centre from its existing site within the town centre to the new Karratha High School site on Dampier Highway, to form part of the Karratha Learning & Leisure Precinct ; or

Enhancing the existing Aquatic Centre site with additional aquatic and community facilities

The research found a preference among the community for enhancing the existing facility (58%) over the relocation of the centre to the new Karratha High School site (33%). It should be noted that in posing the question, financial costing were not presented, nor were specific development details or facility inclusions. When the community, organisations and stakeholders and government agencies have been presented with the alternative option and provided with anticipated costs there is no doubt that the communities opinion has been impacted positively in favour of the concept as presented.

*Consultation with the Department of Education*

In recent weeks the Department of Education has been considering its support of the Master Plan proposal. The Department has called on the project architects to produce several alternative options for the positioning of the Middle School (Year 8 and 9) on the site. The key consideration appears to be the prominence of this facility on the site with street appeal and ease of access the primary motives.

The school location aside, no change has been proposed to the layout or configuration of the collocated joint use facilities or the balance of community facilities on the site. It should be noted however that ultimately the decision and approval of the Minister for Education to these issues will be critical to the projects progress. This decision will dictate the timing and ability for the Shire to progress detailed concept design although management planning can commence upon Council endorsement.

The current Master Plan concept is depicted below.





### *Cost Share Agreement*

An in principle understanding has been reached between the Shire and the Department of Education on the cost share arrangements to the joint construction and operations of facilities. The key joint use, hence co funded facilities include the 6 x tennis courts, 1 x AFL sized Oval, 6 x undercover courts, 1 x Indoor sports court, and a portion of car parking.

The total estimated for the entire development (school and community facilities) is approximately \$106.05m based on cost escalations to construct in January 2011. The resultant agreement to co fund joint use facilities results in an initial budget estimated of \$60.82m being the Shires portion of the development. It is recommended that this amount is adopted as an initial estimate only for the purposes of funding applications and support and a more refined estimated is provided in the detailed concept design phase of the project.

A full copy of the Quantity Surveyor report is provided as a separate attachment.

### *Karratha Revitalisation Strategy and Master Plan*

As Council are aware, it has entered in to a Memorandum of Understanding with Landcorp to project manage the above strategy and ensuing master plan. Informing this planning process is the Karratha 2020 Vision and Community Plan, Karratha Retail and Commercial Strategy, the Karratha Open Space Strategy and the West Pilbara Disaster Mitigation. The Strategy will create a blue print that will set infrastructure targets, funding requirements and the likely timing of Karratha to reach a city status and beyond.

In achieving this vision there is no doubt that the town centre will experience pressure to provide the scope of services and functions commiserate to a population reaching and exceeding City status. This is already evident as outlined in the Karratha Retail and Commercial strategy that has identified significant shortfalls in office and retail spaces. Additionally the Karratha Town Centre provides little ability for prospective developers to find lots of a suitable size to progress substantive developments to accommodate this growth.

The Planning Group (TPG) who have been awarded the town planning and urban design contract for the Karratha Revitalisation Strategy have been made aware of the proposed Leisure and Learning Precinct and Councils vision to create a main street.

It is essential that on the basis of the information being provided to TPG that the Karratha Learning and Leisure Precinct is endorsed as it guides the long term vision for community infrastructure and enable the release of approx 8000m<sup>2</sup> for intensive mixed use or retail and entertainment uses in the Town Centre, currently being the Karratha Aquatic Centre site and adjacent land. This land is crown land vested to Council for the purposes of Recreation and preliminary estimates place the lands value at \$7m. It is argued that the Shire should be able to negotiate a suitable return on any investment and development of these sites should it be made available for alternative uses, with funding made available to reinvest in replacement and enhanced community and recreation infrastructure.

### **Strategic Implications**

The need to commit to the Master plan will be critical at this meeting if the Shire is to continue to progress in partnership with the State Government and meet its objective to complete the Master Planning and Concept design stage for the Precinct in the 2009/2010 financial year, as outlined in the Shires draft Strategic Plan priorities.

**Options**

Council has the following options available:

1. Endorse the Karratha Learning and Leisure Centre Master Plan and commence the process of Concept Design and Detailed Management Planning for the site in partnership with the Department of Education;

Or

2. Resolve to further consider the Karratha Learning and Leisure Centre Master Plan

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

Council has allocated a sum of \$130,000 in the 2009/2010 Budget for planning, design work associated with the project.

It is recommended that Council note that the initial project estimate is \$60.82m.

**Conclusion**

Nil

**Voting Requirements**

Simple.

---

**RECOMMENDATION****The Council**

**Endorse the Karratha Learning and Leisure Centre Master Plan and commence the process of Concept Design and Detailed Management Planning for the site in partnership with the Department of Education;**

**NOTES that a preliminary estimate for the community facilities component of the project is \$60.82m and that a more detailed estimated will be provided at Concept Design stage of the project.**

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**COUNCIL RESOLUTION**

**Res No : 14880**  
**MOVED : Cr Bailey**  
**SECONDED : Cr Lally**

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

**CARRIED**

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

**COUNCIL RESOLUTION**

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

**That Council reinstate Standing Orders.**

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No** : **14881**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr White-Hartig**

**The Council**

**Endorse the Karratha Learning and Leisure Centre Master Plan and commence the process of Concept Design and Detailed Management Planning for the site in partnership with the Department of Education;**

**NOTES that a preliminary estimate for the community facilities component of the project is \$60.82m and that a more detailed estimated will be provided at Concept Design stage of the project.**

**CARRIED**

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

Cr Rothe wished it noted that he voted against this recommendation as he believes that the Council haven't taken into account the people who wanted the Aquatic Centre to remain where it is.

10 September 2009



James Christou + Partners  
 24 Kings Park Road  
 West Perth WA 6005

**Attention: Mr. James Christou**

Dear Sir

**KARRATHA LEISURE AND LEARNING PRECINCT MASTERPLAN - OPTION A**

Herewith our Indicative Cost Estimate with an Estimated Total Commitment of \$106,050,000 excluding GST.

Subsequent to the estimate being compiled we have been instructed that the following items measured in the Recreation Precinct are to be funded by the Department of Education (costs are in 000's):

Zone	Sports Hall 100% of Cost	School Change rooms 100% of Cost	Covered Courts 50% of Cost	Tennis Courts 50% of Cost	Green Pitch 100% of Cost	Twin Pitch 50% of Cost	Carparking for 40 cars 100% of Cost
• Buildings & Siteworks	2020	305	1335	165	185	210	110
• Design	100	15	65	10	10	10	5
• Contingency							
• Location Allowance	1700	250	1120	140	155	175	95
• Construction Contingency	285	45	190	25	25	30	15
• Client Contingency	41	6	27	3	4	5	2
• Public Artwork	41	6	27	3	4	4	2
• Loose Furniture	10	-	10	-	-	-	-
• PABX	10	-	10	-	-	-	-
• Professional Fees	463	68	306	38	45	48	26
• BMW Charges	70	10	45	6	6	8	5
• Escalation to Tender	150	25	95	10	14	15	10
	<b>\$489,000</b>	<b>\$730,000</b>	<b>\$3,230,000</b>	<b>\$400,000</b>	<b>\$450,000</b>	<b>\$505,000</b>	<b>\$270,000</b>

**Ralph Beattie Bosworth Pty Ltd**  
ABN 50 210 302 981  
**Construction Cost Consultants**

12 Kings Park Road West Perth Western Australia 6005  
 PO Box 456 West Perth Western Australia 6872  
 Telephone 08 9321 2777 Facsimile 08 9481 1783  
 Email info@rbb.com.au www.rbb.com.au

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KARRATHA LEISURE AND LEARNING PRECINCT MASTERPLAN - OPTION A10 SEPTEMBER 2009

This means that the cost of the respective components are:

Years 8, 9 & 10 Teaching Facility	\$45,225,000
Recreation Precinct	60,825,000
<b>Total Project Cost excl. of GST</b>	<b>\$106,050,000</b>

A location allowance of 80% has been included. This allowance is at the top end of the scale and applies when there is much construction activity in the area. The allowance reduces as the construction activity reduces.

Cost escalation has been included for a January 2011 construction commencement.

Costs include for all of the work to be included in one tender package.

Demolition costs are excluded.

Minor allowances have been made for rock excavation and filling. We have not had access to an Geotechnical Report or Site Contour drawings.

Yours faithfully

**Ralph Beattie Bosworth**



**Martin Collins**

Director



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**INDICATIVE COST ESTIMATE**

**KARRATHA LEISURE AND LEARNING PRECINCT  
MASTERPLAN - OPTION A**

**JAMES CHRISTOU + PARTNERS**

**10 SEPTEMBER 2009**

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PROJECT COST PLAN SUMMARY			
KARRATHA LEISURE AND LEARNING PRECINCT			
Indicative Cost	<input checked="" type="checkbox"/>	Cost Plan Date	10/09/2009
Preliminary Estimate	<input type="checkbox"/>	Building Cost Index	201.5
Limit of Cost Estimate	<input type="checkbox"/>		
Tender Estimate	<input type="checkbox"/>		
<b>PROJECT</b>	YEAR 8 AND 9 TEACHING FACILITY		
<b>Location</b>	KARRATHA		
<b>BUILDINGS</b>			
(From Single Building Cost Plans)			
		Gross Floor Areas	GFA Rate
			Elemental Cost
1	FECA	2,074	\$2,823
2	UCA	1,100	\$550
3			
4			
5			
6			
7			
<b>Total GFA and Building Cost</b>		3,074	\$2,101
			\$6,459,300
Code	AIQS Element		
CE	Centralised Energy Systems		
AR	Alterations and Renovations		
XP	Site Preparation	\$115	\$355,000
XR	Roads, Footpaths and Paved Areas	\$121	\$372,000
XN	Boundary Walls, Fencing and Gates	\$8	\$25,000
XB	Outbuildings and Covered Ways	\$3	\$10,000
XL	Landscaping and Improvements	\$24	\$75,000
<b>External Works Subtotal (CE to XL)</b>		\$272	\$837,000
XK	External Stormwater Drainage	\$10	\$30,000
XD	External Sewer Drainage	\$16	\$50,000
XW	External Water Supply	\$5	\$15,000
XG	External Gas	\$5	\$15,000
XF	External Fire Protection	\$16	\$50,000
XE	External Electric Light and Power	\$57	\$175,000
XC	External Communications	\$8	\$25,000
XS	External Special Services	\$49	\$150,000
<b>External Services Subtotal (XK to XS)</b>		\$166	\$510,000
PR	Proportion of Preliminaries	\$48	\$148,700
DC	Design Contingency (5%)	\$130	\$400,000
LA	Location Allowance (80%)	\$2,180	\$6,700,000
<b>NET PROJECT COST SUBTOTAL (Total Construction Cost)</b>		\$4,898	\$15,055,000
YY	Construction Contingency (7.5%)		\$1,125,000
YY	Client Contingency, Relocation Costs and Disbursements (1%)		\$150,000
YY	Headworks and Statutory Charges		INC
YY	BCI Task Force & Training Fund		INC
YY	Public Artwork (1%)		\$200,000
FE	Loose Furniture and Equipment		\$250,000
FE	IT and PABX		\$100,000
PF	Professional Fees and Disbursements (11%)		\$1,860,000
PF	BMW Service Charge (1.5%)		\$260,000
<b>GROSS PROJECT COST (At Current Prices)</b>			\$19,000,000
ET	Escalation to Tender - 207.6	Tender Date	Jan 2011
			\$600,000
<b>ESTIMATED TOTAL COMMITMENT</b>			\$19,600,000
GST	Goods and Services Tax		\$1,960,000



PROJECT COST PLAN SUMMARY			
KARRATHA LEISURE AND LEARNING PRECINCT			
Indicative Cost	<input checked="" type="checkbox"/>	Cost Plan Date	10/09/2009
Preliminary Estimate	<input type="checkbox"/>	Building Cost Index	201.5
Limit of Cost Estimate	<input type="checkbox"/>		
Tender Estimate	<input type="checkbox"/>		
<b>PROJECT</b>	YEAR 10 TEACHING FACILITY		
<b>Location</b>	KARRATHA		
<b>BUILDINGS</b>			
(From Single Building Cost Plans)			
	Gross Floor		
	Areas	GFA Rate	Elemental Cost
1	FECA	1,617	\$3,021 \$4,884,500
2	UCA	610	\$566 \$345,500
3			
4			
5			
6			
7			
<b>Total GFA and Building Cost</b>		2,167	\$2,413 \$5,230,000
Code	AIQS Element		
CE	Centralised Energy Systems		
AR	Alterations and Renovations		
XP	Site Preparation	\$104	\$226,400
XR	Roads, Footpaths and Paved Areas	\$32	\$70,000
XN	Boundary Walls, Fencing and Gates	\$7	\$15,000
XB	Outbuildings and Covered Ways	\$2	\$5,000
XL	Landscaping and Improvements	\$23	\$50,000
<b>External Works Subtotal (CE to XL)</b>		\$169	\$366,400
XK	External Stormwater Drainage	\$12	\$25,000
XD	External Sewer Drainage	\$12	\$25,000
XW	External Water Supply	\$5	\$10,000
XG	External Gas	\$5	\$10,000
XF	External Fire Protection	\$12	\$25,000
XE	External Electric Light and Power	\$78	\$170,000
XC	External Communications	\$9	\$20,000
XS	External Special Services	\$46	\$100,000
<b>External Services Subtotal (XK to XS)</b>		\$178	\$385,000
PR	Proportion of Preliminaries	\$48	\$103,600
DC	Design Contingency (5%)	\$138	\$300,000
LA	Location Allowance (80%)	\$2,360	\$5,115,000
<b>NET PROJECT COST SUBTOTAL (Total Construction Cost)</b>		\$5,307	\$11,500,000
YY	Construction Contingency (7.5%)		\$900,000
YY	Client Contingency, Relocation Costs and Disbursements (1%)		\$150,000
YY	Headworks and Statutory Charges		INC
YY	BCI Task Force & Training Fund		INC
YY	Public Artwork (1%)		\$200,000
FE	Loose Furniture and Equipment		\$200,000
FE	IT and PABX		\$100,000
PF	Professional Fees and Disbursements (11%)		\$1,400,000
PF	BMW Service Charge (1.5%)		\$200,000
<b>GROSS PROJECT COST (At Current Prices)</b>			\$14,850,000
ET	Escalation to Tender - 207.6	Tender Date	Jan 2011 \$500,000
<b>ESTIMATED TOTAL COMMITMENT</b>			\$15,150,000
GST	Goods and Services Tax		\$1,515,000

PROJECT COST PLAN SUMMARY			
KARRATHA LEISURE AND LEARNING PRECINCT			
Indicative Cost	<input checked="" type="checkbox"/>	Cost Plan Date	10/09/2009
Preliminary Estimate	<input type="checkbox"/>	Building Cost Index	201.5
Limit of Cost Estimate	<input type="checkbox"/>		
Tender Estimate	<input type="checkbox"/>		
PROJECT	RECREATION CENTRE		
Location	KARRATHA		
BUILDINGS (From Single Building Cost Plans)		Gross Floor Areas	
		GFA Rate	Elemental Cost
1	FECA	7,925	\$2,148
2	UCA	2,154	\$508
3			
4			
5			
6			
7			
<b>Total GFA and Building Cost</b>		<b>10,079</b>	<b>\$1,797</b>
			<b>\$18,115,750</b>
Code	AIQS Element		
OC	Outdoor Courts	\$380	\$3,828,400
OP	Outdoor Pools	\$258	\$2,600,000
XP	Site Preparation	\$134	\$1,348,000
XR	Roads, Footpaths and Paved Areas	\$101	\$1,015,450
XN	Boundary Walls, Fencing and Gates	\$20	\$197,500
XB	Outbuildings and Covered Ways	\$2	\$25,000
XL	Landscaping and Improvements	\$33	\$335,000
<b>External Works Subtotal (CE to XL)</b>		<b>\$928</b>	<b>\$9,349,350</b>
XK	External Stormwater Drainage	\$5	\$50,000
XD	External Sewer Drainage	\$10	\$100,000
XW	External Water Supply	\$2	\$25,000
XG	External Gas	\$12	\$120,000
XF	External Fire Protection	\$52	\$520,000
XE	External Electric Light and Power	\$25	\$250,000
XC	External Communications	\$5	\$50,000
XS	External Special Services	\$30	\$305,000
<b>External Services Subtotal (XK to XS)</b>		<b>\$141</b>	<b>\$1,420,000</b>
PR	Proportion of Preliminaries	\$56	\$564,900
DC	Design Contingency (5%)	\$149	\$1,500,000
LA	Location Allowance (80%)	\$2,456	\$24,750,000
<b>NET PROJECT COST SUBTOTAL (Total Construction Cost)</b>		<b>\$5,526</b>	<b>\$55,700,000</b>
YY	Construction Contingency (7.5%)		\$4,200,000
YY	Client Contingency, Relocation Costs and Disbursements (1%)		\$550,000
YY	Headworks and Statutory Charges		INC
YY	BCI Task Force & Training Fund		INC
YY	Public Artwork (1%)		\$700,000
FE	Loose Furniture and Equipment		\$300,000
FE	IT and PABX		\$100,000
PF	Professional Fees and Disbursements (11%)		\$6,750,000
PF	BMW Service Charge (1.5%)		\$900,000
<b>GROSS PROJECT COST (At Current Prices)</b>			<b>\$69,200,000</b>
ET	Escalation to Tender - 207.6	Tender Date	Jan 2011
			\$2,100,000
<b>ESTIMATED TOTAL COMMITMENT</b>			<b>\$71,300,000</b>
GST	Goods and Services Tax		\$7,130,000

RBB 15:25:31 10 SEP 2009 Page 1						
14327-EST KARRATHA LEARNING AND LEISURE PRECINCT						
ESTIMATE	EST	ESTIMATE 10/09/2009				
SECTION	S1	YEAR 8 & 9				
TRADES	GE	GENERAL				
<u>AREAS</u>						
<u>Feca</u>						
1	Administration	m2	192	3,200.00		614,400.00
2	Library resource centre	m2	390	3,000.00		1,170,000.00
3	GLA's and teaching areas	m2	1045	2,650.00		2,769,250.00
4	Staff area	m2	168	2,800.00		470,400.00
5	Kitchenette	m2	18	2,950.00		53,100.00
6	Toilets	m2	162	3,300.00		534,600.00
7	Stores	m2	99	2,450.00		242,550.00
<u>Uca</u>						
8	General verandahs and walkways including paving	m2	1000	550.00		550,000.00
161	Open plant areas	m2	100	550.00		55,000.00
<u>Siteworks</u>						
9	Clear site	m2	15000	1.00		15,000.00
10	Imported filling (assumed 1m required to whole of site)	m3	12000	20.00		240,000.00
11	Carparking and roadwork alterations	m2	4100	70.00		287,000.00
12	Pedestrian bridge/footpath over swale	No.	1	20,000.00		20,000.00
13	Car bridge over swale	No.	1	50,000.00		50,000.00
14	Pedestrian paving	Item				15,000.00
15	Bin store, miscellaneous enclosures	Item				10,000.00
16	Miscellaneous retaining walls and screen walls	Item				25,000.00
17	Miscellaneous metalwork	Item				10,000.00
18	External signage	Item				10,000.00
19	External seating and bins	Item				15,000.00

KBB 15:25:31 10 SEP 2009 Page 2		
14327-EST KARRATHA LEARNING AND LEISURE PRECINCT		
20	Landscaping and reticulation	Item 40,000.00
21	Preliminaries	Item 73,000.00
	<u>Site Services</u>	
22	Water service	Item 15,000.00
23	Gas service	Item 15,000.00
24	Sewers	Item 50,000.00
25	Building stormwater disposal	Item 20,000.00
26	Stormwater swale	Item 10,000.00
27	Fire service	Item 50,000.00
28	External lighting	Item 25,000.00
29	Submains and site main switchboard upgrade	Item 175,000.00
30	Western Power Headworks	Item 45,000.00
31	WAWA Headworks	Item 100,000.00
32	Telstra Headworks	Item 5,000.00
33	Rock excavation	Item 100,000.00
34	Preliminaries	Item 75,700.00
		AREAS 7,955,000.00
	<u>OTHER COSTS</u>	
35	Design Contingency	Item 400,000.00
36	Location Allowance	Item 6,700,000.00
37	Construction Contingency	Item 1,125,000.00
38	Client Contingency	Item 150,000.00
39	Public Artwork	Item 200,000.00
40	Loose Furniture and Equipment	Item 250,000.00
41	IT and PABX	Item 100,000.00
42	Professional Fees	Item 1,860,000.00
43	BMW Service Charge	Item 260,000.00

RBB 15:25:31 10 SEP 2009 Page 3		
14327-EST KARRATHA LEARNING AND LEISURE PRECINCT		
44 Escalation to Tender	Item	600,000.00
	OTHER COSTS	11,645,000.00
	Total for GENERAL	19,600,000.00
	Total for YEAR 8 & 9	19,600,000.00

RBB 15:25:31 10 SEP 2009 Page 4						
14327-EST KARRATHA LEARNING AND LEISURE PRECINCT						
ESTIMATE	EST	ESTIMATE 10/09/2009				
SECTION	S2	YEAR 10				
TRADES	GE	GENERAL				
<u>AREAS</u>						
<u>Feca</u>						
45	GLA's	m2	310	2,650.00	821,500.00	
46	Staff area	m2	128	2,800.00	358,400.00	
47	Materials Technology studio	m2	200	2,850.00	570,000.00	
48	Food studio	m2	224	3,200.00	716,800.00	
49	Textile studio	m2	121	3,000.00	363,000.00	
50	Visual Arts studio	m2	154	3,000.00	462,000.00	
51	Science Laboratories	m2	381	3,450.00	1,314,450.00	
52	Kitchenette	m2	7	2,950.00	20,650.00	
53	Toilets	m2	38	3,300.00	125,400.00	
54	Stores	m2	54	2,450.00	132,300.00	
<u>Uca</u>						
55	Materials Technology studio	m2	100	650.00	65,000.00	
56	General verandahs and walkways including paving	m2	450	550.00	247,500.00	
162	Open plant areas	m2	60	550.00	33,000.00	
<u>Siteworks</u>						
57	Clear site	m2	8400	1.00	8,400.00	
58	Imported filling (assumed 1m deep to whole site)	m3	8400	20.00	168,000.00	
59	Pedestrian bridge/footpath over swale	No.	3	20,000.00	60,000.00	
60	Bin store, miscellaneous enclosures	Item			5,000.00	
61	Miscellaneous retaining walls and screen walls	Item			15,000.00	
62	Pedestrian paving	Item			10,000.00	
63	Miscellaneous metalwork	Item			10,000.00	

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14327-EST FARRATHA LEARNING AND LEISURE PRECINCT			
64	External signage	Item	5,000.00
65	External seating and bins	Item	10,000.00
66	Landscaping and reticulation	Item	25,000.00
67	Preliminaries	Item	55,600.00
	<u>Site Services</u>		
68	Water service	Item	10,000.00
69	Gas service	Item	10,000.00
70	Sewers	Item	25,000.00
71	Fire service	Item	25,000.00
72	Building stormwater disposal	Item	10,000.00
73	Stormwater swale	Item	15,000.00
74	External lighting	Item	15,000.00
75	Submains and site main switchboard upgrade	Item	175,000.00
76	Western Power Headworks	Item	45,000.00
77	WAWA Headworks	Item	50,000.00
78	Telstra Headworks	Item	5,000.00
79	Rock excavation	Item	50,000.00
80	Preliminaries	Item	48,000.00
		AREAS	6,085,000.00
	<u>OTHER COSTS</u>		
81	Design Contingency	Item	300,000.00
82	Location Allowance	Item	5,115,000.00
83	Construction Contingency	Item	900,000.00
84	Client Contingency	Item	150,000.00
85	Public Artwork	Item	200,000.00
86	Loose Furniture and Equipment	Item	200,000.00
87	IT and PABX	Item	100,000.00

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14327-EST KARRATHA LEARNING AND LEISURE PRECINCT		
88	Professional Fees	Item 1,400,000.00
89	BMW Service Charge	Item 200,000.00
90	Escalation to Tender	Item 500,000.00
	OTHER COSTS	9,065,000.00
	Total for GENERAL	15,150,000.00
	Total for YEAR 10	15,150,000.00



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14327-EST KARRATHA LEARNING AND LEISURE PRECINCT						
ESTIMATE	EST	ESTIMATE 10/09/2009				
SECTION	S3	RECREATION CENTRE				
TRADES	GE	GENERAL				
<u>AREAS</u>						
<u>Feca</u>						
91	Administration	m2	377	2,500.00		942,500.00
92	Function and meeting room	m2	591	2,500.00		1,477,500.00
93	Creche	m2	165	2,500.00		412,500.00
94	Cafe/Kiosk	m2	216	2,500.00		540,000.00
95	Kitchenette	m2	41	2,950.00		120,950.00
96	Change rooms	m2	832	2,500.00		2,080,000.00
97	Fitness Centres	m2	637	2,500.00		1,592,500.00
98	Kids play space	m2	180	2,500.00		450,000.00
99	Indoor playcourts	m2	2486	2,000.00		4,972,000.00
100	Squash courts	m2	225	2,500.00		562,500.00
101	Commercial Tenancies	m2	360	1,450.00		522,000.00
102	Stores	m2	599	1,400.00		838,600.00
103	Plant rooms	m2	648	1,000.00		648,000.00
104	Sport Clubhouse - Changerooms	m2	568	2,400.00		1,363,200.00
105	Minor kitchen, canteen and bar fitout	Item				100,000.00
<u>Uca</u>						
106	Main entry canopy	m2	60	800.00		48,000.00
107	General verandahs and walkways including paving	m2	150	550.00		82,500.00
108	Covered walkway to north facade	m2	780	650.00		507,000.00
109	Cafe/Kiosk roof seating area	m2	144	500.00		72,000.00
110	Shade cover to outdoor pools and surround	m2	1800	200.00		360,000.00
111	Paving surrounding outdoor pools beneath shade sails (measured elsewhere)	m2	300	80.00		24,000.00

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14327-EST KARRATHA LEARNING AND LEISURE PRECINCT					
112	Outdoor basketball and netball hardcourts including fencing, roofing and lighting	m2	4620	600.00	2,772,000.00
	<u>Uncovered Areas</u>				
113	Soccer/hockey/AFL pitches	m2	41700	8.00	333,600.00
114	Match standard lighting to pitch 1 and 2	Item			200,000.00
159	Match standard lighting to pitch 3	Item			100,000.00
160	Match standard lighting to pitch 4	Item			100,000.00
115	Tennis hardcourts (Plexipave finish) including fencing and lighting	m2	4035	80.00	322,800.00
	<u>General</u>				
116	Upgrade to northern facade (150 linear metres)	Item			400,000.00
	<u>Swimming Pools</u>				
117	50m heated pool	Item			1,850,000.00
118	Leisure pool heated (surface area 500m2)	Item			575,000.00
119	Wading pool heated	Item			175,000.00
	<u>Siteworks</u>				
120	Clear site	m2	108000	1.00	108,000.00
121	Imported filling (assumed 0m required beneath pitch 1 and 2, 1m average depth required to balance of site)	m3	52000	20.00	1,040,000.00
122	Carparking including drainage and lighting	m2	13930	65.00	905,450.00
123	Feature paving and landscaping to main entry	m2	1500	60.00	90,000.00
124	Pedestrian paving	Item			20,000.00
125	Bin store, miscellaneous enclosures	Item			25,000.00
126	Site fencing	m2	710	250.00	177,500.00
127	Miscellaneous metalwork	Item			25,000.00
128	External signage	Item			35,000.00

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14327-RST KARRATHA LEARNING AND LEISURE PRECINCT			
129	External seating and bins	Item	25,000.00
130	Miscellaneous retaining walls	Item	20,000.00
131	Landscaping and reticulation	Item	250,000.00
132	Preliminaries	Item	409,050.00
	<u>Site Services</u>		
133	Water service	Item	25,000.00
134	Gas service	Item	20,000.00
135	Gas storage tanks	Item	100,000.00
136	Sewers	Item	100,000.00
137	Building stormwater disposal	Item	25,000.00
138	Stormwater swale	Item	25,000.00
139	Fire service	Item	100,000.00
140	Fire booster pump	Item	20,000.00
141	Fire tank and pumps	Item	400,000.00
142	External lighting	Item	100,000.00
143	Submains and site main switchboard	Item	200,000.00
144	Western Power Headworks	Item	100,000.00
145	WANA Headworks	Item	200,000.00
146	Telstra Headworks	Item	5,000.00
147	Rock excavation	Item	200,000.00
148	Preliminaries	Item	155,850.00
		AREAS	29,450,000.00
	<u>OTHER COSTS</u>		
149	Design Contingency	Item	1,500,000.00
150	Location Allowance	Item	24,750,000.00
151	Construction Contingency	Item	4,200,000.00
152	Client Contingency	Item	550,000.00

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14327-EST KARRATHA LEARNING AND LEISURE PRECINCT		
153	Public Artwork	Item 700,000.00
154	Loose Furniture and Equipment	Item 300,000.00
155	IT and PABX	Item 100,000.00
156	Professional Fees	Item 5,750,000.00
157	BMW Service Charge	Item 900,000.00
158	Escalation to Tender	Item 2,100,000.00
	OTHER COSTS	41,850,000.00
	Total for GENERAL	71,300,000.00
	Total for RECREATION CENTRE	71,300,000.00
	Total for ESTIMATE 10/09/2009	106,050,000.00
	TOTAL \$	106,050,000.00
*** END OF REPORT ***		

**10.1.3 Hire Fee Waive Request- Roebourne Domestic Violence Community March**

<b>Attachment(s)</b>	<b>E-mail from Fiona White-Hartig</b>
<b>Responsible Officer:</b>	<b>Executive Manager Community Services</b>
<b>Author Name:</b>	<b>Manager Karratha Entertainment Centre</b>
<b>Disclosure of Interest:</b>	<b>Cr White-Hartig under Section 5.63 (1)(f) declared an interest in this item and did not participate in the vote.</b>

**REPORT PURPOSE**

To consider a request from Cr White-Hartig to waive the applicable Shire of Roebourne hire fees for use of the Roebourne Oval and purchase of light tokens for Monday 9<sup>th</sup> November 2009 in support of the Roebourne Domestic Violence March.

**Background**

The total fee applicable for this event, based on the Shire of Roebourne's Hire Rate is:

	\$ 35.75	Oval Hire fee (\$6.50 per hour X 5.5 hours)
	\$ 48.00	Light tokens fee (\$12 per token X 4 small tokens)
	\$200.00	Bond
<b>TOTAL</b>	<b>\$283.75</b>	

Cr White Hartig request for support is on behalf of a community working group with funding auspiced by the Yaandina Family Centre Inc.

The Executive Manager Community Services has delegated authority to provide a waive of up to 50% of fees.

**Issues**

In 2008 Council provided a full waiver of fees on a request to host a similar event called the "Roebourne Reclaim Our Night March 2008".

Unfortunately the issue of domestic violence is still prevalent in society.

The Domestic Violence event in Roebourne will focus on encouraging parents to pass along the message of non-violence to the younger generation so they can break the cycle for good. This is a great opportunity to raise awareness and tell people that domestic violence is not a private matter, it's a crime. It will also give a chance for local people to build communication and trust by socialising and mingling with the police in a non-threatening environment.

**Options**

Council has the following options available:

1. To grant a total fee waiver up to \$284 in support of the Roebourne Domestic Violence March scheduled for the 9<sup>th</sup> November 2009; or
2. To not approve a fee waive of the total applicable hire fee and apply a 50% concession offered through delegated authority to the Chief Executive Officer.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

A fee waiver would result in no income generated for this event.

**Conclusion**

A working group consisting community members has booked the Roebourne School Oval to coordinate a Domestic Violence March. This event will focus on encouraging parents to pass along the message of non-violence to the young generation so they can break the cycle for good.

**Voting Requirements**

Absolute.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14882**  
**MOVED** : **Cr Bailey**  
**SECONDED** : **Cr Cechner**

**That Council:**

**Grant a total fee waiver up to \$284 in support of the Roebourne Domestic Violence March scheduled for the 9<sup>th</sup> November 2009**

**CARRIED**

---

**FOR** : Cr Lockwood, Cr Lally, Cr Cechner, Cr Hipworth, Cr Lockwood, Cr Rothe, Cr Smeathers, and Cr Vertigan  
**AGAINST** : Nil

**From:** WhiteHartig, Fiona [mailto:Fiona.WhiteHartig@mp.wa.gov.au]  
**Sent:** Wednesday, 4 November 2009 4:28 PM  
**To:** Nicole Lockwood  
**Cc:** Collene Longmore; Garry Bailey; Ben Lewis  
**Subject:** Roebourne DV March 2009

Dear Nicole,

I am writing on behalf of the Roebourne March Against Domestic Violence Committee in relation to the proposed fees the Shire is charging us to hold our annual event on the School oval this year.

The Roebourne March against domestic violence has been an annual event for the past 8 years and has become a high profile successful event enjoyed by the whole community. The March was initiated by local women after the tragic deaths of two local women as a result of domestic violence.

Sponsorship is received from Government Departments and local industry and small business to support the event. The committee were unaware that we would be required to pay a \$200.00 bond for the use of the oval, \$35.75 in hire fees and \$12 per lighting tokens. We held the same event there last year and were not charged for this. Admittedly there were no lights installed at the oval at that time, but the committee thought that the Shire would donate their use as it is a community event that addresses domestic and family violence in the community.

The total amount to use the oval and lights for the evening would amount to less than \$100.00. Whilst the committee does have the funds to pay for this, it is not about the money. It is about the Shire supporting the community in their addressing violence in Roebourne and trying to do something about it.

It would be greatly appreciated if the Shire could waiver the fees for the evening.

If you require any further information, please do not hesitate to contact me.

Yours sincerely,

Fiona White-Hartig  
Committee Member  
Roebourne March Against Domestic Violence  
4<sup>th</sup> November 2009

## 10.2 RANGER SERVICES

### 10.2.1 Application for Two or More Dogs – 1 Davey Court, Nickol

<b>File No:</b>	<b>EC/3/7</b>
<b>Responsible Officer:</b>	<b>Executive Manager Community Services</b>
<b>Author Name:</b>	<b>Ranger Services Coordinator</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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#### REPORT PURPOSE

For Council to consider a request for an exemption to the Shire of Roebourne's Dog Local Laws to keep three dogs at 1 Davey Court Nickol and to seek a decision on this application

#### Background

The residents of 1 Davey Court, Nickol have requested an exemption to keep three (3) dogs in accordance with section 26(3) of the *Dog Act 1976*.

The residents have three dogs residing at the above address: One male German shepherd that is 10 months old, one female Labrador x Retriever that is 6 years old and one male Kelpie who is 9 weeks old.

Surveys have been sent out to the neighbours of 1 Davey Court to determine whether or not they object to three dogs being kept at the applicants' property. A total of six surveys were sent out and five written responses received.

#### Issues

Of the five received surveys, only one resident objected on the grounds that a nearby property has three dogs and they bark all the time. The Shire Rangers have attended the property of concern and only two dogs reside at the property of concern. The resident has been advised of this outcome and the Shire Rangers will continue to monitor the situation.

It is of the opinion of the Ranger Services Coordinator that based on no objections from the surrounding residents that this request be conditionally supported.

#### Options

Council has the following options available:

1. Reject the application to keep more than two dogs.
2. Grant the application with the following conditions:
  - a. All dogs kept to be registered at all times;
  - b. The dogs are not to cause any nuisance to neighbours;
  - c. Dog owners to keep the fences in good condition at all times;
  - d. In the event of one of the dogs dying or being removed from 1 Davey Court, Nickol, the number of dogs permitted to be kept at the property shall revert to two;
  - e. Any behavioural problems to be addressed as a matter of urgency by a qualified animal behaviouralist; and
  - f. In the event of any breach of the *Dog Act 1976* or any Local Laws, this permission shall be review.



**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

The Dog Act 1976, Part V, s26: Council's Local Laws Part 3, s3 deals with the number limits of dogs that may be kept on any one premises.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

A decision is required on whether to grant this request for permission to keep more than two dogs.

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14883**  
**MOVED** : **Cr Bailey**  
**SECONDED** : **Cr Vertigan**

**That Council grant the application to keep three dogs at 1 Davey Court, Nickol with the following conditions:**

- a. All dogs kept to be registered at all times;**
- b. The dogs are not to cause any nuisance to neighbours;**
- c. Dog owners to keep the fences in good condition at all times;**
- d. In the event of one of the dogs dying or being removed from 1 Davey Court, Nickol, the number of dogs permitted to be kept at the property shall revert to two;**
- e. Any behavioural problems to be addressed as a matter of urgency by a qualified animal behaviouralist; and**
- f. In the event of any breach of the *Dog Act 1976* or any Local Laws, this permission shall be review.**

**CARRIED**

---

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

**10.2.2 Application for Two or More Dogs – 421 Turner Way, Bulgarra****File No:** EC/3/7**Responsible Officer:** Executive Manager Community Services**Author Name:** Ranger Services Coordinator**Disclosure of Interest:** Nil

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**REPORT PURPOSE**

For Council to consider a request for an exemption to the Shire of Roebourne's Dog Local Laws to keep three dogs at 421 Turner Way, Bulgarra and to seek a decision on this application

**Background**

The residents of 421 Turner Way, Bulgarra have requested an exemption to keep three (3) dogs in accordance with section 26(3) of the *Dog Act 1976*.

The residents have three dogs residing at the above address: One female Dachshund cross who is 10 years old, one male Jack Russell Terrier cross who is four months old and one male Jack Russell Terrier cross who is four months old.

Surveys have been sent out to the neighbours of 421 Turner Way, Bulgarra to determine whether or not they object to three dogs being kept at the applicants' property. A total of five surveys have been sent out and no responses received.

The Shire Ranger has attended and inspected the applicants property and based on observations conclude that the fences are adequate to confine all three dogs, all dogs appear to be quiet and well behaved and the residents are responsible dogs owners.

**Issues**

It is of the opinion of the Ranger Services Coordinator that given five surveys were sent out to surrounding residents requesting feedback and to date that no negative feedback has been received that the application be conditionally supported.

**Options**

Council has the following options available:

3. Reject the application to keep more than two dogs.
4. Grant the application with the following conditions:
  - a. All dogs kept to be registered at all times;
  - b. The dogs are not to cause any nuisance to neighbours;
  - c. Dog owners to keep the fences in good condition at all times;
  - d. In the event of one of the dogs dying or being removed from 421 Turner Way, Bulgarra, the number of dogs permitted to be kept at the property shall revert to two;
  - e. Any behavioural problems to be addressed as a matter of urgency by a qualified animal behaviouralist; and
  - f. In the event of any breach of the *Dog Act 1976* or any Local Laws, this permission shall be review.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

The Dog Act 1976, Part V, s26: Council's Local Laws Part 3, s3 deals with the number limits of dogs that may be kept on any one premises.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

A decision is required on whether to grant this request for permission to keep more than two dogs.

**Voting Requirements**

Simple.

---

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14884**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Vertigan**

**That Council grant the application to keep three dogs at 421 Turner Way, Bulgarra with the following conditions:**

- a. All dogs kept to be registered at all times;**
- b. The dogs are not to cause any nuisance to neighbours;**
- c. Dog owners to keep the fences in good condition at all times;**
- d. In the event of one of the dogs dying or being removed from 421 Turner Way, Bulgarra, the number of dogs permitted to be kept at the property shall revert to two;**
- e. Any behavioural problems to be addressed as a matter of urgency by a qualified animal behaviouralist; and**
- f. In the event of any breach of the *Dog Act 1976* or any Local Laws, this permission shall be review.**

**CARRIED**

---

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

## **11 TECHNICAL SERVICES**

### **11.1 AIRPORT**

#### **11.1.1 Tender KAP 01/09-10 - Leasing Of Lot 8 At Karratha Airport**

**Attachment(s)**                      **Separate Confidential Evaluation Report**

**Plan of Lease Area**

**Responsible Officer:**              **Executive Manager Technical Services**

**Author Name:**                      **Airport Manager**

**Disclosure of Interest:**          **Nil**

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#### **REPORT PURPOSE**

For Council to consider the outcome of Tender KAP 01 – 09/10, for the leasing of Lot 8 at Karratha Airport.

#### **Background**

Lot 8 was previously let for tender to dispose of via lease in November 2008. No tenders were received. Subsequently, an item was presented to Council in August 2009 proposing the lease of this lot to the Kitson Group, but this item was rejected on the basis of length of the proposed lease.

Following this, Karratha Flying Services expressed an interest to lease the lot for the development of a new hangar to complement their existing facility on Lot 7. It was then decided that the best way to evaluate submissions would be to call tenders.

Tenders were called and advertised in the West Australian and the Pilbara News on 23 September 2009.

Tenders closed at 2pm on Wednesday 7 October 2009.

One tender was received, from Karratha Flying Services.

#### **Issues**

The attached confidential evaluation report contains commentary on the suitability of the Karratha Flying Services tender response.

#### **Options**

Council has the following options available:

1. Accept the Karratha Flying Services tender;
2. Reject the Karratha Flying Services tender and negotiate directly with them for the lease of lot 8 at Karratha Airport;

#### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

---

**Legislative Implications**

Local Government Act (1995) Section 3.58 regarding the disposal of property.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

Based on the outcome of the evaluation report, the best option for Council is to reject the Karratha Flying Services tender response and commence negotiations directly with them for the lease of Lot 8 at Karratha Airport.

**Voting Requirements**

Simple.

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**RECOMMENDATION**

**That Council reject all tenders received for Tender KAP 01-09/10 regarding the lease of Lot 8 at Karratha Airport.**

**AND**

**That Council delegate authority to the Chief Executive Officer to negotiate directly with Karratha Flying Services for the lease of Lot 8 at Karratha Airport as per the valuation amount and for a term not exceeding 15 years, to be valued to market every 5 years and to CPI annually.**

---

**COUNCIL RESOLUTION**

**Res No : 14885**  
**MOVED : Cr Lally**  
**SECONDED : Cr Hipworth**

**That Council reject all tenders received for Tender KAP 01-09/10 regarding the lease of Lot 8 at Karratha Airport.**

**AND**

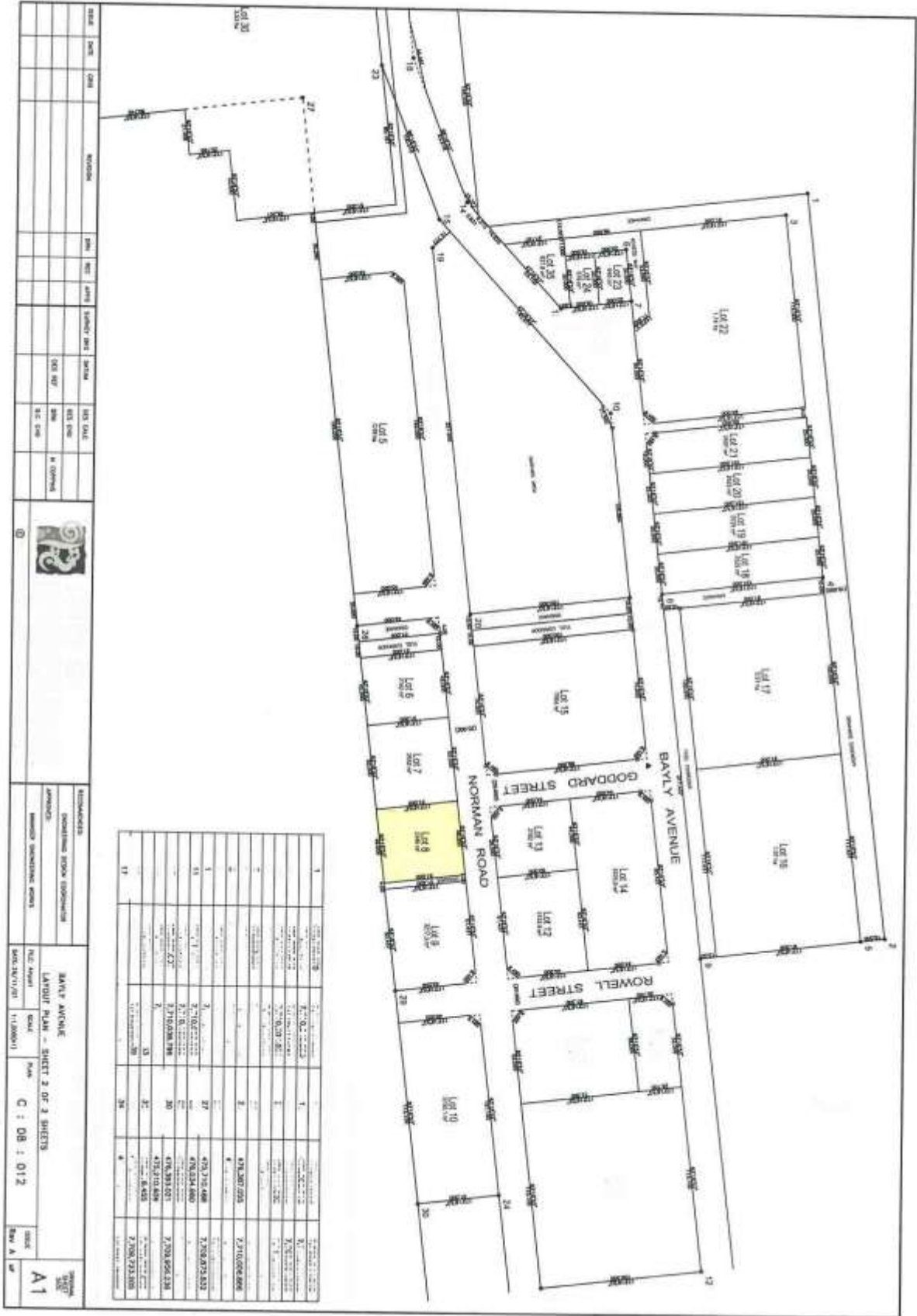
**That Council delegate authority to the Chief Executive Officer to negotiate directly with Karratha Flying Services for the lease of Lot 8 at Karratha Airport as per the valuation amount and for a term not exceeding 15 years, to be valued to market every 3 years and to CPI annually.**

**CARRIED**

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

Cr Rothe wished it to be noted that he voted against this recommendation as he believes that it is too cheap and too long a lease period.



**11.1.2 Lease Of Hangar Site - Roebourne Airstrip**

<b>Attachment(s)</b>	<b>Plan of Roebourne Airstrip</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Airport Manager</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**REPORT PURPOSE**

For Council to consider the assignment of an existing lease of a hangar site at the Roebourne Airstrip.

**Background**

Council currently leases a site at the Roebourne Airstrip to a Mr Paul O'Connor of Karratha. The lease commenced on 1 April 2005 and runs for a term of 5 years, expiring on 1 April 2010. A steel frame hangar has been constructed on the site, suitable for storing a light aircraft. Due to the undeveloped nature of the Roebourne Airstrip and the use primarily for recreational aviation activities the lease is of a peppercorn nature, with the annual rental being \$10 per annum (exclusive of GST)

**Issues**

Correspondence was received on 22 September 2009, from Mr O'Connor, requesting that the existing lease be assigned to a Mr Nick Serle. Mr O'Connor is proposing to sell the hangar to Mr Serle, which will require the assignment of the lease.

As the lease expires on 1 April 2010, it would appear logical to assign the existing lease to Mr Serle, and to extend the lease for a further 5 years at the lease rate of \$10 per annum.

**Options**

Council has the following options available:

1. Assign the existing lease from Mr Paul O'Connor to Mr Nick Serle, and extend the lease to expire on 1 April 2015.
2. Not assign the existing lease from Mr Paul O'Connor to Mr Nick Serle, and extend the lease to expire on 1 April 2015.

**Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

The assigning of the lease to Mr Serle will allow the sale of the hangar from Mr O'Connor to proceed, and provide an opportunity to extend the lease for a further 5 years.

**Voting Requirements**

Simple.

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**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : **14886**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr White-Hartig**

**That Council approve the assigning of the existing lease for the hangar site at Roebourne Airstrip from Mr Paul O'Connor to Mr Nick Serle, and that the lease be extended to expire on 15 April 2015, annual lease amount to be \$10 (exclusive of GST).**

---

**CARRIED**

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





Cr Vertigan left Chambers at 7.24pm  
Cr Vertigan returned to Chambers at 7.28pm

## **12 DEVELOPMENT SERVICES**

### **12.1 ENVIRONMENTAL HEALTH**

#### **12.1.1 Implementation Of The Food Act 2008**

**Attachment(s)**                      **Amendment to the Shire's Delegated Authority Register, DE2 'Principles of Good Enforcement', proposed Fees and Charges Schedule**

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

**Author Name:**                      **Manager Environmental Health**

**Disclosure of Interest:**          **Nil**

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#### **REPORT PURPOSE**

To provide a brief regarding pertinent aspects of the *Food Act 2008* (the Act) and to seek the adoption of local health policies, fees and delegated authority in response to the Act.

The Act and its subsidiary legislation have been gazetted and came into operation on 23 October 2009. This represents a quantum shift in the way that food legislation is structured and managed by Local Government within WA. All existing state food legislation is being repealed and the national framework is being adopted. To enable the Environmental Health Service to implement this legislation local health policies, the delegation provided to Shire officers, and fees charged need to be considered and adopted by the Shire.

#### **Background**

The Shire has received written confirmation from the Department of Health (WA) that the new Act and subsidiary legislation will come into operation on 23 October, with a transition phase to allow for Local Governments to adapt to this change prior to 1 January 2010.

#### **Issues**

The Act was passed on the 8 July 2008 by the Western Australian Parliament and implemented on the 23 October 2009. The Act will be the principal piece of legislation regulating the sale of food in Western Australia and provides food safety regulation over the entire food supply chain; a paddock to plate approach. This represents a significant shift in the direction of food regulation and management within WA.

The Act will apply to everyone involved in the sale of food in WA. Sale is defined broadly and includes activities such as:

- the supply of food as a meal to employees at the place of work in accordance with employment arrangements;
- offering of food as a prize or reward;
- the giving away of food for the purposes of advertisement;
- the supply of food under a contract together with accommodation, service or entertainment

The current food safety regulatory framework includes a number of legislative instruments created under the *Health Act 1911*. These include the *Health (Food Hygiene) Regulations 1993*, the *Health (ANZ Food Standards Code Adoption) Regulations 2001*, the *Health (Meat Hygiene) Regulations 2001* and local government by laws. The Act will replace all of these legislative instruments. This regulatory system was prescriptive and subsequently very inflexible. In contrast, the Act provides for an outcome based approach. In this model of food regulation, food safety outcomes are assessed which provides the food industry the opportunity to be innovative in relation to food safety management. Furthermore, the Act clarifies that the responsibility for food safety rests on the food business.

The Act implements the *Australia New Zealand Food Standards Code* (the Code). This means that all food safety requirements are contained within this national code. The advantage of this approach is that it provides for national consistency; a food business in WA will need to meet the same requirements as a food business operating anywhere else in Australia. Chapter 3 of the Code, known as the *Food Safety Standards*, contains the minimum food handling, hygiene and structural requirements for all food businesses. It is expected that food businesses that comply with the current legislation in terms of food premises fit out and construction will comply with the standard required in the Code.

The Act makes significant changes to the way food safety is managed that the Shire needs to be aware of:

#### *Food Safety Programs*

Food Safety Programs must be implemented in food businesses that are captured under *Standard 3.3.1 (Food Safety Programs for Food Service to Vulnerable Persons)* of the Code; specifically high-risk food businesses such as hospitals, nursing homes and child care centres. Although not a legal requirement for all food businesses, food safety programs are an effective food safety management tool and assist food businesses to manage their food safety risks. In addition, they are invaluable in ensuring that food businesses are able to demonstrate that all reasonable measures are being taken to produce safe and suitable food.

#### *Notification Requirements*

All food businesses must notify the appropriate enforcement agency in writing that they plan to conduct a food business. The information required includes contact details, the nature of the food business and the location of all proposed food premises. The purpose of notification is so that enforcement agencies know of their existence can contact them if required and know the sort of food business in operation. In addition, it enables them to make a decision as to whether the food business needs to apply for registration as a food business. This will include premises ranging from food manufacturers down to the newsagent and chemist selling bagged confectionary and community groups selling food.

#### *Registration*

Section 109 of the Act specifies that it is an offence to conduct a food business at any premises unless the food business is registered with the relevant enforcement agency in respect of those premises. This enables the enforcement agency to be aware of all food businesses trading within its responsible area and collect information in relation to food handling so that targeted food safety education, surveillance, enforcement and awareness programs can be developed. The Shire of Roebourne is an enforcement agency. Low risk food premises (e.g. Newsagents selling bagged confectionary) are provided with an exemption from registration. Shire's Environmental Health Service intended Community groups and not-for-profit organisations will also not be charged any registration fees.

### *Enforcement*

The Act provides Shire's Environmental Health Service with a number of new enforcement options, designed to assist in managing compliance with the food standards. Depending on the severity of food safety breaches, authorised officers from enforcement agencies may issue or initiate any of the following:

- formal warnings
- improvement notices;
- prohibition orders;
- infringement notices (fines)
- legal action through the Courts (penalties now range from \$10,000 to \$500,000 and can include imprisonment)

Section 122 of the Act requires that the Shire prepare and maintain a list of authorised officers appointed by the Shire. Staff employed as Environmental Health Officers are considered to have the appropriate qualifications and experience to be appointed as an authorised officer for the purposes of the Act.

The Act differs greatly from the current *Health Act 1911* in that premise proprietors can be issued infringement notices (on the spot fines) for minor breaches or non-compliance where deemed necessary. Previously there has been no ability to financially penalise a premises for non compliance unless a magistrate imposed a fine as a result of prosecution action in the Court. The Act requires certain persons to be delegated for the purposes of serving and withdrawing infringement notices.

The Shires Environmental Health Officer's are the logical persons to be 'Delegated Officers' authorised to apply Section 126 (2). Delegated Officers authorised to issue infringements are prohibited from being able to withdraw the infringement notice, therefore the CEO and Executive Manager Development Services should be 'Delegated Officers' for the purposes of Section 126 (7) of the Act to withdraw any infringements served. Refer to Delegated Authority Attachment.

The Department of Health has also recommended that all Local Authorities develop a 'compliance and enforcement policy' that sets out the approach to compliance and enforcement that will be implemented by the Shire in respect to the Act including the service of infringement notices, prohibition notices and where these fail, commence legal action. The Shire's Environmental Health Service has developed the 'Principles of Good Enforcement' Policy (DE2) which clearly explains our enforcement role and how we intend to work with the community. This can be applied to all Environmental Health legislation and enforcement activities, and not be limited to the Food Act 2008. Refer to attached policy DE2 – Principles of Good Enforcement.

The Food Act gives autonomy to Local Government to impose and recover fees under the *Local Government Act 1995 Part 6 Division 5 Subdivision 2* for functions such as notification, registration, assessments, transfers etc. All WA Councils including the Shire of Roebourne will be able to determine their own fee arrangements within the content of the Acts. The fees should reflect the cost incurred in providing the service. This would involve premises assessment, sampling procedure, education/training support, and administration.

All premises will be required to notify the Shire that they are preparing or selling food products. The Act requires the Shire to prepare and maintain a list of all premises which have notified the Shire that they are operating and those which are registered to operate within the District. An initial notification fee will be charged to all premises except those which are exempt by the Act or not-for-profit/community groups. This is one of the means by which the Shire supports its community groups.

All premises subject to risk assessment/inspection will be required to register with the Shire. Shire's Environmental Health Service Staff will risk rank these premises to determine the number of assessments which will be carried out, with those premises requiring more frequent assessment being charged a greater amount. Section 140(2) of the Act enables the Shire to charge a fee for the carrying out of the assessment, irrespective of whether or not the inspection is asked for or agreed to.

The Shire's Environmental Health Service intends to introduce an annual Registered Premises Inspection Fee based upon the risk that the food premises poses to the public. Premises which prepare and serve certain types of foods to the public, and especially at risk populations (child cares, nursing homes etc.) will receive a higher risk ranking than one which only heats up a pre-packed product before service to the public. The registration of a food premises would remain in force indefinitely, provided that the premises does not close and pays the annual Registered Premises Inspection Fee.

The proposed fee structure is based on an hourly rate of \$75 per officer which includes all staffing costs, administration and vehicle/travel costs. The intent is to charge \$200 per food premises assessment, with any re-inspection being supplied free of charge. Where a second or subsequent re-assessment is required a fee of \$75 per hour or part thereof will be charged. There is no intent to conduct assessments of very low risk premises therefore no fee will be levied for these premises. The proposed fee structure is based upon cost recovery only.

Based on the 100 food premises which the Shire's Environmental Health Service is aware of operating within the Shire, assuming 75% of these are either medium or high risk premises, the anticipated income from charging the annual Registration Fees would be \$35,000. Notification of these premises would increase this fee by a further \$5,000. Please note that there are many other premises which will be required to notify the Shire, however will not be subject to annual registration. This will bring in further fees to the Shire.

The Shire's Environmental Health Service intends to write to each of the food premises operating within the Shire that we are aware of, together with hairdressing premises, chemists, video stores and similar business which may sell packaged foods or provide food and drink with their service (but are not currently assessed by the Shire). Information will also be included on the Shires website alerting both business and the public of the legislative changes.

### **Options**

Council has the following options available:

1. Adopt the recommendations of the officer as per the Report Recommendations

or in the case of:-

Recommendation 1)

Determine that the Chief Executive Officer does not have the authority to commence legal action for breach of the Food Act 2008 and that any prosecution action will be initiated by resolution of Council only. This would contrast to the current delegated power to initiate legal action for breach of the Health Act 1911 food provisions.

Determine that the Chief Executive Officer and Executive Manager, Development Services are not “Designated Officers” for the purposes of withdrawing infringement notices as per Section 126(7) of the Act, and instead delegate this to either a resolution of Council or other staff member who will not be issuing the infringement notices.

Determine that the Shire's Environmental Health Service officers are not Designated Officers for the purposes of issuing infringement notices as per Section 126(2) of the Act, and instead delegate this to a senior staff member who will not be withdrawing the infringement notices.

Recommendation 2)

The Shire is legally bound to adopt the notification provisions of the Act and must keep a register of notifications and registrations. There are no options available for Council not to adopt this recommendation.

Recommendation 3)

That the Shire determines that it does not want to charge a fee for notification, registration and/or recoup costs associated with implementing the Food Act 2008. In this case Council can adopt to have a \$0 fee for notification and determine that it does not wish to utilise the provisions of the Local Government Act 1995 Part 6 Division 5 Subdivision 2. Should the Council determine that the fees are insufficient to cover the costs associated with the implementation of the Act, Council must limit the fees which they propose to what they determine to be a cost recovery only. Any fees levied due to the Act, unless no charge is to be applied, must be advertised to ensure compliance with the *Local Government Act 1995*.

Recommendation 4)

If the Council determines that it does not wish to charge any fees associated with implementation of the Act, this recommendation becomes null and void.

Recommendation 5)

If Council determines not to adopt proposed Environmental Health Policy, Shire's Environmental Health Service will continue to conduct business as usual. The policy is intended to formalise our current actions and work procedures.

Recommendation 6)

Irrespective of whether the officer recommendations are adopted, the Shire's Environmental Health Service is required to maintain a notification and registry list of all food businesses within the Shire. Proprietors of food businesses need to be made aware of their obligations and responsibilities under the new Act.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

The *Food Act 2008* gives autonomy to Local Government to impose and recover fees under the *Local Government Act 1995* Part 6 Division 5 Subdivision 2 for:-

- Notification (s107)
- Registration (s110)
- Any function performed under the Act (s140(1))
- Provision of information or for carrying out of any inspection (s140(2))

Section 6.19 of the *Local Government Act 1995* requires Council to give local public notice when introducing fees and charges outside the annual budget process. The Notice is to give the intention of introducing the fee and when the fee would become effective.

**Financial Implications**

If the fees included in this report are adopted, the anticipated income for 2009/10 will be approximately \$40,000. As fees are being implemented under Local Government Act 1995 Part 6 Division 5 Subdivision 2, an Absolute Majority decision of Council is required.

**Conclusion**

The *Food Act 2008* (the Act) and its subsidiary legislation has been gazetted and came into operation on 23 October 2009, with transitional provisions enabling Local Authorities to adapt to these changes before 1 January 2010. The recommended local health policy, amended fees and changes to the Delegated Authority Register are all required actions to enable the Shire's Environmental Health Department to effectively administer the amended legislation.

**Voting Requirements**

Absolute.

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**RECOMMENDATION**

**That Council:-**

- 1) **Amend the Delegated Authority Register to include delegations specific to the introduction and implementation of the Food Act 2008 as per attached;**
- 2) **Council adopt the new notification and registration system for food premises in accordance with the Food Act 2008, as from 1 January 2010;**
- 3) **Council adopt and advertise the fees associated with the introduction and implementation of the Food Act 2008 as per attached, as from 1 January 2010**
- 4) **Modify the Annual Budget to show an income gained from the new notification and registration system of \$40,000**
- 5) **Council adopt Environmental Health Policy - DE2 – Principles of Good Enforcement, subject to no substantive objections or modifications received during the advertising period as determined by the CEO.**
- 6) **Implement a program to inform and educate food premises proprietors and staff about the new Food Act 2008.**

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**COUNCIL RESOLUTION**

**Res No** : **14887**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Lally**

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

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**CARRIED**

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

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**COUNCIL RESOLUTION**

**Res No** : **14888**  
**MOVED** : **Cr Cechner**  
**SECONDED** : **Cr Vertigan**

**That Council reinstate Standing Orders.**

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**CARRIED**

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

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**COUNCIL RESOLUTION**

**Res No** : **14889**  
**MOVED** : **Cr White-Hartig**  
**SECONDED** : **Cr Cechner**

**That Council:-**

- 1) **Amend the Delegated Authority Register to include delegations specific to the introduction and implementation of the Food Act 2008 as per attached;**
- 2) **Council adopt the new notification and registration system for food premises in accordance with the Food Act 2008, as from 1 January 2010;**
- 3) **Council adopt and advertise the fees associated with the introduction and implementation of the Food Act 2008 as per attached, as from 1 January 2010**
- 4) **Modify the Annual Budget to show an income gained from the new notification and registration system of \$40,000**
- 5) **Council adopt Environmental Health Policy - DE2 – Principles of Good Enforcement, subject to no substantive objections or modifications received during the advertising period as determined by the CEO.**
- 6) **Implement a program to inform and educate food premises proprietors and staff about the new Food Act 2008.**

---

**CARRIED**

FOR : Cr Lockwood, Cr Lally, Cr Cechner, Cr Hipworth, Cr Lockwood,  
Cr Smeathers Cr Vertigan and Cr White-Hartig  
AGAINST : Cr Rothe

Cr Rothe wished it noted that he voted against this item as he believes that people pay substantial amounts in rates & this should be a service that the Shire should provide free of charge.





## OBJECTIVES

1. Carrying out enforcement functions in an equitable, practical and consistent manner helps to promote a thriving local economy.
2. Ensure efficient and effective local government service delivery that meets our community's expectations

## POLICY PROVISIONS

The effectiveness of legislation in achieving its protective function depends crucially on the compliance of those regulated. We recognise that most businesses and individuals want to comply with the law. We will, therefore, take care to help business and others meet their legal obligations without unnecessary expense, while taking firm action, including prosecution where appropriate, against those who flout the law or act irresponsibly. All members of the community will reap the benefits of this policy through better service, information, choice, safety and a more pleasant environment.

We have therefore adopted these Principles of Enforcement. Included in the term 'enforcement' are advisory visits and assisting with compliance as well as licensing and formal enforcement action such as the service of Notices and prosecution action. By adopting this policy we commit ourselves to the following best practice policies and procedures, and will provide information to show that we are observing them.

### Policy

#### Standards

- We will draw up clear standards setting out the level of service and performance the public and business people can expect to receive.
- We will publish these standards and our annual performance against them.
- The standards will be made available to business and others who are regulated.

#### Openness

- We will provide information and advice in plain language on the legislation that we apply and will disseminate this as widely as possible within the Shire.
- We will be open about how we set about our work, including any charges that we set, and allow for open consultation with affected parties.
- We will discuss general issues, specific compliance failures or problems with anyone experiencing difficulties.

### Helpfulness

- We will be proactive. We believe that prevention is better than cure and that our role therefore involves actively working with business, especially small and medium sized businesses, to advise on and assist with compliance.
- We will provide a courteous and efficient service and our staff will identify themselves by name. We will provide a contact point and telephone number for further dealing with us and we will encourage business to seek advice/information from us.
- Applications for approval of establishments, licenses, registrations, etc, will be dealt with efficiently and promptly.
- We will ensure that, wherever practicable, our enforcement services are effectively co-ordinated to minimise unnecessary overlaps and time delays.

### Complaints About Service

- We will provide well-publicised, effective and timely complaints procedures easily accessible to business, the public, employees and consumer groups.
- In cases where disputes cannot be resolved, any right of complaint or appeal will be explained, with details of the process and the likely time-scales involved.

### Proportionality

- We will minimise the costs of compliance for business by ensuring that any action we require is proportionate to the risks. As far as the law allows, we will take account of the circumstances of the case and the attitude of the operator when considering action.
- We will take particular care to work with small businesses and voluntary and community organisations so that they can meet their legal obligations without unnecessary expense, where practicable.

### Consistency

- We will carry out our duties in a fair, equitable and consistent manner. While officers are expected to exercise judgement in individual cases, we will have internal procedures and policies in place to promote consistency, including effective arrangements for liaison with other authorities and enforcement bodies.

### Safety

- We will carry out our duties in a safe manner and will comply with the safety rules and policies applicable to premises or places in which we carry out those duties.
- Action we take and advice that we give will be undertaken with due consideration to detrimental effects they may have on the environment or human health.

### Procedures

#### Simple Advice

Advice from an officer will be put clearly and simply, and will be confirmed in writing on request, explaining why any improvements to activities, procedures or premises may be advisable from a best practice perspective.

#### Discussion

Before formal enforcement action is taken, officers will provide an opportunity to discuss the circumstances of the case and, if possible, resolve points of difference,

unless immediate action is required (for example, in the interests of health and safety or environmental protection or to prevent evidence being destroyed).

#### **Formal Advice**

- **The statutory basis for all formal requirements will be clearly outlined in each case.**
- Where immediate action is considered necessary, an explanation of why such action was required will be given at the time and confirmed in writing in most cases within 5 working days and, in all cases, within 10 working days.
- **As a rule, formal advice will follow the discussion or verbal advice, confirming the requirement for any remedial work or improvements to activities or procedures and the time-scale within which they should be achieved. In keeping with our positive compliance policy, we will allow for further discussions for information sharing and advice, providing a willingness to progress is demonstrated.**
- Our approach to enforcement of statutory requirements will in all cases be fair and considered, while based on the degree of risk to public health and amenity.

#### Appeal Information

- Where there are rights of appeal against formal action, advice on the appeal mechanism will be clearly set out in writing at the time the action is taken (whenever possible this advice will be issued with the enforcement notice).

#### **ENFORCEMENT– “THREE STRIKES”**

This section aims to set out our clear policy on deciding which enforcement option is applicable. It has been designed to be transparent and equitable. Enforcement options (dependant on legislation) include:- no action; informal action; formal letters; statutory notices (including improvement notices and prohibition notices), seizure of goods, infringement notices; and prosecution. Where a blatant/intentional non-compliance has occurred, the Chief Executive Officer will be consulted before the matter can be referred to the Shire’s legal representatives for immediate commencement of prosecution action.

##### Strike 1

Assessment and report completed with a follow up date provided on report for works to be completed by. Should proprietor be unable to complete works within the allotted time scale, the proprietor is advised to make application in writing to the Shire’s Environmental Health Service requesting an extension of this time scale.

##### Strike 2

1<sup>st</sup> follow up conducted on the set date by Environmental Health Officer. If items remain outstanding, a standard first warning letter is sent to the proprietor stating that should the works not be completed by an assigned date, legal action may be commenced against the proprietor for breach of the legislation. Again, should proprietor be unable to complete works within the allotted time scale, they are to be informed that application should be made in writing to the Shire's Environmental Health Service requesting an extension of this time scale.

##### Strike 3

2<sup>nd</sup> follow up conducted on the set date by Environmental Health Officer and Manager Environmental Health. If items remain outstanding, Environmental Health Officer should collect photographic evidence of non-compliances, and inform the proprietor that the matter will be referred to the Chief Executive Officer for the commencement of legal action. Letter to be sent to the proprietor requesting they contact the Manager, Environmental Health as soon as possible to prevent legal action if appropriate.

In all instances, where a premises complies with the works or order given, then they return to a no (0) strike status.

**The commencement of legal action is at the direction of the Chief Executive Officer on advisement of the Manager Environmental Health, based on the risk to public health, and is to be used only where proactive measures have failed.**

#### **RELATED DOCUMENTS**

*Health Act 1911 and subsidiary legislation*

*Food Act 2008 and subsidiary legislation*

*Environmental Protection Act 1986 and subsidiary legislation*

*Local Government Act 1995 and subsidiary legislation*

*Caravan Parks and Camping Grounds Act 1985 and subsidiary legislation*

Previous Policy No:	N/A
Resolution Numbers:	
Last Reviewed:	November 2009
Next Review:	May 2010
Responsible Officer:	Manager Environmental Health

**25 FOOD ACT 2008**

Date Adopted: 21 November 2009

Last reviewed: 21 November 2009

Authority: Food Act 2008 s65(1), s118, s122(3), s126(1), s126(13)

Delegate to	Authority being delegated	Legislative Power being delegated	Authority to Delegate
CEO	Prosecute for breach of the Food Act 2008	Section 118 (1)	Section 118 (2)
CEO	Authority to issue a Prohibition order where a food proprietor has not complied with an improvement notice or the order is required to mitigate a serious danger to Public Health	Section 65 (1)	Section 118 (2)
CEO & Executive Manager – Development Services	Officers designated by the Shire for the purposes of withdrawing Infringement Notices for breach of the Act. These persons are prohibited by the Act from serving Infringement Notices.	Section 126 (13)	Section 126 (13)
Manager Environmental	“Designated Officers” listed by the Shire for the purposes	Section 126 (1)	Section 126 (13)

<p>Health &amp; Environmental Health Officers</p>	<p>of serving Infringement Notices for breach of the Act</p>		
<p>Manager Environmental Health &amp; Environmental Health Officers</p>	<p>“Authorised Officers” listed by the Shire for the purposes of administering the Act.</p>	<p>Section 122 (3)</p>	<p>Section 122 (3)</p>

FOOD ACT 2008 SCHEDULE OF FEES

NOTIFICATION FEE (inc GST)

High, Medium and low risk premises	\$50.00
Exempted Food Premises, not-for-profit and Community groups	No fee

REGISTERED PREMISES ASSESSMENT FEE

Annual risk assessment/inspection fees (inclusive of GST)

High risk (2 assmt/yr)	\$400
Medium risk (2 assmt/yr)	\$400
Low risk (1 assmt/yr)	\$200
Very low risk	No Fee
2 <sup>nd</sup> & subsequent re-assessment	\$75.00
Transfer fee	\$50

APPLICATION FEE

Construct or establish a food premises (S110(3)) which includes notification fee	
High risk	\$275
Medium risk	\$275
Low risk	\$170

NOTE:- As per the Food Act, any fees and charges set by regulation take precedence over Council Fees and Charges

SUPPLEMENTAL FEES BASED OF FEE FOR SERVICE (AS PER LOCAL GOVERNMENT ACT 1995 PART 6 DIVISION 5 SUBDIVISION 2)

Fee for Service on Demand (inc Section 39 certificate, freezer breakdown, inspection on request)

1 <sup>st</sup> Hour or part thereof	\$150
Every hour thereafter or part thereof	\$75

Note:- Fee for service applies to all Environmental Health service delivery and is not limited to food matters only.

### 12.1.2 Funding For The Demolition And Replacement Of The Shire's Sentinel Chicken Coop

<b>File No:</b>	<b>EC/3/14</b>
<b>Attachment(s)</b>	<b>Letter from UWA (I83650) Council Minute item 11.1.3 of 21 September 2009</b>
<b>Tabled Report</b>	<b>UWA Arbovirus Surveillance &amp; Research Laboratory Annual Report 2008-2009</b>
<b>Responsible Officer:</b>	<b>A/Executive Manager Development Services</b>
<b>Author Name:</b>	<b>Manager Environmental Health Services</b>
<b>Disclosure of Interest:</b>	<b>Cr Hipworth under 5.60 (b) declared a proximity interest and left Chambers.</b>

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#### **REPORT PURPOSE**

This report seeks funding to replace the dilapidated sentinel chicken coop located at the Shire's Cowle Road depot with an approved, cyclone standard structure. The Shires preferred contractor has quoted \$32,450 (inclusive of GST) for the removal of the existing unsuitable coop and replacement with an approved cyclone compliant structure.

#### **Background**

A previous request for funding was made by Shire's Environmental Health Service to Council at its 21 September 2009 Ordinary Council Meeting. At this meeting Council resolved:

*"That this item lay on the table until such time that Council has had the opportunity to investigate whether a Sentinel Chicken coop is still required within the Shire of Roebourne boundary."*

In late 2008 the Shire's chicken coop was declared an occupation health and safety hazard to both the depot staff who fed and maintained the chicken flock and to the Environmental Health officers who undertook the bleeding of the chickens. It is noted that the coop had been damaged during a severe storm and subsequent temporary repair works were deemed inadequate.

#### **Issues**

The Shire's Environmental Health Service contacted the Pilbara Population Health Unit and requested they confirm whether the sentinel chickens were still required at the Shires Cowle Road Depot. In response, the Shire was forwarded correspondence from the Arbovirus Surveillance and Research Laboratory at the University of Western Australia which strongly supported the Shire retaining its sentinel chicken flock.

In the correspondence, Research Associate Professor Dr Cheryl Johansen confirmed that the program has been very successful in predicting future outbreaks of human disease on many occasions. The program has allowed the Department of Health to issue media releases warning the communities at risk of the increased likelihood of viruses being transmitted by local mosquitoes.



Dr Johansen confirmed that the Shire has been supportive of the Sentinel Chicken Program (the Program) in its various formats since the 1980s, and that with the substantial increase in population, large number of 'FIFO' workers and travellers visiting and living in this area, the continued support of the Program is essential.

The Shire's Environmental Health Service has an excellent working relationship with both UWA and the Department of Health (WA) Arbovirus/Mosquito control staff.

Karratha Contracting have quoted \$32,450 (inclusive of GST) to remove the existing chicken coop and replace this with a cyclone compliant structure. It would be possible to reduce the quote by incorporating a raised dirt floor to the roosting area in lieu of impervious flooring for the new coop. Advice from other participants in the Program indicated that raised dirt flooring would be easier to clean and maintain, be more readily used by the chickens, and would negate the need to install additional drainage systems to facilitate wash down of the slab.

### **Options**

Council has the following options available:

1. Allocate a total of \$32,450 from the 2009-10 budget as quoted for the removal of the existing sentinel chicken coop and replacement with a cyclone compliant structure.
2. Allocate an amount not exceeding \$30,000 from the 2009-10 budget for the removal of the existing sentinel chicken coop and replacement with a cyclone compliant structure without impervious flooring.
3. Refuse the request for funding and advise the Department of Health that the Shire will no longer be participating in the Program.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

A budget amendment resolved by Absolute Majority will be required.

### **Conclusion**

The Shire's Environmental Health Service has investigated whether a sentinel chicken flock is still required to be located within Karratha and on the advice of the Department of Health and University of Western Australia, has determined that this is still warranted. Therefore, the Shire's Environmental Health Service requires an amount not exceeding \$32,450 to be allocated from the 2009-10 budget to replace the Shires Chicken Coop to enable continued participation in the Department of Health's Sentinel Chicken Program.

### **Voting Requirements**

Absolute.

**RECOMMENDATION**

That Council –

**Allocate an amount not exceeding \$30,000 from the 2009-10 budget for the removal of the existing sentinel chicken coop and replacement with a cyclone compliant structure without impervious flooring.**

**COUNCIL RESOLUTION**

**Res No : 14890**  
**MOVED : Cr Vertigan**  
**SECONDED : Cr Bailey**

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

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

**COUNCIL RESOLUTION**

**Res No : 14891**  
**MOVED : Cr Vertigan**  
**SECONDED : Cr Cechner**

**That Council reinstate Standing Orders.**  
**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No : 14892**  
**MOVED : Cr Smeathers**  
**SECONDED : Cr White-Hartig**

That Council –

**Allocate an amount not exceeding \$30,000 from the 2009-10 budget for the removal of the existing sentinel chicken coop and replacement with a cyclone compliant structure without impervious flooring.**

**CARRIED**

**FOR : Cr Lockwood, Cr Lally, Cr Cechner, Cr Lockwood, Cr Smeathers, Cr Vertigan and Cr White-Hartig**  
**AGAINST : Cr Rothe**



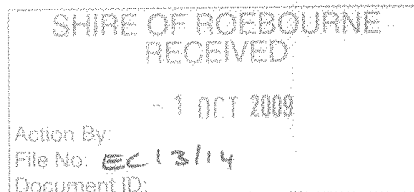
**THE UNIVERSITY OF  
WESTERN AUSTRALIA**  
*Achieving International Excellence*

**Dr Cheryl Johansen**  
Research Associate Professor  
Arbovirus Surveillance and Research  
Laboratory

M502 Microbiology and Immunology  
The University of Western Australia  
Crawley WA 6009

T 61 8 9346 4658  
F 61 8 9346 2912  
E [cjohanse@cyllene.uwa.edu.au](mailto:cjohanse@cyllene.uwa.edu.au)  
CRICOS Provider Code: 201953

Mrs Collene Longmore  
Acting Chief Executive Officer  
Shire of Roebourne  
PO Box 219  
Karratha WA 6714



29<sup>th</sup> September 2009

Dear Colleen,

By way of introduction, I am a researcher at the University of Western Australia where I coordinate the mosquito-borne (arbovirus) virus surveillance laboratory, on behalf of the WA Department of Health. This program has been in place since the 1970s, and has gradually expanded and improved, in order to provide forewarning of new or increased activity of medically important arboviruses to residents in towns and communities in WA. Arboviruses of particular importance in northern WA include the flavivirus Murray Valley encephalitis (MVE), which causes severe and sometimes fatal encephalitis, and the generally less severe Kunjin (KUN) virus disease. Previously, the disease caused by infection with these viruses was known as Australian Encephalitis (AE). Both MVE and KUN are transmitted by mosquitoes, and birds (particularly migratory water birds) are important animal hosts. On occasions, when environmental conditions are conducive, the viruses can be transmitted to humans. Symptoms of the disease include fever, headache, nausea, vomiting and dizziness, and disease severity can progress to coma, and eventually, death. About 25% of people who develop MVE die. Another 50% are left with permanent neurological damage, and the patient may require hospitalisation and a high level of care for life. People most at risk of severe disease are the very young children and the elderly, and travelers/workers visiting the area.

Although historically responsible for large outbreaks of encephalitis in southeastern Australia, the majority of cases since the last Australia-wide outbreak in 1974 have occurred in northern Australia, especially northern WA, where 47/81 cases have been reported (Figure 1). The last large outbreak of MVE in WA occurred in 2000. Eleven cases were reported, including nine cases of encephalitis. All of the patients required hospitalisation, seven were admitted to an intensive care unit, five required mechanical ventilation and two remained ventilator-dependent. The majority of these cases occurred in the Pilbara, Gascoyne, Murchison and Midwest regions of WA, including a case at Wickham. More recently, a case of MVE was reported in a resident of the neighbouring Town of Port Hedland in the latest wet season (2009). Furthermore, MVEV has been isolated from mosquitoes collected at numerous locations in the Pilbara region, including Harding Dam in 2002 and Karratha in 2006.

The sentinel chicken surveillance program is an essential and large component of the surveillance laboratory core work. Since the 1980s, flocks of sentinel chickens have been placed at strategic locations, major towns and communities in northern WA. The chickens are bled fortnightly during the risk season (December to June) and monthly at other times of the year. The blood is sent to the surveillance laboratory for serological testing, the results of which are quickly reported back to the Department of Health and local health authorities. In the event that seroconversions to the viruses are detected, media releases are issued by the Department of Health to warn communities at risk of the increased likelihood of viruses being transmitted by local mosquitoes. This program has been very successful, predicting future outbreaks of human disease on many occasions (Table 1).

The Shire of Roebourne has been involved and supportive of the flavivirus sentinel chicken program since the program commenced in its existing format in the 1980s. This support is perhaps even more important now, given the substantial increase in population and large numbers of workers and travelers visiting and living in the area during this time.

**Cr Lewis and Hipworth declared a financial interest in this item and left Chambers.**

### **11.1.3 Request For Funding To Replace Sentinel Chicken Coop**

<b>File No:</b>	<b>EC/3/14</b>
<b>Attachment(s)</b>	<b>Quote from Karratha Contracting, Plan of proposed chicken coop</b>
<b>Responsible Officer:</b>	<b>Joel Gajic Acting Executive Manager Development Services</b>
<b>Author Name:</b>	<b>Craig Watts Manager Environmental Health</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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#### **REPORT PURPOSE**

To advise Council of the need to replace the existing sentinel chicken coop located at the Cowle Road depot and to seek \$32450 (inclusive of GST) for the removal and replacement of the existing coop.

#### **Background**

The current chicken coop was constructed by the Shires Pest Control Officer in 2002. In late 2008 the Shire's chicken coop was declared an occupation health and safety hazard to both the depot staff who fed and maintained the chicken flock and to the Environmental Health Officers who undertook the bleeding of the chickens. The coop had been damaged during a severe storm and temporary repair works were deemed inadequate.

#### **Issues**

The Shire of Roebourne has participated in the Department of Health (WA) Sentinel Chicken Program for the past 7 years. The Program involves approximately 31 flocks of chickens spread throughout the Northwest and Mid West region which are bled on a fortnightly basis in summer, and monthly in winter. These blood samples are then analysed for the presence of flavivirus antibodies associated with Murray Valley Encephalitis and Kunjin virus. The flocks provide an early warning to the Department of Health, enabling them to issue warnings to both residents and travellers to the region.

Murray Valley Encephalitis (MVE) and Kunjin Virus are both mosquito borne diseases which can affect the human population. Initial symptoms of MVE include fever, drowsiness, headache, stiff neck, nausea and dizziness and people experiencing these symptoms should seek medical advice quickly. In severe cases, people may experience fits, lapse into a coma, may be left with permanent brain damage or die. Persons infected with Kunjin Virus experience fever, muscle weakness, fatigue and rash. In some cases this disease may cause encephalitis, though fatalities are rare.

Due to the current legislative climate, it was determined that the new chicken coop must be engineered to meet the regions cyclone rating and be constructed by a licensed building contractor rather than Shire staff. During early 2009, staff from the Shire's Technical

Services Division contacted several building companies operating within the Shire; however, due to the building boom no contractor was available to undertake these works.

With the change in preferred supplier for building works, a quotation for the works has now been obtained for a preferred design including impervious flooring. Karratha Contracting have quoted \$32450 (inclusive of GST) to remove the existing chicken coop and replace this with a cyclone compliant structure. It would be possible to reduce the cost slightly by removing the impervious floor within the roosting area of the coop and only have a raised dirt floor. Advice from other participants in the sentinel chicken program indicates that this would be easier to clean and maintain, be more readily used by the chickens and would remove the need to install additional drainage when washing a concrete pad.

Shire's Environmental Health Service had originally budgeted approximately \$6000 last financial year to re-mesh and re-clad the existing frame. This money was not spent. As there had been no quotes for the work received prior to budget submission, no monies were allocated to the removal and replacement of the chicken coop in this years (2009-10) budget.

Shire's Environmental Health Service requests that \$32450 (inclusive of GST) be allocated to permit the construction of the chicken coop, and to enable participation in the Sentinel Chicken Program.

### **Options**

Council has the following options available:

1. Allocate a total of \$32450 (inclusive of GST) from the 2009-10 budget to construct the new sentinel chicken coop.
2. Request the drafting of revised plans deleting the impervious flooring and allocate sufficient funds to a maximum of \$32450 (inclusive of GST) from the 2009-10 budget to construct the new sentinel chicken coop.
3. Refuse the request for funding and advise the Department of Health that the Shire will no longer be participating in the Sentinel Chicken Program until the chicken flock is rehoused.

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

A budget amendment resolved by Absolute Majority will be required.

### **Conclusion**

The Shire's Chicken Coop is in a poor state of repair and provides insufficient weather protection. As such, there is an identified occupational health and safety risk and a need to reconstruct this structure. \$32450.00 (inclusive of GST) is; therefore, required to be allocated from the 2009-10 budget to replace the Shires Chicken Coop with a compliant structure designed to withstand cyclonic conditions.

**Voting Requirements**

Absolute.

**RECOMMENDATION**

That Council –

Allocate from the 2009-10 budget a total of \$32450 (inclusive of GST) to construct demolish and reconstruct the sentinel chicken coop at the Cowle Road Depot in accordance with the plans quoted on by Karratha Contracting.

**COUNCIL RESOLUTION**

Res No : 14818  
 MOVED : Cr Rothe  
 SECONDED : Cr Lockwood

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

**CARRIED**

FOR : Cr Snell, Cr Rothe, Cr Cechner, Cr Lally, Cr Lockwood, Cr Vertigan,  
 Cr White-Hartig, Cr Wieland  
 AGAINST : Nil

**COUNCIL RESOLUTION**

Res No : 14819  
 MOVED : Cr Vertigan  
 SECONDED : Cr Cechner

That Council reinstate Standing Orders.

**CARRIED**

FOR : Cr Snell, Cr Rothe, Cr Cechner, Cr Lally, Cr Lockwood, Cr Vertigan,  
 Cr White-Hartig, Cr Wieland  
 AGAINST : Nil

**COUNCIL RESOLUTION**

Res No : 14820  
 MOVED : Cr White-Hartig  
 SECONDED : Cr Lally

That this item lay on the table until such time that Council has had the opportunity to investigate whether a Sentinal Chicken coup is still required within the Shire of Roebourne boundary.

**CARRIED**

FOR : Cr Snell, Cr Rothe, Cr Cechner, Cr Lally, Cr Lockwood, Cr Vertigan,  
 Cr White-Hartig, Cr Wieland  
 AGAINST : Nil

Ordinary Council Meeting – Minutes

21 September 2009

**KARRATHA CONTRACTING PTY LTD**Lot 1003 Orkney Road & Lot 1504 Anderson Road  
P O Box 442 Karratha WA 6714EC 005745  
Phone 91444705

Mobile 0427 778 616

ABN 41721563810  
Fax 91444715

Building2@kcpl.net.au

To : Shire of Roeborne  
Att : Darren Reddan  
Fax : Emailed  
Date : 27/07/09  
Subject : Chicken pen at shire depot  
Pages : 1

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Darren,

As requested please find attached our quotation to erect new chicken pen at shire depot.

**Scope**

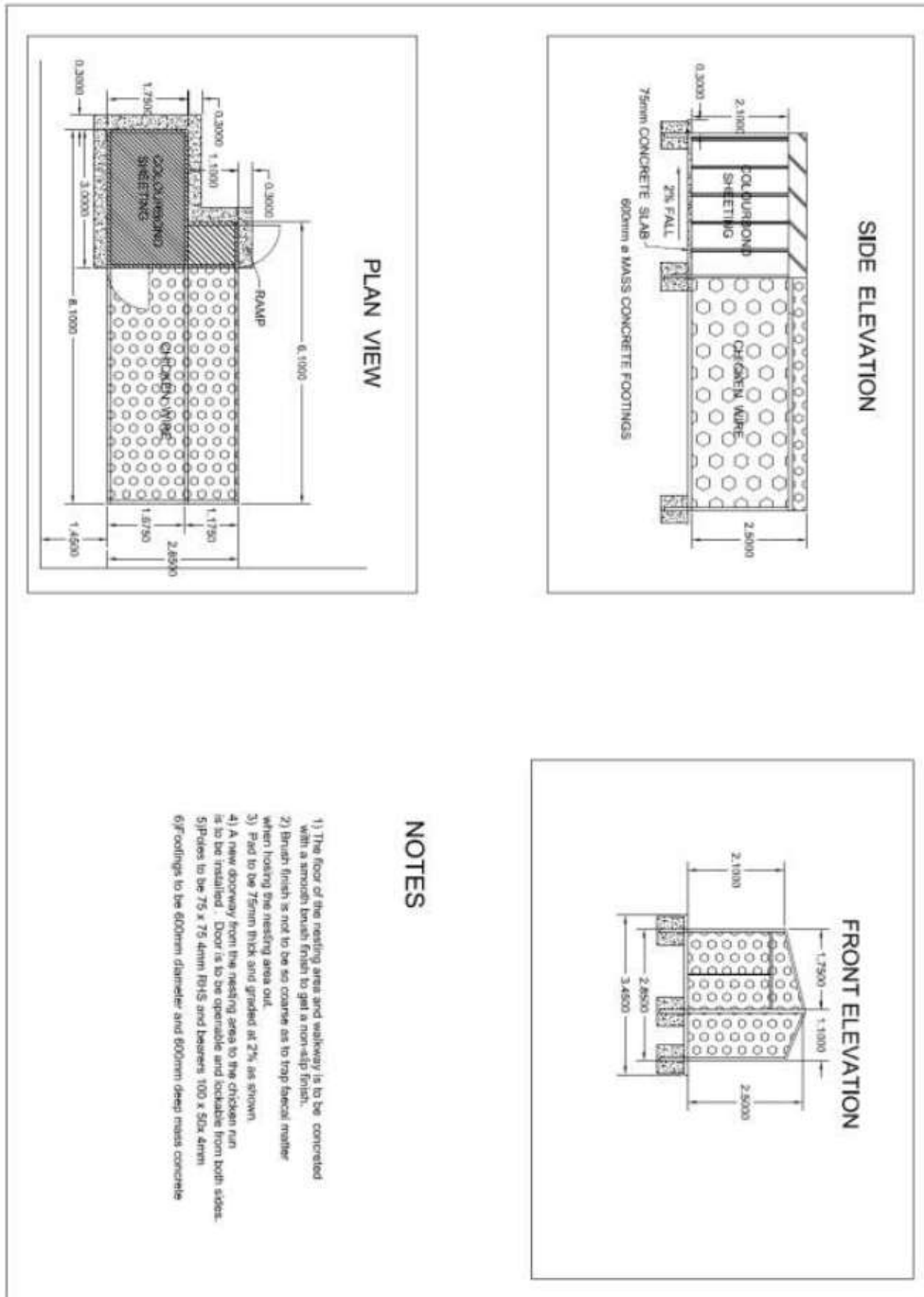
- Remove existing chicken pen and dispose of rubbish.
- Fabricate new pen.
- Concrete area as per plan provided.
- Clad nesting area with trim deck and enclose rest of pen with chicken wire.
- Remove all rubbish and clean up work site.

**Price** **\$29500.00 +GST****Exclusions**

- Any unforeseen work arising.

Should you have any questions, please contact me directly  
[Sent Electronically]

**Todd McKay**  
**Building Supervisor**  
Karratha Contracting  
P. 9144 4705 F. 9144 4715 M. 0427 778 616  
E. [building2@kcpl.net.au](mailto:building2@kcpl.net.au)  
W. [www.kcpl.net.au](http://www.kcpl.net.au)





## 12.2 PLANNING SERVICES

### 12.2.1 Town Planning Delegation - Planning And Development Act 2005

<b>File No:</b>	<b>AL/3/11</b>
<b>Responsible Officer:</b>	<b>A/Executive Manager Development Services</b>
<b>Author Name:</b>	<b>A/Executive Manager Development Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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#### REPORT PURPOSE

To revisit the first of two recommended changes to the Shire's Delegated Authority Register (the register) that was presented by agenda 11.2.4 item tabled on 20<sup>th</sup> July 2009. Due to an oversight the first of the two recommended changes to the Register was not discussed and, as such, did not form part of resolution 14716.

The proposed revision to clause two [2] of the Register will not only allow authorised officers to issue infringement notices under division 3 part 13 of the *Planning and Development Act* in accordance with the manner prescribed by the *Planning and Development Regulations*, but would also formally recognise the suite of routine actions currently undertaken by Planning staff as prescribed by the *Planning and Development Act* and Regulations.

#### Background

##### Authorisation of Officers

Clause two [2] of the Register enables the Chief Executive Officer to appoint authorised officers such Development Services officers and Rangers to investigate complaints, issue licences, approvals and permits and to enforce various Acts, Regulations and Local Laws. It would appear an oversight that this clause does not currently reference the *Planning and Development Act* and Regulations there under, as Development Services staff routinely administrative such fore-mentioned functions including the issue of Written Directions for which failure to adhere with can result in action being taken through the Magistrates Court.

The authorisation of selected Development Services staff to issue town planning approvals, extend the date of expiry of town planning approvals, and to provide comment to the Western Australian Planning Commission regarding the conditional approval and clearance of local government conditions pertaining to the subdivision of land, are separately dealt with in the Register.

The *Planning and Development Regulations* and the amended *Planning and Development Act* were both gazetted on 1 July, and followed the publication of Planning Bulletin 98 (the Bulletin) by the Western Australian Planning Commission. The Bulletin sought to;

- (i) explain the provisions of the Regulations which have been carried over from existing regulations;
- (ii) explain the new provisions of the Regulations regarding conditions on road access; and
- (iii) explain the new provisions of the Regulations regarding infringement notices, as well as provide guidance on the circumstances in which an infringement notice can be issued for a planning offence.

A copy of the Bulletin was attached to report 11.2.4 tabled at the July 2009 Ordinary Council Meeting.

### Impediments to Compliance and Enforcement Practices

There has been a long held belief that enforcement under the *Town Planning and Development Act 1928* and the *Planning and Development Act 2005* that replaced it is cumbersome, and often cost-prohibitive. Until the recent amendments to the *Planning and Development Act* town planning enforcement action was necessary through the Magistrate's Court, regardless of the nature of the offence.

It is intended that \$500 infringement notices issued under the *Planning and Development Act* and will be used in straightforward matters where it is clear that an offence has been committed. Serious offences would still be addressed through the issue of Written Directions and, failing compliance with a direction the Magistrates Court, where substantive penalties of up to \$50,000 can apply. Rangers and Environmental Health Officers may also benefit from delegation under division 3 part 13 of the *Planning and Development Act* as dumping penalties are presently capped at \$200 under the *Litter Act 1979*, or require action to be taken through the Magistrates to enforce the outdated Health Local Laws or to enforce the *Environmental Protection (Noise) Regulations 1987*. The Local Laws also have little regard to the regulation of the use and maintenance of private property.

Examples where infringement notices could be issued include, but are not limited to;

- (i) unauthorised erection of signs;
- (ii) unauthorised storage and wrecking of motor vehicles (for example, derelict vehicles in front yard of dwelling);
- (iii) unauthorised parking of motor vehicles (for example parking of commercial trucks in residential areas);
- (iv) operating a business or conducting an activity outside of the approved operating hours of such business or activity;
- (v) exceeding the approved capacity limit of land or premises used for business or activity;
- (vi) failure to provide adequate access or car parking facilities;
- (vii) failure to undertake and maintain landscaping (where this a condition of approval);
- (viii) unauthorised dumping of waste or storage of materials;
- (ix) unauthorised clearing of vegetation;
- (x) unauthorised use of land or buildings (for example, use of residential premises for commercial purposes);
- (xi) unauthorised change in the type of land use (for example, change from warehouse to showroom; or residential to consulting rooms); and
- (xii) other unauthorised minor works.

It is anticipated that the penalty amount applicable to the issue of infringement notices under the *Planning and Development Act* will offset any administrative costs associated with documenting such offences and issuing the infringement notices themselves.

### **Options**

Council has the following options available:

1. To adopt the Town Planning delegations with the recommended amendments to clause two [2].
2. To not adopt the Town Planning delegations with the recommended amendments to clause two [2].

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

**Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

**Financial Implications**

There are no financial implications resulting from this report.

**Conclusion**

The ability for Development Services officers and Rangers to issue infringement notices or Written Directions under part 13 of the *Planning and Development Act* and Regulations there under, in addition to issuing of infringement notices under local laws and the use of performance guarantees, is essential. Without authorisation to use the full suite of enforcement tools available, timely and cost-effective enforcement practices to principally achieve compliance with the provisions of the Shire of Roebourne Town Planning Scheme No 8 and development approvals, will be compromised.

**Voting Requirements**

Absolute.

**RECOMMENDATION/COUNCIL RESOLUTION**

**Res No** : 14893  
**MOVED** : Cr Vertigan  
**SECONDED** : Cr White-Hartig

That Council approve clause two [2] of the Shire’s Delegated Authority Register as amended and as follows:

**2. AUTHORISATION OF OFFICERS**

**Date Adopted :** 20/10/2003  
**Last Reviewed :** 20/07/2009  
**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 234 Planning and Development Act 2005  
 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 there under;
- Bushfire Act 1954 and Regulations there under
- Control of Vehicles (Off Road Areas) Act and Regulations there under
- Litter Act 1979 and Regulations there under
- Planning and Development Act 2005 and Regulations there under
- s. 245A Local Government (Miscellaneous Provisions) Act 1960
- Shire of Roebourne Local Laws.

**Delegates to:** Chief Executive Officer

**CARRIED**

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

## **13 ITEMS FOR INFORMATION ONLY**

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

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

**Responsible Officer:** Chief Executive Officer

**Author Name:** PA to CEO

**Disclosure of Interest:** Nil

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#### **REPORT PURPOSE**

To advise Council of the information items for November 2009

#### **Background**

None

#### **Issues**

None

#### **Options**

None

#### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

#### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

#### **Financial Implications**

There are no financial implications resulting from this report.

#### **Conclusion**

None

#### **Voting Requirements**

Simple.

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**COUNCIL RESOLUTION**

**Res No** : **14894**  
**MOVED** : **CrCechner**  
**SECONDED** : **Cr Smeathers**

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

- ◆ **13.1.2 Shire President’s Mail**
- ◆ **13.1.3 Register of Documents Stamped with the Shire’s Common Seal**
- ◆ **13.1.4 Councillor Representatives on Organisations**
- ◆ **13.2.1 Budget Amendments for period ending 19 October 2009**
- ◆ **13.2.2 Non-Statutory Donations for period ending 2 November 2009**
- ◆ **13.3.1 Building Statistics – October 2009**
- ◆ **13.3.2 Planning Decisions Issued – 9 October 2009 – 5 November 2009**

**CARRIED**

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

**13.1.2 Shire President's Mail –9/10/2009 – 4/11/2009****Responsible Officer: Chief Executive Officer****Author Name: PA to CEO****Disclosure of Interest: Nil****REPORT**

Incoming correspondence for the Shire President

<b>Date</b>	<b>From</b>	<b>Subject Details</b>
26/10/09	Corruption & Crime Commission of WA	Invitation to Shire President & councillors to attend Integrity Coordinating Group (ICG) Forum
28/10/2009	Karratha Senior High School	Invitation to Shire President to Year 12 Presentation Evening
28/10/2009	Department of Local Government & Regional Development	Invitation to attend a workshop for new Shire Presidents & Deputy Shire Presidents
29/10/2009	Australian Technical College (Karratha Campus)	Invite to Shire President to attend Graduation Evening
29/10/2009	Ronald McDonald House Charities	Invite to Shire President to attend McHappy Day
2/11/09	Woodside (Pluto)	Invite to Shire President to attend Ngurra Nyingu Roebourne Art Exhibition, Perth
3/11/2009	Pilbara Development Commission	Information and application form for Board Vacancies

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

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**REPORT PURPOSE**

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

<b>DATE</b>	<b>DOCUMENT</b>
13/10/2009	Shire of Roebourne & Telstra Lease Agreements x 9
2//1/2009	Shire of Roebourne and Collene Longmore - Contract of Employment Chief Executive Officer



**11.1.4 Councillor Representatives On Organisations**

**Responsible Officer:** Chief Executive Officer

**Author Name:** PA to CEO

**Disclosure of Interest:** Nil

**REPORT**

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

**External Committees:**

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

**Internal Portfolio's:**

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

### 13.2 CORPORATE SERVICES

#### 13.2.1 Budget Amendments For The Period Ending 19 October 2009

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

#### REPORT

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

### *Shire Of Roebourne*

#### Budget Amendments

#### For The Period Ending 19 October 2009

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

	14870	402504	Purchase 2 <sup>nd</sup> hand Truck	90,000		(507,628 )
	14870	402905	Proceeds of sale of Rubbish Truck		(14,150)	(521,778 )
			<b>Totals</b>	<b>670,695</b>	<b>(1,635)</b>	
			<b>Current Budget Position is a deficit of</b>		<b>(521,778)</b>	

**13.2.2 Non Statutory Donations For Period Ending 2 November 2009**

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

**REPORT**

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

**Shire Of Roebourne  
 Non Statutory Donations  
 For The Period Ending 2 November 2009**

	<b>Original Budget \$</b>	<b>Amended Budget \$</b>	<b>Actual \$</b>
St Vincent de Paul - waste collection reimbursement	7,463	7,463	2,962.93
Hampton Harbour Boat & Sailing Club	5,000	5,000	
Roebourne Sobering-Up Shelter	5,000	5,000	
Salvation Army-Red Shield Appeal	3,000	3,000	
St John Ambulance Sub Centre Roebourne	9,000	9,000	
Lions Club of Karratha	8,000	8,000	
West Pilbara Volunteer Search Rescue	2,000	2,000	
Nor West Jockey Club	4,000	4,000	
Karratha Emergency Relief Assoc	2,000	2,000	
Youthcare West Pilbara	2,000	2,000	
Wickham Youth Group	5,000	5,000	
Karratha Districts Chamber of Commerce & Industry	2,500	2,500	2,500.00
Lotteries House Insurance	4,600	4,600	
Karratha Baptist Church Create & Connect Craft Group	16,891	16,891	
3rd Karratha Scout Group	5,000	5,000	
Karratha Community House	29,800	29,800	
Juluwarlu Aboriginal Corporation	18,100	18,100	
Link Inc	5,833	5,833	
Yaandina Family Centre	20,000	20,000	
FeNaCLNG Fireworks display	6,000	6,000	
FeNaCLNG Children's activities	15,000	15,000	
Ministers Association	1,000	1,000	
	<b>177,187.00</b>	<b>177,187.00</b>	<b>5,462.93</b>

**13.3 DEVELOPMENT SERVICES**

**13.3.1 Building Licence Statistics For The Month Of October 2009**

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

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

**Author Name:** Divisional Administration Officer

**Disclosure of Interest:** NIL

**REPORT**

Building Licences Approved	No. Sole Occupancy Units	Oct-2008	No. Sole Occupancy Units	Oct-2009
New Residences	0	55		16
Group Dwellings	0	0	5	2
Transient Workforce Accommodation	801	2	0	1
Commercial/Industrial Developments	0	8		10
Misc (inc. additions and outbuildings)	0	64		26
Swimming Pools / Spas	0	12		9
<b>Total</b>		<b>141</b>		<b>64</b>
<b>Value</b>		<b>\$134,588,314</b>		<b>\$13,048,291</b>

Building Licences Approved (cumulative)	No. Sole Occupancy Units	1 July 2008 to 31 October 2008	No. Sole Occupancy Units	1 July 2009 to 31 October 2009
New Residences		154		78
Group Dwellings	9	1	7	3
Transient Workforce Accommodation	1089	5	68	4
Commercial/Industrial Developments		30		35
Misc (inc. additions and outbuildings)		197		152
Swimming Pools / Spas		35		31
<b>Total</b>		<b>422</b>		<b>303</b>
<b>Value</b>		<b>\$236,379,648</b>		<b>\$147,648,344</b>

**13.3.2 Planning Decisions Issued - 9 October - 5 November 2009**

**File No:** TA/1/1

**Responsible Officer:** Manager Planning Services

**Author Name:** Divisional Administration Officer

**Disclosure of Interest:** Nil

**REPORT**

APPL. #	OWNER	APPLICANT	ADDRESS	DEVELOPMENT
2040D	LEONIE SANDRA EVANS	LEONIE SANDRA EVANS	LOT 2231 – 2 STANBRIDGE WAY, MILLARS WELL	SEA CONTAINER
2105D	PETER JOHN FORBES	PILBARA WILDLIFE CARERS ASSOCIATION	7 DURACK CRESCENT, DAMPIER	HOME OCCUPATION [REHABILITATION OF NATIVE BIRDS] AND FOUR [4] AVIARIES
P2133	BEVERLEY ANN MCKELVIE	BEVERLEY ANN MCKELVIE	4B WOTHERSPOON ROAD, MILLARS WELL	OUTBUILDING AT REDUCED SIDE AND REAR SETBACK OF 500mm
P2135	GRAHAM FRANCIS LAING	NOROTHWEST BUILDING CONTRACTORS PTY LTD	13B LEGENDRE ROAD, NICKOL	PATIO AT NIL SIDE SETBACK
P2136	JUSTIN TONKINSON	JULIA TONKINSON	35 ASHBURTON CRESCENT DAMPIER	OUTBUILDING [SHED] AND BOATPORT WITH A 3.2m WALL HEIGHT ON TWO [2] BOUNDARIES
P2137	LYNDEL MARIE JAMES	LYNDEL MARIE JAMES	LOT 60 PT SAMSON-ROEBOURNE ROAD, POINT SAMSON	OUTBUILDING [SHED] AT REDUCED SIDE SETBACK OF 250mm
P2138	DARREN JAMES SHEEN	TIMIK DEVELOPMENTS	4 PERENTIE ROAD, BAYNTON	SINGLE HOUSE WITH EAVES WITHIN BOUNDARY SETBACK, LESS THAN 50% OPEN SPACE AND OUTDOOR LIVING AREA WITH GREATER THAN TWO THIRDS WITHOUT PERMANENT ROOF COVER
P2140	NICHOLAS SCOTT SERLE	NICHOLAS SCOTT SERLE	178 THYSSEN CRESCENT, DAMPIER	CARPORT WITH 300mm SETBACK TO SIDE BOUNDARY
P2141	KIRSTEN JOHANSEN	KIRSTEN JOHANSEN	3 THISTLE LOOP, NICKOL	OUTBUILDING [SHED] WITH 3.6m WALL HEIGHT
P2145	JOHN ELLIS PRITCHARD	JOHN ELLIS PRITCHARD	32 STRICKLAND DRIVE, MILLARS WELL	ADDITIONS TO A SINGLE HOUSE AT REDUCED SIDE SETBACK [613mm]
P2146	DEXTRA PTY LTD	THE DARANG FAMILY TRUST HANKINSON PARTNERS	16 RHONDA ROAD, BAYNTON	OUTBUILDING [SHED] WITH NIL SIDE AND REDUCED REAR SETBACK [500mm]

**SUBDIVISION CONDITIONAL APPROVALS ISSUED BY WAPC**

WAPC REF NO.	PLAN OR DIAGRAM	DATE OF DECISION	OWNER	LOCATION	DESCRIPTION
P2087 130397		13-10-2009	W & W ENTERPRISES PTY LTD	11-13 HALL STREET ROEBOURNE	TWO [2] LOT SUBDIVISION

**SUBDIVISION CLEARED APPROVALS ISSUED BY WAPC**

WAPC REF NO.	PLAN OR DIAGRAM	DATE OF DECISION	OWNER	LOCATION	DESCRIPTION

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

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



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

### **16.1.1 K2020 Projects-Scope Variation**

**File No:** DT/4/1; DT/3/8  
**Responsible Officer:** Executive Manager Community Services  
**Author Name:** Project Manager K2020  
**Disclosure of Interest:** Nil

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#### **REPORT PURPOSE**

To advise Council of proposals for a scope variation to the Architectural and Cost Management contracts for the K2020 projects i.e. the Baynton West Family Centre and the Bulgarra Community Centre, to provide for a children's occasional day care centre and ancillary facilities and to seek approval to proceed with variation documentation.

#### **BACKGROUND**

At its meeting held on 19<sup>th</sup> October 2009 Council vide Item 10.1.4 Resolution 14852 Council resolved:

#### **THAT COUNCIL:**

- 1. ACCEPTS** the submission of CODA Design Studio Pty Ltd in the sum of Three hundred and seventy eight thousand four hundred and eight dollars (\$378,408.00) exclusive of GST for the design documentation and contract administration of the Baynton West Family Centre as detailed in the approved Project Design Brief ID# N1394, the Architectural Consultancy Brief ID# N1392 and the submission from CODA Design Studio Pty Ltd dated 9 October 2009 ID# I183719.
- 2. ACCEPTS** the submission of CODA Design Studio Pty Ltd in the sum of One Hundred and sixty four thousand and forty two dollars (\$164,042.00) exclusive of GST for the design documentation and contract administration of the Bulgarra Community Centre detailed in the approved Project Design Brief ID# N1393, the Architectural Consultancy Brief ID# N1392 and the submission from CODA Design Studio dated 9 October 2009 ID# I183703.
- 3. NOTES** that budgetary allowance will have to be made for an estimated 38 site visits by the Design Team at an estimated cost \$3,000 per visit which will be apportioned between the Baynton West Family Centre and the Bulgarra Community Centre on the basis that all site visits have the prior approval of the Project Manager.
- 4. NOTES** that CODA Design Studio Pty Ltd are required to enter into a Form of Agreement in accordance with Australian Standard Contract AS 4122 – 2000 General conditions for the engagement of consultants within twenty eight (28) days of appointment with respect to consultancies for the Baynton West Family Centre and the Bulgarra Community Centre as a single agreement.

Presently the Project Architects are advancing the preparation of the concept designs in order to meet the designated time frame of presenting them to Council for sign off on the 21<sup>st</sup> December 2009.

In the interim, discussions have been had between the Minister for Regional Development and Lands, the Chief Executive Officer, Shire President and representatives from LandCorp as part of the Karratha Revitalisation Project about potential land in Karratha for redevelopment. One such parcel identified is the intersection of Warambie Drive and Balmoral Road Karratha, which is currently under state control and accommodates the Karratha Family Centre and the West Pilbara Population Health Administration building. The land is strategically located and prime for consideration for potential and significant redevelopment.

Both the design briefs for the Baynton West Family Centre and the Bulgarra Community Centre, were developed to compliment existing community infrastructure and services. Should a decision be progressed to consider alternative developments on this site, it is unlikely that both K2020 projects could accommodate the resultant demand from the reduction in services at the Karratha Family Centre. As such, alternative options may need to be considered.

### **PROPOSAL**

The proposal under consideration is to vary the scope of the current project by the addition of up to 380sqm of accommodation for the provision of a children's occasional day care centre and ancillary facilities.

Discussions with Karratha Family Centre Inc confirmed a strong demand for occasional child care places and it was indicated that up to 50 places could be catered for. There was a demonstrated need to expand facilities for Playgroups and the Toy Library needed larger and more purpose built accommodation.

In essence, the facility will replace the facilities currently occupied by the Karratha Family Centre Inc on the corner of Balmoral and Warambie Roads, Karratha. The Karratha Family Centre have indicated initial support to this proposal and have provided some preliminary information on facility needs that they anticipate is required to satisfy both their current needs and future demands.

West Pilbara Population Health has also indicated strong support for the relocation of administration as part of a broader health initiative that would see a major redevelopment and expansion of services and facilities at the Nickol Bay Hospital.

Based on this support it will be recommended that the proposed scope variation be proceeded with.

### **ISSUES**

#### ***Indicative Design Brief***

An "on site" inspection has revealed that the present building occupied by the Karratha Family centre has an overall area in the order of 380sqm with the main functional areas being:

Activity Area 1	Primarily used for Occasional Child Care. This area has its own toilets, storage and tea preparation area. The area caters for 20 children per session.
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Activity Area 2	Primarily used for Playgroup purposes catering for 8 playgroups per week. It has its own storage, toilets and tea preparation area.
Meeting Room	Hired for occasional community use for a variety of purposes. Has its own kitchen and no dedicated inbuilt storage though there are free standing storage cupboards.
Toy Library	Converted from Crèche/Nursery. Has its own entry and dedicated storage area.
Lobby/Amenities	Main entry to facility includes office for two staff, disabled unisex WC and an adult unisex WC.
External	There is a large external playground attached to Activity Area's 1 and 2.
Parking	There is a dedicated vehicle parking area with access from Balmoral Road.

The Project Manager proposes to develop, as a high priority, an architectural design brief strictly modelled on the Design Briefs prepared and approved for the Baynton West Family Centre.

Consultation will also be undertaken with other interested stakeholders to ensure the design outcomes meet community need.

### ***Location***

Two sites present themselves for consideration these being Lot 402 Gardugarli Drive, Baynton and Bulgarra Oval, Hunt Way, Bulgarra. The sites are commented on as follows:

Lot 402 Gardugarli Way, Baynton.

The current concept planning indicates that to consider any further development on this site especially with additional car parking requirements and traffic flows to and from the facility will present significant traffic management, site planning and vehicle parking issues.

Of more concern, however, is the concentration of all the towns' new child services infrastructure on the one site at the extreme western end of the town whereas there is a proven demand for these services in the eastern section as well.

Bulgarra Oval, Hunt Way, Bulgarra.

The proposed Bulgarra Community Centre at Bulgarra Oval lends itself to design modification to cater for the additional uses. The site presents no difficulties in so far as area is concerned, all services presently exist and there is on site parking.

In addition an expanded building will meet the needs of the "eastern" community in terms of general and specific facilities. The development of new and additional facilities in the area will also enhance Councils commitment to the K2020 Vision and Community Facilities Plan on a "whole of community" basis.

It will recommend that the children's occasional day care centre and ancillary facilities building be located at Bulgarra Oval, Hunt Way, Bulgarra as an addition to the proposed Bulgarra Community Centre.

### ***Design Considerations***

The opportunity presents itself to re-examine the proposed facilities at Bulgarra Oval in order to ensure that they are of optimum benefit to the community and to reserve users.

It will be recommended that:

- Synergies between the proposed Community Centre and children's occasional day care centre and ancillary facilities building are fully explored in order to optimise design and construction efficiencies.
- The location of the facility/facilities on Bulgarra Oval is carefully examined to ensure the most appropriate location on the reserve.
- The design brief ensures that expectations are carefully managed and that core purpose of the main hall in the Community Centre is retained for larger scale users and functions.
- Consideration is given to the potential to fully integrate the existing changerooms into any new design.
- Upgrading of the Hunt Way vehicle parking area is given consideration by formalising bay marking, installation of kerbing and drainage and controlled ingress and egress.

### ***Programme Implications***

The additional scoping will have a "time impact" on the delivery of the Bulgarra Community Centre component. It will no longer be practical or desirable to persist with the current time lines of a sign off of the concept plans and project budget by the 21<sup>st</sup> December 2009.

Whilst the additions to the project present the opportunity for design and locational synergies to be fully explored, this will require careful consideration and discussion with the Project Architect who indicates that a minimum of an extra 1 month will be required.

On this basis, the Baynton West Family Centre can proceed as currently scheduled with concept plans and project budgets being signed off on 21 December 2009.

The revised timetable for the expanded Bulgarra Community Centre project will call for the Concept Plans and Project Budget to be signed off at the ordinary meeting of Council to be held on 15 February 2010.

Every effort will then be made to bring both projects back on track for simultaneous calling of construction tenders.

It will be recommended that, with respect to the Bulgarra component of the project, the appropriate extension of time for concept planning be approved and that the purpose of the Special Meeting of Council to be held on the 21<sup>st</sup> December 2009 is amended to deal with the Baynton Family Centre component only.

### ***Cost Implications***

Council's Cost Managers, Davis Langdon has indicated that the "Order of Cost Estimate" for extensions of 380sqm to the overall standard required for occasional care will be in the order of \$1,700,000 at Perth rates. These estimates are based on similar projects that they have been involved with in the metropolitan area. This estimate excludes the Pilbara Allowance and fitting out.

It is estimated that additional fees payable to CODA Design Studio Pty Ltd and to Davis Langdon Australia Pty Ltd will be in order of \$180,000 subject to the conclusion of formal negotiations and compensation for aborted work.

It will be recommended that the Project Manager be authorised to issue the appropriate scope variations and to negotiate a fee variation based on the rates applying in the current contracts.

There may be some variables in these costs depending upon the extent of “joint use” that can be incorporated into the final design.

There may also be the opportunity to fully integrate the existing changerooms into the new building which will then produce a “new” look from the Hunt Way frontage, should this be the most advantageous location.

### ***Resource Implications***

The additional internal work load can be accommodated within existing staff resources.

### **OPTIONS**

Council has the following options available:

#### *Do nothing*

It is open to Council not to approve the proposal and to not consider any variations to the current scope of works.

In this event, the currently approved scope would be proceeded with.

#### *Conditionally Approve*

Council could consider approving the proposed scope variation to the Bulgarra component of the K2020 Projects contracts subject to the total funding required being met by the State Government with Baynton West to proceed.

#### *Approve on the Basis of Staged Development.*

Council could consider instructing the design process be proceeded with on the basis that the Bulgarra component can be staged dependent upon the availability of funding.

It is suggested that this may an appropriate methodology of procurement to be considered. Baynton West would proceed in any event.

#### *Approve the Scope Variation*

In considering this option, Council would be approving the scope variation and the revised project to proceed through the design and construction process.

There would have to be certainty the project funding is available presently or will be available at the time of calling tenders.

### **STRATEGIC PLAN**

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

### **POLICY IMPLICATIONS**

There are no relevant policy implications pertaining to this matter.

### **LEGISLATIVE IMPLICATIONS**

Legal opinion has been obtained from Kott Gunning which indicates that Council is “within power”, in the terms of the Local Government Act and, more particularly, the Local Government (Functions and General) Regulations 1996, to enter into a variation for these additional works “as an extension to the Bulgarra Community Centre”.

It is important to note that the advice is predicated on examining the contracts as a whole, that is, the inclusion of Baynton West Family Centre and the Bulgarra Community Centre as one contract as resolved by Council at its last meeting.

It is also within power to issue a variation under Clause 11.3 of AS4122-2000 General terms and conditions of contract for engagement of consultants to both CODA Design Studio Pty Ltd and Davis Langdon Australia Pty Ltd on the basis that they agree to the fee variation on basis of the same rate as applies in the existing contracts.

Both parties have indicated agreement to this provision.

## **FINANCIAL IMPLICATIONS**

### ***2009/2010 Budget***

Funds have been allocated in the 2009/10 capital works budget for design and associated works as follows:

Account 933803	Baynton West Family Centre	\$270,000
Account 933804	Bulgarra Community Centre	\$270,000

The additional fees for the scope variation have not been provided for and it will be recommended that a further report be brought forward to the Special Meeting of Council detailing the budget impact and advising on budget reallocations required.

### ***Project Budget***

The present design budgets allowed for in the Project Architects contract are:

Baynton West Family Centre	\$4,500,000
Bulgarra Community Centre	\$1,750,000

These budget amounts are based on Perth Metropolitan area rates and are exclusive of the Karratha Regional Allowance which is presently estimated at an additional 80%. The budget contains provisions for professional fees and charges, services provision, design and construction contingencies and external works.

The proposed scope variation will add an additional estimated \$1,700,000 based on Perth Metropolitan area costs.

On this basis the “the Karratha Cost” for the whole project may be in the order of \$14,300,000 plus fitting out.

### ***Funding Sources***

The scope variation will impact the ultimate construction cost and additional funds will need to be sourced. A commitment to fund this variation will be progressed with the Minister for Regional Development and Lands with application to the Pilbara Revitalisation Package a likely funding scenario.

## **CONCLUSION**

The scope variation to the present K2020 Projects Design Brief by the incorporation of a children’s occasional day care centre and ancillary facilities and its location at Bulgarra Oval will create the opportunity of providing much needed facilities in the eastern section of the town.

Its incorporation into the proposed Bulgarra Community Centre will provide the opportunity to create synergies and joint use with consequent potential savings on capital and operating costs.

The core of the proposal is to free up land within the town centre for potential commercial development which will significant benefits to the community as a whole and in meeting the wider objectives of the Karratha 2020 Vision and Community Plan.

**VOTING REQUIREMENTS**

Absolute.

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**RECOMMENDATION**

That Council, with respect to the K2020 Projects of the Baynton West Family Centre and the Bulgarra Community Centre;

- 1 **APPROVES** the proposed scope variation to incorporate the provision of a children's occasional day care centre and ancillary facilities having an area of up to 380sqm at an indicative cost of \$1,700,000 at Perth Metropolitan rates.
- 2 **APPROVES** the location of the children's occasional day care centre and ancillary facilities to be located at Bulgarra Oval, Hunt Way, Bulgarra and **FURTHER APPROVES** of the children's occasional day care centre and ancillary facilities being an extension to the proposed Bulgarra Community Centre.
- 3 **NOTES** the Project Manager will prepare a detailed Design Brief and Room Data Schedule for the children's occasional day care centre and ancillary facilities modelled on the documentation previously approved by Council for the Baynton West Family Centre.
- 4 **NOTES** the Project Manager will fully investigate the following as part of the design process:
  - a. Synergies between the proposed Community Centre and children's occasional day care centre and ancillary facilities are fully explored in order to optimise design and construction efficiencies.
  - b. The location of the facility/facilities on Bulgarra Oval is carefully examined to ensure the most appropriate location on the reserve.
  - c. The design brief ensures that expectations are carefully managed and that the core purpose of the main hall in the Community Centre is retained for larger scale users and functions.
  - d. Consideration is given to the potential to fully integrate the existing changerooms into any new design.
  - e. Upgrading of the Hunt Way vehicle parking area is given consideration by formalising bay marking, installation of kerbing and drainage and controlled ingress and egress.
- 5 **APPROVES** a variation to the currently approved programme to enable the redesign on concept plans and costings to incorporate the children's occasional day care centre and ancillary facilities and **NOTES** the revised concept plan and costings will be tabled to the Ordinary meeting of Council in February 15th 2010 for consideration.
- 6 **RESCINDS, WITH AN ABSOLUTE MAJORITY**, portion of Resolution 14806 of the meeting of Council held on the 21 September 2009 as follows:

*6.APPROVES the calling of a Special Meeting of Council on the 21<sup>st</sup> December 2009 to consider and endorse the Concept Plan and Project Budget for the Bulgarra Community Centre.*
- 7 **APPROVES**, in accordance with the provisions of the Local Government (Functions and General) Regulations clause 11 (2) (e) and Clause 11.3 of AS4122-2000 General conditions of contract for engagement of consultants, the Project Manager issuing a scope variation for the children's occasional



day care centre and ancillary facilities and negotiating a fee variation consistent with current contracted rates with CODA Design Studio Pty Ltd and Davis Langdon Australia Pty Ltd.

- 8 REQUESTS a report be brought forward for consideration at the Special Meeting of Council to be held on the 21<sup>st</sup> December 2009 detailing the outcome of fee negotiations with CODA Design Studio Pty Ltd and Davis Langdon Australia Pty Ltd and implications these additional fees will have on 2009/2010 capital works budget.

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**COUNCIL RESOLUTION**

Res No : 14895  
 MOVED : Cr Hipworth  
 SECONDED : Cr Lally

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

**CARRIED**

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

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**COUNCIL RESOLUTION**

Res No : 14896  
 MOVED : Cr Vertigan  
 SECONDED : Cr Cechner

That Council reinstate Standing Orders.

**CARRIED**

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

Troy Davis left Chambers at 8.00pm  
 Troy Davis returned to Chambers at 8.01pm

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**COUNCIL RESOLUTION**

Res No : 14897  
 MOVED : Cr Cechner  
 SECONDED : Cr Hipworth

That Council agrees to reconsider Resolution 14806.

**CARRIED**

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

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**COUNCIL RESOLUTION**

Res No : 14898  
 MOVED : Cr Smeathers  
 SECONDED : Cr Hipworth

That Council:

**RESCINDS, WITH AN ABSOLUTE MAJORITY, portion of Resolution 14806 of the meeting of Council held on the 21 September 2009 as follows:**

***6.APPROVES the calling of a Special Meeting of Council on the 21<sup>st</sup> December 2009 to consider and endorse the Concept Plan and Project Budget for the Bulgarra Community Centre.***

**CARRIED**

---

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

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**COUNCIL RESOLUTION**

Res No : 14899  
 MOVED : CrWhite-Hartig  
 SECONDED : Cr Lally

That Council, with respect to the K2020 Projects of the Baynton West Family Centre and the Bulgarra Community Centre;

- 1 **APPROVES** the proposed scope variation to incorporate the provision of a children's occasional day care centre and ancillary facilities having an area of up to 380sqm at an indicative cost of \$1,700,000 at Perth Metropolitan rates.
- 2 **APPROVES** the location of the children's occasional day care centre and ancillary facilities to be located at Bulgarra Oval, Hunt Way, Bulgarra and **FURTHER APPROVES** of the children's occasional day care centre and ancillary facilities being an extension to the proposed Bulgarra Community Centre.
- 3 **NOTES** the Project Manager will prepare a detailed Design Brief and Room Data Schedule for the children's occasional day care centre and ancillary facilities modelled on the documentation previously approved by Council for the Baynton West Family Centre.
- 4 **NOTES** the Project Manager will fully investigate the following as part of the design process:
  - a. Synergies between the proposed Community Centre and children's occasional day care centre and ancillary facilities are fully explored in order to optimise design and construction efficiencies.
  - b. The location of the facility/facilities on Bulgarra Oval is carefully examined to ensure the most appropriate location on the reserve.

- c. The design brief ensures that expectations are carefully managed and that the core purpose of the main hall in the Community Centre is retained for larger scale users and functions.
  - d. Consideration is given to the potential to fully integrate the existing changerooms into any new design.
  - e. Upgrading of the Hunt Way vehicle parking area is given consideration by formalising bay marking, installation of kerbing and drainage and controlled ingress and egress.
- 5 APPROVES a variation to the currently approved programme to enable the redesign on concept plans and costings to incorporate the children’s occasional day care centre and ancillary facilities and NOTES the revised concept plan and costings will be tabled to the Ordinary meeting of Council in February 15th 2010 for consideration.
- 7 APPROVES, in accordance with the provisions of the Local Government (Functions and General) Regulations clause 11 (2) (e) and Clause 11.3 of AS4122-2000 General conditions of contract for engagement of consultants, the Project Manager issuing a scope variation for the children’s occasional day care centre and ancillary facilities and negotiating a fee variation consistent with current contracted rates with CODA Design Studio Pty Ltd and Davis Langdon Australia Pty Ltd.
- 8 REQUESTS a report be brought forward for consideration at the Special Meeting of Council to be held on the 21<sup>st</sup> December 2009 detailing the outcome of fee negotiations with CODA Design Studio Pty Ltd and Davis Langdon Australia Pty Ltd and implications these additional fees will have on 2009/2010 capital works budget.

**CARRIED**

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FOR : Cr Lockwood, Cr Lally, Cr Cechner, Cr Hipworth, Cr Lockwood, Cr Rothe, Cr Smeathers, Cr Vertigan and Cr White-Hartig

AGAINST : Nil

### 16.1.2 Request For Community Funding For Wickham Day Care Centre

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

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#### REPORT PURPOSE

To consider a request from the Children Services Support Unit Incorporated for funding to assist in the upgrade of external spaces at the Wickham Day Care Centre, Wickham.

#### Background

The Children Services Support Unit (CSSU) is a not for profit organisation who provide day care services at the Wickham Day Care Centre. CSSU lease the facility from Council. In recent months CSSU have undertaken extensive improvements to the external spaces at the Centre to improve its functionality and enjoyment for children who access the Centre. Improvements have included landscaping and paths.

To complete the works CSSU propose to install reticulation and lawn to provide an improved external play space. CSSU request Council support to funding up to \$2500 to enable the project to be completed.

Typically an application for support of this nature would be considered as part of Councils Community Arts and Cultural Scheme however Council Officers have only become aware of the request after the recent closing round of the 30<sup>th</sup> October.

As the project fits the guidelines for support under the criteria of Facility Development a late agenda item has been prepared for Councils consideration.

#### Issues

CSSU, as lessee, is responsible for the upkeep of the external play spaces at the Centre. The recent improvements made, largely through volunteer support, have significantly improved the appeal and functionality of the Centre.

Typically Council would be responsible for the provision and maintenance of reticulation at the Centre. CSSU has indicated that it will have the capacity to complete the project should Council make a contribution to the works.

Council Policy CS6 provides guidance in how to assess this request for community funding.

Under the category of Facility Improvement, Council can consider an allocation up to \$2000 towards the project.

Due to the lateness of the request the Community Services Portfolio Group has not considered the request.

As indicated in report Item 10.1.1, the Community and Cultural Grant Scheme this financial year has been under subscribed so funds are available to support this request

### Options

Council has the following options available:

That Council support the application for funding of \$2000 to the Children Services Support Unit Inc for the purchase and installation of reticulation and turf at the Wickham Day Care Centre; or

Council decline the request

### Policy Implications

Policy number CS6 titled Donations, Sponsorships and Community Grants is relevant to this matter.

### Legislative Implications

There are no relevant legislative implications pertaining to this matter.

### Financial Implications

The expenditure is in accordance with the budget.

### Conclusion

Typically requests for facility improvements at Council owned facilities would be dealt with via Councils budget process. As Council Officers were unaware of the works and no capital or maintenance budget has been allowed for this purpose it is recommended that, should Council elect to support this request, that it does so under the provisions of Councils Donations, Sponsorships and Community Grants Policy.

### Voting Requirements

Simple.

---

### COUNCIL RESOLUTION

**Res No** : **14900**  
**MOVED** : **Cr Hipworth**  
**SECONDED** : **Cr Bailey**

**That Council:**

**Support the application for funding of \$2000 to the Children Services Support Unit Inc for the purchase and installation of reticulation and turf at the Wickham Day Care Centre from Account 314203 – Community and Cultural Grants**

**CARRIED**

---

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

**16.1.3 Redevelopment Of Cattrall Park**

<b>Attachment(s)</b>	<b>SOR Cattrall Park Redevelopment Consultancy Brief; UDLA Scope of Works and Capability Statement</b>
<b>Responsible Officer:</b>	<b>Executive Manager Technical Services</b>
<b>Author Name:</b>	<b>Manager Technical Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

**REPORT PURPOSE**

To obtain Council's endorsement of the design brief for the Cattrall Park Redevelopment and inform them of the delivery timeframe and proposed budget.

**Background**

Council allocated an amount of \$800,000 for stage one in the redevelopment of Cattrall Park in this budgetary year. Stage two consisted of a further \$400,000 and was highlighted for inclusion in the next budgetary year.

Council officers developed a design brief with associated timeframes and scope of works (see section four of attachment 1). This brief was forwarded to a selection of landscape architects for quote. Two briefs were received one from MNLA and the other from UDLA.

The project reference group detailed in section 13 of attachment one reviewed the submissions received and recommended UDLA be engaged as their costs are contained within the existing redevelopment budget and they showed a greater understanding of the scope of the project. Both companies currently have existing projects within the Karratha district.

**Issues**

The original brief detailed an initial timeframe however UDLA have indicated they are amenable to a compressed timeframe in order to meet proposed grant conditions. The proposed project timeframe are as follows:

<b>Task</b>	<b>Due Date</b>
Submissions due	6 November 2009
Concept plans due	18 January 2010
Public consultation	18 January – 15 February 2010
Endorsement of Concept Plan by Council	15 February
Detailed Design completed	8 March 2010
Detailed design to Council	15 March 2010
Tender documentation and advertising	15 March 2010 – 12 April 2010
Tender approval to Council	14 April for May meeting
Commencement of Works	30 June

Council has allocated an amount of \$800,000 within this budgetary year however the project costs detailed in the brief indicate a project cost of \$1.2M. This is a combination of both stage one and stage two and indicative budgets will be presented with the presentation of the concepts and then further clarified at the completion of the detailed design phase.

**Options**

Council has the following options available:

1. Endorse the brief with the associated scope of works and timeframe
2. Endorse brief with associated works and timeframes as amended

### **Policy Implications**

There are no relevant policy implications pertaining to this matter.

### **Legislative Implications**

There are no relevant legislative implications pertaining to this matter.

### **Financial Implications**

The expenditure is in accordance with the budget.

### **Conclusion**

UDLA are an experienced architectural landscaping company with a growing focus in Karratha. They are currently working on several projects in the area and are establishing relationships with various stakeholders. They have indicated a willingness and enthusiasm for this project and an initial commitment to the revised timeframes.

### **Voting Requirements**

Simple.

---

## **RECOMMENDATION**

**That Council endorse the Design Brief for the redevelopment of Cattrall Park**

**That council note the revised timeline for the delivery of works**

**That Council note an indicative budget for the redevelopment at \$1.2M**

---

## **COUNCIL RESOLUTION**

**Res No : 14901**

**MOVED : Cr Smeathers**

**SECONDED : Cr Cechner**

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

**CARRIED**

**FOR : Cr Lockwood, Cr Lally, Cr Cechner, Cr Hipworth, Cr Lockwood, Cr Rothe,  
Cr Smeathers, Cr Vertigan and Cr White-Hartig**

**AGAINST : Nil**

Cr Cechner left Chambers at 8.06pm

**COUNCIL RESOLUTION**

**Res No** : **14902**  
**MOVED** : **Cr Smeathers**  
**SECONDED** : **Cr Vertigan**

**That Council reinstate Standing Orders.**

**CARRIED**

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

**COUNCIL RESOLUTION**

**Res No** : **14903**  
**MOVED** : **CrCechner**  
**SECONDED** : **Cr Smeathers**

**That Council endorse the Design Brief for the redevelopment of Cattrall Park**  
**That council note the revised timeline for the delivery of works**  
**That Council note an indicative budget for the redevelopment at \$1.2M**

**CARRIED**

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





## **Cattrall Park Redevelopment**

### **CONSULTANCY BRIEF**

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## **1 PROJECT NAME AND DESCRIPTION**

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The Shire of Roebourne has identified the need to Redevelop Cattrall Park as part of it's Draft Strategic Plan 2009 – 2013.

As part of this project the Shire plans to progress refurbishment works to re-establish the park's current functionality and is keen to further develop the amenity based on community needs

In brief the Consultant will be required to:

- a) Engage with Council Officers and the community to develop a design brief for the proposed redevelopment
- b) Develop three concept plans and itemised cost estimates for presentation to Council and the community
- c) Undertake consultation with the community and Council to determine the preferred concept
- d) Provide detailed design of selected concept
- e) Develop detailed design documentation to enable tenders
- f) Provide contract administration and project management of approved works
- g) Prepare a detailed maintenance management plan

Each of the above items will be staged and subject to review at the completion of the previous stage.

## **2 INFORMATION AND BACKGROUND**

---

Cattrall Park is located adjacent to Pegs Creek Oval and runs between Galbraith Road and Balmoral Road, covering approximately 16,625 square metres in a 707m perimeter and was once Karratha's primary park and attracted many people to the area especially for special events like weddings and large social events.

The Park has largely resulted from the enhancement of a natural creek that once ran through the area and still does in times of high rainfall. This natural creek was enhanced by constructing an interconnected pond system and the surrounding area was developed with the introduction of gardens, seating and grass picnic areas. Over time the park has deteriorated with overgrown trees and the invasion of various weeds. Runoff from the effluent reuse system that waters the park now infiltrates the ponds creating a less desirable environment for patrons, residents and families.

Council have indicated that improvement to the standards of it's parks are a priority for this financial year. Council have also identified Cattrall Park as a 5 star park in Council's Parks and Gardens Asset Management Plan (currently in draft format) and wish it to be maintained to a standard to be the showpiece for the Shire. An amount of \$800,000 has been allocated for works this financial year with an additional \$400,000 proposed for inclusion in the budget in the 10/11 financial year bringing the total anticipated project value to \$1.2M.

### 3 PROJECT RATIONALE AND PHILOSOPHY

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The objective of this project is to develop an attractive asset for the community that is well utilised and attracts people to the area. It is based on the Shires rationale and philosophy that any facility provision or redevelopment is sustainable, equitable and affordable. In this context:

- **Sustainable** means the long term viability for the community to afford to pay for the operating costs of the Project
- **Equitable** means that all the community shall receive fair and reasonable consideration and consultation, and
- **Affordable** meaning the financial capacity of the Shire to fund the project.

### 4 CONSULTANCY SCOPE OF SERVICES

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The Consultant will be required to:

- a) Provide three concept plans with itemised costings for Catrall park that addresses the following:
  - Assess the existing reticulation system and it's impact on new and existing infrastructure
  - Assess the existing pond system and suggest any improvements that are required (please note that the pond system is a natural water course and needs to be maintained)
  - Identify areas for playground equipment and shade
  - Upgrade or install a variety of benches, seating, shade and rubbish bins throughout the park
  - Identify locations for new BBQ facilities and lighting within the park
  - Identify appropriate locations for bike racks and dog waste disposal bags
  - Upgrade of existing bollards to help prevent vehicle access
  - Increase area for parking especially including provision for caravan and disabled parking
  - Identify weeds and overgrown gardens and suggest appropriate control or mediation measures
  - Assess existing signage for the park and suggest improvement and possible inclusions
  - Assess existing path system, identify improvements especially with a view for access for all abilities where possible
- b) Attend meetings to support of Council staff during the public and council consultation period to establish the preferred concept
- c) Provide detailed design of selected concept and itemised costings
- d) Develop detailed design documentation to enable tenders
- e) Provide contract administration and project management of approved works
- f) Prepare a detailed maintenance management plan

### 5 SITE DATA/PROJECT INFORMATION

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The Shire will make the following information available to the consultant:

- a) Initial concepts and costings
- b) Reticulation plans
- c) Survey
- d) Draft asset management strategy and levels of service for parks and gardens
- e) 2009 Annual Community Survey Results

## **6 DRAFTING REQUIREMENTS**

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All drawings are to be supplied in an electronic format in the form of Autodesk 2004/2007 DWG files. The purpose of this section is to outline general AutoCAD practices that have been implemented to promote drafting efficiency, access, and portability of the design drawings.

- a) Use of multiple sheets in a single electronic file should be avoided.
- b) Regarding units used to create entities in the drawing model, plan work shall be drawn in metres, and all detail work drawn in millimetres when the largest dimension involved is less than 1000mm or precision is critical.
- c) The plan shall be positioned and orientated using the GDA94 geodetic system whenever a site survey serves as the basis for the plan.
- d) All text shall be in a standard Autocad vertical font (not slanted). Character height will be at minimum 2.0mm and at most 5.0mm.
- e) Hatch patterns, fonts, and linetypes used shall be the standard types available in the standard version of AutoCAD. The only exception to this shall be if the drawing files are exported from Autocad, using the integrated export function, and all files associated with the drawing are included in the export.
- f) A logically named and comprehensive layering system will form the basis of all drawings. The system should allow for the isolation of any entity type by layer.

When saving the electronic file, the GRID and UCIC Icon shall be off, unnecessary views and sections shall be eliminated, and any other extraneous information shall be purged.

Dimension styles and associated variables have default values. These values should not be changed or modified except for the length scale factor, which may be modified for auxiliary views and section views, depending on their scale.

## **7 DIMENSIONING**

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### **7.1 APPLICATION**

Dimensions are applied with dimension lines or as notes with leaders. Dimension lines indicate linear distance between feature centers or surfaces directly or by the use of extension lines.

### **7.2 RULES**

Dimensioning of parts must convey enough information to define clearly the engineering intent, so that no scaling of drawings is required, nor any assumptions need to be made. Functional dimensional values is the preferred method.

- a) Each dimension must be expressed clearly so that it will be interpreted only one way. No fractional dimensions are to be used only decimal dimension is the accepted practice.
- b) No surface, line, or point may be located by more than one toleranced dimension in any one direction. If a dimension is repeated, it is marked REF.
- c) Dimensions shall be selected and arranged to avoid accumulation of tolerances.
- d) Dimensions are shown on the view that most clearly represents the form of the feature being dimensioned.
- e) Dimensioning to hidden lines shall be avoided.
- f) Dimensions out of scale shall be avoided.
- g) Unidirectional dimensioning is to be used, that is, all dimensions and notes should be aligned with the bottom of the drawing.

## **8 ELECTRONIC DRAWINGS FILES**

---

Electronic drawing files will be submitted at the end of the project and shall adhere to the general drafting standards as specified.

The electronic files should conform to the standards listed below and the following generally accepted CAD practices.

- a) Unnecessary fragmented lines.
- b) Improper layering as described.
- c) Improper text size and fonts.
- d) Scale.
- e) Dimensioning Scale.
- f) Unnecessary electronic files.
- g) Pieces or blocks outside the electronic border.
- h) Multiple blocks, lines, text inserted on top of each other, etc.

## **9 AS CONSTRUCTED PLANS**

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All As Constructed plans will be submitted at the completion of the project in both electronic and hardcopy format.

## **10 CHECKING**

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### **10.1 REVIEW**

Drawings will be reviewed for general compliance with the following:

- a) Established standards
- b) Dimensional tolerance considerations
- c) Simplicity
- d) Materials

All reference materials should be made available to the Shire of Roebourne.

### **10.2 GENERAL RULES AND PRACTICES**

General rules and practices which will be followed to check drawings for consistency and professional quality will be as follows:

- a) Correction and revision of data will be denoted by the use of the colour **RED**.
- b) Final checked drawings must be signed by all persons designated in the title blocks

## **11 PEER REVIEW**

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Should the consultant not be successful with the proposal, we request they separately cost a peer review of the final design and scope.

## **12 CLIENT AND CLIENT'S REPRESENTATIVE.**

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The Shire of Roebourne is the client and will be represented by Miss Fiona Kenyon, Manager Technical Services who is authorised to issue instructions on its behalf. The Client's representative has responsibility for the administration of the Consultancy and the Consultant will carry out, unless otherwise directed, all communication with the Clients representative.

All queries relative to this proposal are to be addressed to the Clients representative.

### **13 PROJECT REFERENCE GROUP**

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The following people will consist the Shire project reference group. The group will meet with the Consultant at the project initiation stage and at other stages as required by the project timetable. Additional Shire staff may be involved in the Project at various stages in the provision of information.

- a) Manager Technical Services
- b) Manager Infrastructure
- c) Parks and Gardens Coordinator
- d) Executive Manager Community Services (or delegate)
- e) Technical Officer (if required)

### **14 TIMETABLE**

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The detailed design phase of this project must be completed within this financial year with works ready to commence at the start of the next financial year if not before. Our timeframe in order to meet Council meeting dates is as follows:

<b>Task</b>	<b>Due Date</b>
Submissions due	6 November 2009
Concept plans due	18 January 2010 for February council meeting
Community and council consultation	17 February 2010 – 15 March 2010
Endorsement of Selected Concept plan	22 March 2010 for April Council meeting
Detailed Design completed	21 April 2010 – 17 May 2010
Tender documentation and advertising	17 May 2010 – 16 June 2010
Tender approval to Council	21 June 2010 for July meeting
Commencement of Works	2 August 2010

The Consultant is to include within their submission a timetable for completion. If the timetable proposed exceeds the dates detailed above then the Consultant is to give the reasoning behind the extended timeframe. The Consultant shall provide an overall project timetable with their proposal and within 14 days of award, provide a detailed timetable setting out all key target dates.

Any extensions of time will need to be sourced through the Manager of Technical Services or Representative.

### **15 SUBMISSION**

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The Consultant is to submit a proposal based on AS4122 – 2000 General conditions of contract for the engagement of consultants. All hourly rates to be charged to the project are to be included. Pricing for the project will include all out of pocket and other expenses. A variation will be required if the cost of the project is to exceed the fee submitted.

The fee submitted will be considered along with the proposed timeframes and other related factors affecting the total cost to the Principal e.g. the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome.

The proposal is to contain the following information:

- a) Name of Company
- b) Contact Person
- c) Contact Details

- d) Methodology
- e) Fee proposal (broken into stages if necessary)
- f) Timeframe for completion
- g) Assumptions
- h) Scope

The Consultant is also to submit any additional hourly rates not listed in the Consultancy Panel contract and will apply in the event the Client requires any additional work. All sub consultants to be engaged in the project are to be identified, where not listed in their original submission, along with a detailed statement as to their qualifications and relevant experience. The Shire reserves the right to reject any sub consultants.

## **16 COPYRIGHT**

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

## **17 OUTCOMES REQUIRED**

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The following outcomes are required from this project:

- a) Three concept plans suitable for presentation to the community and Council. They should be developed in such a manner that it is clear what the intended outcome will be and may include plans, artist impressions, 3D drawings. The scope of drawings to be presented as part of the concept should be detailed within the submission
- b) Two full sets of approved design drawings
- c) All Drawings to be deliverable in a digital Autocad format and shall be based on the survey provided (usually GDA94 and AHD). There is to be no rotation of the north point and shall comply with the layout of the survey.
- d) The design shall be supplied to the shire in electronic format unrotated on the same coordinate system as the survey supplied. The design file shall be in dxf format and able to be uploaded to CivilCad in order that the Shire Surveyor can set out the design.
- e) Drawings are to have the Shire of Roebourne standard title block and drawing numbers will be supplied by the Shire of Roebourne.
- f) Initially two hardcopies and one electronic copy will be submitted to the Manager of Technical Services or their Representative: 1 hardcopy will be used for reference and filing, the other will be marked and returned for amendments. This process may be repeated until the Superintendent considers that the drawings are satisfactory.
- g) Once all amendments have been completed and plans have been finalised the plans shall be issued for construction (IFC)
- h) Provision of a detailed list of quantities associated with the project suitable for inclusion in a construction Specification

All designs shall be done in accordance with the appropriate Australian, Supply Authority or Austroad Standard and will need to conform to the State Governments "Designing Out Crime, Designing in people" Guidelines available from the Office of Crime Prevention

All reports and drawings are to be supplied in both hardcopy and electronic format. Any electronic pdf documents should be accompanied by a file in the original format so that the Shire can continue use of the data.



## **18 CLAIMS**

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Periodic claims can be made throughout the course of the design projects. 2.5% of these claims will be retained by the Shire of Roebourne until such time as the project is completed to their satisfaction.

## **19 SUBMISSIONS**

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Submissions, are to be addressed to:

Manager Technical Services  
Shire of Roebourne  
PO Box 219  
**KARRATHA WA 6714**

and endorsed: **Fee Proposal for Cattrall Park Redevelopment**

**DEADLINE FOR SUBMISSIONS: 2PM FRIDAY 13 NOVEMBER 2009**

Requests for information should be addressed to:

Fiona Kenyon  
Manager Technical Services  
08 9186 8589  
[fiona.kenyon@roebourne.wa.gov.au](mailto:fiona.kenyon@roebourne.wa.gov.au)



5<sup>th</sup> NOVEMBER 2009  
SHIRE OF ROEBOURNE  
PO BOX 219  
KARRATHA WA 6714

REF: CATPK 2009-11-04 Cattrall Park Proposal/UDLA prop  
Attention: Manager Technical Services

## CATRALL PARK REVITALISATION

### 1 INTRODUCTION

---

UDLA are delighted with the opportunity to provide the Shire of Roebourne with this proposal for landscape architectural services associated with the upgrade of Cattrall Park, Karratha.

To facilitate the upgrade of Cattrall Park in the short timeframe that is required, UDLA intends to act as superintendent for all stages of the project, from Concept Design through to the implementation of works.

#### 1.1 Karratha Experience

Within Karratha, UDLA are developing ongoing relationships with local and service authorities and community/stakeholder groups. UDLA are presently working in Karratha on LandCorp's Gap Ridge Industrial Estate, Velocity Villages' short stay accommodation village, and LandCorp's Karratha Town Centre Revitalisation Project. We are also working with the Mingullatharndo Association Nursery in Roebourne and Vicki Long from Astron Environmental to provide local plant stock for the extended Pilbara region.

### 2 OPPORTUNITIES

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UDLA understand that the upgrade or revitalisation of Cattrall Park requires a high level of community/stakeholder input to ensure that the park gains relevant local spatial programmes and becomes a valued asset for the community. Whilst being sustainable in a social sense, UDLA will also aim to provide an economically and environmentally sustainable solution that proposes to develop Cattrall Park into the 'Jewel in the Crown' of Karratha, an ideal precedent for a unique urban Pilbara park, garden and landscape.

In recognising the importance of providing a high amenity park we also understand the realistic setting in which this landscape requires to be constructed and maintained.

#### 2.1 Sustainable Design

All landscape concept options explored will employ an environmental and sustainable sensitivity through use of maintaining the local landscape integrity including understanding of



the local water and nutrient regime, use of local materials, encouraging minimal clearing and supplementing local revegetation and rehabilitation where possible.

As Catrall Park appears to have taken on a botanical park/ nature with areas of exotic trees and tropical palms, UDLA believe there is a sustainable opportunity to heighten and tighten these exotic/picturesque moments within the park before focusing on local materials and planting to provide the overall themes and following outcomes:

- a. Showcase the Pilbara's wide botanical palette;
- b. Pilbara style botanical garden visual amenity, 'sense of place';
- c. Areas that provide a cooler and protected micro climate referencing a Pilbara gorge, water hole, ephemeral creek bed;
- d. Due to extended times of limited water, a landscape that requires lower water usage (including limiting nutrient replacement); and,
- e. The overall provision of a low maintenance landscape, including simple areas to mow, weed, fertilise, prune etc.

In short, UDLA's design philosophy endeavours to create engaging yet simple, people scale spaces, a robust landscape that allows for the symbiotic relationship between human habitation and the natural environment.

## 2.2 Equitable Design

UDLA encourages the inclusion of community/stakeholder input at the commencement of the design process. This is to be continually encouraged and maintained throughout the development implementation phases to provide opportunities for local art/interpretation/educational input.

The ongoing involvement of the community/stakeholders in landscape projects helps develop the economic, environmental, social and cultural capacity within Karratha itself.

## 2.3 Affordable Design

UDLA have experience in numerous projects that encompass concept design, documentation, through to implementation and administration of similar projects across urban and regional WA. Our team understands a sustainable and community oriented approach to landscape design that delivers practical, low maintenance spaces appropriate to the location.

Our team acknowledges the opportunities to engage the local landscape industry for the provision of skills, labour, materials and planting. This regional approach creates an economically beneficial outcome through limiting mobilisation costs from out of town contractors and delivery of materials from long distances.



### 3 SCOPE OF WORKS

#### STAGE ONE – Concept Design

To provide conceptual direction for the upgrade of Cattrall Park, UDLA will undertake the following tasks:

- a. Access the existing landscape condition of the Cattrall Park, highlighting key opportunities to enhance the landscape amenity of the site;
- b. Develop an opportunities and directions presentation for initial discussion with Shire of Roebourne and Community/Stakeholders. The Opps and Direct Presentation shall note project benchmarks, precedents and existing site conditions. Opps and Direct presentation will aid with the facilitation and direction of the three concept options. **Please Note: Community/stakeholder input can be easily achieved through a Shire of Roebourne approved or organised Design Reference Group (DRG, 10-15 persons);**
- c. Following initial consultation provide three landscape concept options indicating spatial themes/programs including:
  - planting objectives including shade trees, buffer and feature planting;
  - surface finishes including mulches and gravels;
  - minor earthworks;
  - landscape entry/exit features, signage;
  - landscape furniture and shade structures, as required; and,
  - indicative planting schedule;
- f. Consult with Council Officers and DRG to establish a draft concept plan. UDLA finds that the draft concept option is a culmination of elements proffered within the three options.
- g. Following DRG and Shire of Roebourne comments a final landscape concept plan will graphically represent themes, indicative soft and hard landscape treatments as indicated above in (Task 3) for tender documentation direction.

All plans and presentation material will be provided to the Shire of Roebourne for comment prior to any public, DRG consultation or distribution of material:

#### Deliverables:

1. Opportunities and Directions Presentation (noting benchmarks, precedents and site conditions) The Opportunity and Direction Presentation will be prepared as a graphic PowerPoint to lead DRG discussion;
2. Three Landscape Concept Plan Options in PowerPoint Presentation. The three draft landscape concept plans will be prepared as conceptual sketch's for DRG presentation purposes including A1 hardcopy for each option;
3. Draft Landscape Concept Plan for distribution & comments;



4. Following comments, final Landscape Concept Plan provided as a high quality scaled PDF file for presentation and distribution. The plan will be suitable for presentation purposes and for continuation further into design documentation.; and,
5. Opinion of Probable Construction Cost based on the final concept (+/-20% accuracy).

#### STAGE TWO – Design Development

Upon approval of the detailed concept plan (Stage One), UDLA will further develop the landscape design in detail to lead into Tender Documentation. This will include the investigation of availability and selection of hard and soft materials as well as plant species.

Staging of works shall be investigated within this stage of consultation services.

In addition, service requirements including licenses and building approvals shall be tendered, as required.

Deliverables (digital plans for comment):

6. Demolition Plan;
7. Grading Plan;
8. Soft landscape plan (planting plan);
9. Hard landscape plan including paving, external structures; and,
10. Updated Opinion of Probable Cost (+/- 15% accuracy).

#### STAGE THREE – Tender Documentation

Upon approval of design development plans and acquiring of building licenses/service approvals (Stage Two), UDLA would prepare tender documentation and specifications to an agreed standard. The tender documents would include nomination of furniture, materials, plants etc.

Deliverables (digital and two hard copies for approval):

11. Documentation Plans including final setout plans mentioned in stage two;
12. Specification indicating general standards and conditions;
13. Schedules including of individual Rates and works timing;
14. Irrigation Plan (Irrigation plan, specification and schedules to be undertaken by sub-consultant CADsult Frank Quinti); and,
15. Final Opinion of Probable Cost,



**STAGE FOUR – Project Administration**

UDLA is be pleased and available to act as works contract superintendant for overseeing implementation of the project to an agreed level of responsibility. This may include progress payment recommendations, overseeing construction standards and works timing, etc.

This would be undertaken at an agreed hourly rate of fixed fee, as required.

**STAGE FIVE – Maintenance Management**

Upon practical completion, UDLA will prepare a detailed Maintenance Management plan to facilitate the mandatory construction maintenance period as well as the ongoing council maintenance.

The utilisation of local aesthetics, materials and plant species within the design and implementation of the upgrade of Catrall Park will ensure a low maintenance landscape that matures over time and encourages use and appreciation of the wider natural landscape.

**4 PROJECT TIMELINE**

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COMPLETED TASK	DATE
<b>STAGE 1 - CONCEPT</b>	
Initial DRG Workshop 1 (opps & directions)	11th of January 2010
Three Landscape Concept Plan Options	1st of February 2010
DRG Workshop 2	22nd of February 2010
Draft & Final Landscape Concept Plan	22nd of March 2010
<b>STAGE 2 - DESIGN DEVELOPMENT</b>	
Design Development	21st of April 2010
<b>STAGE 3 - TENDER DOCUMENTATION</b>	
Tender Documentation	17th of May 2010
Tender Approval	21st of June 2010
<b>STAGE 4 - PROJECT ADMINISTRATION</b>	
Ongoing Contract Administration	2nd of August 2010 onward
<b>STAGE 5 - MAINTENANCE MANAGEMENT</b>	
Preparation of a detailed Maintenance Management Plan	Following Practical Completion

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## Capability Statement

urban design + landscape architecture

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### UDLA Capabilities Statement

**UDLA** have extensive experience throughout Australia and abroad with demonstrated knowledge on delivering site and land use design and implementation

**UDLA** are committed to a strong environmental and sustainability philosophy with emphasis on community and contemporary site responsive design

**UDLA** endeavour to implement marketable solutions for the development industry and believe an integrated approach that compliments and upholds the social, economic and environmental values of a proposed development will lead to a sustainable outcome for the client and the community

**UDLA** have a practical understanding of the social dimension in which the design and development industry must operate

**UDLA's** business focus is on clients and stakeholder needs ensuring timely, high quality outputs within an agreed budget

**UDLA** commit to offering professional consulting services in urban design + landscape architecture for the appropriation of approvals and project implementation

### UDLA Sustainability Philosophy

**UDLA's** sustainability philosophy is continually being assessed from the traditional perceptions where development and conservation seem to always be at compromise... ..as it is generally perceived, the language surrounding 'sustainability' is being engaged with perceptions of 'unmanageable development' polarised with 'strict conservation'... ..meaning, it tends to suggest that human intervention or 'development' is apart from 'true nature'. This is similar to understanding that only untouched nature, 'the wild' is the only true environment without the presence of humankind. We ask, 'are humans not a part of nature'?

This dichotomy of human verses nature often leads to extremes of overall land domination or strict land conservation where ecology and/or community values are often managed poorly or even overlooked

A design strategy that places humankind back as a central player in nature should free us to realise our custodian entitlement towards the landscape. Therefore built form, ecology and community values require to be realised as they benefit the whole

For this reason, if all parts, development/economics, landscape/ecology and community are dealt with successfully, then the opportunity to provide a sustainable responsive development is greatly enhanced

A way of considering a sustainable environment where built form, ecology and community are equally valued can be suggested simply in the statement, **'the environment is where people work, rest and play'** (Manifesto of the Environmental Justice Movement)

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## UDLA

Greg Grabasch

### Principal

Greg Grabasch has over 20 years experience in the environment and development industry as Landscape Contractor, Environmental Consultant, Urban Designer and Landscape Architect. Along with his commitment to a strong environmental philosophy with emphasis on community and contemporary site responsive design, Greg's former position as Design Contractor has provided him with the knowledge for developing practical and economic design solutions

Through his career Greg has been involved in a large variety of urban and rural design projects, ranging from broad land use and masterplanning studies through to culturally inclusive place design. Recently Greg has focused on community facilitated town centre and transit orientated development that strives to encapsulate environmental sustainable principles, build social equity and provide a local 'sense of place'

In addition, Greg has recently handed over the role as Western Australian State President for the Australian Institute of Landscape Architecture (AILA), however maintains an active role within the organisation. Greg also provides an ongoing mentor and lecturing role for

the UWA Architecture and Landscape Architecture department. With these initiatives he has gained opportunity to promote contemporary urban and landscape design throughout WA

### **University Lecturer**

University of Western Australia, Faculty of Architecture, Landscape and Visual Arts - ongoing from 2005

### **Education**

Bachelor of Applied Science (Hons) Landscape Architecture, RMIT Melb. 2000  
QBSA Contractor License for Brick Laying and Structural Landscaping 1990

### **Awards**

#### **2009 UDIA (WA) – Sustainability Award**

*Januburu SIX SEASONS – LandCorp*

#### **2009 CCAA PUBLIC DOMAIN AWARD (WA) – Special Recognition Sustainable Design**

*Januburu SIX SEASONS - LandCorp*

#### **2006 UDIA (WA) – Medium Density Residential Development less than 250 lots**

*C-Air – Investa*

#### **2004 PIA (WA) – Awards for Planning Excellence 2004 - Urban Design Plans & Ideas**

*C-Air – Investa*

#### **2002 City of Whitehorse (VIC) – Building a Better City Design Awards**

*Best Landscape Design*

### **Membership**

Australian Institute of Landscape Architects – WA State President 2007-09

Registered Landscape Architect AILA

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### **UDLA**

Andree King

#### **landscape architect + landscape planner + architect**

Whilst Andree's career is based on Landscape Architecture and Architecture it has evolved over 20 years and now encompasses a strong focus on the needs of communities; to engage with their ideas and to recognise sustainable design practises that show specific reference and understanding of 'place'. At this scale Andree has focussed on the design of communities in Western Australia, the Middle East and Asia.

Andree's experience emanated primarily in Perth, Western Australia commencing in 1988 with 'stints' in both the Middle East (2005- 09) and South East Asia (1992- 96).

Throughout Andree's role in the Middle East she was responsible for the planning, management and design of some of the world's largest and most unique new communities and cities including: The Palm (Deira); Yas Island and Sports City. Andree has also spent a total of 13 years in Perth as a senior designer, responsible for landscape and community planning, development and detail design of significant developments for both private enterprise and government based clients throughout Western Australia. Andree is committed to providing high quality contemporary design solutions for communities which imbue an understanding of the natural environment and our drive to meet the challenges of a sustainable future.

### **University Lecturer**

University of Western Australia, Faculty of Architecture, Landscape and Visual Arts - Professional Documents Units for Final Landscape Architecture Students

### **Education**

Bachelor of Landscape Architecture (Post Grad), University of Sydney 1989

Bachelor of Architecture, University of Sydney, Sydney, 1985

Bachelor of Science Architecture, University of Sydney, Sydney, 1981

### **Awards**

2001 'Leeward' Port Mandurah, 2003 Mariners Cove, 2004 Mariners Cove, 2006 Somerly, 2007 Somerly UDIA (WA) – UDIA State and National Awards

2000 Malaysian National Award – Kota Kemuning, Shah Alam New City Design Malaysian Institute of Planners

1994 - Joondalup Central Park WA Australian National Award AILA

### **Membership**



Associate Member, Australian Institute of Landscape Architects (AILA)

Registered Landscape Architect AILA

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## **UDLA**

Anna Duncan

### **urban designer + landscape architect**

Anna has been employed at UDLA in the position of urban designer and landscape architect for 3 years and has significantly broadened her professional skills and knowledge base within this period

Anna has a strong interest in sustainable urban and landscape design, significantly involving matters of ecology and the provision of positive social spaces. Current projects cover Metro Perth, Kimberley, Pilbara, Eastern Wheat Belt, Peel Region and the Great South West

At present Anna is working on numerous projects that cover expansive land use and masterplanning through to detailed documentation. Her skills also include part project management and administration of ongoing works. Key Projects over the last year have included: masterplanning and landscape documentation of Flinders Estate, a residential development Shire of Esperance; Januburu Six Seasons and Pinjarra Industrial Estate developments for LandCorp; and, Jurien Foreshore Masterplan and Cervantes Foreshore Enhancement for Shire of Dandaragan. Many of these projects have included community presentation and ongoing consultation

Anna has served as graduate representative for the Australian Institute of Landscape Architects for the past year (AILA WA Group) helping to promote contemporary space design within Western Australia

### **Education**

St Mary's Anglican Girls School, Perth, 2002

Bachelor of Landscape Architecture, UWA Perth, 2006

### **Relevant Work Experience / Employment History**

2005 ERM Perth

Landscape Architecture / Work Experience

2006 ERM Melbourne

Landscape Architecture / Work Experience

### **Awards**

2004 Involved in the Gondwana Link Project

*Poster and Installation chosen and displayed at the Perth Wild Flower Festival*

2002 Artwork selected for the Young Originals Exhibition, Perth

1999 Selected to participate in the Australian Youth Parliament for the Environment. *The conference was held in Canberra*

### **Membership**

Australian Institute of Landscape Architecture – Graduate Member and Representative

Graduate Student for AILA WA Group

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## **UDLA**

Ann Mangano

### **urban designer + landscape architect**

Ann has currently enjoyed two years of work with UDLA, employed in the position of urban designer and landscape architect. Through her involvement on projects predominantly based in rural Western Australia and the opportunity to work with passionate project teams, Ann has developed valuable skills in planning and conceptual design specifically in relation to community facilitated design

Ann completed a bachelor of Landscape Architecture with honours at the University of Western Australia. An interest in rural landscape architecture and the effect of time and local ownership began through her honours by Design folio. Ann investigated a degraded tourist destination in the North of Western Australia, exploring specifically how landscape intervention can choreograph the regeneration of an arid landscape over time and provide form and spaces for people to inhabit

Previous to and throughout the duration of her degree, Ann has maintained a keen interest in art and design as well as the natural environment. This has provided Ann with a

platform in which she has developed a strong interest in concept development and sustainable systems

Ann has gained experience through urban master planning, conceptual design, community presentations and detail documentation for projects in a variety of locations within WA and has been fortunate to be a part of an award winning project in Broome, Januburu Six Seasons which was this year awarded UDIA and CCAA sustainable design award

### **Education**

2001 St Brigid's College, Lesmurdie

2003 Visual Art, Central TAFE Perth

2007 Bachelor Landscape Architecture (Honours), University of WA

### **Relevant Work Experience / Employment History**

2000 Plan E Landscape Architecture

Structured work based learning

2000 Kings Park and Botanic Gardens

Structured work based learning

2001 Tree planting

A greening challenge volunteer program run by Western Power

2002 Artist

Painting and successfully selling artwork in the Margaret River region and Perth

2007 Department of Environment and Conservation

Recreation and Landscape Unit / Landscape Architecture

### **Membership**

Australian Institute of Landscape Architecture – Graduate Member

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### **UDLA**

Tim Nichols

#### **urban designer + landscape architect**

Tim has over three years professional experience in the role of urban designer and landscape architect, and has been employed at UDLA for six months. Prior to this Tim has worked for a number of Landscape Architecture practices in Perth and London

Tim has a balanced passion for the environment and design. In particular he believes delivering sustainable urban and landscape projects, focussing on an outcome that meets all objectives with a seamless and harmonious design. Previous projects Tim has worked on range from large scale masterplanning to small scale public space and residential projects, and rigorous visual impact assessments to detailed design in urban spaces

At the moment Tim is involved in the community consultation process designing the town square of South Hedland as part of the South Hedland Town Centre redevelopment project.

Tim is currently the Secretary of the Australian Institute of Landscape Architects (AILA WA Group) and has previously served as graduate representative for AILA WA, helping to promote contemporary space design within Western Australia

### **Education**

John Curtin Senior High School, Fremantle, 2002

Bachelor of Landscape Architecture, UWA Perth, 2006

### **Relevant Work Experience / Employment History**

2005-2006 Blackwell & Associates

Landscape Technician / Work Experience

2006-2007 Ecoscape

Landscape Architect

2007-2008 Cracknell Ferns & Associates, London

Landscape Architect

2007-2008 Oculus

Landscape Architect

### **Awards**

2006 Student Award for the AILA (WA Group)

## Membership

Australian Institute of Landscape Architecture – Graduate Member and Graduate Representative for AILA WA Group

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## UDLA Recent and Ongoing Key Projects

### ***Januburu Six Seasons, Cable Beach Subdivision – LandCorp (2003 - ongoing)***

UDLA have been engaged by LandCorp as lead design consultants for a residential development that has aimed to ground its design philosophy and outcomes in cultural, social and environmental principles. Within this project UDLA's responsibilities included ongoing design facilitation and engagement with the community, the local authorities and traditional owners

Januburu Six Season has provided an exceptional opportunity to create a unique subdivision that is inclusive of local culture, including art and seeks to heighten community ownership with regard to 'sense of place'

Januburu Six Seasons was recently awarded with the prestigious 2009 UDIA (WA) – Sustainability Award

### ***Jurien Bay Foreshore & Town Centre – Shire of Dandaragan (2007 - ongoing)***

This project has included facilitated design input from the community, the Shire and stakeholders. The Shire of Dandaragan and the Jurien Bay community /stakeholder representative working group were guided by UDLA through a seamless concept design process resulting in a positive direction for implementation of a community minded town centre. In addition the concept included strong tourist, public art, environmental interpretation and regional recreational opportunities for the town

Following positive input from the working group the project has included development of a new curved jetty, a town centre retail / tourist strip and environmentally sensitive responses to a highly regarded coastal foreshore

Recently UDLA are undertaking similar community design facilitation workshops for the Shire of Dandaragan at the seaside village of Cervantes, for its unique foreshore and entry to town allowing for the imminent opening of the Indian Ocean Highway

### ***Merredin Central Business District – Shire of Merredin (2009)***

UDLA were recently employed by the Shire of Merredin to facilitate conceptual planning workshops for the Merredin CBD

This positive opportunity allowed for the community and stakeholder to have a strong input into the future vision of this important hub.

The project outcomes produces a community owned concept plan for open space and built form directions

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### ***South Hedland Town Centre – LandCorp (2007 - ongoing)***

UDLA have been engaged by LandCorp to be part of an urban renewal project team to facilitate and implement design for a South Hedland Town Centre. Within this scope of works UDLA's responsibilities include urban design + landscape architecture input along with gathering conceptual guidance from the traditional owners and the Hedland stakeholder, general and arts community

Community input has empowered the design with positive energy and a clear direction for LandCorp's town centre implementation

### ***Halls Creek Residential Development and Town Walk. – LandCorp (2006 - ongoing)***

LandCorp has appointed UDLA to coordinate and guide a community inspired opportunity in Halls Creek as part of their ongoing residential development involvement within this region. Through positive and ongoing facilitation with the Community and Shire of Halls Creek the project has culminated in a community designed and implemented town walk, including associated opportunities

The community town walk includes themed interpretive stations, totem signage, the inclusion and restoration of an historic trackers hut, indigenous and community art/sculpture and bush tucker gardens

The town walk project has a solid foundation of community facilitated design and implementation, enabling the project to reflect local character and pride. Furthermore, this project serves as a historic and cultural education tool for interested locals and visitors within the town

Additional walks and bush tucker gardens allow for community recreation and exercise. The works have been implemented predominantly by the local community and artists. Currently, the team is working on a regional mosaic composed of materials from country

### ***Dalkeith Village – City of Nedlands (2007)***

UDLA are engaged by Koltasz Smith and the City of Nedlands to provide urban design +

landscape architecture input into the revitalisation of an urban centre close to the heart of Perth. This project before commencement has been charged with community concern as our design input includes adjustments in densities and vital land use amendments. Maintaining positive community input into the built form and streetscape opportunities was also critical to gain a clear direction for the City of Nedlands

***C Air, Hillarys - Medium Density Housing Development - Investa (2004)***

UDLA along with urbanplan employed by Investa, were designers of a high quality medium density residential development in northern Perth. This project was unique in WA for providing housing that acknowledged the surrounding built form and landscape context. Split level built form was developed along with architects Overman Zuideveld to integrate existing sloping landscape conditions. In addition a retention drainage area was placed below ground leaving usable space for park activity

This project has won 2006 UDIA (WA) – Awards for Excellence

Residential Development less than 250 lots, and 2004 PIA (WA) – Awards for Planning Excellence 2004 - Urban Design Plans & Ideas Highly Commended

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***Coolbellup Residential Infill – Delfin Lend Lease/LandCorp JV (2008 - ongoing)***

UDLA was recently part of a successful consultancy team that JV's Delfin Lend Lease with LandCorp to provide exciting new residential infill of former school sites near Fremantle. The project includes innovative landscape, community art centred on the memory of the school sites and built form to encourage urban renewal and develop additional community amenity

***Flinders Estate, Esperance - Shire of Esperance (2004- ongoing)***

UDLA have been engaged as co-design consultants along with urbanplan for the preparation of an outline development plan through to detail subdivision design for a coastal development that continues Esperance Townsite east along the picturesque Bay of Isles and adjoining Bandy Creek Boat Harbour.

This exciting project includes responses to a picturesque coastal foreshore, while linking up the existing community urban fabric. The project area, named Flinders, successfully integrates the unique environment with a contemporary urban residential subdivision.

UDLA are currently implementing Stage 2 Landscape works

***Kununurra Townsite Expansion – LandCorp (2003 - ongoing)***

UDLA along with urbanplan have completed broad land use studies of two town development sites adjacent Lilly Creek Lagoon near Kununurra that has culminated in further development of the Lakeside area of Kununurra

UDLA have implemented Landscape Architecture for stage 1, 2 and 3 and are currently implementing Stages 4 - 6. The design process has included design workshops with input from the local and indigenous community to exemplify heritage and cultural input

***Wangka Maya Cultural and Language Centre, South Hedland – Wangka Maya (2008)***

Following group workshops with Wangka Maya and associated language representatives UDLA have guided a landscape concept planning exercise to provide cultural responsive landscape and outdoor spatial design for the new cultural and language facility in South Hedland. The concept was careful to include practical outcomes with strong local Hedland and Pilbara materiality

Following overwhelming acceptance of the concept plan UDLA have recently documented the opportunity and anticipate to administrates works in the very near future

***Pretty Pool & Wedgefield Subdivisions, Hedland - LandCorp (2005 - ongoing)***

UDLA have been involved with numerous land use masterplanning and landscape studies within Port and South Hedland. Currently UDLA are consultants on the landscape aspects of the Pretty Pool development for LandCorp and expansion of the Wedgefield Industrial Area. These projects feature sensitive inclusion of a unique turtle nesting coastal foreshore and mangrove environments balanced with the urgent provision of much needed residential / industrial land supply for the Hedland region

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**UDLA Referees**

***Silpro (WA) Pty Ltd (LandCorp)***

Contact: Wayne Silich – Director - Project Manager/Valuer

Ph (08) 9364 7810 or Mob. 0416 257 123

UDLA have worked with Wayne Silich on numerous LandCorp and Council urban design projects including expansion and improvement of regional and remote communities in Western Australia

Together with Wayne's project management skills UDLA have worked on integrating the landscape and urban design to acknowledge sustainable and triple bottom line outcomes. Physically linking cultural and existing community networks has been

acknowledged as one of the crucial factors in providing sustainable residential design

**Shire of Dandaragan**

Contact: Clinton Strugnell – Chief Executive Officer

Ph (08) 9652 0800

UDLA are currently finalising the Jurien Bay town centre and foreshore masterplan with the Shire of Dandaragan and the Jurien foreshore community design working group. This project includes community, land use planning and environmental responses to a highly regarded coastal foreshore including the provision of a Jurien Bay town centre

**LandCorp**

Contact: Mike Garner – Business Manager Operations

Ph (08) 9482 7429 or Mob. 0412 923 574

UDLA are consulting for Mike Garner on a number of developments throughout Northern Western Australia, the latest being Lakeside, Kununurra, Januburu Six Seasons, Cable Beach Broome and the development of Pretty Pool, Port Hedland

**Shire of Esperance & City of Fremantle**

Contacts: Mike Archer - Shire of Esperance Chief Executive Officer - Ph (08) 9071 0666

Paul Garbett – Shire of Fremantle Town Planner - Ph (08) 9432-9730

UDLA were recently involved with a masterplanning, now implementation of a large residential development in Esperance that includes responses to a picturesque coastal foreshore, while linking up the existing community urban fabric. The project area, named Flinders, successfully integrates the unique environment with a contemporary urban residential subdivision

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**urbanplan**

Contact: Ian Brashaw – Director - Town Planner/Urban Designer

Ph (08) 9432-9730 or Mob. 0437 64 0437

UDLA are enjoyed working with Ian on urban design and Townsite projects from ERM Perth to present. We are currently working with urbanplan on several residential, Townsite and streetscape developments and UDLA enjoy a reciprocal design approach with urbanplan on all projects

**Koltasz Smith**

Contact: Rod Dixon – Director - Town Planner/Urban Designer

Ph (08) 9486-2222 or Mob. 0411 119 799

UDLA are currently working with Koltasz Smith on a number of urban infill, town centre redevelopment, residential and streetscape developments, both locally and in Northern WA. UDLA enjoy a mutual design approach with Koltasz Smith on all projects undertaken together

**Shire of Derby West Kimberley**

Contact: Noel Myers – Town Planner

Ph (08) 9191 0945 or 9191 0999

UDLA are currently undertaking residential and public space masterplanning with our client LandCorp in coordination with Noel Myers and the Shire of Derby West Kimberley. A fifty dwelling residential development is due for completion in the first half of 2008. UDLA look forward to future community work in Derby and have focused their attention on providing development that includes community and cultural design input

Additional referees can be supplied upon request

**17 CLOSURE & DATE OF NEXT MEETING**

The meeting closed at 8.08pm and the next Ordinary Council meeting is the 14 December 2009

Cr Cechner returned to Chambers at 8.10pm